



**PALAMURU UNIVERSITY  
MAHABUBNAGAR  
ACADEMIC AUDIT CELL**

Lr No. 01 /Academic/BEd./MEd. & BEd. Affiliations/2020-21

Date: 24-01-2020

**To  
The Secretary/Principals of all the  
Colleges offering B.Ed/M.Ed. and B.PEd. Courses  
Affiliated to Palamuru University**

Sub: Affiliation - Affiliated Education Colleges – Inspection for considering grant of Extension of provisional affiliation to offer B.Ed/M.Ed and B.P.Ed Courses for the academic year 2020-2021– Reg.

**-oOo-**

Sir/Madam,

With reference to the subject cited, I am desired to inform you that the University has decided to conduct inspection to the Colleges offering **B.Ed/M.Ed and B.PEd Courses** in the month of March/April, 2020 and the Inspection Committee will be visiting the Colleges as per the Inspection Schedule, which will be intimated in due course through the website, for considering grant of extension of provisional affiliation for the academic year 2020-21.

The management is therefore directed to submit the academic information in the prescribed application placed on the university website ([www.palamuruuniversity.ac.in](http://www.palamuruuniversity.ac.in)) by remitting prescribed fee of **Rs. 27,500/- towards inspection and processing, through NEFT/RTGS transfer into Palamuru University Academic Fee Fund A/c No. 62197872011 (SBI, Ganesh Nagar branch, Mahabubnagar; IFSC – SBIN0016375)**

You are therefore, requested to submit the filled in application form with all the necessary original documents along with an attested copy as mentioned in the annexure without fail **before 23<sup>rd</sup> February, 2020** along with remittance slip and **AISHE –DCF –II (2019-20) UPLOADED CERTIFICATE.**

**Note:**

- 1. Incomplete applications and applications without required enclosures will not be considered for the affiliation process for ACY 2020-21.**
- 2. Installation of Aadhar enabled Biometric Machines are mandatory. The biometric attendance records of ACY 2019-20 must be reproduced to the inspection committee.**
- 3. List of ratified teachers for ACY 2019-20 is also mandatory for inspection without which the inspection will not be conducted.**

Sd/-

Registrar

## **Annexure**

1. Latest compliance report of academic year 2019-20
2. Affiliation Orders of the University for the previous academic year (2019-20)
3. Copies of the FDRs of Corpus fund.
4. Registered lease deed in case of lease premises along with own land (enclose registered sale deed copies).
5. List of approved teaching staff in the prescribed format.
6. Copy of the approved building plan
7. Staff ratification orders of the past three academic years 2017-18 to 2019-20.
8. Minority Status Certificate/Letter, if applicable.
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. Copies of the Time-table (theory and practicals) clearly marking the Class and initials of teachers in each room.
13. Library Accession Register – with details of books/Journals added during the last academic year.
14. Library /Books Issue Register.
15. Acquaintance Register.
16. Minutes of the Governing Body meetings
17. Bills/Payment receipts/Bank Statement for the purchase of Library Books and Journals and other purchases including equipment, Computers etc. during the academic year 2019-20.
18. Statement of consolidated attendance which was sent to the Examination Branch during the last academic year.
19. Bank Pass Book/Bank Statement of the financial transactions.
20. Enclose the Report of Anti-Ragging Committee and measures taken by the College.
21. Display the College name prominently stating that the College is affiliated to Palamuru University and also enclose photograph of the College Building.

You are further requested to ensure that all the ratified 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/-

**REGISTRAR**

### **Copy to**

1. The Dean, Faculty of Education, PU
2. The Head, Dept. of Education, PU.
3. The JD, Academic Audit Cell, PU.
4. The OSD to VC, PU.



**PALAMURU UNIVERSITY**

**FORMAT FOR SUBMISSION OF INFORMATION OF B.Ed/M.Ed/B.P.Ed COURSES TO  
THE UNIVERSITY FOR THE ACADEMIC YEAR 2020-21**

College Code	DD./RTGS/NEFT No.	Date	Amount in Rs.

