

Application No:

Price : Rs.500/-

**POTTI SREERAMULU TELUGU UNIVERSITY**  
LALITHA KALA KSHETRAM, PUBLIC GARDENS, NAMPALLY, HYDERABAD – 500 004

**APPLICATION FORM FOR AFFILIATION / RECOGNITION**

To  
The Registrar  
Potti Sreeramulu Telugu University  
Hyderabad – 500 004

Sir,

On behalf of the Governing Body of \_\_\_\_\_  
\_\_\_\_\_ School/College/ Institution \_\_\_\_\_  
\_\_\_\_\_ we submit this application with the request that this  
School/College/ Institution may be affiliated to the Potti Sreeramulu Telugu University for the  
courses and subjects mentioned below :

1. Name of the School/College/ Institution :  
with full address
2. Courses and subjects in which affiliation/  
Recognition is sought :
3. a) Copy of the Government permission for :  
Starting the School/College/ Institution  
Or courses, if any  
b) Medium of Instruction :
4. Previous application for affiliation/  
Recognition, if any :
5. Decision of the University on previous  
application; if any :
6. Are women students also admitted ? If so, :  
does the School/College/ Institution  
provide separate facilities for them
7. State whether separate hostel facility is :  
provided for women students
8. State whether adequate library facilities :  
are available
9. State whether medical assistance is :  
available on the campus

To the best of our knowledge the information enclosed in the Annexure is correct and true.  
We certify that our Institution is open to students of all communities irrespective of caste or creed  
or religion.

We also promise that the School/College/ Institution will adhere strictly to all the statutes,  
ordinances, rules and regulations of the University in force now or to be framed hereafter.

**Principal of the School/  
College/ Institution**

**Secretary of the  
Governing Body**

**President of the  
Governing Body**

**ANNEXURE****INFORMATION TO BE FURNISHED BY SCHOOL/ COLLEGE/ INSTITUTION  
SEEKING AFFILIATION / RECOGNITION**

1. a) Name of the School/ College/ Institution :
- b) Year of Establishment :
2. a) Name of the Principal :
- b) Qualifications :
- c) Subject of specialization :
- d) Nature of appointment :  
(Permanent, on probation,  
Temporary, In charge or on  
Deputation)
3. a) Name of the Parent Body/  
Governing Body. :
- b) List of members of the  
Governing Body. (Please  
Indicate clearly the names and  
Addresses) :  
1. Government Representative, :  
if, any  
2. Staff Representative :
- c) Copy of the constitution :  
School/ College/ Institution  
Must be enclosed.
- d) Copy of the Registration :  
Certificate of School/ College/  
Institution must be enclosed
4. Total Number of
  - a) Teachers and their area of specialization. (A Separate sheet may be attached, if necessary) : Male Female Total
  - b) Students Course Male Female Total
    - i) Certificate
    - ii) Diploma
    - iii) B.A.
    - iv) M.A.
    - v) Others

5. Furnish the following details regarding subjects / disciplines, etc. for each of the course offered as per the proforma given below :

**STATEMENT 'A'**

| <b>Courses/ Disciplines</b>                             | <b>Certificate</b> | <b>Diploma</b> | <b>B.A.</b> | <b>M.A.</b> | <b>Others</b> |
|---|--------------------|----------------|-------------|-------------|---------------|
| Second languages offered<br>(For B.A. courses only)     |                    |                |             |             |               |
| Combinations/ Groups offered                            |                    |                |             |             |               |
| Subjects taught in part – II<br>(For B.A. courses only) |                    |                |             |             |               |

**STATEMENT 'B'**

| 1. Courses/ Disciplines                           | Certificate | Diploma | B.A.     | M.A. | Others |
|---|-------------|---------|----------|------|--------|
| 2. Year   | I II III IV | I II    | I II III | I II |        |
| * 3. Medium                                       |             |         |          |      |        |
| 4. No. of Sections/ disciplines                   |             |         |          |      |        |
| 5. Permitted Optimum Strength                     |             |         |          |      |        |
| 6. No. of students on Rolls                       |             |         |          |      |        |
| 7. Fees proposed for each<br>Subject / discipline |             |         |          |      |        |

\* Please mention medium other than Telugu in this column.

