



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

Lr.No.50/ AAC/MGU/NLG/ 2024-25

Date: 03.07.2024.

To  
The Secretary/Principals of all the  
Colleges offering MBA Course  
Affiliated to Mahatma Gandhi University,  
Nalgonda.

Sub: Affiliated MBA Colleges – Inspection for considering Grant of extension  
of provisional affiliation to offer MBA Course for the academic year 2024-25 – Reg.

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Sir/Madam,

With reference to the subject cited above, I am desired to inform you that the University has decided to conduct inspection of the colleges offering MBA Course for the academic year 2024-25. The inspection committee will be visiting the colleges for considering Grant of extension of provisional affiliation to the colleges offering MBA course for the academic year 2024-25. Kindly note that, Inspection Committee would be verifying all the requirements as per AICTE process handbook for the academic year 2024-25. Hence, the Secretary/Principal of the college may ensure the compliances as per AICTE norms (2023-24) for the academic year 2024-25.

The management of the college is therefore informed to submit the filled in application form placed on the University website with all necessary documents as mentioned in the Annexure 'A', along with the prescribed fee of **Rs. 25,000/- per each programme** through challan (A/c. No. **624240 26709**) which can be downloaded from University website [www.mguniversity.ac.in](http://www.mguniversity.ac.in)

Further, it is informed to keep the records in original ready as mentioned in annexure 'A' for verification by the inspection committee. It is also informed to ensure that all the 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. The application submission last date is **on or before 06.07.2024** (the inspection schedule will be intimated later).

Copy to:

1. The Dean, Faculty of Management, MGU.
2. The Head, Dept.of Business Management, MGU.
3. The Director, Directorate of Academic Audit, MGU.
4. PS to VC, MGU, NLG.

REGISTRAR  
REGISTRAR  
MAHATMA GANDHI UNIVERSITY  
NALGONDA-508 254.

## ANNEXURE 'A'

1. Latest compliance reports academic year 2023-24.
2. List of teaching staff in the prescribed format (Staff approval 2023-24).
3. Proceedings of MGU selection committee for the faculty appointed.
4. AICTE permission / renewal (2023-24).
5. State government permission (2023-24).
6. Minority Status Certificate/Letter.
7. Affiliation orders of the University for the Previous Year (i.e. 2023-24).
8. Land documents (enclose registered sale deed copies).
9. Registered lease deed of the building, if the college is housed in a rented building.  
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. Library accession register – with details of books / Journals added during the last academic year.
14. Library Books Issue Register.
15. Acquaintance registers.
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 Mahatma Gandhi University and also enclose photograph of the college building.



**ACADEMIC AUDIT CELL  
MAHATMA GANDHI UNIVERSITY  
ANNEPARTHY, NALGONDA – 508 254 (T.G)**

**APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER  
MBA COURSE FOR THE ACADEMIC YEAR 2024-25**

College Name: \_\_\_\_\_

College Code: \_\_\_\_\_ Course \_\_\_\_\_ Intake: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Challan No. \_\_\_\_\_ Date \_\_\_\_\_ Amount: \_\_\_\_\_

Whether Compliance report submitted for the academic year 2023-24  
(Copy is to be enclosed)

1.	Name of the College with Postal address		
	Landline: Mobile: E-mail ID: Website:		
2.	Name of the Society/ Registration No. & Address with Phone Nos. E-mail ID		
3.	Name of the Secretary/ Correspondent with Telephone No.		
4.	a). Name of the Principal		
	b). Qualifications		
	c) Whether appointed through MGU Selection Committee		
	d) Date of Birth:		
	Mobile No.:		
	E-mail ID:		
5.	Nature of accommodation (Ownership/Lease deed)	Document Nos. Own.	
6.	Land area details	Actual Land area	Required Land area
7.	Year of Establishment		

8.	Any other Courses run by the College	S.No.	Courses	Intake
		1		
		2		
		3		
		4		
9.	AICTE permission letter No. & Date for the year 2023-24			
10.	State Govt. G.O. No. & Date for the year 2023-24			
11.	MGU Affiliation Order No. & Date for the year 2023-24			
12.	i) Whether any other Institutions/Colleges are running in the same premises,		Yes/No	
	ii) If Yes, whether permission from AICTE is obtained.		Yes/No	
13.	Status of the College (In case of Minority College, latest Minority Certificate is issued by the competent authority to be enclosed)		Minority/Non-Minority	
			Co-Education/Women	
14.	Name of the University nominee on the Governing Body with period From _____ to _____			
15.	Name of the University nominee on the Selection Committee with period From _____ to _____			
16.	Number of Governing Body meetings convened during the last academic year 2023-24 with University nominees			
17.	Working Hours of the College			
18.	Work load statement Department-wise, Teacher-wise (to be enclosed)			
19.	Time table for the each course showing (i) Room No. (ii) Name of the Class (iii) Name of the Teacher in each period (to be enclosed)			
20.	Whether revised pay scales of VII pay Commission are paid to the staff		Yes/No	

