



**OSMANIA UNIVERSITY
HYDERABAD-500 007**

No. 1603/H/2012-13/Acad.IV-1

Dated: 10 -11-2012

CIRCULAR

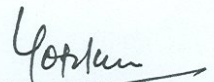
Sub:- Affiliated Colleges – MBA, MCA Courses – Approval of the Teaching Faculty up to the academic year 2012-13 - Regarding.

Ref:- 1. This Office Lrs.No.515 & 516/H/MBA/2012-13/Acad.IV-1, dated 9.5.2012

Ref:- 2. This Office Lrs.No.517 & 518/H/MCA/2012-13/Acad.IV-1, Dated 9.5.2012.

I am to inform you that vide references cited all the affiliated colleges offering MBA, MCA Courses were directed to fulfill the deficiencies/condition pointed out by the University Inspection Committee particularly with regard to appointment of faculty and submit the compliance report with all necessary documentary evidences for considering grant of extension of affiliation for the academic year 2012-13.

In view of above, all the affiliated colleges offering MBA, MCA Courses are directed to obtain the University approval for the faculty appointed through duly constituted selection committee up to the academic year 2012-13 for considering grant of extension of affiliation to offer MBA, MCA Courses, failing which affiliation orders will not be issued for the academic year 2012-13.


**DEPUTY REGISTRAR
(Academic)**

Encl: (Format)

To
The Secretary/Principals of all the affiliated Colleges
offering MBA, MCA Courses.

The following documents are required for approval of the University for the Post of Professor, Principal, Associate Professor, Lecturers.

1. Covering Letter
2. List of faculty in the following format

S.No.	Name of the Faculty	Date of selection/ appointment	Approval for the academic years From - To	Amount (No. of years X amount)

3. Demand Draft @ Rs.1000/- for Professor and Principal per academic year drawn in favour of Registrar, Osmania University.
4. Demand Draft @ Rs.250/- for Associate Professors and Lecturers per academic year drawn in favour of Registrar, Osmania University.
5. Selection committee proceedings (Xerox copies)
6. Appointment Orders (Xerox copies)
7. Joining Duty Reports (Xerox copies)
8. Certificates (Xerox copies)
9. Xerox copies of attendance register of the faculty for the preceding three months for the existing faculty only – Attested by the Principal or Secretary of the College
10. Self Declaration of the Faculty stating that he/she working in the College as _____ from the date of his/her joining duty i.e. _____ to till date. Attested by the by the Principal or Secretary of the College.

DEPUTY REGISTRAR
(Academic)

Each (Format)

To
The Secretary/Principal of all the affiliated Colleges
offering MBA, MCA Courses