



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

Lr.No. 48 /AAC/MGU/UG/Acad./2024-25

Date: 03.07.2024.

To
The All the Principals/Secretary/Correspondents of
Undergraduate Colleges under the jurisdiction of
Mahatma Gandhi University,
Annaparthi, Nalgonda.

Sub: Affiliated UG Colleges - Grant of Extension of Provisional affiliation to UG Colleges to offer B.A./B.Com/BBA/B.Sc Courses for the academic year 2024-25- Academic information called for - Reg.

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Sir/Madam,

With reference to the subject cited, I am to inform you that the University has decided to grant extension of provisional affiliation for the academic year 2024-25 to all the UG Colleges offering B.A./B.Com/BBA/B.Sc Courses under the jurisdiction of Mahatma Gandhi University by Physical Inspection of the college.

The management is therefore, directed to submit the Academic Information in the prescribed application placed on the University website, by remitting prescribed Inspection fee of **Rs. 12,500/- per each programme** through challan A/c No: **624240 26709** which can be downloaded from www.mguniversity.ac.in/Academic Audit. The application format may be downloaded from the University website i.e., www.mguniveristy.ac.in mentioned Academic information of UG Colleges for the academic year 2024-25.

The New Colleges/New courses sanctioned during 2024-25 will be physically inspected and such colleges should also submit academic information along with challan (A/c. No: **624240 26709**) for **Rs: 12,500/-** which can be downloaded from www.mguniveristy.ac.in

Further, the college is informed to enclose all the necessary documents as mentioned in the Annexure without fail. Application submitted without proper enclosures/evidences will not be accepted and the college will not be considered for grant of extension of provisional affiliation for the academic year 2024-25. The application submission last date is **on or before 06.07.2024** (Inspection schedule will be intimated later).

REGISTRAR
REGISTRAR
MAHATMA GANDHI UNIVERSITY
NALGONDA-508 254.

DOCUMENTS TO BE ENCLOSED:

1. Challan in favour of "Registrar, Academic Audit, MGU" for the amount mentioned in the letter.
2. Copy of the Compliance report for the academic year 2023-24.
3. Affiliation orders for the academic year 2023-24.
4. Copies of the FDR of corpus fund.
5. Governing Body/Selection Committee nomination letter and Resolution Copies of the Governing Body meetings conducted during the academic year 2023-24.
6. Registered lease deed in case of leased premises along with the own land documents.
7. Copy of the approved building plan.
8. Copies of the bills for the purchase of Library Books, lab equipment, computers and other furniture purchased during the academic year 2023-24.
9. Details of Teaching & Non-Teaching staff.
10. Approval order of the teaching staff issued by the University for the academic year 2023-24.



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**APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO
UG COLLEGES FOR THE ACADEMIC YEAR 2024-25**

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

1.	Name of the College with complete postal address	
	Tel. No. :	
	Mobile No.:	
	Mail ID:	
	Whether the college is accredited with NAAC	Yes/No If Yes Grade:
	Whether the college has (1b) (12f)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 bye laws 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.	TSSCHE and Govt. permission Lr. No. and date, for starting of UG College. (Copy to be enclosed)	
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
		If Yes, Whether concerned subject in UG is offered in the college
8.	Latest MGU 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 type="checkbox"/> Own or Leased premises	Own/Leased		
	If lease	Period	Years/from	to
	Type of accommodation	RCC roof/sheds	(Room wise dimensions along with 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 (Years)	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 placement 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 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 and also copy of the University approval to be enclosed)	Appointed through Selection Committee & approval order issued by MGU	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 2023-24	
		Amount spent during 2023-24	
20.	Accommodation for the Existing Courses:		
UG/PG/Others	Number of		
	Courses/Sections	Class rooms required*	Class rooms available

*No. of sections x 3/2

21.	Laboratories:				
	Number of				
	Subject	Courses/Sections	Labs required*	Labs available	Facilities

*No. of sections x 3/2

22.	Other basic amenities	Play ground		Available/Not available	
		Fire Safety		Available/Not available	
		Parking faculties		Available/Not available	
	Other Activities	NCC			
		NSS			
		Sports			
		Placement Cell			
		Any achievements			
23.	No. of admissions during the academic year 2023-24	Course	Sanctioned strength	Admitted strength	
		B.A.			
		B.Com			
		B.Sc.			
24.	Result Analysis	Course	No. of candidates appeared	No. of candidates passed	Percentage (%)
		B.A.			
		B.Com			
		B.Sc.			
25.	Aadhaar based Biometric attendance connected with Vidyawaan portal	Yes/No			
26.	RTI Act:				
	Whether the college has appointed PIO and APIO mention the names of the PIO and APIO. (Enclose copy)				
27.	Women Protection Cell:				
	Whether the college has appointed women protection cell (Enclose copy)				
28.	Grievance Redressal Committee:				
	Whether the college has appointed grievance redressal committee (Enclose copy)				
29.	Any other Information :				

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 UG college/PG College as per the Mahatma Gandhi University norms be for the Inspection is conducted. The University may conduct Affiliation/Surprise Inspection on any day after the submission of this format.

NOTE: Formats submitted without proper enclosures/evidences will not be accepted and the college will not be considered for grant of extension of provisional affiliation for the academic year 2023-24.

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Signature of the Principal
With name and office seal

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Signature of the Secretary/Correspondent
with name and office seal

PROFORMA FOR PARTICULARS OF PRINCIPAL AND TEACHING STAFF

S.No	Name of the Teacher	Designation	Qualification	University where studied	Division & percentage	Experience	Nature of Appointment	
							*Through MGU Selection Committee & Ratified/approved by MGU.	Management

Details of Faculty:

S. No	Name of the Faculty	Qualification Regular/ Distance mode	Mode of Payment of Salary Cheque/ Cash	Amount	Ratified/Not Ratified	PAN No.	Aadhaar No.	Bank Account No.	Mobile No.

***Note: Approval list issued by the University for the Academic year 2023-24 to be enclosed for the faculty appointed through duly constituted Selection Committee as per MGU norms.**