



**PALAMURU UNIVERSITY
MAHABUBNAGAR
ACADEMIC AUDIT CELL**

Lr No. 4510 /Academic/Affiliations/2018-19

Date: 26-02-2018

**To
The Secretary/Principals of all the
Colleges offering B.Ed/M.Ed and B.PEd Courses
Affiliated to Palamuru University**

Sub: Affiliation - Affiliated Colleges – Inspection for considering grant of Extension of provisional affiliation to offer B.Ed/M.Ed and B.P.Ed Courses for the academic year 2018-2019– Reg.

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Sir/Madam,

With reference to the subject cited, I am desired to inform you that the University has decided to conduct inspection to the Colleges offering **B.Ed/M.Ed and B.PEd Courses** in the month of March/April, 2018 and the Inspection Committee will be visiting the Colleges as per the Inspection Schedule for considering grant of extension of provisional affiliation for the academic year 2018-19.

The management is therefore directed to submit the academic information in the prescribed application placed on the university website by remitting prescribed **fee of Rs. 25,000/- towards inspection and processing, through NEFT/RTGS transfer into Palamuru University Academic Fee Fund A/c No. 62197872011 (SBI, Ganesh Nagar branch, Mahabubnagar; IFSC – SBIN0016375)**

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 08th March, 2018** along with remittance slip and **AISHE –DCF –II (2017-18) UPLOADED CERTIFICATE**.

Note:

- 1. Incomplete applications and applications without required enclosures will not be considered for the affiliation process for ACY 2018-19.**
- 2. All the teaching faculty must be ratified through duly constituted selection committee by Palamuru University and the same should be submitted to the University before the date of inspection. Non ratified members will not be counted as faculty.**
- 3. University approval for Staff renewal for the academic year 2018-19 should be completed by 31-03-2018.**

Sd/-

Registrar

Annexure

1. Latest compliance report of ACY 2017-18
2. Affiliation Orders of the University for the previous academic year (2017-18)
3. Copies of the FDRs of Corpus fund.
4. Registered lease deed in case of lease premises along with own land (enclose registered sale deed copies).
5. List of approved teaching staff in the prescribed format.
6. Copy of the approved building plan
7. Minutes of the Selection Committee for the appointments made during the academic year 2014-15 to 2017-18.
8. Minority Status Certificate/Letter, if applicable.
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. Copies of the Time-table (theory and practicals) clearly marking the Class and initials of teachers in each room.
13. Library Accession Register – with details of books/Journals added during the last academic year.
14. Library /Books Issue Register.
15. Acquaintance Register.
16. Minutes of the Governing Body meetings
17. Bills/Payment receipts/Bank Statement for the purchase of Library Books and Journals and other purchases including equipment, Computers etc. during the ACY 2017-18.
18. Statement of consolidated attendance which was 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 Palamuru University and also enclose photograph of the College Building.

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.

Yours faithfully,

Sd/-

REGISTRAR

Copy to

1. The Dean, Faculty of Education, PU
2. The Head, Dept. of Education, PU.
3. The JD, Academic Audit Cell, PU.
4. The OSD to VC, PU.



PALAMURU UNIVERSITY

FORMAT FOR SUBMISSION OF INFORMATION OF **B.Ed/M.Ed/B.P.Ed** COURCES TO THE UNIVERSITY FOR THE ACADEMIC YEAR 2018-19

College Code	DD.No.	Date	Amount

1. Whether compliance report submitted for the academic year 2017-18 Yes / No

S.No.	Particulars	Facts
I. General Information about the college		
1	Name of the College And code given by the NCTE	
2	College Address	
3	Mobile/Telephone no. with Std. Code	
4	Name, address & Tel. No. (with Std. Code) of the Secretary / Correspondent and Principal	
	Landline no.	
	Mobile no.	
	Mail ID	
	Whether the College is accredited by NAAC	Yes/No If Yes, Grade
5	Date, Month & Year of establishment	
6	Whether the College has shifted to its own premises after completion of (3) academic years as per NCTE norms	
7	Current programmes offered by the institution 1. 2. 3.	
8	Address as per the NCTE recognition certificate	
9	Copy of the CD submitted to the NCTE and photograph of the College Building	

