



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

No. **27** /Acad./U.G/Affiliation/2024-25

Date: 06-07-2024

To
The All the Principals/ Secretary/ Correspondents
Undergraduate Colleges under the jurisdiction of
Palamuru University, Mahabubnagar

Sub: Palamuru University, - Directorate of Academic Audit Cell – Affiliated Government /Govt. Autonomous/Private Unaided Colleges – Granting of extension of Provisional Annual Affiliation to UG colleges to offer B.A./B.com/B.Sc./BBA/BCA/BSW courses for the Academic Year 2024-25 – Academic Information called for – Regarding.

Sir/Madam,

With reference to the subject cited, I am desired to inform you that the University has decided to grant extension Provisional Annual Affiliation for the Academic Year 2024-25 to all the UG colleges offering **B.A/B.Com/B.Sc./BBA/BCA/BSW** courses under the jurisdiction of Palamuru University.

The Management is therefore, directed to submit the Academic Information in the prescribed application placed on the University website, by enclosing all the documents mentioned in Annexure 'A'.

Further, the Managements are directed to remit prescribed fee of **Rs.4,000/- per faculty**, through **RTGS/NEFT** for credit into Registrar, **Palamuru University** academic fee Fund A/c No. **62197872011 (SBI, Ganesh Nagar Branch, Mahabubnagar, IFS Code "SBIN0016375" on or before 22-07-2024**. The application format may be downloaded from the University Website i.e. www.palamuruuniversity.ac.in mentioned as Academic information application for UG colleges for the Academic Year 2024-25.

Further, the college is informed to enclose all the necessary documents as mentioned in the Annexure without fail.

Applications 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 2024-25.

Yours faithfully

DIRECTOR
ACADEMIC AUDIT CELL
DIRECTOR
ACADEMIC AUDIT CELL
Palamuru University
Mahabubnagar-T.S

Copy to:

1. The PS to VC, PU
2. The PA to Registrar, PU

ANNEXURE - A

1. Inspection/Processing fee, through RTGS/NEFT for credit into Registrar, Palamuru University academic fee fund (A/c. No: 62197872011) Receipt.
2. Copy of the Compliance report for the academic year 2023-24.
3. Affiliation orders for the academic year 2023-24.
4. Copies of the FDR of Corpus Fund;
5. Governing Body/Selection Committee nomination letter and Resolution Copies of the Governing Body meetings conducted during the academic year 2023-24.
6. Registered Lease Deed in case of Leased premises along with the Own land documents in the Name of the Society.
7. Copy of the approved building plan.
8. Copies of the bills for the purchase of Library Books, Lab equipment, Computers and other Furniture purchased during the academic year 2023-24.
9. Affidavit stating that only courses sanctioned by the University are offered in the premises.
10. Details of Teaching & Non-teaching staff in the following format:

I. Principal: Appointed/ Not appointed

If appointed through Selection Committee/Management

Sl.No.	Name of the Teacher	Designation	Qualification	Nature of Appointment		PAN No. (copy to be enclosed)	Aadhaar No. (copy to be enclosed)
				Through PU Selection Committee	Management		

11. Laboratory facilities:

Subject	No. of labs	Major equipment available	New equipment procured during 2023-24 and amount spent	Area in Sft.

12. Accommodation details:

Particulars	
Class Rooms	
Seminar Hall	
Staff Rooms	

13. Sanitary Certificate

14. Fire Safety Certificate

15. Play Ground Details

16. Bank statement for payment of salaries to the staff by cheque.



PALAMURU UNIVERSITY
MAHABUBNAGAR – 509 001
TELANGANA STATE

**APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION FOR
THE ACADEMIC YEAR 2024-25**

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

1	Name of the College with complete postal address	
	Telephone No.	
	Mobile No.	
	Mail ID	
	Whether the college is accredited with NAAC	Yes / No
		If Yes Grade:
	Whether the college has (12B) (2f) status	Yes / No
	Geolocation of the college	Latitude: Longitude:
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 run by the same society (as per the college sanctioned orders)	Yes / No if no, (Permission for change of society to be enclosed)
5	APSCHE /TSCHE/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 or any other courses along with UG courses	Yes / No
		If Yes, Whether concerned subject in UG is offered in the college (enclose affiliation order for PG and other courses)
8	Latest PU affiliation orders number / date for all the UG & PG (Courses if any) (Copies to be enclosed)	UG
		PG

