



**OSMANIA UNIVERSITY
HYDERABAD - 500 007**

No. 342 /H/MBA/2012-2013/Acad.IV-1

Dated: 22-3-2012

To
The Secretary/Principals of all the
Affiliated Colleges of Osmania 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 **2012-2013** – 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 2012-2013. The Inspection Committee will be visiting the Colleges during the second week of **April, 2012** for considering grant of extension of provisional affiliation to offer **MBA Course** for the academic year **2012-2013**.

The Inspection proforma for grant of extension of provisional affiliation for the year 2012-2013 can be had from OU Website www.osmania.ac.in.

You are, therefore, 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 ready duly filled along with the documentary evidence wherever required.

1. Latest compliance reports
2. List of teaching staff in the prescribed format.
3. AICTE permission / renewal
4. State Government permission.
5. Minority Status Certificate/Letter
6. Affiliation Orders of the University for the previous Year.
7. Land Documents (enclose registered sale deed copies)
8. Registered Lease Deed of the Building, if the College is housed in a rented building.
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. Library Accession Register – with details of books / Journals added during the last academic year.
13. Library Books Issue Register.
14. Acquaintance Register.

15. Bills / Payment receipts / Bank Statement for the purchase of Library Books and Journals and other purchases including equipment, computers, Licensed Soft ware.
16. Statement of consolidated attendance which was sent to the Examination Branch during the last academic year.
17. Valued Answer Scripts of Internal Assessment Test and statement of marks sent to the Examination Branch during the last academic year.
18. Bank Pass Book / Bank Statement of the financial transactions.
19. Enclose the Report of Anti-Ragging Committee and measures taken by the College.
20. Display the College name prominently stating that the College is affiliated to Osmania University and also enclose photograph of the College Building.

The Management is requested to remit the Inspection and Processing Fee of **Rs.20,000/-** through a Demand Draft in favor of the Registrar, Osmania University and submit the same before the Inspection is conducted or at the time of Inspection.

You are further requested to ensure that **all the 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/
DEPUTY REGISTRAR
(Academic)

Copy to:

1. The Dean, Faculty of Business Management, O.U.
2. The Head, Department of Business Management,OU.
3. The Director, Directorate of Academic Audit,O.U.