Signature of the Principal

Signature of the Secretary and Correspondent with seal

Note: Please enclose details in separate sheets wherever it is required

10	(a). Whether the College is running in the building, shown to the NCTE & to the earlier inspection committees of PU.	
	(b) If no, whether permission has been obtained for shifting the premises	
11	Whether there are other Courses offered in the same building. If so kindly furnish the details.	
12	If minority – Status of minority certificate, order no. and date (enclose a copy)	
REGISTERED SOCIETY DETAILS:		
13	Under which revenue division the society has been accorded permission for establishing the college	
14	In which revenue division is the college functioning at present?	
15	Society Registration No. and Date	
16	Names of the office bearers of the society (provide a list with address/phone no./age etc.)	
17	Registered Bye-laws of the society (please enclose a copy)	
18	Are there any changes in the name and status of the society? (Pl. mention whether the society has undergone any changes since its birth / due to addition of new members / etc.)	
II. Assets of the Institution / Society		
19	Is the building plan approved by the competent authority? if yes please furnish the details as below	
	a) Plinth area of the college building (in Sq.Mts)	
	b) Nature of the building (RCC roof/sheds)	
	c) Room wise dimensions along with floor wise details (in sq. mts.) to be enclosed.	
	d) Total plinth area available in the college in sq. mts.)	
	e) Whether the College is running in single building or multiple buildings	

	f) If running in more than one building No. of Buildings: (Copies to be enclosed)	
	g) Any other courses/Colleges functioning in the same premises? If yes details to be furnished along with the permission letter from the competent authority (like Junior Colleges, Diet College etc)	

20. General Facilities		
Principal room ()	Office room ()	Library/reading hall ()
No. of class rooms ()	Staff room ()	Seminar hall ()
Girls waiting room ()	Drinking water facility ()	Separate toilets for Girls/boys/staff ()
Store room ()	Separate common room for boys /girls ()	Parking place ()
Multipurpose play Field ()	Play Ground ()	Multipurpose hall ()
Architectural barrier free facilities ()	Visitors hall ()	Canteen ()
21. Laboratory Facilities (B. Ed./M.Ed.)		
Curriculum lab		
a) Natural science lab	Available/not available	
b) Mathematics lab	Available/not available	
c) Social studies lab	Available/not available	
d) Psychology lab	Available/not available	
e) Art and craft resource centre	Available/not available	
f) Health and Physical Education Resource Centre (including yoga centre)	Available/not available	
g) ICT resource centre	Available/not available	
h) Language lab		
22. Laboratory Facilities (B.P.Ed./)		
a) Educational technology lab	Available/not available	
b) Anatomy, Physiology & Health Education Lab	Available/not available	
c) Human performance (Exercise physiology) lab	Available/not available	
d) Physiotherapy, Athletic Care and Rehabilitation Lab	Available/not available	
e) Sports Psychology Lab	Available/not available	

23. Equipments

Equipment	Available or not	Adequate/inadequate	Equipment to be added

24. Library Facilities:

No. of titles		No of Volumes		Amount spent
Total	Added during ACY 2017-18	Total	Added during ACY 2017-18	During ACY 2017-18

25. Details of the salary paid (acquittance register is to be produced)

	Amount in Rs.	Mode of payment (cash/cheque or other)
Maximum salary paid		
Minimum salary paid		

