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

Lr.No.\73/Education/Acad/2019-20

Dt: 18-01-2019

To
The Secretary/Principals of all the
Colleges offering B.Ed/B.PEd/M.PED/D.PEd
Affiliated to Mahatma Gandhi University

Sub : Affiliation – Affiliated Colleges – Inspections for considering grant of Extension of Provisional Affiliation to offer **B.Ed/B.PEd/M.PED/D.PEd** courses for the Academic Year 2019-20 – 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/**B.PEd/M.PED/D.PEd** courses in the month of March, 2019 and the Inspection committee will be visiting the colleges as per the Inspection Schedule for considering grant of Extension of Provisional for the Academic Year 2019-20.

The Inspection proforma for grant of Extension of Provisional Affiliation for the year 2019-20 can be downloaded from University website (www.mguniversity.ac.in).

You are therefore, requested 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 ready duly filled in along with the documentary evidence wherever required.

1. Latest compliance report
2. List of approved Teaching staff in the prescribed format
3. Minutes of the Selection committee for the appointments made during the academic year 2017-18 to 2018-19.
4. Minority Status Certificate/Letter
5. Affiliation Orders of the University for previous year.
6. Land Documents (Enclose registered sale deed copies)

7. Details of accommodation Room wise, Floor wise and details of accommodation allocated course wise.
8. Staff Attendance Register and Teaching Diaries
9. Student Attendance Registers
10. Copies of the Time-Table (Theory and Practicals) clearly marking the Class and initials of Teachers in each room.
11. Library Accession Register-with details of Books/Journals added during the last academic year.
12. Library/Books Issue Register
13. Acquaintance Register
14. Minutes of the Governing Body meetings
15. Bills/Payment receipts/Bank Statement for the purchase of Library Books and Journals and other purchases including equipment, computers etc.,
16. Statement of consolidated attendance which was sent to the Examination Branch during the last academic year
17. Bank Pass Book/Bank Statement of the Financial transactions
18. Enclose the Report of Anti-Ragging Committee and measures taken by the College.
19. 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 requested to remit the Inspection and Processing Fee of Rs. 20,000/- through a Challan(A/C No.62424026709) in favor of "The Director, Academic Audit Cell, and Mahatma Gandhi University".

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

REGISTRAR

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

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ANNEPARTHY – 508 254
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FORMAT FOR SUBMISSION OF INFORMATION TO THE INSPECTION COMMITTEE OF B.Ed./ /B.P.Ed /M.PED/ D.P.Ed. PROGRAMME FOR THE ACADEMIC YEAR 2019-20

DD.No._____ Dt._____Amount of Rs. 20,000/-

Whether Compliance Report submitted for the academic year 2019-20 Yes/No

S.No.	Particulars	Facts
I. General Information about the College		
1	Name of the College and code given by the NCTE	
2	College Present Address	
3	Mobile/Telephone No. with Std. Code	
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	

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

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

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)	
SOCIETY DETAILS		
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.)	
II. Assets of the Institution/Society		
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) a) No. & Date of Registered lease-deed b) Period of lease c) Area d) Location and address	

Signature of the Principal

Signature of the Secretary and Correspondent with seal

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

21	Is the Building Plan approved by the competent authority? If Yes, please provide details. a) Plinth area of the college building (in Sq.Mts.) b) Nature of the building (RCC roof/Sheds) c) Room wise dimensions along with Floor wise details (in Sq.Mts) to be enclosed. d) Total plinth area available in the college (in Sq.Mts). e) Whether the College is running in single building or multiple buildings. f) If running in more than one building No. of Buildings (Copies to be enclosed) 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)	
22	General Facilities: i) Principal Room ( ) ii) Number of Class Rooms ( ) iii) Seminar Hall ( ) iv) Office Room ( ) v) Library/Reading room ( ) vi) Staff Room ( ) vii) Girls Waiting Room ( ) viii) Drinking Water Facility ( ) ix) Separate Toilets for Girls/Boys/Staff ( )	
23	Laboratory Facilities (B. Ed) Curriculum Lab 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. Edn. Lab : Available/Not Available 6) ICT Resource Centre : Available/Not Available 7) Language Lab : Available/Not Available	
24	Laboratory Facilities (B.PEd /M.PED/ D.PEd) 1) Educational Technology Lab : Available/Not Available 2) Anatomy, Physiology & Health Education Lab : Available/Not Available 3) Human performance (Exercise Physiology) Lab : Available/Not Available 4) Physiotherapy, Athletic Care and Rehabilitation Lab : Available/Not Available 5) Sports Psychology Lab : Available/Not Available	

25 Equipments :

Equipment	Available / Not Available	Adequate/ Inadequate	Equipment to be added
Sports and Field Equipments			
Athletic Event Equipment			
Sports and Games material			
Equipment for indigenous activities			
Gymnastics Apparatus			

26 Library Facilities

No. of titles		No. of volumes		Amount spent
Total No.	Added during 2019-20	Total No.	Added during 2019-20	During 2019-20

27	Details of salary paid. Acquaintance Register to be produced. Enclose Bank Statement	Maximum Salary/ Minimum Salary paid	
		Paid through Cheque/Cash	

III. Governing Body of the Society/College		
28 a.	University nominee on the Governing Body of the college (provide name/address/designation/period of the tenure details)	
b.	Governing Body meetings 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	Univ. 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)	
36	Audit report for the financial year 2018-19 (copy to be enclosed)	

37. CC Cameras / Biometric Yes / No

38. Digital Library Yes / No

39. Wi-Fi Internet Facility Yes / No

40. Aadhar based biometric attendance connected with vidyavvan portal Yes/No

41. Whether the College has provided the safeguard against fire hazard in all parts of the Building.

42. Whether the College has taken appropriate measures for prevention of ragging any from, in the light of directions of Supreme Court of India.
(Enclose the copy of the Committee constituted)

43. Whether the College has uploaded the faculty information in the University website www.mguniversity.in as per the Circular issued by this Office. **(Enclose the copy of the Same)**

44. List of the Teaching Staff for the Academic Year

S. No	Name of the Teacher/Designation	Date of Birth	Methodology	Qualification	Univ. where studied	Division & Percentage	Exp.	Nature of appointment		Aadhar No. & PAN No.
								MGU selection	Management	

B.Ed : For a Unit of 50 students Faculty required is 8 (1+7) ; For two Units (50+50) students Faculty required is 16 (1+15)

45. Number of Admissions since last three years

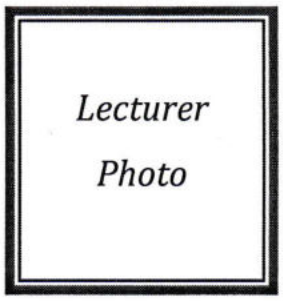
Year	Course	Sanctioned Strength	Admitted Strength
I			
II			
III			

46. Furnish the details of Faculty position for the year 2018-19 submitted to the NCTE (Copy to be enclosed)
47. Internship details of the students along with school names and phone numbers.

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:

COUNTER SIGNED
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./D.P.Ed/B.P.Ed/M.PED College as per the NCTE/RCI/MGU norms.

Signature of the Principal

Signature of the Secretary and Correspondent with 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.