



MAHATMA GANDHI UNIVERSITY  
(Accredited with 'B+' grade by NAAC)  
ANNEPARTHY – 508 254  
NALGONDA

Lr. No. 343 /AAC/MGU/NLG/2024-25

Date: 29.05.2024.

To  
The Secretary/Principals of all the Colleges  
Offering B.Ed./M.Ed./M.P.Ed./ B.P.Ed./UG D.P.Ed. Courses  
Affiliated to Mahatma Gandhi University  
Nalgonda.

Sub: Affiliated Professional Colleges – Inspections for considering Grant of Extension of provisional affiliation to offer B.Ed./ M.Ed./ M.P.Ed./ B.P.Ed./ UG D.P.Ed. Courses for the academic year 2024-25 – 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./M.P.Ed./B.P.Ed./UG D.P.Ed. Courses. 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 2024-25.

The inspection proforma for grant of extension of provisional affiliation for the academic year 2024-25 can be downloaded from University website [www.mguniversity.ac.in](http://www.mguniversity.ac.in).

You are therefore, informed to keep the following records in original ready along with one set of Xerox copies for verification by the Inspection Committee. Further, you are required to keep the enclosed proforma duly filled in along with the documentary evidence wherever required. The application submission last date is **on or before 07.06.2024** (Inspection schedule will be intimated later).

**Encl:**

1. Latest compliance report (i.e. 2023-24).
2. List of approved teaching staff in the prescribed format (staff approval A.Y 2023-24).
3. Minutes of the selection committee for the appointments made during the academic year 2023-24
4. Minority Status Certificate/Letter.
5. Affiliation orders of the University for Previous Year (i.e. 2023-24).
6. Land documents (enclose registered sale deed copies).
7. Corpus fund details (Original FDRs) should be kept ready.
8. Details of accommodation room wise, floor wise and details of accommodation allocated course wise.

9. Staff attendance register and teaching diaries.
10. Student Attendance Registers
11. Copies of the time-table (Theory and Practicals) clearly marking the class and initials of teachers in each room.
12. Library Accession registers with details of Books/Journals added during the last academic year 2023-24.
13. Library/Books issue register
14. Acquaintance Register
15. Minutes of the governing body meetings
16. Bills/Payment receipts/Bank Statement for the purchase of Library Books and Journals and other purchases including equipment, computers etc. during the academic year 2023-24.
17. Statement of consolidated attendance which was sent to the examination branch during the last academic year 2023-24.
18. Bank Pass Book/Bank Statement of the financial transactions 2023-24.
19. Enclose the report of anti-ragging committee and measures taken by the college.
20. Display the college name prominently stating that the college is affiliated to Mahatma Gandhi University and also enclose photograph of the college building.

The management of the College is informed to remit the Inspection and Processing Fee of **Rs. 25,000/- per each programme per every year** through a Challan (A/C No. 624240 26709) in favor of "The Registrar, Academic Audit, Mahatma Gandhi University".

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

Copy to:

1. The Dean, Faculty of Education, MGU
2. The Head, Dept. of Education / Physical Education, MGU
3. The Director, Directorate of Academic Unit, MGU.
4. PS to VC, MGU, NLG.







MAHATMA GANDHI UNIVERSITY  
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**APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO  
B.Ed./M.Ed./M.PEd/B.P.Ed./UG D.P.Ed. PROGRAMMES  
FOR THE ACADEMIC YEAR 2024-25**

DD.No. \_\_\_\_\_ Dt. \_\_\_\_\_

Amount of Rs. 25,000/-

Whether Compliance Report submitted for the academic year 2023-24

Yes/No

S.No.	Particulars	Facts	
<b>I. General Information about the College</b>			
1	Name of the College and code given by the NCTE		
2	College Present Address		
3	Mobile/Telephone No. with Std. Code		
		Correspondent	Principal
4	Name, Address & Tel. No. (with Std. Code) of the Secretary/Correspondent and Principal		
	a) Landline no.		
	b) Mobile no.		
	c) Mail ID		
	d) 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	Permanent address as per the NCTE Recognition Certificate	
9	Copy of the CD submitted to the NCTE and photograph of the College building	
10	(a) Whether the College is running in the building, shown to the NCTE & to the earlier inspection committees of MGU	
	(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 details.	
12	If minority – status of minority certificate, order no. and date (Enclose copy)	
<b>SOCIETY DETAILS:</b>		
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/Tel.No./Age/etc)	
17	Registered Byelaws of the Society (Please enclose a copy)	
18	Are there any changes in the name and status of the society? (Pl. mentions whether the society has undergone any changes since its birth/due to addition of new members/etc.)	
<b>II. Assets of the Institution/Society:</b>		
19	Is the college situated in a rented/leased building or own building? If own building enclose copy of documents.	
20	If leased premises, provide the following details. (Enclose a copy)	
	<ul style="list-style-type: none"> <li>a) No. &amp; Date of Registered lease-deed</li> <li>b) Period of lease</li> <li>c) Area</li> <li>d) Location and address</li> </ul>	



