



DIRECTORATE OF ACADEMIC AUDIT CELL
PALAMURU UNIVERSITY
(Accredited with Grade 'B' by NAAC)
MAHABUBNAGAR – TS.

Lr. No /27/LAW/Affiliation/Acad./PU/2024-25

Date: 03-07-2024

To
The Secretary/Principal
OF All Affiliated Colleges offering law courses
Under Palamuru University jurisdiction.

Sub: Palamuru University, Mahabubnagar – Directorate of Academic Audit Cell –
Affiliated colleges – Inspection of Law college(s) for considering grant of
extension of Provisional affiliation to offer B.A. LLB (3 & 5YDC) for the
academic year 2024-25 – Reg.

Sir/Madam,

With reference to the subject cited, I am desired to inform you that University has decided to conduct regular inspection to the colleges offering Law course B.A. LLB (3 & 5YDC) for the academic year 2024-25. For considering grant of extension of provisional affiliation to the college(s) offering B.A. LLB (3 & 5YDC) courses for the academic year 2024-25.

In this context, you are hereby 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 duly filled in along with the documentary evidence wherever required.

1. Latest compliance reports.
2. List of teaching staff and staff approval letters obtained from the University for the year 2023-24.
3. BCI's permission / renewal of TSCHE permission.
4. Minority status certificate/letter.
5. Affiliation orders of the University for the previous year.
6. Land documents (enclosed registered sale deed copies).
7. Registered leased deed of the building, if the college is housed in rented building.
8. Library accession register – with details of books, journals added during the last academic year.
9. Library books issued register.
10. Acquittance register for payment of salaries to staff.
11. Time table for all the years of class work & class tests.
12. Bills/Payment receipts/Bank Statements for the purpose of Library books.
13. Staff attendance register.
14. Students attendance register and teaching dairies.
15. Enclose the report of Anti – Ragging committee and measures taken by the college.
16. Display the college name prominently stating that the college is affiliated to Osmania University

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The Management of the college is requested to remit the following fees towards inspection and processing fee through NEFT/RTGS transfer into Palamuru University Academic fee fund A/C. No: 62197872011., (SBI Ganesh Nagar branch, Mahbubnagar - **IFSC – SBIN0016375**).

- | | |
|---------------------------|---------------------|
| 1. B.A. LLB (3YDC) | Rs. 20,000/- |
| 2. B.A. LLB (5YDC) | Rs. 20,000/- |

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 18th July, 2024 along with remittance slip and AISHE -DCF -II (2023-24) UPLOADED CERTIFICATE.

Note:

1. Incomplete applications and applications without required enclosures will not be considered for the affiliation process for ACY 2024-25
2. Installation of Aadhar enabled Biometric Machines are mandatory. The biometric attendance records of ACY 2023-24 must be reproduced to the inspection committee.
3. List of ratified teachers for ACY 2023-24 is also mandatory for inspection without which the inspection will not be conducted.


JOINT DIRECTOR


DIRECTOR

Copy to:

1. The Dean Faculty of Law, PU
2. The PS to VC, PU.
3. The PA to Registrar, PU.



**PALAMURU UNIVERSITY
MAHABUBNAGAR**

**APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO
OFFER LAW COURSE(S) FOR THE ACADEMIC YEAR 2024-25**

✓ Whether compliance report submitted for the academic year 2023-24 (copy to be enclosed)

Sl. No	Particulars	Facts
1.	Name of the College with complete postal address:	
	Phone No	
	Email ID:	
	Website	
2.	Name of the Society/Registration No. & Address with telephone No: Email ID:	
3.	Name and address of the Secretary/ Correspondent with telephone Nos: Mobile No: Email ID:	
4.	i. Whether the college is running in the premises / address recorded by BCI	YES/NO
	ii. If, No, the reason and how many years the college is running in the present address.	
5.	Year of first approval from BCI to the college.	
6.	BCI permission letter No. date for the year 2023-24, and period of permission	
7.	State Govt. G.O. No. & Date for 2023-24 (if applicable)	
8.	PU affiliation order No & Date for the year 2023-24 (including subsequent years)	
9.	i. Whether any other institution/colleges are running in the same premises.	YES/NO
	ii. If yes, whether permission from BCI is obtained.	YES/NO
10.	Status of the college (in case of Minority college, latest Minority certificate issued by the competent authority to be enclosed)	

Sl. No	Particulars	Facts	
11.	No. of Sections	LLB (3- YDC) LLB (5- YDC)	
12.	Other courses offered in the same premises (furnish details) if any,		
13.	Particulars of ownership of premises (copies of Registered sale deed/ Ownership/Lease deed document copies must be enclosed) II. Total plinth area in Sq. ft. of the building.		
14	I. Name of the Principal II. Mobile No III. Whether appointed through duly constituted selection committee.		
		YES/No	
15.	No of teachers appointed (detailed information to be provided as per the enclosed proforma separately)	Appointed through Selection Committee	Appointed by the management (Adhoc)
16.	Details of Computational and other Facilities		
	Items	Description (Configuration)	Quality
	Desktop		
	Internet Bandwidth		
	Wi. Fi. Facility		
	LCD Projectors in class rooms (ceiling mounted)		
	Biometric Attendance 1. Staff 2. Students:		
	CCTV Facility		
17	Whether approval of the University has been obtained for the appointments made	YES/NO	
18	Name of the University nominee on the Governing Body with period from <u> </u> to <u> </u>		
19	Name of the University nominee on the Selection Committee with period from <u> </u> to <u> </u>		
20	Number of Governing Body Meetings Convened during the academic year 2023-24 with the University nominee, (with dates)		

Sl. No	Particulars	Facts			
21.	Library information Books: Titles: Volumes: Journals : National Journals: International Journals: E- Journals: E-database:	Total No. Till the academic year 2023-24	No. of Books/Journals Purchased during 2023-24	Amount Spent on Library Acquisition during 2023-24	Remarks
22.	Working Hours of the College				
23	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 toilets	Available/Not Available		
24	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 2023-24 (copy to be enclosed)				
25.	No. of students in the year 2023-24 permitted intake ()	No. of students admitted	No. of Students appeared for the examination	No. of Students detained.	
	First Year				
	Second Year				
	Third Year				
	Fourth Year				
	Fifth Year				
	Other Basic amenities	Playground	Available /Not Available		
		Fire Safety	Available /Not Available		
		Parking	Available /Not Available		
		Facilities	Available /Not Available		

Compliance with the conditions imposed by the University during the previous academic year 2023-24.

1. _____(Fulfilled/Partially Fulfilled / Not Fulfilled)
2. _____(Fulfilled/Partially Fulfilled / Not Fulfilled)
3. _____(Fulfilled/Partially Fulfilled / Not Fulfilled)

We hereby declare that the information furnished in the application is correct and we are liable for any disciplinary action, if found otherwise.

Signature of the Secretary/Principal
Name:
Date:

PROFORMA FOR FURNISHING PARTICULARS OF PRINCIPAL AND TEACHING STAFF

S. No	Name of the Teacher	Designation	Social Status	Qualification Social status	Experience	Date of Joining duly in the present college	Nature of Appointment	
							Through PU Selection committee	Management
1								
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Signature of the Secretary/ Correspondent

Name:

Date: