



TELANGANA UNIVERSITY
DICHPALLY, NIZAMABAD – 503 322

Lr.No.01/UG/Inspection/2012-2013

Dated: 16.02.2012

To
The Secretary/Principal

Sub:- Affiliation - Affiliated Colleges - Conduct of Inspection to verify the compliance report and for extension of provisional affiliation 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 comprehensive inspection to all the under-graduate colleges under the jurisdiction of Telangana University to physically verify the extent of fulfillment of the conditions stipulated in the affiliation orders issued from time to time to the respective colleges and also for grant of extension of provisional affiliation for the academic year 2012-13.

The proforma to be submitted to the Inspection Committee will be made available on the Telangana University web site i.e. www.telanganauiversity.ac.in and college logins.

You are, therefore, informed to make available the following documents/records in original along with one set of Xerox copies and the filled in proforma for verification by the Inspection Committee.

1. Latest Affiliation orders issued for the academic year 2011-12
2. Compliance Report for the conditions stipulated earlier.
3. Bye-laws of the Society (Whether the college is running by the same society as per the APSCHE orders, **if not**, permission obtained from the competent authority to be made available)
4. APSCHE orders for starting of the Degree College.
5. Minority status certificate if the college is a minority institution.
6. Registered Lease Deed of the Building, if the College is housed in a rented building, (if housed in different buildings all the lease deeds to be made available)/Sanctioned building construction plan
7. Details of accommodation room wise, floor wise and details of accommodation allocated course wise.

8. Land Documents in the name of the Society.
9. Corpus Fund Details.
10. Whether any other college such as Junior college is functioning in the same premises, **if yes** details to be furnished along with permission letter from the competent authority.
11. Details of anti-ragging measures taken by the college and a report on any ragging cases, if any;
12. List of teaching staff as per the prescribed proforma (Page No.5) be made available in the format.
13. Library Accession Register - with details of No. books/ No. of titles / No. of volumes available and latest books/journals added during the academic year 2011-12
14. Bills / Payment receipts for Library Books, Journals and other purchases including equipment, computers/ Licensed Soft ware.
15. Staff Attendance Register & Teaching Diaries.
16. Acquittance Register & Bank Statement of salaries paid to the faculty.
17. Student Attendance Registers.

Further, the management is informed to remit **Rs.15,000/- through demand draft drawn in favour of the "Registrar, TU" payable at Telangana University, Suddapally Branch any nationalized bank towards inspection processing fee.** The Inspections are scheduled from **21.02.2012** and the details of the dates of the Inspection will be made available on www.telanganauniversity.ac.in and respective college logins.

You are also informed to display the college name prominently stating that the college is affiliated to Telangana University

You are further requested to ensure that **all the teaching staff of your college are present on the day of inspection, failing which their names will not be considered as on rolls.**

Yours faithfully,

**Sd/-
REGISTRAR**

Copy to:

1. The Director, Directorate of Academic Audit, TU
2. PS to VC / PA to Registrar, TU



TELANGANA UNIVERSITY

FORMAT FOR SUBMISSION OF INFORMATION TO THE INSPECTION COMMITTEE

DD. No..... Date..... Amount Rs.15,000/-

✓ Whether compliance report submitted for the academic year 2011-12

1.	Name of the College with complete postal address	
	Tel. No. :	
	Mobile No. :	
	Mail ID :	
	Whether the college is accredited by 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	
	Name of the Secretary/ Correspondent with mobile No. (Copy of the byelaws to be enclosed)	
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)	
5.	APSCHE / 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 courses along with UG courses	Yes / No
		Yes / No If Yes, whether concerned subject in UG is offered in the college

8.	Latest TU 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)			
	<input checked="" type="checkbox"/> Own or Leased Premises	Own / Leased		
	If lease	period	Years / from	to
	Type of Accommodation	RCC roof / sheds	(Room wise dimensions 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 D.No.	Lease deed No.	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 Ragging Cases (Enclose copy of the Committee constituted)		
16.	Basic Amenities	Principal Room	Available / Not available
		Staff Room	Available / Not available
		Library / Reading Room	Available / Not available
		Girls waiting room	Available / Not available

17.	Course particulars (Separate sheet to be enclosed as per the format given below)				
	Under Graduate				
	S.No.	Course/Combination	Sanctioned intake	Medium	10 seats enhancement (if any)
	Post Graduate				
	Other courses, if any				

18.	No. of teachers appointed (List of subject wise teachers indicating date and nature of appointment to be enclosed as per the statement shown below)	Appointed through Selection Committee		Appointed by the Management (Adhoc)	
19.	Library facilities available in the college (subject wise number of titles and Volumes is to be given separately)	No. of Books			
		No. of titles			
		No. of Volumes			
		No. of Books purchased during 2011-12			
		Amount spent during 2011-12			
20.	Laboratory facilities available in the college (Bills to be enclosed)				
	Subject	No. of labs	Major equipment available	New equipment procured during 2010-11 and amount spent	
	21.	Other basic amenities	Play ground		Available / Not available
Fire Safety			Available / Not available		
Parking facility			Available / Not available		
22	No. of admissions (combination wise) during the academic year 2011-12 (use separate sheet, if required)	Course		Sanctioned strength	Admitted strength
		B.A.	(i)		
			(ii)		
		B.Com	(i)		
			(ii)		
		B.Sc.	(i)		
(ii)					

23 (i)

Result Analysis	Course	No. of candidates appeared	No. of candidates passed	% of pass
	B.A			
	B.Com			
	B.Sc.			

(ii)

Course	Gender	SC		ST		BC		Minority		OC	
		Appeared	Passed	Appeared	Passed	Appeared	Passed	Appeared	Passed	Appeared	Passed
BA	Male										
	Female										
B.Com	Male										
	Female										
B.Sc	Male										
	Female										

PROFORMA FOR PARTICULARS OF PRINCIPAL AND TEACHING STAFF

(Separate sheet to be enclosed for tables “i, ii, iii & iv”)

24 (i)

Sl. No.	Dept.	Name of the Teacher	Designation	Qualification	University where studied	Division & percentage	Experience	Nature of Appointment	
								Through TU Section Committee	Management

(ii)

DEPARTMENT WISE COMPOSITION OF TEACHING STAFF			
Name of the Department	Regular Staff (Full Time)	Non Regularised Staff (Full Time)	Part Time Lecturer

(iii)

WORK LOAD AND ACTUAL TEACHING HOURS PERFORMED (PER WEEK)			
Name of the Department	Regular Staff (Full Time)	Non Regularised Staff (Full Time)	Part Time Lecturer

(iv)

STAFF STATUS FOR THE ACADEMIC YEAR 2011-12						
Sl. No.	Course Name	No. of Sections	Medium	Required teaching staff as per norms	Presently available teaching staff	Difference
1						
2						

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 the required Accommodation / Laboratories and other necessary infrastructure required for UG College / PG College as per the Telangana University norms.

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Signature of the Principal
with name and seal

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Signature of the Secretary/Correspondent
with name and seal