No. 285/H/Engg./2021-2022/Acad.IV-1   Dated: 19-05-2021

To

All the Secretaries/Principals of
Engineering Colleges Affiliated to
Osmania University.

Sub: - Affiliated Colleges – Visit of Inspection Committee to consider grant
of extension of provisional affiliation to the Engineering Colleges to
offer various **UG and PG Engineering Courses** for the academic
year **2021-2022** – Reg.

***

Sir,

    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 UG and PG Engineering Courses for
the academic year 2021-2022. The Inspection Committee will be visiting the Colleges in the
last week of June, 2021 for considering grant of extension of provisional affiliation to the
Colleges to offer UG and PG Engineering Courses 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 the necessary documents as mentioned in the
Annexure 'A', without fail, along with the prescribed fee of **Rs.20,000/- per each UG
Engineering Course and Rs.25,000/- per each PG Engineering Course** through a
Demand Draft in favour of "Registrar, Osmania University" on any nationalized bank on or
before **26-06-2021** towards Inspection and Processing Fee for the academic year **2020-2021**.
**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 rolls of the College.

Yours faithfully,

DEPUTY REGISTRAR
(Academic)

Copy to:-

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

<u>ANNEXURE 'A'</u>

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 duringthe last academic year.
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 (2021-2022).
23. Implementation of Biometric Attendance, CCTV to be installed within the premises of the Institution and Barrier free built environment to be provided.

OSMANIA UNIVERSITY
HYDERABAD – 500 007
APPLICATION FOR THE GRANT OF EXTENSION OF PROVISIONAL AFFILIATIONTO OFFER
B.E. / M.E. COURSES FOR THE ACADEMIC YEAR 2021-2022

Date of Inspection: _____

Inspection Fee: 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 Phone Nos. E-mail ID			
3.	Name of the Secretary / Correspondent with Telephone No.			
4	a)Name of the Principal b)Photo			
	c) Qualifications & Date of Birth			
	d) Whether appointed through OU Selection Committee.			
	e) Mobile : E-mail ID: Aadhar Card number: PAN number: Bank Account number:			
5	Nature of accommodation (Ownership/Lease deed)	Document Nos. Own		
6	Land Area Details	Actual Land Area		Expected Land Area
7	Year of Establishment			

8	UG Courses run by the College	S. No.	Courses	Sanctioned Intake
		1	BE – CSE	
		2	BE – IT	
		3	BE – ECE	
		4	BE – EEE	
		5	BE -Civil	
		6	BE - Mechanical	
		7	BE - Production	
		8		
		9		
		10		
9	PG Courses (with specialization) run by the College	1	M.E., M.Tech.	
		2	MBA, MCA	
		3		
		4		

Note: All the requirements shall be as per AICTE Process Hand Book for the year 2021-2022…2…

10.	AICTE permission letter No. & Date for the year 2020-2021& 2021-2022.	
11.	State Govt. G.O. No. & Date for the year 2020-2021& 2021-2022.	
12.	a.OU Affiliation Order No. & Date for the year 2020-2021. b.Is the college/department recognized as a Research Centre by OU. If Yes, the permission letter No. & date., and the period of recognition (enclose a copy of the letter)	Yes/No
13.	i) Whether any other Institutions/Colleges are running in the same premises, ii) If Yes, whether permission from AICTE is obtained.	Yes/No Yes/No
14.	Status of the College (In case of MinorityCollege, latest Minority Certificate issued by the competent authority to be enclosed)	Minority/Non Minority Co-Education / Women
15	Name of the University nominee on the Governing Body with period from _____to _____, along with letter No: and Date. (Enclose copy)	
16	Name of the University Nominee on the Selection Committee with period from_____ to_____, along with letter No: and Date. (Enclose copy)	
17.	Number of Governing Body Meetings convened during the academic year 2021-2022 with University nominees. Please mention the dates.	
18	Working Hours of the College	
19	Work load statement Department-wise, Teacher–wise (to be enclosed)	
20.	Block 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).	
21	Whether revised pay scales of VI Pay Commission are paid to the staff.	Yes / No
22	Details of salary paid. Acquaintance Register to be produced. Enclose bank statement.	Maximum salary / Minimum salary paid ___ ___ Paid through Cheque: Name of the Bank and Branch ___

