

No. 287/H/MBA/2021-2022/Acad.IV-1

Dated: 19-05-2021

To

The Secretaries/Principals of all the Affiliated Colleges of Osmania University offering **MBA Course.**

Sub: - Affiliation – Affiliated Colleges – Inspection for considering grant of extension of provisional affiliation to offer **MBA Course** for the academic year **2021-2022** – Req.

Sir/Madam,

With reference to the subject cited above, I am desired to inform you that the University has decided to conduct Inspection to the Colleges offering MBA Course for the academic year 2021-2022. The Inspection Committee will be visiting the Colleges for considering grant of extension of provisional affiliation to the College, to offer MBA Course for the academic year 2021-2022. Kindly note that Inspection Committee would be verifying all the requirements as per AICTE Process Hand Book for the year 2021-2022. Hence, the Secretary/Principal of the College may ensure that the compliances must be as per AICTE norms (all the requirements shall be as per AICTE Process Hand Book for the year 2021-2022) for the academic year 2021-2022. Further, the physical verification will be conducted based on the uploaded information to AICTE by the College management. Any deviation in this regard will be treated as serious lapse and extension of provisional affiliation may not be granted to the College.

The management of the College is therefore directed to submit the filled in application form placed on the University Website with all necessary documentary evidence as mentioned in the Annexure 'A', along with the prescribed fee of **Rs.20,000/-** through a Demand Draft drawn in favour of the "Registrar, Osmania University" on any nationalized bank on or before **26-06-2021** towards Inspection and Processing Fee for the academic year 2021-2022.**The application form may be downloaded from the University website** www.osmania.ac.in

Further, it is requested to **keep all the records in Original ready as mentioned in Annexure 'A'** for verification by the Inspection Committee. It is also requested to ensure that all the teaching staff of your College be present on the day of inspection, failing which their names will not be considered as on the rolls of the College.

Yours faithfully,

DEPUTY REGISTRAR
(Academic)

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Copy to:

- 1. The Dean, Faculty of Management, OU.
- 2. The Director, Directorate of Academic Audit, OU.
- 3. The Director (Infrastructure) OU, with a request to place it on the official website of the University.

ANNEXURE 'A'

- 1. Latest compliance reports
- 2. List of teaching staff in the prescribed format.
- 3. Proceedings of OU Selection Committee for the faculty appointed.
- 4. AICTE permission / renewal for the year 2020-2021& 2021-2022.
- 5. State Government permission for the year 2020-2021 & 2021-2022.
- 6. Minority Status Certificate/Letter from the competent authority.
- 7. Affiliation Orders of the University for the Previous Year.
- 8. Land Documents / Building plan approvals (enclose Copies).
- 9. Details of accommodation Room wise, floor wise, and course wise.
- 10. Staff Attendance Register, Teaching Diaries.
- 11. Student Attendance Registers.
- 12. Library Accession Register with details of books / Journals added during the last academic year.
- 13. Library Books Issue Register.
- 14. Acquaintance Register.
- 15. Bills / Payment receipts / Bank Statement for the purchase of Library Books and Journals and other purchases including equipment, computers, licensed Software.
- 16. Statement of consolidated attendance which was sent to the Examination Branch during the last academic year.
- 17. Valued Answer Scripts of Internal Assessment Test and statement of marks sent to the Examination Branch during the last academic year.
- 18. Bank Pass Book / Bank Statement of the financial transactions.
- 19. Enclose the report of Anti-Ragging Committee and measures taken by the College.
- 20. Display the College name prominently stating that the College is affiliated to Osmania University and also enclose photograph of the College building.
- 21. Undertaking to be submitted with regard to conduct of University Examinations.
- 22. Fire Safety Certificate/ Sanitary Certification from the Competent Authority.
- 23. Implementation of Biometric Attendance, CCTV to be installed within the premises of the Institution and Barrier free built environment to be provided.