6. Details regarding Intermediate courses, if any :

7. Please give the details regarding the Affiliation / Recognition :

8. Fulfilment of the conditions laid down by the previous Inspection Committee.
9. The Current Financial Position, Equipment & Assets :
- A. Bank Balance :**
- a) In Current Account :
    - i) Name of the Bank
    - ii) Balance in Rs.
  - b) In fixed Deposits :
    - i) Name of the Bank :
    - ii) F.D.R. No. :
    - iii) Amount :
    - iv) Period :
- B. A copy of the Financial statement submitted to the Director of Cultural Affairs and Director of Higher Education, A.P., may please be enclosed.
- C. List of Securities :**  
Mention clearly in a separate statement details such as name, type, value etc.
- D.
  - a) Sources of permanent annual income.
  - b) Amount of donations received from public etc.
  - c) Any other source of income.
- E. Whether Government grant is received. If so the details from the year of receipt etc., may be furnished.
- F. Budget estimates for the current academic year :
- 10. Accommodation:**
1. State clearly whether the premises are own premises/ rented accommodation.
  2. If own, give
    - a) Building plan with value
    - b) Copy of the title deed
  3. No. of class rooms with their sizes and capacities.
  4. State clearly whether you have separate Accommodation for the following; if so give details regarding their size.
    - a) Library :
    - b) Reading Room :
    - c) Principal's Room :
    - d) Staff Room :
    - e) Office Room :
    - f) Ladies common room with sanitary arrangements :
    - g) Lunch Room (for students) :

5. Instruments :  
(State clearly discipline – wise)

6. Hostel Facilities :  
(Please give details regarding the hostel facilities, if any)

## 11. Library

- i) Give details regarding the No.of Volumes subject –wise with their cost in the following specimen proforma

Name of the Subject : \_\_\_\_\_

| Year | No.of Volumes purchased during the year | Cost of the purchase made | Total No.of volumes at the end of the year | Total cost |
|------|---|---------------------------|--|------------|
|------|---|---------------------------|--|------------|

- ii) Consolidated proforma for all the Department in the School/ College/ Institution :

| Subject | Year | No.of Volumes purchased during the year | Cost of the purchase made | Total No.of volumes at the end of the year | Total cost |
|---------|------|---|---------------------------|--|------------|
|---------|------|---|---------------------------|--|------------|

- iii) Does the School/ College/ Institution posses :
- Book Bank/ Text Book Library
  - Any other special section of the Library either on their own or with assistance from any other Institution like U.G.C.





**14. Equipment :**

The general equipment and Laboratory equipment purchased by the School/ College/ Institution may be clearly shown Department / Discipline – wise in the following specimen proforma.

Department : \_\_\_\_\_

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| Sl. No. | Name of the items | No.of Items purchased | Date of purchase | Cost | Remarks |
|---------|-------------------|-----------------------|------------------|------|---------|
|---------|-------------------|-----------------------|------------------|------|---------|

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15. Details of computers for academic purpose.

**16. Furniture:**

**a) Class Room**

The details of furniture should be given in the following specimen proforma.

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| Sl. No. | Name of the items | No.of Items purchased | Date of purchase | Cost | Remarks |
|---------|-------------------|-----------------------|------------------|------|---------|
|---------|-------------------|-----------------------|------------------|------|---------|

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**b) Hostel**

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| Sl. No. | Name of the items | No.of Items purchased | Date of purchase | Cost | Remarks |
|---------|-------------------|-----------------------|------------------|------|---------|
|---------|-------------------|-----------------------|------------------|------|---------|

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**c) Office and others**

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| Sl. No. | Name of the items | No.of Items purchased | Date of purchase | Cost | Remarks |
|---------|-------------------|-----------------------|------------------|------|---------|
|---------|-------------------|-----------------------|------------------|------|---------|

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**17. Games and sports :**

Kindly furnish the following information pertaining to the games and sports department :

1. Indoor Games

2. Out-door Games

3. Play Games.

**18. Canteen facilities:**

**Principal of the School/  
College / Institution**

**Secretary of the  
Governing Body**

**President of the  
Governing Body**