1. Whether compliance report submitted for the academic year 2019-20 Yes / No

S.No.	Particulars	Facts
<b>I. General Information about the college</b>		
1	Name of the College and code given by the NCTE	
2	College Address	
3	Telephone no. with Std. Code	
4	Name, address & Tel. No. (with Std. Code) of the Secretary / Correspondent and Principal	
	Landline no.	
	Mobile no.	
	Mail ID	
	Whether the College is accredited by NAAC	Yes/No If Yes, Grade
5	Date, Month & Year of establishment	
6	Whether the College has shifted to its own premises after completion of (3) academic years as per NCTE norms	
7	Current programmes offered by the institution	1. 2. 3.
8	Address as per the NCTE recognition certificate (copy to be enclosed)	
9	Copy of the CD submitted to the NCTE and photograph of the College Building	

**Signature of the Principal**

**Signature of the Secretary and Correspondent with seal**

**Note: Please enclose details in separate sheets wherever it is required**

10	(a). Whether the College is running in the building, shown to the NCTE & to the earlier inspection committees of PU.	
	(b) If no, whether permission has been obtained for shifting the premises	
11	Whether there are other Courses offered in the same building. If so kindly furnish the details.	
12	If minority – Status of minority certificate, order no. and date (enclose a copy)	
<b>Registered society details:</b>		
13	Under which revenue division the society has been accorded permission for establishing the college	
14	In which revenue division is the college functioning at present?	
15	Society Registration No. and Date	
16	Names of the office bearers of the society (provide a list with address/phone no./age etc.)	
17	Registered Bye-laws of the society (please enclose a copy)	
18	Are there any changes in the name and status of the society? (Pl. mention whether the society has undergone any changes since its birth / due to addition of new members / etc.)	
<b>II. Assets of the Institution / Society</b>		
19	Is the building plan approved by the competent authority? if yes please furnish the details as below	
	a) Plinth area of the college building (in Sq.Mts)	
	b) Nature of the building (RCC roof/sheds)	
	c) Room wise dimensions along with floor wise details (in sq. mts.) to be enclosed.	
	d) Total plinth area available in the college (in sq. mts.)	
	e) Whether the College is running in single building or multiple buildings	

	f) If running in more than one building No. of Buildings: (Copies to be enclosed)	
	g) Any other courses/Colleges functioning in the same premises? If yes details to be furnished along with the permission letter from the competent authority) (like Junior Colleges, Diet college etc.)	

<b>20. General Facilities</b>		
Principal room ( )	Office room ( )	Library/reading hall ( )
No. of class rooms ( )	Staff room ( )	Seminar hall ( )
Girls waiting room ( )	Drinking water facility ( )	Separate toilets for Girls/boys/staff ( )
Store room ( )	Separate common room for boys /girls ( )	Parking place ( )
Multipurpose play Field ( )	Play Ground ( )	Multipurpose hall ( )
Architectural barrier free facilities ( )	Visitors hall ( )	Canteen ( )
<b>21. Laboratory Facilities (B. Ed./M.Ed.) Curriculum lab</b>		
a) Natural science lab	Available/not available	
b) Mathematics lab	Available/not available	
c) Social studies lab	Available/not available	
d) Psychology lab	Available/not available	
e) Art and craft resource centre	Available/not available	
f) Health and Physical Education Resource Centre (including yoga centre)	Available/not available	
g) ICT resource centre	Available/not available	
h) Language lab		
<b>22. Laboratory Facilities (B.P.Ed./)</b>		
a) Educational technology lab	Available/not available	
b) Anatomy, Physiology & Health Education Lab	Available/not available	
c) Human performance (Exercise physiology) lab	Available/not available	
d) Physiotherapy, Athletic Care and Rehabilitation Lab	Available/not available	
e) Sports Psychology Lab	Available/not available	

<b>23. Equipments</b>			
<b>Equipment</b>	<b>Available or not</b>	<b>Adequate/inadequate</b>	<b>Equipment to be added</b>

<b>24. Library Facilities:</b>				
<b>No. of titles</b>		<b>No of Volumes</b>		<b>Amount spent in Rs.</b>
Total	Added during ACY 2019-20	Total	Added during ACY 2019-20	During ACY 2019-20

<b>25. Details of the salary paid (acquittance register is to be produced)</b>		
	<b>Amount in Rs.</b>	<b>Mode of payment (cash/cheque or other)</b>
<b>Maximum salary paid</b>		
<b>Minimum salary paid</b>		