OSMANIA UNIVESITY HYDERABAD-500 007

APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER MBA COURSE FOR THE ACADEMIC YEAR 2021-2022

Co	lege Name:		College Code	e:	Course:		
	Sanctioned Intake I	oy AICTE:	:				
Da	te of Inspection:		Permitted intake byUni	versity: _			
DD	.NoDat	e:	e: Amount:				
1.	Name of the College with postal address: Landline: Mobile: E-mail ID: Website:						
2	Name of the Society/ Registration No. & Address with Phone Nos. E-mail ID:						
3.	Name of the Secretary / Correspondent with Telephone No.(LL) e-mail, Mobile no:						
4	a. Name of the Principal (Pleaseaffix Photograph)				Photo		
	b. Qualifications				•		
	c. Whether appointed through OU Selection Committee.	Yes/No:					
	d. Date of Birth						
	e. Mobile No.: E-mail ID: Aadhar Card number: PAN number: Bank Account number:						
5	Nature of accommodation (Ownership/Lease deed)	Docume Own/Le					
6	Land Area Details	Actual Land Area			d Land Area(as per Govt. of Telangana)		
7	Year of Establishment			ı			
8	Any other Courses run by the College	S. No. 1 2 3 4	Course(s)		Intake		
		5	1				

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9.	AICTE permission letter No. & Date for the year 2020-2021 & 2021-2022	
10.	State Govt. G.O. No. & Date for the year 2020-2021 & 2021-2022.	
11.	OU Affiliation Order No. & Date for the year 2020-2021.	
12.	i) Whether any other Institutions/Colleges are running in the same premises,	Yes/No
	ii) If Yes, whether permission from AICTE is obtained.	Yes/No
13.	Status of the College (In case of MinorityCollege, latest Minority Certificate issued by the competent	Minority/Non-Minority
	authority to be enclosed)	Co-Education / Women
14	Name of the University nominee on the Governing Body with period from	
15	Name of the Univ.Nominee on the Selection Committee with period from to, along with letter no. and date (Enclose copy)	
16.	Number of Governing Body Meetings convened during the academic year 2020- 2021 with University nominees (Please mention the dates)	1. 2. 3.
17	Working Hours of the College	
18	Work load statement Teacher-wise (to be enclosed)	
19.	Time table for the course, showing (i) Room No, (ii) Name of the Class	
	(iii) Name of the Teacher in each period (to be enclosed),	
20	Whether revised pay scales of VI Pay Commission are paid to the staff.	Yes / No
21	Details of salary paid. Acquittance Register to be produced. (Enclose bank statement).	Maximum salary / Minimum salary paid
		Paid through Cheque/Bank: Name of the Bank & Branch:

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Course Details:

a)	Course - MBA				
b)	Year of Starting				
c)	Sanctioned Intake by AICTE				
d)	Permitted intake by OU				
Actual strength of students' year wise:					
No. of Students on rolls			I year	II year	
MBA					

Mode of admission					
Name of the Course	Sanctioned intake for	Fii	First Year students admitted under		
	first year by OU	Convener Quota	Management Quota	Minority (SW-II / III)	

Faculty Details:						
Faculty required 1:20 (Teacher Student Ratio) Cadre Ratio 1:2:6 (Professor : Associate Professor : Assistant Professor) (of which, a minimum of 80% should be regular/full time faculty and the remaining may be adjunct faculty / resource persons from industry).						
Designation	Required (As per norms)	Available Total Available		Total Available		
		OU Selection	Ad-hoc			
Professors						
Associate Professors						
Assistant Professors						
Total:						

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PARTICULARS OF PRINCIPAL AND TEACHING FACULTY

			Qualificatio	Whether having			Nature Appoint	e of ment		Details of i. Aadhar Card
S. No	Name of the Teacher	Design ation	ns Whether having MBA I Class	Ph.D. Degree in Manage ment	Date of Birth	Total no. of years of Exp.	Through OU Selection Committee	Manage ment	Photo	number ii.PAN number iii. Bank Account number
1										i. ii. iii.
2										i. ii. iii.
3										i. ii. iii.
4										i. ii. iii.
5										i. ii. iii.
6										i. ii. iii.
7										i. ii. iii.
8										i. ii. iii.
9										i. ii. iii.
10										i. ii. iii.