III-Governing Body of the Society/College	
26a. University nominee as Governing body member (furnish total affiliation of the member and tenure)	
26b. Governing Body meetings conducted so far with dates / schedule (Enclose a copy of minutes of the meeting)	
26c. University nominee on the Selection Committee (provide name/ address / designation / period of tenure details)	
27. Univ. Nominee as Subject Expert (provide name/ address / designation / period of tenure details)	
28. Time table indicating papers, teachers and project wise	
29. Parent teacher association	
30. Alumni association of the College	
31. Steps taken for free from architectural barrier.	
32. No. of staff council and student council meetings(enclose a copy of the minutes)	
33. Does the institution taken extension and community participation programme (provide details)	
34. Audit report for the financial year 2017-18 (copy to be enclosed)	

35. Whether the College has provided the safeguard against fire hazard in all parts of the Building.

36. Whether the College has taken appropriate measures for prevention of ragging in any form, in the light of directions of Supreme Court of India.

(Enclose the copy of the Committee constituted)

**Signature of the Principal
seal**

**Signature of the Secretary and Correspondent with
seal**

Note: Please enclose details in separate sheets wherever it is required

37. List of the teaching staff for the year 2017-18.

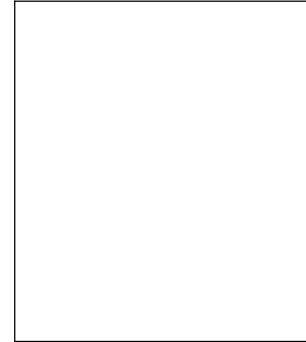
S.No.	Name of the Teacher/Designation	Date of Birth	Methodology	Qualification	Univ. where studied	Division & percentage	Experience	Nature of appointment		Aadhar & PAN No.
								Through PU Selection Committee	Management	
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										

B.Ed : For a unit of 50 students Faculty required is 8 (1+7); For two units (50 + 50) students Faculty required is 16 (1+15).

M.Ed : For a unit of 50 students Faculty required is 10 (2+2+6).

38. Furnish the details of faculty position for the year 2017-2018 submitted to the NCTE (Copy to be enclosed)

UNDERTAKING



I, Mr.Mrs _____

S/o /D/o/W/o _____

Hereby declare that I am working as a Principal/Lecturer in _____College of Education

I am not working in any other Government/Private Institution(s) even on part-time basis. If the present information/declaration of mine is proved to be false, I am liable for any legal/administrative/disciplinary action as per norms. Further, I will continue my services in the above institution for the academic year _____

Name:

Signature

Date:

COUNTERSIGNED by Secretary/Correspondent

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 running B.Ed/M.Ed/B.PEd college as per the NCTE/RCI/PU norms

Signature of the Principal

Signature of the Secretary and Correspondent with seal

UNDERTAKING

I/We _____ Correspondent/Principal of _____ (Code No. _____ College offering _____ course affiliated to PALAMURU UNIVERSITY is hereby submit an Undertaking that we will adhere by all the rules and regulations stipulated by the PALAMURU UNIVERSITY for smooth conduct of University examinations. In case of any other examinations to be conducted, the college will obtain prior permission from the Directorate of Academic Audit, OU in writing before giving the consent to the concerned, to avoid any clash with University examinations.

Further, we will nominate the names of Two (2) senior Teachers with mobile numbers from our college to attend the confidential work at Directorate of Academic Audit O.U., for fair and smooth conduct of University examinations.

We also give assurance to procure the following infrastructure facilities at our college for Constitution of Examination Centre and make arrangements to download online question paper at the college immediately:

High end Computer

High speed Xerox machine

Internet facility with Data card

Generator/UPS

DTP Operator with Programming skills

CC Cameras both in confidential section and Chief Superintendent room

The above guidelines will be followed and implemented immediately. We also abide by the PALAMURU UNIVERSITY Examination rules and norms strictly and if any deviation/violation of rules is found, we will adhere to the action taken by the University against the college.

Correspondent

Secretary

Principal

(Signature with seal)

(with seal)

(with seal)

Note : The college has to submit one copy of this undertaking to the Director, Directorate of Academic Audit, OU/The Controller of Examinations, Examination Branch, OU also.