<b>III-Governing Body of the Society/College</b>	
<b>26a.</b> University nominee as Governing body member (furnish total affiliation of the member and tenure)	
<b>26b. Governing Body meetings</b> conducted so far with dates / schedule (Enclose a copy of minutes of the meeting)	
<b>26c.</b> University nominee on the <b>Selection Committee</b> (provide name/ address / designation / period of tenure details)	
<b>27.</b> Univ. Nominee as Subject Expert (provide name/ address / designation / period of tenure details)	
<b>28.</b> Time table indicating papers, teachers and project wise	
<b>29.</b> Parent teacher association	
<b>30.</b> Alumni association of the College	
<b>31.</b> Steps taken for free from architectural barrier.	
<b>32.</b> No. of staff council and student council meetings(enclose a copy of the minutes)	
<b>33.</b> Does the institution taken extension and community participation programme (provide details)	
<b>34.</b> Audit report for the financial year 2019-20 (copy to be enclosed)	

**35.** Whether the College has provided the safeguard against fire hazard in all parts of the Building.

**36.** Whether the College has taken appropriate measures for prevention of ragging in any form, in the light of directions of Supreme Court of India.

**(Enclose the copy of the Committee constituted)**

**Signature of the Principal  
seal**

**Signature of the Secretary and Correspondent with  
seal**

**Note: Please enclose details in separate sheets wherever it is required**

**37. List of the teaching staff for the year 2019-20.**

SNo	Name of the Teacher & Designation	Fathers name	Date of birth	Qualifications	Methodology	University where studied	Total no of years of teaching experience	Division & Percentage of marks	Number of teachers ratified by PU	Number of teachers not-ratified by PU	Aadhar Number of faculty (copy to be enclosed)	PAN of faculty (copy to be enclosed)
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

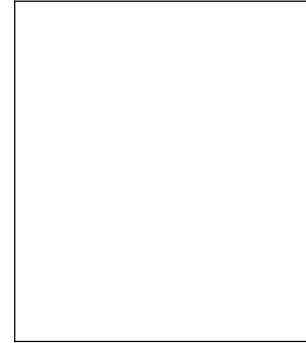
**B.Ed : For a unit of 50 students Faculty required is 8 (1+7); For two units (50 + 50) students Faculty required is 16 (1+15 ).**

**M.Ed : For a unit of 50 students Faculty required is 10 (2+2+6 ).**

38. Furnish the details of faculty position for the year 2019-2020 submitted to the NCTE (Copy to be enclosed)



**UNDERTAKING**



I, Dr./Mr./Mrs. \_\_\_\_\_

S/o /D/o/W/o \_\_\_\_\_

Hereby declare that I am working as a Principal/Lecturer in \_\_\_\_\_ College of Education  
\_\_\_\_\_

I am not working in any other Government/Private Institution(s) even on part-time basis. If the present information/declaration of mine is proved to be false, I am liable for any legal/administrative/disciplinary action as per norms. Further, I will continue my services in the above institution for the academic year \_\_\_\_\_

Name:

Signature

Date:

COUNTERSIGNED by Secretary/Correspondent

## **DECLARATION**

We hereby, declare that the information furnished in the application is correct and we are liable for any disciplinary action, if found otherwise. Further, we undertake to provide required accommodation / Laboratories and other necessary infrastructure required for running B.Ed/M.Ed/B.PEd. college as per the NCTE/RCI/PU norms

**Signature of the Principal**

**Signature of the Secretary and Correspondent with seal**

## UNDERTAKING

I/We \_\_\_\_\_ Correspondent/Principal of \_\_\_\_\_ (Code No. \_\_\_\_\_ College offering \_\_\_\_\_ course affiliated to PALAMURU UNIVERSITY is hereby submit an Undertaking that we will adhere by all the rules and regulations stipulated by the PALAMURU 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, PU 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, P.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 PALAMURU 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

(with seal)

Principal

( with seal)

**Note : The college has to submit one copy of this undertaking to the Director, Directorate of Academic Audit, PU/The Controller of Examinations, Examination Branch, PU also.**

