



**Osmania University**  
HYDERABAD – 500 007

No. 406 /H/2022-23/Acad.IV-1

Dated: 08 -07- 2022

To  
The Secretaries / Principals  
of all the MBA and MCA Colleges under the jurisdiction of  
Osmania University,  
Hyderabad - 500007

Sir,

Sub:- Affiliation – Affiliated Colleges – Online / offline Inspection for considering grant of extension of provisional affiliation to offer MBA / MCA courses for the academic year 2022- 2023 – Reg.

Ref:- 1. This office letter No. 286/H/MBA/2022-2023/Acad.IV-1, dated, 21.05.2022  
2. This office letter No. 288/H/MCA/2022-2023/Acad.IV-1, dated, 21.05.2022

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Through this office letters cited, It has been informed you that the University is going to conduct inspections for the academic year 2022-2023.

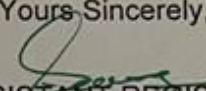
In connection to the above, you are further informed that the University Inspection Team is going to conduct inspections through online / offline mode from 12.07.2022. Hence, you are instructed to keep the following documents softcopies along with hardcopies prepared to furnish through mail as and when asked for verification while online inspection and physical inspections are conducted:

1. Governing body minutes
2. Latest compliance reports
3. List of teaching staff in the prescribed format.
4. Proceedings of OU Selection Committee for the faculty appointed.
5. AICTE permission / renewal for the year 2021-2022 & 2022-2023.
6. State Government permission for the year 2021-2022 & 2022-2023.
7. Minority Status Certificate/Letter from the competent Authority (if applicable).
8. Affiliation Orders of the University for the previous Year.
9. Latest Land Documents / Building plan approvals (enclose Copies).
10. Details of accommodation - Room wise, floor wise, and course wise.
11. Staff Attendance Register, Teaching Diaries
12. Student Attendance Registers.
13. Library Accession Register – with details of books / Journals added during  
The last academic year.
14. Library Books Issue Register.
15. Acquaintance Register.
16. Bills / Payment receipts / Bank Statement for the purchase of Library Books

- and Journals and other purchases including equipment, computers, licensed Software.
17. Statement of consolidated attendance which was sent to the Examination Branch during the last academic year.
  18. Valued Answer Scripts of Internal Assessment Test and statement of marks 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 Osmania University and also enclose photograph of the College building.
  22. Undertaking to be submitted with regard to conduct of University Examinations.
  23. Fire Safety Certificate/ Sanitary Certification from the Competent Authority.
  24. Implementation of Biometric Attendance, CCTV to be installed within the premises of the Institution and Barrier free built environment to be provided.

The colleges are intimated one day before about the date and time of conduct of online / offline inspection.

Yours Sincerely,

  
ASSISTANT REGISTER  
Academic Branch, OU.

Copy to:

1. The Dean, Faculty of Management, OU.
2. The Head, Department of Management, OU.
3. The Secretary to V.C., OU.
4. The P.A. to Registrar, OU.