PALAMURU UNIVERSITY
MAHABUBNAGAR
ACADEMIC AUDIT CELL

Lr. No.133 /Academic/PG affiliations/2022-23   Date: 25-06-2022

To
The Secretary/Principals
of all the Affiliated PG Colleges offering **PG Courses** under Palamuru University**.**

> **Sub:** Palamuru University – PG Affiliation – Affiliated PG Colleges – Application process for considering extension of Provisional Affiliation to offer PG Course MA/M.Com./M.Sc./MSW for the Academic year 2022-23 –Academic Information – Called for – Reg.

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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 **2022-23** 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 inspections are tentatively scheduled and details of the dates of the inspection will be made available on www.palamuruuniversity.ac.in

The management of the college is therefore directed to submit the filled in application form placed on the University Website with all the necessary documents as mentioned in the Annexure-I, along with the prescribed fee of **Rs. 25,000/-(Twenty Five Thousand only) for each course** towards inspection and processing, **through NEFT/RTGS transfer into Palamuru University Academic Fee Fund A/c No. 62197872011 (SBI, Ganesh Nagar branch, Mahbubnagar; 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 24ᵗʰJuly, 2022** along with remittance slip and **AISHE – DCF –II (2021-22) UPLOADED CERTIFICATE.**

The application can be downloaded from the website www.palamuruuniversity.ac.in mentioned as academic information application for PG colleges for the academic year 2022-23.

Note:
1. **Incomplete applications and applications without required enclosures will not be considered for the affiliation process for the academic year2022-23 and name of the college will not be included in the PG counseling.**

Sd/-
REGISTRAR

ANNEXURE-I

1. Latest compliance report of academic year2021-22
2. Affiliation Orders of the University for the previous academic year (2021-22)
3. Staff ratification orders for the past three academic years 2018-19 to 2021-22.
4. Bank statements regarding salary of faculty for ACY 2021-22.
5. Copies of the FDRs of Corpus fund.
6. Registered lease deed in case of lease premises along with own land (enclose registered sale deed copies).
7. List of approved teaching staff in the prescribed format.
8. Copy of the approved building plan
9. Minority Status Certificate/Letter, if applicable.
10. Details of accommodation Room wise, floor wise and details of accommodation allocated course wise.
11. Staff Attendance Register, Teaching Diaries.
12. Student Attendance Registers.
13. Copies of the Time-table (theory and practicals) clearly marking the Class and initials of teachers in each room.
14. Library Accession Register – with details of books/Journals added during the last academic year (2021-22).
15. Library /Books Issue Register.
16. Acquaintance Register.
17. Minutes of the Governing Body meetingsfor the academic year2021-22.
18. Bills/Payment receipts/Bank Statement for the purchase of Library Books and Journals and other purchases including equipment, Computers etc. during the ACY 2021-22.
19. Statement of consolidated attendance which was sent to the Examination Branch during the last academic year.
20. Bank Pass Book/Bank Statement of the financial transactions.
21. Enclose the Report of Anti-Ragging Committee and measures taken by the College.
22. Display the College name prominently stating that the College is affiliated to Palamuru University and also enclose photograph of the College Building.
23. Aadhaar 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.

Sd/-
REGISTRAR

Copy to
1. The Dean, Faculty of Science/Arts, PU
2. The JD, Academic Audit Cell, PU.
3. The OSD to VC, PU.

PALAMURUUNIVERSITY
MAHAUBNAGAR-509001

**APPLICATION FOR THE GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER
M.A/M.Com/ M.Sc. and M.S.W. COURSES FOR THE ACADEMIC YEAR 2022-23**
(Application should be submitted course wise separately)

Course: _____   **Subject**: _____

RTGS / NEFT. No………………………………………**Date**……………………………… **Amount Rs. 25,000/-**

Whether compliance report submitted for the academic year 2021-22 (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 (2 f) (12 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	
5.	Name of the Secretary/ Correspondent with mobile No. (Copy of the byelaws to be enclosed)	
6.	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)
7.	TSCHE / Govt. permission Lr. No. and date, for starting of PG College (Copy to be enclosed)	
8.	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)
9.	Whether the college is running PG courses along with UG courses If Yes, whether concerned subject in UG is offered in the college	Yes / No Yes / No
10	Latest PU affiliation orders (2021-22) number/date for all the PG courses if any) (Copies to be enclosed)			

