



OSMANIA UNIVERSITY  
HYDERABAD - 500 007

No. MR- 143/H/Law/2018-19/Acad/IV-5

Dated:21.02.2018.

To  
The Secretary / Principal  
of all the Affiliated Colleges of Osmania University  
**Offering Law Course(s).**

**Sub: AFFILIATION** – Affiliated Colleges – Inspection of Law college(s)for considering grant of extension of provisional affiliation to offer LL.B (3 & 5 YDC), BBA.,LL.B (5 YDC) B.Com., LL.B (5 YDC), LL.B (Hons.) and LL.M course(s) for the academic year 2018-19 – Reg.

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Sir / Madam,

With reference to the subject cited, I am desired to inform you that University has decided to conduct regular Inspections to the colleges offering Law courses for the academic year 2018-19. The Inspection committee will be visiting the colleges offering LL.B. (3 & 5 YDC), BBA., LLB (5 YDC) , B.Com., LLB (5 YDC), LL.B (Hons) and LL.M course(s) for considering the grant of extension of provisional affiliation for the academic year 2018-19. The schedule of the inspections will be informed in due course.

You are, therefore, requested to submit the Filled-in ApplicationForm (*which can be downloaded from the University website* i.e., [www.osmania.ac.in](http://www.osmania.ac.in)) on OR before **28.02.2018** and also to keep the following records in Original ready, alongwith one set of Xerox copies for verification by the Inspection Committee.

1. Latest compliance report.
2. List of teaching staff and staff approval letters obtained from the University for the year 2017-18.
3. BCI's permission / Renewal of TSCHE permission.
4. Minority status certificate / Letter.
5. Affiliation orders of the University for the previous year.
6. Land documents (Copies of Registered Sale Deed).
7. Registered Lease Deed of the building, if the college is housed in a rented building.
8. Library accession register – with details of books, journals added during the last academic year.
9. Library books issue register.
10. Acquittance register for payment of salaries to the staff.
11. Time table for all the years of class work & class tests.
12. Bills / Payment receipts / Bank statements for the purchase of Library books.
13. Staff attendance register.
14. Students attendance register and Teaching diaries.
15. Enclose the report of Anti-Ragging committee and measures taken by the college.
16. Display the college name prominently stating that the college is affiliated to Osmania University.
17. Undertaking with regard to the conduct of University examinations.

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The Management of the college is requested to remit the following fees towards Inspection & Processing Fee through a demand draft in favour of the 'Registrar, Osmania University', and submit the same alongwith the Filled-in Application Form for grant of extension of provisional affiliation for the academic year 2018-19.

1. LL.B ( 3-YDC ) -- Rs. 20,000/-
2. LL.B ( 5 -YDC) -- Rs. 20,000/-
3. BBA, LL.B (5-YDC) -- Rs. 20,000/-
4. B.Com, LL.B (5YDC) -- Rs. 20,000/-
5. LL.B (Hons.) (3 YDC)-- Rs. 20,000/-
6. LL.M -- Rs. 20,000/- ( Per specialization)

You are, further, 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,

ASSISTANT REGISTRAR  
(Academic)

**Copy to:-**

1. The Dean, Faculty of Law, Univ.College of Law, OU
2. The Head, Dept. ofLaw, Univ.College of Law, OU
3. The Director, Directorate of Academic Audit, OU.

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OSMANI UNIVERSITY  
HYDERABAD - 500 007

**APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER  
LAW COURSE(S) FOR THE ACADEMIC YEAR 2018-19**

**APPLICATION SHOULD BE SUBMITTED COURSE-WISE SEPARATELY TO THE UNIVERSITY ON  
OR BEFORE 28.02.2018.**

College Name: \_\_\_\_\_ College Code \_\_\_\_\_

Course :(UG/PG) \_\_\_\_\_ (Specialization) \_\_\_\_\_

Intake \_\_\_\_\_ No. of Sections: \_\_\_\_\_ Year of starting the Course \_\_\_\_\_

D.D.No: \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

1:	Name of the College with postal address Landline : Mobile: E-mail ID: Website:	
2	Name of the Society / Registration No. & Address with telephone No: E-mail ID:	
3	Name and address of the Secretary / Correspondent with telephone nos: Landline : Mobile: E-mail ID:	
4	i). Whether the college is running in the premises / address as approved by the BCI  ii).If.No, the reasons therefor and no. of years the college is running in the present address.	Yes /. No
5	Year of first approval of affiliation from BCI to the college.	
6	BCI permission letter No. & date for the year 2017-18 &Period of permission and State Govt. G.O. No. & Date for 2017-18.	
7	O.U. Affiliation Orders No. &Date for the year 2017-18	

Contd..P/2.