Non-Teaching staff:						
Course	Lab. Asst.	Programmers	Lab. Attenders	Total	Required	Deficiency
MBA						

Accommodation Details and Academic Facilities: Teaching					
Particulars	Number	Area (Sq.m) of each	Number of LCD Projectors(ceiling mounted)	Number of Smart Boards	Internet Connection
	1	2	3	4	5
Class Rooms					
Tutorial Rooms					
Seminar Hall					

 $extbf{\$}$ 1.Each Class Room shall be equipped with LCD Projector, Smart Board, Internet connection, etc.

3. Every Institute should have MOOCS Facility Centre and Innovation Laboratory.

Comp	Computer Lab.					
S.No.	MBA Computer Lab.	Area (in Sq.m)	Equipment available	Lab. class conducted (as per syllabus)	Batch Size	
1						
2						

Computational Facilities: (Please	e refer the AICTE norms of	⁵ 2021-2022)1:6
Item	Description (configuration)	Quantity
Desktops		
Server Machines		
Licensed software		
Network components		
(LAN / WAN) - All Systems		
Internet Bandwidth 300=32 MBPS		
Up to 600=48 MBPS 900=64 MBPS		
Printers / Other equipment		
Arrangement for NPTEL/SWAYAM etc., shall be made available		

^{2.} Seminar Hall shall have proper furnishing and equipment such as LCD Projector, Smart Board, P A System and Executive chairs.

LIBRARY:				
LIBRARY Total Area (in Sq.m)				
Librarian: Name & qualifications of the Librarian				
Library Facilities:				
Туре		Number/Quantity		
Volumes				
Titles				
National Journals				
International Journals				
Total Amount Spent on Journals during the year 2020-2021				
Subscribed Internationaland National Journals d	luring the year 2020-2021			
Total Amount Spent on Booksduring the year 20	020-2021			
Volumes (during the year 2020-2021)				
Titles (during the year 2020-2021)				
Reading Room capacity				
Desktops				
E-Journals				
Delnet Membership Details				
Membership of National Digital Library				

Administrative Area:	
Particulars	Area (in Sq.m)
Principal Office	
Administrative Office	
Exams Control Office	
Placement Office	
Central Store	
Security	
Staff Room	
Sports Room	
Amenities:	
Particulars	Available / Not available
Boys Common Room	
Girls Common Room	
Cafeteria	
Backup Electric Supply / Generator	
Safety provisions including fire and other calamities	
Transport facility and parking areain Sq.ft.	
Play Ground Facilitiesin Sq. mts.	
Drinking water facility	
Separate toilets for Boys and Girls	
First aid cum sick Room	
Display of Courses and approved intake at the entrance of the College.	
Structural Soundness Certificate (From the Competent Authority) - enclose copy	
Occupancy Certificate (from the competent Authority) - enclose copy	
Fire Safety Clearance certificate - enclose copy	
Sanitation Certificate (From the Competent Authority) - enclose copy	
Barrier free built environment to be provided	
Biometric System of Attendance for students & Staff	
CCTV installation in appropriate locations within the premises of the institution	
Permanent name board of the college be displayed-enclose photograph of the College building.	

Results Analysis (Year wise- Pass Percentage 2020-2021)					
Course	l year	r	II year		
MBA					
Placements:					
Name of the Company			No. of Students Placed		
Details of Games & Sports curricular activities	and other				
Seminars/Conferences/Wor	kshop Organized/#	Attended by the 1	faculty of the Dept.		
S.No. Particulars		0.000.00.	Attornal and		

Note:All the requirements shall be as per AICTE Process Hand Book for the year 2021-2022.

Seminars Conferences

Workshops

Total

3

Organized

Attended

Anti-Ragging	
Whether the College appointed Anti-Ragging Committee, if so, copy of the constitution of committee and its members to be enclosed. Report of the Anti-Ragging Committee for the year	
2020-2021to be enclosed. 3. Measures taken by the College to prevent ragging.	
RTI Act	
Whether the college has appointed PIO and APIO. Mention the names of the PIO and APIO. (Enclose Copy)	Yes/No
Name of the PIO :	
Name of the APIO :	
Women Protection cell	
Whether the college has appointed Women Protection Cell. (Enclose a copy)	
Redressel Grievances Committee	
Whether the college has appointed Redressel Grievance Committee. (Enclose a copy)	
Any other Information:	
Noto: All the requirements shall be as nor ALCTE Proce	oss Hand Book for the year 202

