



ACADEMIC AUDIT CELL
MAHATMA GANDHI UNIVERSITY
(Accredited with 'B+' grade by NAAC)
NALGONDA- 508254(T.G)

Lr. No. 431/MGU/PG/Acad./2024-25

Date:04.04.2025

To
The Secretary/Principals of
All PG Colleges offering
M.A./M.Sc./M.Com/MSW Programmes
Under Mahatma Gandhi University Jurisdiction,
Anneparthi, Nalgonda.

Sir/Madam,

Sub: Affiliated PG Colleges - Conduct of Inspection to PG Colleges offering
M.A./M.Sc./M.Com/MSW Programmes for Grant of Extension of provisional
affiliation for the academic year 2025-26 - Reg.

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With reference to the subject cited, I am to inform you that in accordance with the decision of the standing committee, MGU will conduct P.G inspection once in 2 years. Further, during the non-inspection period the University shall consider grant of extension of provisional affiliation based on the information furnished by the college in the prescribed proforma along with the documentary evidence. The colleges have to submit the Academic Information in the prescribed proforma for grant of extension of provisional affiliation for the academic year 2025-26. The proforma can be downloaded from MGU website www.mguiniversity.ac.in.

You are, therefore, informed to make available the following documents/records in original along with one set of Xerox copies and the filled in proforma for verification by the committee.

1. Latest Affiliation orders issued for the academic year 2024-25.
2. Compliance Report for the conditions stipulated earlier.
3. TGCHE orders for starting of the PG Programme/College.
4. Bye-laws of the Society (Whether the college is running by the same society as per the TGCHE orders, if not, permission obtained from the competent authority to be made available).
5. Minority status certificate if the college is a minority institution
6. Registered lease deed of the building, if the college is housed or in a rented building, (If housed in different buildings all the lease deeds to be made available) & building construction sanctioned plan.
7. Details of accommodation room wise, floor wise available and allocation made Programme wise.
8. Land documents in the name of the society.
9. Corpus fund Details.

10. Whether any other college such as junior college is functioning in the same premises, if yes details to be furnished along with permission letter from the competent authority.
11. Details of anti-ragging measures taken by the college and a report on any ragging cases. If any:
12. List of teaching staff ratified by MG University for the academic year 2024-25, as per the prescribed proforma can be made available to the committee.
13. Library Accession Register with details of No. Books /No of Titles /No. of Volumes available and latest books/journals added during the academic year 2024-25.
14. Bills/Payment receipts for Library Books, Journals and other purchases including equipment, Computers/Licensed software etc.
15. Staff Attendance Register and Bank statement of salaries paid to faculty.
16. Students Attendance Registers and Teaching diaries.
17. Governing Body and Selection committee nomination order and Resolution copies of the G.B. meeting conducted during the Academic year 2024-25.

Further, the management is informed to remit the following fees through challan (A/c No. 624240 26709) drawn in favour of the "Registrar Academic Audit, MGU, payable at Anneparthi, SBI, Nalgonda" towards inspection processing fee.

S.No.	Particulars	Inspection & Processing Fee
1.	All Programmes (M.A/M.Sc./M.Com & MSW) which were started in the A.Y 2024-25 and which are inspected during A.Y 2025-26 (Inspection).	Rs: 20,000/- per programme
2.	All Programmes (M.A/M.Sc./M.Com & MSW) for which the last inspection was conducted in the A.Y 2024-25 (Scrutiny)	Rs: 6,000/- per programme

The inspections schedule will be intimated later and the details of the dates of the inspection will be placed on university website www.mguniversity.ac.in

You are also informed to display the college name prominently stating that the college is affiliated to Mahatma Gandhi University. You are further informed to ensure that all the teaching staff of your college is present on the day of inspection, failing which their names will not be considered as on rolls. You are also informed to submit the Inspection proforma, enclosing the list of teachers ratified by the University for the academic year 2024-25 on or before 16.04.2025 for considering extension of provisional affiliation for the academic year 2025-26.

Copy to:-

1. PS to Vice-Chancellor, MGU, Nalgonda.
2. The P.A. to Registrar, MGU, Nalgonda.


REGISTRAR
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MAHATMA GANDHI UNIVERSITY
NALGONDA-508 254.



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**APPLICATION FOR THE GRANT OF EXTENSION OF PROVISIONAL AFFILIATION
 TO OFFER M.A., M.Sc., M.Com & MSW PROGRAMMES
 FOR THE ACADEMIC YEAR 2025-26**

Course: _____ Subject: _____

Challan No: _____ Date: _____ Amount Rs. _____

✓ Whether compliance report submitted for the academic year 2024-25



1.	Name of the College with complete postal address	
	Tel. No.:	
	Mobile No.:	
	Mail ID:	
	Whether the college is accredited by NAAC	Yes/No
		if Yes, Grade :
	Whether the college has (2f) (12B) 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 byelaws 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.	APSCHE/ Govt. permission Lr. No. and date, for starting of UG/PG 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 Programmes along with UG Programmes	Yes/No		
		Yes/No	If Yes, whether concerned subject in UG is offered in the college	
8.	Latest MGU affiliation orders number/date for all the PG Programmes (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/Leased need to be enclosed)			
	Own or Leased premises	Own/Leased		
	If lease	Period:	Years/from	to
	Type of accommodation	RCC roof/sheds	(Room wise dimensions 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	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 placements 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)		Appointed through Selection Committee		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 2024-25			
			Amount spent during 2024-25			
20.	Laboratory facilities available in the college (Bills to be enclosed)					
	Subject	No. of labs	Major Equipment available		New Equipment procured during 2024-25 and amount spent	
21.	Other basic amenities		Play ground		Available/Not available	
			Fire Safety		Available/Not available	
			Parking facility		Available/Not available	
22.	No. of admissions (combination wise) during the academic year 2024-25 (use separate sheet, if required)		Course		Sanctioned strength	Admitted strength
			B.A.	(i)		
				(ii)		
			B.Com	(i)		
				(ii)		
			B.Sc.	(i)		
(ii)						
23.	Results analysis		Course		No. of Candidates appeared	No. of Candidates passed
			B.A.			
			B.Com			
			B.Sc.			
24.	Aadhaar Based Biometric attendance connected with Vidyawaan Portal		Yes/No			

25.	RTI Act:	
	Whether the College has appointed PIO and APIO, mention the names of the PIO and APIO (Enclose copy)	
26.	Women Protection Cell:	
	Whether the College has appointed Women Protection Cell (Enclose copy)	
27.	Grievance Redressal Committee:	
	Whether the College has appointed grievance redressal committee (Enclose copy)	
28.	Any other information:	

PROFORMA FOR PARTICULARS OF PRINCIPAL AND TEACHING STAFF

(Ratified by the University)

S.No.	Name of the Principal/Teacher	Designation	Subject	Through MGU Selection

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 the required Accommodation /Laboratories and other necessary infrastructure required for UG College/PG College as per the Mahatma Gandhi University, Nalgonda norms.

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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