9	Corpus Fund Details (Copies to be enclosed)	FDR No.	Rs	Date of Maturity
10	Name of the Principal			
	Whether Appointed through Selection Committee	Yes / No		
11	University nominee (Copy to be enclosed)	Governing body		
		Selection Committee		
		Date of nomination		
	Number of Governing Body meetings conducted during Last year (mention the dates)	1.		
		2.		
		3.		
12	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 Door No.	Lease deed No. (copy to be enclosed)	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				
	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)				
	Basic Amenities	Principal Room	Available / Not available		
		Staff room	Available / Not available		
		Library / Reading room	Available / Not available		
		Girls waiting room	Available / Not available		
16	Course particulars (Separate sheet to be enclosed as per the format below)				
UNDER GRADUATE					
Sl. No.	Course / Combination	Sanctioned intake	Medium		
Details of the Courses Surrendered from the academic year 2023-24 (if any)					
Sl.No.	Course/ Combination	Sanctioned intake	Medium		
Details of New Courses/Conversions applied for year 2023-24					
Sl.No.	Course /Combination	Sanctioned intake	Medium		
Details of Courses for which Change of Medium is applied for year 2023-24					
Sl.No.	Course/Combination	Sanctioned intake	Medium		
POST GRADUATE					

OTHER COURSES, IF ANY				
17	No. of teachers appointed (list of subject wise teachers indicating date and nature of appointment to be enclosed as per the statement shown below and also copy of the University approval to be enclosed)	Appointed through Selection Committee & approval order issued by P.U	Appointed by the Management (Adhoc)	
18	Working Hours of the College			
19	Workload statement Department-wise, Teacher-wise (Enclose)			
	Whether the college has provided online classes(if yes whether any problems are encountered)	Yes/No		
20	Block time table for the course showing i. Room No ii. Name of the class iii. Name of teacher in each period (Enclose)			
21	Details of Salary paid (Enclose bank statement)	Minimum salary/Maximum salary paid		
		Paid through Cheque/Cash		
22	Library facilities available in the college (subject wise number of titles and Volumes is to be given separately)	Library total area in Sft		
		Librarian (Name & qualifications)		
		No. of Volumes		
		No. of titles		
		No. of Books purchased during 2023-24	Vol:	
		Amount spent during 2023-24 for books	Titles:	
		National Journals		
		International Journals		
		Amount spent during 2023-24 for Journals		
		Reading Room Capacity		
		Desktops/E-Journals		
23	Laboratory facilities available in the college (Bills to be enclosed)			
	Subject	No. of labs/Area in Sft	Major equipment available	New equipment procured during 2023-24 and amount spent

24	Other basic amenities	Play ground	Available / Not available	
		Fire Safety	Available / Not available	
		Parking facilities	Available / Not available	
		Ramp for Physically Challenged	Available / Not available	
25	No. of admissions during the academic year academic year 2023-24	Course	Sanctioned strength	Admitted strength
		B.A		
		B.Com		
		B.Sc.		

26	Result analysis (Final Year Passed out batch)	Course	No. of candidates appeared	No. of candidates passed
		B.A		
		B.Com		
		B.Sc.		

27. Administrative Area

Particulars	Area (Sft)
Principal Office	
Administrative Office	
Exams Control Room	
Placement Office	
Staff Room	
Sports Room	
Classrooms number/area	
Amenities	
Boys common room	
Girls Common Room	
Play Ground	
Backup Electric supply/Generator	
Safety provisions-Fire/other	
Transport Facilities and Parking area	
Drinking water facility	
Separate toilets for Boys and Girls	
First aid/Sick Room	
Display of Courses and approved intake at the entrance of College	
Permanent name board of the College displayed (Enclose Photograph of College building)	

28. Seminars /Conferences/Workshop organized or attended by faculty of Dept.

S. No.	Particulars	Organized	Attended
Seminars			
Conferences			
Workshops			
Total			

29. Anti-Raging

1. Whether the college appointed Anti-Raging Committee, if so, copy of the constitution of committee and its members to be enclosed

2. Report of the Anti-Raging Committee for the year 2020-21 to be enclosed

3. Measures taken by the college to prevent raging

30. RTI Act

Whether the college has appointed PIO and APIO. Mention the names (Enclose copy)

PIO

APIO

31. Women Protection Cell

Whether the College has appointed Women Protection Cell (Enclose copy)

32. Redressal Grievances Committee

Whether the College has appointed Redressal Grievance Committee(enclose copy)

33. AISHE-DCF II for 2023-24 uploaded date (Enclose certificate)

34. Any other Information

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 2024-25

(_____)
Signature of the Principal
With name and seal

(_____)
Signature of the Secretary / Correspondent
With name and seal

PROFORMA FOR PARTICULARS OF PRINCIPAL AND TEACHING STAFF

S. No.	Name of the Teacher	Subject	Qualification with Division & percentage	University where studied	Experience	Nature of Appointment		PAN (enclose)	Adhaar No. (Enclose)	Passport size Photo
						through PU selection Committee & ratified / approved by PU	Mgmt.			

Note :- Approval list issued by the University for the Academic year 2023-24 to be enclosed for the faculty appointed through duly constituted Selection Committee as per PU norms.