Note: All the requirements shall be as per AICTE Process Hand Book for the year 2021-2022

Signature of the	Signature of the Principal
Secretary/Correspondent	Name:
Name:	Date:
Date:	



OSMANIA UNIVERSITY HYDERABAD - 500 007

No./H/MBA/2021-2022/Acad.IV-1

Dated: 19-05-2021

To

The Secretary/Principals of all the Affiliated Colleges of Osmania University offering MBA (5-Year Integrated Degree) Course/MBA (Part-Time) Course.

Sub:-Affiliation – Affiliated Colleges – Inspection for considering grant of extension of provisional affiliation to offer MBA (5-Year Integrated Degree) Course/MBA (Part-Time) Coursefor theacademic year 2021-2022– Reg.

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Sir/Madam,

With reference to the subject cited above, I am desired to inform you that the University has decided to conduct Inspection to the Colleges offering MBA (5-Year Integrated Degree) Course/MBA (Part-Time) Course for the academic year 2021-2022. The Inspection Committee will be visiting the Colleges forconsidering grant of extension of provisional affiliation to the College, to offer MBA Course for the academic year 2021-2022. Kindly note that Inspection Committee would be verifying all the requirements as per AICTE Process Hand Book for the year 2021-2022. Hence, the Secretary/Principal of the College may ensure that the compliances, as per AICTE norms (AICTE Process Hand Book for the year 2021-2022) for the academic year 2021-2022. Further, the physical verification will be conducted based on the uploaded information to AICTE by the college management. Any deviation in this regard will be treated as serious lapse and extension of provisional affiliation may not be granted to the college.

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Further, it is requested to keep all the recordsin Original ready as mentioned in Annexure 'A' for verification by the Inspection Committee. It is also requested to ensure that all the teaching staff of your College be present on the day of inspection, failing which their names will not be considered as on the rolls of the College.

Yours faithfully,

DEPUTY REGISTRAR (Academic)

Copy to:

- 1. The Dean, Faculty of Management, OU.
- 2. The Director, Directorate of Academic Audit, O.U.
- 3. The Director, (Infrastructure), OU with a request to place it on the Official Website of the University.

ANNEXURE 'A'

- 1. Latest compliance reports
- 2. List of teaching staff in the prescribed format.
- 3. Proceedings of OU Selection Committee for the faculty appointed.
- 4. AICTE permission / renewal for the year 2020-2021& 2021-2022.
- 5. State Government permission for the year 2020-2021 & 2021-2022.
- 6. Minority Status Certificate/Letter from the competent authority.
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- 13. Library Books Issue Register.
- 14. Acquittance Register.
- 15. Bills / Payment receipts / Bank Statement for the purchase of Library Books and Journals and other purchases including equipment, computers, licensed Software.
- 16. Statement of consolidated attendance which was sent to the Examination Branch during the last academic year.
- 17. Valued Answer Scripts of Internal Assessment Test and statement of marks sent to the Examination Branch during the last academic year.
- 18. Bank Pass Book / Bank Statement of the financial transactions.
- 19. Enclose the report of Anti-Ragging Committee and measures taken by the College.
- 20. Display the college name prominently stating that the College is affiliated to Osmania University and also enclose photograph of the College building.
- 21. Undertaking to be submitted with regard to conduct of University Examinations.
- 22. Fire Safety Certificate/ Sanitary Certification from the Competent Authority.
- 23. Implementation of Biometric Attendance, CCTV to be installed within the premises of the Institution and Barrier free built environment to be provided.



OSMANIA UNIVESITY HYDERABAD-500 007

APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER MBA (5-Year Integrated Degree)/MBA (Part-Time) Course FOR THE ACADEMIC YEAR 2021-2022.

