



**PALAMURU UNIVERSITY
MAHABUBNAGAR
ACADEMIC AUDIT CELL**

Lr No. 01 /Academic/Affiliations/2020-21

Date: 30-12-2020

To

The Secretary/Principals

of all the Affiliated PG Colleges of Palamuru University offering **PG Courses**.

Sub: - Affiliation – Affiliated Colleges – Application process for considering grant of extension of provisional affiliation to offer **PG Courses** for the academic year **2020-2021** – Academic information - called for.

Sir/Madam,

With reference to the subject cited above, I am desired to inform you that the University has decided to start the affiliation process **to grant the provisional affiliation** for the academic year **2020-2021** to all the PG colleges offering **PG Courses** under the jurisdiction of Palamuru University by scrutinizing the academic information/physical inspection of the colleges.

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. 6,500/-** for each Science course (M.Sc.) and **Rs. 4,000/-** for each arts course (MA/MCOM/MSW etc.) towards **processing, through NEFT/RTGS transfer into Palamuru University Academic Fee Fund A/c No. 62197872011 (SBI, Ganesh Nagar branch, Mahabubnagar; IFSC – SBIN0016375)**. Under any circumstances cash/DD will not be accepted.

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 15th JANUARY, 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.**

Sd/-

Registrar

Annexure

1. Latest compliance report of ACY 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. Minutes of the Selection Committee for the appointments made during the academic year 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 ACY 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.
- 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 UNIVERSITY
HYDERABAD-500007**

**FOR THE GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER M.Sc, M.Com, M.A and M.S.W.
COURSES FOR THE ACADEMIC YEAR 2020-2021**

(Application should be submitted course wise separately)

Course: _____

Subject: _____ **DD. No**.....**date**..... **Amount Rs.**_____

- Whether compliance report submitted for the academic year 2019-20 (copy to be enclosed)

1.	Name of the College with complete postal address	
	Tel. No. :	
	Mobile No. :	
	Mail ID :	
	Whether the college is accredited with NAAC	Yes / No
		If Yes Grade :
	Whether the college has (12 f) (2 B) status	Yes / No
	Whether the college is running in the same premises as mentioned in permission letter	Yes / No (If No, give the detailed address and permission copy of shifting orders)
2.	Year of establishment	
3.	College Code No.	
4.	Name of the Society	
	Name of the Secretary/ Correspondent with mobile No. (Copy of the byelaws to be enclosed)	
	Whether the college is running by the same society (as per the college sanctioned orders)	Yes / No If no, (Permission for change of society to be enclosed)
5.	TSSCHE / Govt. permission Lr.No. and date, for starting of UG College (Copy to be enclosed)	No.
6.	Nature of the College	1. Govt./Aided/Unaided : 2. Women/Co-Education : 3. Minority / Non-Minority: (in case of minority, minority status certificate to be enclosed)
7.	Whether the college is running PG courses along with UG courses	Yes / No
		Yes / No If Yes, Whether concerned subject in UG is offered in the college

..2.

8.	Latest PU affiliation orders number/date for all the UG & (PG courses if any) (Copies to be enclosed)	PG
9.	Corpus Fund Details (Copies to be enclosed)	FDR No.
		Rs.
		Date of Maturity

10	Name of the Principal with mobile No.			
	Whether Appointed through Selection Committee :	Yes / No		
11	University nominee (Copy to be enclosed)	Governing body		
		Selection Committee		
		Date of nomination		
12	Number of Governing Body meetings conducted during Last year (mention the dates)	1.		
		2.		
		3.		
13.	Nature of accommodation (Copies of ownership/Lease deed to be enclosed)			
	• Own or Leased premises	Own /	Leased	
	If lease	period	Years / from to	
	Type of accommodation	RCC roof / sheds	(Room wise dimensions along with floor wise to be enclosed)	
	Whether the college is running in single building or multiple buildings	Single / Multiple		
	If running in more than one building (copies to be enclosed)	No. of Buildings :		
	Complete address with D.No.	Lease deed No.	Term	From -to
13.	Land Details (Copy to be enclosed)	Document No.		
		Area		
		Location		