SUMMARY OF TOTAL INFORMATION

Student's strength:

A.No. of students on rolls (UG)		I year	II year	III year	IV year
UG Courses	BE (Course)				
	BE ( )				
	BE ( )				
	BE ( )				
	BE ( )				
	BE ( )				
	BE ( )				
	BE ( )				
	BE ( )				
	BE ( )				
	Total				

B. No. of students on rolls (PG)		I year	II year
PG Courses with specialization	M.E./M. Tech. (Course) (specialization)		
	M.E./M. Tech. () ()		
	M.E./M. Tech. ( ) ( )		
	M.E./M. Tech. ( ) ( )		
	M.E./M. Tech. ( ) ( )		
	M.E./M. Tech. ( ) ( )		
	M.E./M. Tech. ( ) ( )		
	M.E./M. Tech. ( ) ( )		
	M.E./M. Tech. ( ) ( )		
	M.E./M. Tech. ( ) ( )		
	Total		

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

Principal:

a) Name and Qualifications	
b) Whether appointed through OU Selection Committee	Yes / No

Faculty Details: (Specify Regular/Adhoc) ....
along with Photo, Aadhar Card number, PAN Card number, Bank Account number

S.No	Department/ Designation	CSE	IT	ECE	EEE	MECH	Civil	H & S	Total
1	Professors								
2	Assoc. Prof.								
3	Asst. Prof.								
	Total:								

Non-Teaching Staff:									
S.No.	Name of the Dept.	Lab Asst.	Draftsman	Tech. Gr-I	Tech. Gr-II	Comp. Opert.	Programmer	Lab Attdtnt.	Total
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
	Total								

LIBRARY:
Total Area (in Sq.m):

Library Facilities:

Type	Number/Quantity
Volumes	
Titles	
National Journals	
International Journals	
Library management software	
Reading Room capacity	
Multimedia PC's	
E-Journals	
Delnet Membership Details	
Membership of National Digital Library	
Total Amount Spent on Booksduring the year 2020-2021. Also specify separately no. of Titles & Volumes	
Total Amount Spent on Journalsduring the year 2020-2021. Also specify separately no. of National & International Journals	

Whether qualified librarian appointed; if so, mention name and qualification.

Computational Facilities:(Please refer the AICTE Process Hand Book for the year 2021-2022) UG-1:6, PG-1:4	
Type	**Number / Quantity**
Desktops	
Server Machines	
Licensed software	
Network components (LAN / WAN)	
Internet Bandwidth	
Printers / Other equipment	
Arrangement for NPTEL/SWAYAM etc. shall be made available.	

Instructional Area: (Under Graduate/ Post Graduate Degree Courses)

Particulars/ Course (UG/PG)	1	2	3	.	.	.	H & S	Total
Class Rooms								
Tutorial Rooms								
Drawing Hall								
Staff Rooms								
Laboratories								
Workshop								
Computer Centre								
Library & Reading Room								
Seminar Hall								
Language Laboratory								
Total No. of UG Class/Tutorial Rooms								
Total No. of PG Class/Tutorial Rooms								

Administrative Area: (Please refer the AICTE Process Hand Book for the year 2021-2022)	
Particulars	Area (in Sq.m)
Principal/Director Office	
Administrative Office	
Examinations Control Office	
Placement Office	
Central Stores	
Maintenance	
Housekeeping	
Security	

Amenities: (Please refer the AICTE Process Hand Book for the year 2021-2022)	
Particulars	Available / Not available
Boys Common Room	
Girls Common Room	
Cafeteria	
Backup Electric Supply / Generator	
Safety provisions including fire and other calamities& Fire Safety Clearance certificate	
Occupancy Certificate (from the competent Authority)	
Sanitation Certificate (from the Competent Authority)	
Structural Soundness Certificate (from the Competent Authority)	
Transport facility and Parking Area...in sq.ft.	
Play Ground facilities....area in 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.	
Auditorium	
Sports Club/ Gymnasium	
Barrier Free Built Environment	
Biometric System for Staff & Students	
CCTV to be installed in the appropriate locations within the premises	

Results Analysis: (Year wise- Pass Percentage 2020-2021)				
UG Course/Branch	I year	II year	III year	IV year

PG Courses (with specialization)	I year	II year

Placements: (During the academic year 2020-2021)	
Name of the Company	No. of Students Placed

Whether Physical Director appointed, if so, Mention name and qualifications	
Details of Games & Sports and other curricular activities	
Anti-Ragging	
1. Whether the College appointed Anti-Ragging Committee, if so, copy of the constitution of committee and its members to be enclosed. 2. Report of the Anti-Ragging Committee for the year 2020-2021 to 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)	
Women Protection cell	
Whether the college has appointed Women Protection Cell. (Enclose copy)	
Redressal Grievances Committee	
Whether the college has appointed Redressal Grievance Committee. (Enclose copy)	
Any other Information:	

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

Signature: Signature:
Secretary /CorrespondentPrincipal:
Name   Name:

Date:

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B.E. – (UG Courses)

Course Details:

a)	Course - B.E (UG Course)	
b)	Year of Starting	
c)	Sanctioned Intake	

Actual strength of students' year wise:

No. of Students on rolls	I year	II year	III year	IV year
B.E (UG Course)				

Faculty Details:

Faculty required 1:20 (Teacher Student Ratio)
Cadre Ratio 1:2:6 (Professor : Associate Professors : Assistant Professors)
(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
		OU Selection	Ad-hoc	
Professors				
Associate Professors				
Assistant Professors				
Total:				

Non-Teaching staff:

Department	Lab. Asst.	Programmers	Lab. Attenders	Total	Required	Deficiency
B.E (UG Course)						

Accommodation Details:

Particulars	Number	Area (Sq.m) of each
Class Rooms		
Tutorial rooms		
Laboratories		
Work Shop / Computer Centre		
Staff Rooms		
Dept. Library (if any)		

Note: All the requirements shall be as per AICTE process handbook for the year2021-2022

List of Laboratories:

S.No.	Name of the Laboratory	Area (in Sq.m)	Equipment available	Lab. class conducted (as per syllabus)	Batch Size
1					
2					
3					
4					
5					

Computational Facilities: (Please refer to the AICTE Process Hand Book for the year 2021-2022) PG-1:6

Item	Description (configuration)	Quantity
Desktops		
Server Machines		
Licensed software		
Network components (LAN / WAN)		
Internet Bandwidth		
Printers / Other equipment		

Seminars/Conferences/Workshop Organized/Attended by the faculty of the Dept.

S.No.	Particulars	Organized	Attended
1	Seminars		
2	Conferences		
3	Workshops		
4			
	Total		

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

Signature:

Date: Principal:

Name:

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M.E. (PG Courses)

Course Details:

a)	Course – M.E. (PG Courses)	
b)	Year of Starting	
c)	Sanctioned Intake	

Actual strength of students' year wise:

No. of Students on rolls	I year	II year
M.E. (PG Courses)		

Faculty Details:

Faculty required 1:12 (Teacher Student Ratio)
Cadre Ratio 1:2 (Professor: Associate Professor/Asst.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
		OU Selection	Ad-hoc	
Professors				
Associate Professors				
Assistant Professors				
Total:				

Non-Teaching staff:

Department	Lab. Asst.	Programmers	Lab. Attenders	Total	Required	Deficiency
M.E. (PG Courses)						

Accommodation Details:

Particulars	Number	Area (Sq.m) of each
Class Rooms		
Tutorial rooms		
Laboratories		
Work Shop		
Staff Rooms		
Seminar Hall		
Dept. Library		

Note: All the requirements shall be as per AICTE process handbook for the year 2021-2022

List of Laboratories:

S.No.	Name of the Laboratory	Area (in Sq.m)	Equipment available	Lab. class conducted (as per syllabus)	Batch Size
1					
2					
3					
4					
5					

Computational Facilities: (Please refer to the AICTE Process Hand Book for the year 2021-2022) PG-1:4

Item	Description (configuration)	Quantity
Desktops		
Server Machines		
Licensed software		
Network components (LAN / WAN)		
Internet Bandwidth		
Printers / Other equipment		

Seminars/Conferences/Workshop Organized/Attended by the faculty of the Dept.

S.No.	Particulars	Organized	Attended
1	Seminars		
2	Conferences		
3	Workshops		
4			
	Total		

Note: All the requirements shall be as per AICTE process handbook for the year 2021-2022

Signature:

Date: Principal:

Name:

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