College Name:

CU	nege name <u>:</u>		Colleg	e code.		
	Course			Sa	inctioned I	ntake by AICTI
— Da	te of InspectionPermitted inta	ake byUn	iversity:			
DE).No Dat	e	Amoun	t:		
1.	Name of the College with postal address: Landline: Mobile: E-mail ID: Website:					
2	Name of the Society/ Registration No. & Address with Phone Nos. E-mail ID:					
3.	Name of the Secretary / Correspondent with Telephone No.(LL) e-mail, Mobile no:					
4	a) Name of thePrincipal (Please affix Photograph)b) Qualifications					Photo
	c) Whether appointed through OU Selection Committee.	Yes/No:				
	d) Date of birth: e) Mobile No.: E-mail ID: Aadhar Card number: PAN number: Bank Account number:					
5	Nature of accommodation (Ownership/Lease deed)	Docume Own/Le				
6	Land Area Details	Actual L	and Area			rea(as per Telangana)
7	Year of Establishment			1		
8	Any other Courses run by the College	S. No. 1 2 3 4	Course(s)		Intake	

9.	AICTE permission letter No. & Date for the year 2020-2021 & 2021-2022.	
10.	State Govt. G.O. No. & Date for the year 2020-2021 & 2021-2022.	
11.	OU Affiliation Order No. & Date for the year 2020-2021.	
12.	 i) Whether any other Institutions/Colleges are running in the same premises, 	Yes/No
	ii) If Yes, whether permission from AICTE is obtained.	Yes/No
13.	Status of the College (In case of MinorityCollege, latest Minority Certificate issued by the competent	Minority/Non-Minority
	authority to be enclosed)	Co-Education / Women
14	Name of the University nominee on the Governing Body with period from, along with letter no. and date. (Enclose copy)	
15	Name of the University Nominee on the Selection Committee with period fromtoalong with letter no. and date. (Enclose copy)	
16.	Number of Governing Body Meetings convened during the academic year 2020- 2021 with University nominees (Please mention the dates)	1. 2. 3.
17	Working Hours of the College	
18	Work load statement Teacher-wise (to be enclosed)	
19.	Time table for the course showing (i) Room No, (ii) Name of the Class (iii) Name of the Teacher in each period (to be enclosed),	
20	Whether revised pay scales of VI Pay Commission are paid to the staff.	Yes / No
21	Details of salary paid. Acquaintance Register to be produced. Enclose bank statement.	Maximum salary / Minimum salary paid
		Paid through Cheque/Bank: Name of the Bank & Branch:

Course Details:

a)	Course - MBA				
b)	Year of Starting				
c)	Sanctioned Intake by AICTE				
d)	Permitted intake by OU				
Actual strength of students' year wise:					
No. o	of Students on rolls		I year	II year	
MBA					

Mode of admission						
Name of the Course	Sanctioned intake for	First Year students admitted under				
	first year by OU	Convener Quota	Management Quota	Minority (SW-II / III)		

Faculty Details: Faculty required 1:20 (Teacher Student Ratio) Cadre Ratio 1:2:6 (Professor : Associate Professor : Assistant Professor) (In which, a minimum of 80% should be regular/full time faculty and the remaining may be adjunct faculty / resource persons from industry). Designation Required Available Total (As per Available norms) **OU** Selection Ad-hoc Professors Associate Professors **Assistant Professors** Total:

PARTICULARS OF PRINCIPAL AND TEACHING FACULTY

S. No	Name of the Teacher	Design ation	Qualificatio ns Whether having MBA I Class	Whether having Ph.D. Degree in Manage ment	Date of Birth	Total no. of years of Exp.	Natu Appoir Through OU Selection Committ ee	nte of ntment Manage ment	Photo	Details of i. Aadhaar Card number ii.PAN number iii. Bank Account number
1				mem			CC			i. ii. iii.
2										i. ii. iii.
3										i. ii. iii.
4										i. ii. iii.
5										i. ii. iii.
6										i. ii. iii.
7										i. ii. iii.
8										i. ii. iii.
9										i. ii. iii.
10										i. ii. iii.

Non-Teachi	ng staff:					
Course	Lab. Asst.	Programmers	Lab. Attenders	Total	Required	Deficiency
MBA						

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Accommodation Details and Academic Facilities: Teaching					
Particulars	Number	Area (Sq.m) of each	Number of LCD Projectors(ceiling mounted)	Number of Smart Boards	Internet Connection
	1	2	3	4	5
Class Rooms					
Tutorial Rooms					
Seminar Hall					

^{*1.}Each Class Room shall be equipped with LCD Projector, Smart Board, Internet connection, etc.

