



**OSMANIA UNIVERSITY
HYDERABAD - 500 007**

No. 155-MR/H/MBA/2013-2014/Acad.IV-1

Dated: 4-2-2013

To

The Secretary/Principals of all the
Colleges offering MBA Course Affiliated to
Osmania University.

Sub: - Affiliation – Affiliated Colleges – Inspection for considering grant
of extension of provisional affiliation to offer MBA Course for the
academic year 2013-2014 – Reg.

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 2013-2014. The Inspection Committee will be visiting the Colleges from the last week of February, 2013 for considering grant of extension of provisional affiliation to the College to offer MBA Course for the academic year 2013-2014.

The Inspection proforma for grant of extension of provisional affiliation for the academic year 2013-2014 can be had from OU Website www.osmania.ac.in.

You are, therefore, requested to keep the following records in Original ready along with one set of Xerox copies for verification by the Inspection Committee. Further you are required to keep the enclosed proforma ready duly filled along with the documentary evidence wherever required.

1. Latest compliance reports
2. List of teaching staff in the prescribed format.
3. AICTE permission / renewal
4. State Government permission.
5. Minority Status Certificate/Letter
6. Affiliation Orders of the University for the previous Year.
7. Land Documents (enclose registered sale deed copies)
8. Registered Lease Deed of the Building, if the College is housed in a rented building.
9. Details of accommodation Room wise, floor wise and details of accommodation allocated 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.

The Management of the College is requested to remit a sum of Rs.20,000/- through a Demand Draft in favour of "the Registrar, Osmania University" towards Inspection and Processing Fee for MBA Course and submit the same before the Inspection is conducted or at the time of Inspection.

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,

Sd/-
DEPUTY REGISTRAR
(Academic)

Copy to:

1. The Dean, Faculty of Business Management, O.U.
2. The Head, Department of Business Management,OU.
3. The Director, Directorate of Academic Audit,O.U.



**OSMANIA UNIVERSITY
HYDERABAD-500 007**

**APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO
TO OFFER MBA COURSE FOR THE ACADEMIC YEAR 2013-14**

College Name: _____ College Code: _____
 Course _____ Year of starting the Course _____
 Date of Inspection: _____ Intake: _____
 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 Nos. 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 approved by the AICTE ii) If No, the reasons and how many years the College is running in the present address	Yes / No
5.	Year of first approval from AICTE to the College (enclose copy)	
6.	AICTE approval to the College for the present premises, since when (enclose copy)	
7.	AICTE permission letter No. & Date (for the year 2012-13)	
8.	State Govt. G.O. No. & Date (for 2012-13)	
9.	OU Affiliation Order No. & Date for the year 2012-13	
10.	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
11.	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

12	No. of Sections	MBA MCA		
13.	Other Courses offered in the same premises (Furnish details)			
14.	i) Nature of accommodation (Copies of Registered Sale deed/ Ownership/Lease deed Document copies must be enclosed)	a) Own b) Document No. c) If lease, period of lease from _____ to _____		
	ii) Total plinth area in Sq.ft of the building.			
15.	Details of Accommodation (enclose separate sheet, if required)	No. of Rooms available	Dimensions	Plinth Area in Sq. ft.
	Class Rooms			
	Laboratories			
	Library & Reading Room			
	Conference/Seminar Hall			
	Girls Common Room			
	Principal's Room			
	Office Room			
	Staff Room			
	Sports Room			
	Toilets			
16	a) Name of the Principal			
	b) Whether appointed through duly constituted selection committee:	Yes / No		
17.	No. of teachers appointed (detailed information to be provided as per the enclosed proforma separately)	Appointed through Selection Committee	Appointed by the Management (Adhoc)	
18.	Whether approval of the University has been obtained for the appointments made.	Yes / No		
19	Name of the University nominee on the Governing Body with period from_____ to____			
20	Name of the Univ.Nominee on the Selection Committee with period from_____to_____			
21.	Number of Governing Body Meetings convened during the academic year 2012- 2013 with University nominee			
22	Working Hours of the College			
23	Work load statement Department-wise, Teacher-wise (to be enclosed)			
24.	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),			