8	i).Whether any other Institution / colleges are running in the same premises.  ii) If yes, whether permission from BCI is obtained.	Yes / No  Yes / No			
9	Status of the College ( In case of Minority college, latest Minority certificate issued by the competent authority to be enclosed)				
10	No. of sections	LL.B ( 3-YDC)  LL.B ( 5-YDC)			
11	Other courses offered in the same premises ( Furnish details)				
12	i) Particulars of ownership of premises (Copies of Registered sale deed / Ownership must be enclosed)  ii)Total plinth area in Sq.ft. of the building.				
13	Library Information  <b>Books:                   Titles :</b> <b>                                  Volumes :</b>  <b>Journals :       National</b> <b>                              Journals :</b> <b>                              International</b> <b>                              Journals :</b> <b>                              E-Journals :</b>	Total no. till the academic year 2017-18	No. of Books/ Journals purchased during 2017-18.	Amount spent on Library Acquisition during 2017-18	Remarks
14	Particulars of Computer lab/ICT facilities  <b>No. of Computers:</b>  <b>Wi-fi facility whether available if so, the particulars thereof</b>	Till the previous year 2017-18	Acquired during the previous year 2017-18.	Total	Remarks
15	I.. Name of the Principal II. Mobile No. II, Whether appointed through duly constituted selection committee	Yes / No			
16	No.of teachers appointed  <b>( detailed information to be provided as per the enclosed proforma separately)</b>	Appointed through Selection Committee		Appointed by the Management(Adhoc)	

17	Whether approval of the University has been obtained for the appointments made.	Yes / No		
18	Name of the University nominee on the Governing Body with period from ___ to ___			
19	Name of the University nominee on the Selection Committee with period from ___ to _____			
20	Number of Governing Body Meetings convened during the academic year 2017-18 with the University nominee.			
21	Working Hours of the College			
22	Provision of basic amenities.	Running water	Available / Not available	
		Drinking Water	Available / Not available	
		Separate Toilets for Girls / Boys / Staff	Available / Not available	
		Girls waiting room with attached toilets	Available / Not available	
23	Whether the college appointed Anti-Ragging committee, if so the copy of constitution of Committee and its members be enclosed. Report of the Anti-Ragging committee for the year 2017-18 ( copy to be enclosed)			
24	No. of students in the year 2017-18 Permitted intake ( )	No.of students admitted	No. of students appeared for the examination	No.of students detained.
	First Year			
	Second Year			
	Third Year			
	Fourth Year			
	Fifth year			
25	Other facilities	Playground	Available / Not available	
		Fire safety	Available / Not available	
		Parking	Available / Not available	

Compliance with the conditions imposed by the University during the previous academic year 2017-18.

1. \_\_\_\_\_ ( Fulfilled / Partially Fulfilled/ Not Fulfilled)
2. \_\_\_\_\_ ( Fulfilled / Partially Fulfilled/ Not Fulfilled)
3. \_\_\_\_\_ ( Fulfilled / Partially Fulfilled/ Not Fulfilled)
4. \_\_\_\_\_ ( Fulfilled / Partially Fulfilled/ Not Fulfilled)

We hereby declare that the information furnished in the application is correct and we are liable for any disciplinary action, if found otherwise.

Signature of the Secretary / Principal  
Name :  
Date:

(Enclosures to S.No: 16)

**PROFORMA FOR FURNISHING PARTICULARS OF PRINCIPAL AND TEACHING STAFF**

S.No	Name of the Teacher	Designation	Qualification	Experience	Date of Joining duty In the present college	Nature of Appointment	
						Through O.U selection committee	Management
1		Principal	LL.M.,Ph.D				
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18		Librarian	MLiSc.				

Signature of the Secretary / Correspondent

Name:

Date:

## UNDERTAKING

I/We \_\_\_\_\_ Correspondent/Principal  
of \_\_\_\_\_ (Code No. \_\_\_\_\_ College  
offering courses affiliated to Osmania University is hereby submit an Undertaking that  
we will adhere by all the rules and regulations stipulated by the Osmania university for  
smooth conduct of University examinations. In case of any other examinations to be  
conducted, the college will obtain prior permission from the Directorate of Academic  
Audit, OU in writing before giving the consent to the concerned, to avoid any clash with  
University examinations.

Further, we will nominate the names of Two (2) senior Teachers with mobile  
numbers from our college to attend the confidential work at Directorate of Academic  
Audit O.U., for fair and smooth conduct of University examinations.

We also give assurance to procure the following infrastructure facilities at our  
college for Constitution of Examination Centre and make arrangements to download  
online question paper at the college immediately:

- High end Computer
- High speed Xerox machine
- Internet facility with Data card
- Generator/UPS
- DTP Operator with Programming skills
- CC Cameras both in confidential section and Chief Superintendent room

The above guidelines will be followed and implemented immediately. We also  
abide by the Osmania University Examination rules and norms strictly and if any  
deviation/violation of rules is found, we will adhere to the action taken by the University  
against the college.

Correspondent Signature  
with seal

Secretary Signature  
with seal

Principal Signature  
with seal

Note : The College has to submit one original copy of this undertaking to the Director, Directorate of Academic  
Audit, OU.