



MAHATMA GANDHI UNIVERSITY  
ANNEPARTHY-508254  
NALGONDA

507  
Lr.No: /MGU/PG/Acad/2020-21

Date: 07-05-2021

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

Sub: Affiliated PG colleges - conduct of inspection to PG Colleges/Courses to offer  
M.Sc./M.Com/M.A/MSW courses for Grant of Extension of provisional  
affiliation for the academic year-2021-22-Reg.

Ref: Decision of the standing Committee of Mahatma Gandhi University.

&&&

Sir/Madam,

With reference to the subject cited, I am to inform that I accordance with the decision of the standing committee, MGU to conduct P.G inspection once in 2 years, Inspection those P.G. Colleges not inspected in the academic year 2021-22. 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 proforma for grant of extension of provisional affiliation for the academic year 2021-22. The proforma can be downloaded from MGU website [www.mguiniversity.ac.in](http://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 2020-21.
2. Compliance Report for the conditions stipulated earlier.
3. TSCHE orders for starting of the PG Course/College.
4. Bye-laws of the Society (Whether the college is running by the same society as per the TSCHE 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), Sanctioned building construction plan.
7. Details of accommodation room wise, floor wise and details of accommodation allocated course 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 2020-21, as per the prescribe proforma be made available in the format.
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 2020-21.
14. Bills/Payment receipts for Library Books, Journals and other purchases including equipment, Computers/Licensed soft ware.
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 2020-21.

Further, the management is informed to remit the following fees through challan (A/c No: 62424026709) drawn infavour of the “Registrar Academic Audit, MGU, payable at Anneparthi, SBI, Nalgonda” towards inspection processing fee.

S.No.	Particulars	Inspection & Processing Fee
1	All Courses (M.A/M.Sc/M.Com & MSW) Which were started last year i.e., 2020-21 and which are inspected during 2020-21.	Rs: 17,500/-
2	All Courses (M.A/M.Sc/M.Com & MSW) for which the last inspection was conducted in 2020-21.	Rs:5,000/-

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](http://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 requested to ensure that all the teaching staff of your college are 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 2020-21 on or before 29-05-2021 for considering extension of provisional affiliation for the academic year 2021-22.

Copy to:

1. The Director, Directorate of Academic Audit, MGU, Nlg.
2. The Secretary to the Vice-Chancellor, MGU, Nlg.
3. The P.A.to the Registrar, MGU, Nlg.

  
REGISTRAR





**MAHATMA GANDHI UNIVERSITY  
ANNEPARTHY – 508 254  
NALGONDA (T.S.)**

**APPLICATION FOR THE GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO  
OFFER M.Sc., M.Com., M.A., MSW COURSES FOR THE ACADEMIC YEAR 2021-22.**

**Course:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Challan. No.** \_\_\_\_\_ **Date** \_\_\_\_\_ **Amount Rs.** \_\_\_\_\_

Whether compliance report submitted for the academic year 2020-21. ☐

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 (12 f) (2 B) 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)	No.	
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	
		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)		
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	
	Details of the Ragging Cases (Enclose copy of the Committee constituted)	If yes, details of placements made	
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.	<b>Course particulars (Separate sheet to be enclosed as per the format below)</b>				
	<b>Under Graduate</b>				
	SNo.	Course/Combination	Sanctioned intake	Medium	10 seats enhancement (if any)
	<b>Post Graduate</b>				
	<b>Other courses, if any</b>				



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 2020-21 Amount spent during 2020-21	
20.	Laboratory facilities available in the college (Bills to be enclosed)		
	Subject	No. of labs	Major equipment available
			New equipment procured during 2020-21 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 2020-21 (use separate sheet, if required)	Course	Sanctioned strength
		B.A. (i)	Admitted strength
		B.A. (ii)	
		B.Com (i)	
		B.Com (ii)	
		B.Sc. (i)	
		B.Sc. (ii)	
23.	Results analysis	Course	No. of candidates appeared
		B.A.	No. of candidates passed
		B.Com	
		B.Sc.	
24.	Aadhar Based Biometric attendance connected with Vidyawaan Portal	Yes/No	

**PROFORMA FOR PARTICULARS OF PRINCIPAL AND  
TEACHING STAFF (Ratified by the University)**

SNo	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 norms.***

(  
Signature of the Principal  
with name and seal

(  
Signature of the Secretary/Correspondent  
with name and seal