25.	Pay Scales and other statutory benefits (PF/GI) given to the staff			
26.	Details of salary paid. Acquaintance Register to be produced. Enclose bank statement.	Maximum salary / Minimum salary paid		
		Paid through Cheque/Cash		
27.	Details of Financial Position :			
	1. Source of Income of the Society/College			
	2. Financial Resources			
	(a) Bank Balance (Latest bank statement to be enclosed)			
	(b) Fixed Deposit(s) available :: (i) Name of the Bank (ii) Branch : iii) Amount Rs. (iv) Date of issue (v) Date of Maturity			
28.	Number of supporting staff appointed (Non-teaching - furnish Details)		Statement to be enclosed	
29	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 toilet	Available / Not available
30	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 2012-13 (copy to be enclosed).			
31	No. of students in the year 2012-13 Permitted intake ()	No. of Students admitted	No. of students appeared for the examination	No of students detained
	First Year			
	Second Year			
32.	Mode of admissions made during the year 2012-13	SW -1	SW – 2	SW -3
33.	Mode of admissions proposed to be made for the year 2012-2013	SW – 1	SW – 2	SW – 3
34.	Whether permanent name board of the college is displayed (enlose photograph of the College building)			
35	Any other information relating to the College/Course			

Requirement and availability

	Required for sanctioned intake of 60	Available	Required for sanctioned intake of 120	Available	Required for sanctioned intake of 180	Available	Required for sanctioned intake of 240	Available	Required for sanctioned intake of 300	Available	Required for sanctioned intake of 360	Available
36	Class Rooms 2 Tutorials: 2		Class Rooms 4 Tutorials: 4		Class Rooms 6 Tutorials: 6		Class Rooms 8 Tutorials: 8		Class Rooms 10 Tutorials: 8		Class Rooms 12 Tutorials: 8	
37	Teaching Staff:		Teaching Staff:		Teaching Staff:		Teaching Staff:		Teaching Staff:		Teaching Staff:	
	a) Principal .. 1 b) Professor .. 1 c) Assot Prof. . 2 d) Asst. Prof . 4 e) Qualified Librarian .. 1		a) Principal .. 1 b) Professor .. 2 c) Assot Prof .. 4 d) Asst. Prof .. 8 e) Qualified Librarian ..1		a) Principal .. 1 b) Professor .. 3 c) Assot Prof .. 6 d) Asst. Prof .. 12 e) Qualified Librarian ..1		a) Principal .. 1 b) Professor .. 4 c) Assot Prof .. 8 d) Asst. Prof .. 16 e) Qualified Librarian ..1		a) Principal .. 1 b) Professor .. 5 c) Assot Prof. . 10 d) Asst. Prof . 20 e) Qualified Librarian .. 1		a) Principal .. 1 b) Professor .. 6 c) Assot Prof. . 12 d) Asst. Prof . 24 e) Qualified Librarian .. 1	
38	i) Library Books 500 per Year ii) Total No. of books available		i) Library Books 1000 per Year ii) Total No. of books available		i) Library Books 1500 per Year ii) Total No. of books available		i) Library Books 2000 per Year ii) Total No. of books available		i) Library Books 2500 per Year ii) Total No. of books available		i) Library Books 3000 per Year ii) Total No. of books available	
39	Journals: International 2 Indian 10		Journals : International 4 Indian: 20		Journals : International 6 Indian 30		Journals : International 8 Indian 40		Journals: International 10 Indian 50		Journals: International 12 Indian 60	
40	i) Computer Lab 1:2 (2 years) (Systems): 60 ii) Licensed Software		i) Computer Lab 1:2 (2 years) (Systems): 120 ii)Licensed software		i) Computer Lab 1:2 (2 years) (Systems): 180 ii)Licensed software		i) Computer Lab 1:2 (2 years) (Systems): 240 ii)Licensed software		i) Computer Lab 1:2 (2 years) (Systems): 300 ii)Licensed Software		i) Computer Lab 1:2 (2 years) (Systems): 360 ii) Licensed Software	

Signature of the
Secretary/Correspondent
Name:
Date:

Signature of the Principal
Name:
Date:

(Enclosre to SL.No.16 and 17)

PROFORMA FOR FURNISHING PARTICULARS OF PRINCIPAL AND TEACHING STAFF

SNo	Name of the Teacher	Designation	Qualifications	Experience	Date of Joining duty in the present college	Nature of Appointment	
						Through OU Selection Committee	Management
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Signature of the
Secretary/Correspondent
Name:
Date:

Signature of the Principal
Name:
Date: