



**OSMANIA UNIVERSITY
HYDERABAD - 500 007**

No. 285/H/Engg./2022-2023/Acad.IV-1

Dated: 21-05-2022

**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 **2022-2023** – 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 2022-2023. The Inspection Committee will be visiting the Colleges in the last week of June, 2022 for considering grant of extension of provisional affiliation to the Colleges to offer UG and PG Engineering Courses for the academic year 2022-2023. **Kindly note that Inspection Committee would be verifying all the requirements as per AICTE Process Hand Book for the year 2022-2023. 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 2022-2023) for the academic year 2022-2023. 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 **18-06-2022** towards Inspection and Processing Fee for the academic year **2022-2023. 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,


**ASSISTANT 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.

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 2021-2022&2022-2023.
5. State Government permission for the year 2021-2022 & 2022-2023.
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. 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 (2022-2023).
23. Implementation of Biometric Attendance, CCTV to be installed within the premises of the Institution and Barrier free built environment to be provided.
24. Number of Governing Body meetings conducted for the academic year 2021-2022. (Minutes to be enclosed).



OSMANIA UNIVERSITY
HYDERABAD – 500 007

**APPLICATION FOR THE GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER
B.E. / M.E. COURSES FOR THE ACADEMIC YEAR 2022-2023**

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 | |
| 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 2022-2023...2...

| | | |
|-----|---|---|
| 10. | AICTE permission letter No. & Date for the year 2021-2022 & 2022-2023 | |
| 11. | State Govt. G.O. No. & Date for the year 2021-2022 & 2022-2023 | |
| 12. | a.OU Affiliation Order No. & Date for the year 2021-2022. 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 Minority College, 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. () () | | | | | | | | |
| | 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 Attdnt. | Total |
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 5. | | | | | | | | | |
| 6. | | | | | | | | | |
| 7. | | | | | | | | | |
| 8. | | | | | | | | | |
| 9. | | | | | | | | | |
| | Total | | | | | | | | |
| <u>LIBRARY:</u> 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 Books during the year 2021-2022. Also specify separately no. of Titles & Volumes | | | | | | | | | |
| Total Amount Spent on Journals during the year 2021-2022. 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 2022-2023) 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 2022-2023) | |
|--|---------------------------|
| 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 2022-2023) | |
| 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 2021-2022) | | | | |
|--|--------|---------|------------------------|---------|
| UG Course/Branch | I year | II year | III year | IV year |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| PG Courses (with specialization) | | | I year | II year |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Placements: (During the academic year 2021-2022) | | | | |
| 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 2021-2022 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 2022-2023.

Signature:
Secretary /CorrespondentPrincipal:
Name Name:

Signature:

Date:

For Under graduate Courses

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 Hand Book for the year 2022-2023.

| 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 2022-2023) 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 2022-2023.

Signature:

Date: Principal:

Name:

For Post Graduate Courses

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 1:15 (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 Hand Book for the year 2022-2023.

| 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 2022-2023) 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 Hand Book for the year 2022-2023.

Signature:

Date: Principal:

Name:
