



**PALAMURU UNIVERSITY
MAHABUBNAGAR
ACADEMIC AUDIT CELL**

Lr No.03 /Academic/Affiliations/2019-20

Date: 13-02-2019

To
The Secretary/Principals,
All the Affiliated Colleges of Palamuru University offering **MBA Course**.

Sub: - Affiliation – Affiliated Colleges – Inspection for considering grant of extension of provisional affiliation to offer **MBA Course** for the academic year **2019-2020** – 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 **2019-2020**. The Inspection Committee will be visiting the Colleges in the month of **March/April, 2019** for considering grant of extension of provisional affiliation to the College, to offer MBA Course for the academic year **2019-2020**. **Kindly note that Inspection Committee would be verifying all the requirements as per AICTE process hand book for the year 2019-20. Hence, the Secretary/Principal of the College may ensure the compliances, as per AICTE norms (2019-20) for the academic year 2019-20.**

The management of the College is therefore directed to submit the filled in application form placed on the University Website with all necessary documents as mentioned in the Annexure, along with the prescribed fee of **Rs. 20,000/- 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 12th March, 2019** along with remittance slip and **AISHE –DCF –II (2018-19) UPLOADED CERTIFICATE**.

Note:

- 1. Incomplete applications and applications without required enclosures will not be considered for the affiliation process for ACY 2019-20.**

Sd/-
Registrar

Annexure

1. Latest compliance report of ACY 2018-19
2. Affiliation Orders of the University for the previous academic year (2018-19)
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. Staff ratification orders for the past three academic years (2016-17 to 2018-19)
6. Copy of the approved building plan
7. Minutes of the Selection Committee for the appointments made during the academic year 2016-17 to 2018-19.
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 ACY 2018-19.
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.
22. Aadhar enabled Biometric machines for students and staff

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.

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 UNIVESITY

MAHABUBNAGAR - 509 001

**APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER
MBA COURSE FOR THE ACADEMIC YEAR 2019-20**

College Name: _____ College Code: _____

Course: MBA

Annual Intake: _____

Date of Inspection: _____

D.D./RTGS/NEFT No. _____ Date _____ Amount: **Rs. 20,000/-**

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			
	d) Whether appointed through PU Selection Committee.			
	e) Date of birth:			
	f) Mobile No. : 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	Any other Courses run by the College	S. No.	Corse(s)	Intake
		1		
		2		
		3		
		4		

9.	AICTE permission letter No. & Date for the year 2017-2018 and 2018-19	
10.	State Govt. G.O. No. & Date for the year 2017-2018 and 2018-19.	
11.	PU Affiliation Order No. & Date for the year 2018-2019.	
12.	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
13.	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
14	Name of the University nominee on the Governing Body with period from _____ to _____	
15	Name of the Univ. Nominee on the Selection Committee with period from _____ to _____	
16.	Number of Governing Body Meetings convened during the academic year 2018-2019 with University nominees	
17	Working Hours of the College	
18	Work load statement Department-wise, Teacher-wise (to be enclosed)	
19.	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),	
20	Whether revised pay scales of VII Pay Commission are paid to the staff.	Yes / No
21	Details of salary paid. Acquaintance Register to be produced. Enclose bank statement.	Maximum salary / Minimum salary paid Paid through Cheque/Cash

Course Details:

a)	Course - MBA	
b)	Year of Starting	
c)	Sanctioned Intake	
Actual strength of students' year wise:		
No. of Students on rolls	I year	II year
MBA		

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

Faculty Details:				
Faculty required 1:15 (Teacher Student Ratio) Cadre Ratio 1:2:6 (Professor : Associate Professor : Assistant 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
		PU Selection	Ad-hoc	
Professors				
Associate Professors				
Assistant Professors				
Total:				

PARTICULARS OF PRINCIPAL AND TEACHING FACULTY

SN _o	Name of the Teacher	Fathers Name	Date of birth	Designation	Qualifications	Total no of years of teaching experience	Number of teachers ratified by PU	Number of teachers not-ratified by PU	Aadhar Number (Copy to be enclosed)	PAN number (copy to be enclosed)	photo
1				Principal							
2											
3											
4											
5											
6											
7											
8											
9											

Non-Teaching staff:						
Course	Lab. Asst.	Programmers	Lab. Attenders	Total	Required	Deficiency
MBA						

Accommodation Details:		
Particulars	Number	Area (Sq.m) of each
Class Rooms		
Tutorial Rooms		
Seminar Hall		

Computer Lab.					
S.No.	MBA Computer Lab.	Area (in Sq.m)	Equipment available	Lab. class conducted (as per syllabus)	Batch Size
1					
2					

Computational Facilities: (Please refer the AICTE norms of 2019-20) 1:4 (computers to student ratio)		
Item	Description (configuration)	Quantity
Desktops		
Server Machines		
Licensed software		
Network components (LAN / WAN)		
Internet Bandwidth		
Printers / Other equipment		

<u>LIBRARY:</u>	
LIBRARY Total Area (in Sq.m)	
Librarian: Name & qualifications of the Librarian	
Library Facilities:	
Type	Number/Quantity
Total number of book Volumes	
Total number of book Titles	
Number Books added during the year 2018-19	Volumes: Titles:
Total number of National Journals subscribed	
Total number of International Journals subscribed	
Subscribed International and National Journals during the year 2018-19	
Total Amount (in Rs.) Spent on Books during the year 2018-19	
Total Amount (in Rs.) Spent on Journals during the year 2018-19	
Reading Room capacity	
Desktops	
E-Journals	
Delnet Membership Details	

Administrative Area:	
Particulars	Area (in Sq.m)
Principal Office	
Administrative Office	
Exams Control Office	
Placement Office	
Central Store	
Security	
Staff Room	
Sports Room	
Amenities:	
Particulars	Available / Not available
Boys Common Room	
Girls Common Room	
Cafeteria	
Backup Electric Supply / Generator	
Safety provisions including fire and other calamities	
Transport facility and parking area ...in Sq. ft.	
Play Ground Facilities....in Sq. mts.	
Drinking water facility	
Fire Safety Clearance certificate	
Sanitation Certificate (From the Competent Authority)	
Structural Soundness Certificate (From the Competent Authority)	
Occupancy Certificate (from the competent Authority)	
Separate toilets for Boys and Girls	
First aid cum sick Room	
Display of Courses and approved intake at the entrance of the College.	
Permanent name board of the college be displayed (enclose photograph of the College building)	

Results Analysis (Year wise- Pass Percentage 2018-19)		
Course	I year	II year
MBA		
Placements:		
Name of the Company		No. of Students Placed
Details of Games & Sports and other curricular activities		

Seminars/Conferences/Workshop Organized/Attended by the faculty of the Dept.			
S.No.	Particulars	Organized	Attended
1	Seminars		
2	Conferences		
3	Workshops		
4			
Total			

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 2018-19 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)	PIO : APIO:
Women Protection cell	
Whether the college has appointed Women Protection Cell. (Enclose copy)	
Redressel Grievances Committee	
Whether the college has appointed Redressel Grievance Committee. (Enclose copy)	
Any other Information:	

**Signature of the
Secretary/Correspondent
Name:
Date**

**Signature of the Principal
Name:
Date:**