21.	Details of salary paid,	Maximum Salary/Minimum Salary paid Paid through Cheque/Cash
	Acquaintance Register to be produced. Enclose bank statement	
22.	CC Cameras/Aadhaar based Biometric attendance connected with Vidyawaan Portal	Yes/No
23.	Digital Library	Yes/No
24	Wi-Fi Internet Facility	Yes/No

**Course Details:**

a)	<b>Course-MBA</b>	
b)	Year of Starting	
c)	Sanctioned Intake	
<b>Actual strength of student's year wise:</b>		
No. of students on rolls	I Year	II Year
MBA		

**Mode of Admission:**

Name of the Course	Sanctioned intake for first year	First Year students admitted under		
		Convener Quota	Management Quota	Minority (SW-II/III)

**FACULTY DETAILS:**

**Faculty required 1:15 (Teacher Student Ratio)**

**Cadre Ratio 1:2:6 (Professor: Associate Professor: Assistant Professor)**

(Of which, a minimum of 80% should be regular/full time faculty and the remaining may be adjunct faculty/resource persons from industry)

Designation	Required (as per norms)	Available		Total available
		MGU Selection	Ad-hoc	
Professors				
Associate Professors				
Assistant Professors				
Total				

**PARTICULARS OF PRINCIPAL AND TEACHING FACULTY**

S. No.	Name of the Teacher	Designation	Qualification	Date of Birth	Total No. of years of Exp.	Nature of Appointment	
						Through MGU Selection Committee	Management
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

**Non-Teaching Staff:**

Course	Lab Asst.	Programmers	Lab Attenders	Total	Required	Deficiency
MBA						

**Accommodation Details:**

Particulars	Number	Area (Sq. m) of each
Class Rooms		
Tutorial Rooms		
Seminar Hall		

**Computer Lab:**

S. No.	MBA Computer Lab.	Area (in Sq. mts.)	Equipment available	Lab. Class conducted (as per syllabus)	Batch Size
1.					
2.					
3.					
4.					

**Computational Facilities: (Please refer the AICTE norms 2018-19) : 1:6**

Item	Description (Configuration)	Quantity
Desktops		
Server Machines		
Licensed software		
Network components (LAN/WAN)		
Internet Band width		
Printers/Other equipment		

<b>Library:</b>	
Library Total area (in Sq. ft.)	
Librarian: Name & Qualifications of the Librarian	
<b>Library Facilities:</b>	
<b>Type</b>	<b>Number/Quantity</b>
Volumes	
Titles	
Books added during the year 2023-24	
National Journals subscribed during 2023-24	
International Journals subscribed during 2023-24	
Total amount spent on Books during the year 2023-24	
Total amount spent on Journals during the year 2023-24	
Reading Room capacity	
Desktops	
E-Books	
E-Journals	
DELNET Membership details	
<b>Administrative Area:</b>	
<b>Particulars</b>	<b>Area (in Sq. ft.)</b>
Principal office	
Administrative office	
Exams Control office	
Placement office	
Central store	
Security	
Staff room	
Sports room	
<b>Amenities:</b>	



Particulars	Available/Not available	
Boys Common Room		
Girls Common Room		
Cafeteria		
Backup Electric Supply/Generator		
Safety provisions including fire and other calamities		
Transport facility and parking area		
Drinking water facility		
Separate Toilets for Boys and Girls		
First aid cum sick room		
Display of Courses and approved intake at the entrance of the college		
Permanent Name Board of the college be displayed (enclose photograph of the college building)		
<b>Result Analysis (Year wise-Pass Percentage for Last 3 Years)</b>		
<b>Course</b>	<b>I Year</b>	<b>II Year</b>
MBA		
<b>Placements:</b>		
<b>Name of the Company</b>	<b>No. of Students placed</b>	
<b>Details of Games &amp; Sports and other curricular activities</b>		

<b>Seminars/Conferences/Workshop organized/Attended by the Faculty of the Dept.</b>			
<b>S.No.</b>	<b>Particulars</b>	<b>Organized</b>	<b>Attended</b>
1			
2			
3			
<b>Total:</b>			
<b>Anti -Ragging:</b>			
1. Whether the College appointed Anti-Ragging Committee, if so, copy of the Constitution of Committee and its members to be enclosed.			
Report of the Anti-Ragging Committee for the year 2023-24 is to be enclosed			
2. Measures taken by the College to prevent ragging			
<b>RTI Act:</b>			
Whether the college has appointed PIO and APIO. mention the names of the PIO and APIO. (enclose copy)			
<b>Women Protection Cell:</b>			
Whether the college has appointed women protection cell (enclose copy)			
<b>Grievance Redressal Committee:</b>			
Whether the college has appointed grievance redressal committee (enclose copy)			
<b>Any other Information :</b>			

**Signature of the Secretary/Correspondent**

**Name:**

**Date:**

**Signature of the Principal**

**Name:**

**Date:**