^{3.} Every Institute should have MOOCS Facility Centre and Innovation Laboratory.

Computer Lab.						
S.No.	MBA Computer Lab.	Area (in Sq.m)	Equipment available	Lab. class conducted (as per syllabus)	Batch Size	
1						
2						

Computational Facilities: (Please refer the AICTE norms of 2021-2022)1:6					
Item	Description (configuration)	Quantity			
Desktops					
Server Machines					
Licensed software					
Network components					
(LAN / WAN) - All Systems					
Internet Bandwidth 300=32 MBPS					
Up to 600=48 MBPS					
900=64 MBPS					
Printers / Other equipment					
Arrangement for NPTEL/SWAYAM					
etc., shall be made available					

Note:All the requirements shall be as per AICTE Process Hand Book for the year2021-2022.

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^{2.} Seminar Hall shall have proper furnishing and equipment such as LCD Projector, Smart Board, P A System and Executive chairs.

LIBRARY AND ITS FACILITIES:		
LIBRARY Total Area (in Sq.m)		
Librarian:		
Name & qualifications of the Librarian		
Library Facilities:		
Туре		Number/Quantity
Volumes		
Titles		
National Journals		
International Journals		
Total Amount Spent on Journals during the year 2020-2021		
Subscribed International and National Journals during the year 2020- 2021		
Total Amount Spent on Books during the year 2020-2021		
Volumes (during the year 2020-2021)		
Titles (during the year 2020-2021)		
Reading Room capacity		
Desktops		
E-Journals E-Journals		
Delnet Membership Details		
Membership of National Digital Library		

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Administrative Area:		
Particulars	Area (in Sq.m)	
Principal Office		
Administrative Office		
Exams Control Office		
Placement Office		
Central Store		
Security		
Staff Room		
Sports Room		
Amenities:		
Particulars	Available / Not available	
Boys Common Room		
Girls Common Room		
Cafeteria		
Backup Electric Supply / Generator		
Safety provisions including fire and other calamities		
Transport facility and parking areain Sq. ft.		
Play Ground Facilitiesin Sq. mts.		
Drinking water facility		
Separate toilets for Boys and Girls		
First aid cum sick Room		
Display of Courses and approved intake at the entrance of the College.		
Structural Soundness Certificate (From the Competent Authority) - enclose copy		
Occupancy Certificate (from the competent Authority) - enclose copy		
Fire Safety Clearance certificate - enclose copy		
Sanitation Certificate (From the Competent Authority) - enclose copy		
Barrier free built environment to be provided		
Biometric System of Attendance for students & Staff		
CCTV installation in appropriate locations within the premises of the institution		
Permanent name board of the college be displayed-enclose photograph of the College building.		

Results Analysis (Year wise- Pass Percentage 2020-2021)		
Course	I year	II year
МВА		
Placements:		
Name of the Company		No. of Students Placed
Details of Games & Sports curricular activities	s and other	
	-	

Seminars/Conferences/Workshop Organized/Attended by the faculty of the Dept.			
S.No.	Particulars	Organized	Attended
1	Seminars		
2	Conferences		
3	Workshops		
4			
	Total		

Anti-Ragging		
4. Whether the College appointed Anti-Ragging Committee, if so, copy of the constitution of committee and its members to be enclosed.		
5. Report of the Anti-Ragging Committee for the year 2020-2021 to be enclosed.		
6. Measures taken by the College to prevent ragging.		
RTI Act		
Whether the college has appointed PIO and APIO. Mention the names of the PIO and APIO. (Enclose Copy)	Yes/No	
Name of the PIO:		
Name of the APIO :		
Women Protection cell		
Whether the college has appointed Women Protection Cell. (Enclose a copy)		
Redressel Grievances Committee		
Whether the college has appointed Redressel Grievance Committee. (Enclose a copy)		
Any other Information:		
	1	

Note: All the requirements shall be as per AICTE Process Hand Book for the year 2021-2022

Signature of the	Signature of the Principal
Secretary/Correspondent	Name:
Name:	Date:
Date:	

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