14.	Any other courses / Colleges functioning in the same premises (like junior college etc.).	Yes / No (If yes details to be furnished along with the permission letter from the competent authority)	
15.	Extra Activities	NCC wing	Yes / No
		NSS wing	Yes / No
	Details of Games / Sports / Cultural Activities if any		
16	Whether the college has placement cell	Yes / No	
		If yes details of placements made	
	Details of the Raging Cases (Enclose copy of the Committee constituted)		

17	Accommodation Details:		
	Particulars	Number	Area (Sq.ft) of each
	Class Rooms		
	Seminar Hall		
	Laboratories		
	Staff Rooms		
18	Details of Computational facilities:		
	Item	Description (configuration)	Quantity
	Desktops		
	Internet Bandwidth		

19	Course particulars (Separate sheet to be enclosed as per the format below)				
	Post Graduate				
	SNo.	Course/Combination	Sanctioned intake	Medium	
	Other courses if any				

20	Working Hours of the College	
21	Work load statement Department-wise,Teacher-wise (to be enclosed)	
22	Block time table for the course showing	
	(i) Room No, (ii) Name of the Class each(iii)Name of the Teacher in period(to be enclosed),	
23	Details of salary paid. Acquaintance Register to be produced. Enclose bank statement.	Maximum Salary :
		Minimum salary :
	Paid through Cheque/ Cash	

24.	Laboratory facilities available in the college (Bills to be enclosed)				
	Subject	No. of labs	Major equipment available	New equipment procured during 2017-18 and amount spent	Area in Sft.
25.	Other basic amenities	Pay ground	Available / Not available		
		Fire Safety	Available / Not available		
		Parking faculties	Available / Not available		

26. LIBRARY:	
LIBRARY Total Area (in Sq.ft)	
Librarian: Name & qualifications of the Librarian	
Library Facilities:	
Type	Number/Quantity
Volumes	
Titles	
Books added during the year 2017-18	Volumes
	Titles

National Journals	
International Journals	
Total Amount Spent on Books during the year 2019-20	
Total Amount Spent on Journals during the year 2019-20	
Reading Room capacity	
Desktops	
E-Journals	

..5.

27. Administrative Area:	
Particulars	Area (in Sq.ft)
Principal Office	
Administrative Office	
Exams Control Office	
Placement Office	
Staff Room	
Sports Room	
28. Amenities:	
Particulars	Available / Not available
Boys Common Room	
Girls Common Room	
Play Ground	
Backup Electric Supply / Generator	
Safety provisions including fire and other calamities	
Transport facility and parking area	
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.	
Permanent name board of the college be displayed (enclose photograph of the College building)	

29.	No. of admissions during the academic year 2019-20	Course	Sanctioned strength	Admitted strength
		M.A.		
		M.Com		
		M.Sc.		
		others		

30.	Results analysis	Course	No. of candidates appeared	No. of candidates passed
		M.A.		
		M.Com		
		M.Sc.		

31. Seminars/Conferences/Workshop Organized/Attended by the faculty of the Dept.			
S.No.	Particulars	Organized	Attended
1	Seminars		
2	Conferences		

3	Workshops		
4			
Total			

32. 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 2019-20 be enclosed. 3. Measures taken by the College to prevent ragging.	
33 RTI Act	
Whether the college has appointed PIO and APIO. Mention the names of the PIO and APIO. (Enclose Copy)	

34. Women Protection cell	
Whether the college has appointed Women Protection Cell. (Enclose copy)	
35. Redressel Grievances Committee	
Whether the college has appointed Redressel Grievance Committee. (Enclose copy)	
36. Any other Information:	

37. PARTICULARS OF PRINCIPAL AND TEACHING FACULTY

S. No	Name of the Teacher	Designation	Qualifications Whether having MBA I Class	Whether having Ph.D. Degree in Management	Date of Birth	Total no. of years of Exp.	Nature of Appointment		Photo	Details of i. Aadhaar Card number ii. PAN number iii. Bank Account number
							Through PU Selection Committee	Management		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

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

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 UG college / PG College as per the Palamuru University norms before the Inspection is conducted. ***The University may conduct Affiliation/Surprise Inspection on any day after the submission of this format.***

NOTE: Formats submitted without proper enclosures/evidences will not be accepted and the college will not be considered for grant of extension of provisional affiliation for the academic year 2020-21.

Signature of the Principal
With name and seal

Signature of the
Secretary/Correspondent
With name and seal