



MAHATMA GANDHI UNIVERSITY
ANNEPARTHY - NALGONDA

No. 252/MBA/Acad/2020-21

Dated: 07-02-2020

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

Sub:- Affiliation – Affiliated Colleges – Inspection for considering grant of
extension of provisional affiliation to offer MBA Course for the
Academic Year 2020-21 – 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 to the Colleges offering MBA Course for the academic year 2020-21. The Inspection Committee will be visiting the Colleges for considering grant of extension of provisional affiliation to the College to offer MBA Course for the academic year 2020-21. Kindly note that Inspection Committee would be verifying all the requirements as per AICTE process hand book for the year 2020-21. Hence, the Secretary/Principal of the College may ensure the compliances report as per AICTE norms (2019-20) for the academic year 2020-21.

The management of the College is therefore directed to submit the filled in application form placed on the University Website www.mguniversity.ac.in with all necessary documents as mentioned in the Annexure-I along with the prescribed fee of Rs.20000/- through challan(A/C No.62424026709) which can be downloaded from University website www.mguniversity.ac.in.

Further, it is requested to keep the records in original ready as mentioned in Annexure-I' for verification by the Inspection Committee. It is also requested 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.

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.

07/2/2020
REGISTRAR

ANNEXURE -I

1. Latest compliance reports .
2. List of teaching staff in the prescribed format.
3. Proceedings of MGU Selection Committee for the faculty appointed.
4. AICTE Permission / renewal (2018-19 and 2019-20) .
5. State Government permission (2019-20) .
6. Minority Status Certificate/Letter.
7. Affiliation Orders of the University for the previous Year.
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 Register.
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.



MAHATMA GANDHI UNIVERSITY
ANNEPARTHY-NALGONDA

ANNEXURE-I

APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER
MBA COURSE FOR THE ACADEMIC YEAR 2020-21

College Name: _____ College Code: _____

Course _____ Intake: _____

Date of Inspection: _____

Challan.No. _____ Date _____ Amount: _____

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	Expected Land Area
7.	Year of Establishment		

8	Any other Courses run by the College	S. No.	Course(s)	Intake
		1		
		2		
		3		
		4		
9.	AICTE permission letter No. & Date for the year 2018-19 and 2019-20			
10.	State Govt. G.O. No. & Date for the year 2018-19 and 2019-20			
11.	MGU Affiliation Order No. & Date for the year 2019-20			
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 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 Univ.Nominee on the Selection Committee with period from _____ to _____			
16.	Number of Governing Body Meetings convened during the academic year 2018-2019 with University nominees			
17	Working Hours of the College			
18	Work load statement Department-wise, Teacher-wise (to be enclosed)			
19	Block time table for the 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 VI Pay			Yes / No
	Commission are paid to the staff.			
21	Details of salary paid.		Maximum salary /	

	Acquaintance Register to be produced. Enclose bank statement.	Minimum salary paid	
		Paid through Cheque/Cash	
22	CC Cameras / Aadhar based Biometric attendance connected with vidyawaan Porrtal	Yes/No	
23	Digital Library	Yes/No	
24	Wi-Fi Internet Facility	Yes/No	

Course Details:

a)	Course - MBA	
b)	Year of Starting	
c)	Sanctioned Intake	

Actual strength of students' year wise:

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)

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.m)	Equipment available	Lab. class conducted (as per syllabus)	Batch Size
1					
2					

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 Bandwidth		
Printers / Other equipment		

LIBRARY:

LIBRARY Total Area (in Sq.m)

Librarian:

Name & qualifications of the Librarian

Library Facilities:

Type	Number/Quantity
Volumes	
Titles	
Books added during the year 2018-19	
National Journals	
International Journals	
Subscribed International and National Journals during the year 2019-20	
Total Amount Spent on Books during the year 2019-20	
Total Amount Spent on Journals during the year 2019-20	
Reading Room capacity	
Desktops	
E-Journals	
Delnet Membership Details	

Administrative Area:

Particulars	Area (in Sq.m)
Principal Office	
Administrative Office	
Exams Control Office	
Placement Office	
Central Store	
Security	
Staff Room	
Sports Room	

Amenities:

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)	

Results Analysis (Year wise- Pass Percentage for Last 3 Years)		
Course	I year	II year
MBA		
Placements:		
Name of the Company	No. of Students Placed	
Details of Games & Sports and other curricular activities		

Seminars/Conferences/Workshop Organized/Attended by the Faculty of the Dept.			
S.No.	Particulars	Organized	Attended
1			
2			
3			
Total			

Anti -Ragging	
1. Whether the College appointed Anti-Ragging Committee, if so, copy of the constitution of committee and its members to be enclosed.	
2. Report of the Anti-Ragging Committee for the year 2018-19 is to be enclosed.	
3. Measures taken by the College to prevent ragging.	
RTI Act	
Whether the college has appointed PIO and APIO. Mention the names of the PIO and APIO. (Enclose copy)	
Women Protection Cell	
Whether the college has appointed Women Protection Cell (Enclose Copy)	
Redressel Grievances Committee	
Whether the college has appointed Redressel Grievance Committee (Enclose Copy)	
Any other Information :	

**Signature of the
Secretary/Correspondent
Name:
Date:**

**Signature of the Principal
Name:
Date:**