21	<p>Is the Building Plan approved by the competent authority? If Yes, please provide details.</p> <p>a) Plinth area of the college building (in Sq.Mts.)</p> <p>b) Nature of the building (RCC roof/Sheds)</p> <p>c) Room wise dimensions along with Floor wise details (in Sq.Mts) to be enclosed.</p> <p>d) Total plinth area available in the college (in Sq.Mts).</p> <p>e) Whether the College is running in single building or multiple buildings.</p> <p>f) If running in more than one building No. of Buildings (Copies to be enclosed)</p> <p>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)</p>																						
22	<p><b>General Facilities:</b></p> <p>i) Principal Room ( )    ii) Number of Class Rooms ( )    iii) Seminar Hall ( )</p> <p>iv) Office Room ( )    v) Library/Reading room ( )    vi) Staff Room ( )</p> <p>vii) Girls Waiting Room ( )    viii) Drinking Water Facility ( )</p> <p>ix) Separate Toilets for Girls/Boys/Staff ( )</p>																						
23	<p><b>Laboratory Facilities (B. Ed./M.Ed.)</b></p> <p><b>Curriculum Lab</b></p> <table border="0"> <tr> <td>1) Natural Science Lab</td> <td>:</td> <td>Available/Not Available</td> </tr> <tr> <td>2) Mathematics Lab</td> <td>:</td> <td>Available/Not Available</td> </tr> <tr> <td>3) Social Studies Lab</td> <td>:</td> <td>Available/Not Available</td> </tr> <tr> <td>4) Psychology Lab</td> <td>:</td> <td>Available/Not Available</td> </tr> <tr> <td>5) Educational Tech. &amp; Comp. Education Lab</td> <td>:</td> <td>Available/Not Available</td> </tr> <tr> <td>6) ICT Resource Centre</td> <td>:</td> <td>Available/Not Available</td> </tr> <tr> <td>7) Language Lab</td> <td>:</td> <td>Available/Not Available</td> </tr> </table>		1) Natural Science Lab	:	Available/Not Available	2) Mathematics Lab	:	Available/Not Available	3) Social Studies Lab	:	Available/Not Available	4) Psychology Lab	:	Available/Not Available	5) Educational Tech. & Comp. Education Lab	:	Available/Not Available	6) ICT Resource Centre	:	Available/Not Available	7) Language Lab	:	Available/Not Available
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25	<b>Equipments :</b>				
	<b>Equipment</b>	<b>Available / Not Available</b>	<b>Adequate/ Inadequate</b>	<b>Equipment to be added</b>	
	Sports and Field Equipments				
	Athletic Event Equipment				
	Sports and Games material				
	Equipment for indigenous activities				
	Gymnastics Apparatus				
26	<b>Library Facilities:</b>				
	<b>No. of titles</b>		<b>No. of volumes</b>		<b>Amount spent</b>
	<b>Total No.</b>	<b>Up to 2023-24</b>	<b>Total No.</b>	<b>Added during 2023-24</b>	<b>During 2023-24</b>
27	Details of salary paid. Acquaintance Register to be produced.		Maximum Salary/ Minimum Salary paid		
	Enclose Bank Statement		Paid through Cheque/Cash		
<b>III. Governing Body of the Society/College</b>					
28a.	University nominee on the <b>Governing Body</b> of the college (provide name/address/designation/period of the tenure details)				
b.	<b>Governing Body meetings</b> conducted so far with dates/schedule (Enclose a copy of minutes of the meetings)				
c.	University nominee on the Selection Committee (Provide Name/Address/Designation/period of tenure details)				
29	University nominee as Subject Expert (Provide name/Address/Designation/Period of tenure details)				
30	Time-table indicating papers, Teachers and Project wise				
31	Parent Teacher association				
32	Alumni Association of the College				
33	Steps taken for free from architectural barrier				
34	No. of staff council and student council meetings (enclose a copy of the minutes)				
35	Does the institution taken extension and community participation programme (provide details)				





48	RTI Act:	
	Whether the college has appointed PIO and APIO. mention the names of the PIO and APIO. (enclose copy)	
49	Women Protection Cell:	
	Whether the college has appointed women protection cell (enclose copy)	
50	Grievance Redressal Committee:	
	Whether the college has appointed grievance redressal committee (enclose copy)	
51	Any other Information :	

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

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



**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**  
Secretary/Correspondent (or) Principal  
Office seal:

## **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./M.P.Ed./B.P.Ed./UG D.P.Ed. Colleges as per the NCTE/RCI/MGU norms.

Signature of the Principal  
With office seal

Signature of the Secretary and  
Correspondent with office seal



## UNDERTAKING

I/We ..... Correspondent/Principal of .....  
.....(Code No.....College offering .....Course affiliated to  
Mahatma Gandhi University is hereby submit an Undertaking that we will adhere by all the rules and regulations stipulated by the Mahatma Gandhi 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, MGU 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, MGU 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 Mahatma Gandhi 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 Signature  
with seal

Secretary Signature  
with seal

Principal Signature  
with seal

**Note:** The College has to submit one copy of this undertaking to the Director, Academic Audit, MGU/The Controller of Examinations, Examination Branch, MGU also.