11	Corpus Fund Details (Copies to be enclosed)	FDR No.	Amount in Rs.	Date of Maturity

12	Name of the Principal mobile No. Whether Appointed through PU Selection Committee :	: : :Yes / No		

13	University nominee (Copy to be enclosed)	Governing body member	
		Selection Committee member	
		Date of nomination	

14	Number of Governing Body meetings conducted during Last year (**mention the dates**)	1.
		2.
		3.

15	**Nature of accommodation** (Copies of ownership/Lease deed to be enclosed)			
	Own or Leased premises	Own /Leased		
	If leased specify the period	Period: 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.	Term	From-to
	1			

16	Land Details (Copy to be enclosed)	Document No.	
		Area	
		Location	

17	Any other courses / Colleges functioning in the same premises (like junior/DEd/BEd college etc.).	Yes / No (If yes details to be furnished along with the permission letter from the competent authority)	
18	Extra Activities	NCC wing	Yes / No
		NSS wing	Yes / No
19	Details of Games / Sports / Cultural Activities if any		
20	Whether the college has placement cell	Yes / No If yes details of placements made	
21	Details of the Ragging Cases (Enclose copy of the anti-ragging Committee constituted)		

	Accommodation Details:		
22	**Particulars**	**Number**	**Area (Sq.ft) of each**
	Class Rooms		
	Seminar Hall		
	Laboratories		
	Staff Rooms		

	Details of Computational facilities:		
23	**Item**	**Description (configuration)**	**Quantity**
	Desktops		
	Internet Bandwidth		

	Course particulars (Separate sheet to be enclosed as per the format below)				
	Post Graduate				
	S. No.	Course/Combination	Sanctioned intake	Medium	
24					
	Other courses if any				

25	Working Hours of the College	
26	Work load statement Department-wise,Teacher–wise (to be enclosed)	
	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),	
27	Details of salary paid. Acquaintance Register to be produced. Enclose bank statement.	Maximum Salary : Rs.
		Minimum Salary : Rs.
	Paid through Cheque/ Cash/Others	

28	Laboratory facilities available in the college (Bills to be enclosed)				
	Subject	No. of labs	Major equipment available	New equipment procured during2021-22 and amount spent	Area in Sq.ft.

29	Other basic amenities	Play ground	Available / Not available	
		Fire Safety	Available / Not available	
		Parking faculties	Available / Not available	

30. LIBRARY:

LIBRARY Total Area (in Sq.ft)		
LibrarianName	:	
Qualifications	:	

Library Facilities:

Type	Number/Quantity
Total number of Volumes	
Total number of Titles	
Books added during the year 2021-22 **Volumes**	
(**bills to be enclosed**) **Titles**	
National Journals	
International Journals	
Total Amount Spent on Books during the year 2021-22	(**bills to be enclosed**)
Total Amount Spent on Journals during the year 2021-22	(**bills to be enclosed**)
Reading Room capacity	
Desktops	
E-Journals	

31. Administrative Area:	
Particulars	**Area (in Sq.ft.)**
Principal Office	
Administrative Office	
Exams Control Office	
Placement Office	
Staff Room	
Sports Room	
32. 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	

33. Display of Courses and approved intake at the entrance of the College.	Yes/No
Permanent name board of the college be displayed (enclose photograph of the College building)	Yes/No

34.	No. of admissions during the academic year academic year 2021-22	Course	Sanctioned strength	Admitted strength
		M.A.		
		M.Com		
		M.Sc.		
		others		

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

36. Seminars/Conferences/Workshops Organized/Attended by the faculty				
S.No.	Particulars	Organized	Attended	Date
1	Seminars			
2	Conferences			
3	Workshops			
4	Others			
	Total			

37.**Anti-RaggingCommittee**	
1. Whether the College appointed Anti-Ragging Committee, if so, copy of the constitution of committee and its members to be enclosed.	Yes/No
2. Report of the Anti-Ragging Committee for the year 2021-22 be enclosed.	Yes/No
3. Measures taken by the College to prevent ragging.	Yes/No
38.**RTI Act**	
Whether the college has appointed PIO and APIO. Mention the names of the PIO and APIO. (Enclose Copy)	Yes/No

39. **Women Protection cell**	
Whether the college has appointed Women Protection Cell. (Enclose copy)	
40. **Redressel Grievances Committee**	
Whether the college has appointed Redressel Grievance Committee. (Enclose copy)	
41. **Any other Information:**	

42. PARTICULARS OF PRINCIPAL AND TEACHING FACULTY

SNo	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

Signature of the Principal

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 <u>provisional affiliation for the academic year 2022-23</u>*.

Signature of the Principal   Signature of the
   With name and seal   Secretary/Correspondent
                                         With name and seal