MAHATMA GANDHI UNIVERSITY

ANNEPARTHY, NALGONDA – 508 254 (T.S.)

Lr.No. 7 5 /Hotel Mngt/Acad/2022-23   Date: 17-08-2022

To

The Secretary/Principals of all the Colleges
Affiliated Colleges offering Hotel Management Course (s)
of Mahatma Gandhi University,
Nalgonda.

Sub: Affiliation -Affiliated Colleges – Inspections for considering grant of extension
of provisional affiliation to offer **Hotel Management Course (s)** for the
academic year **2022-23** – Reg.

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Sir/Madam,

With reference to the subject cited above, I am by direction to inform you that the University
has decided to conduct Inspection to the colleges offering **Hotel Management Courses** for the
academic year 2022-23. The Inspection committee will be visiting the colleges as per the inspection
schedule for considering grant of extension of provisional affiliation to the college to offer **Hotel
Management Course (s) for the academic year 2022-2023**.

The management of the College is therefore, informed to submit the filled in application form
downloaded from the University website with all necessary documents as mentioned in the Annexure
'A', without fail, along with the prescribed fee of **Rs. 20,000/- per course** through a Challan in favour
of **"The Registrar, Academic Audit, MGU"** payable at SBI, Anneparthy, Nalgonda **on or before
27.08.2022**, towards Inspection and Processing Fee for the academic year 2022-23. The application
form may be downloaded from the University website www.mguniversity.ac.in.

Further, it is requested to keep the records in Originals ready as mentioned in Annexure 'A' 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.

Encl:

1.   Latest compliance report (i.e. 2021-22).
2.   List of approved teaching staff in the prescribed format (staff approval A.Y. 2021-22).
3.   Minutes of the selection committee for the appointments made during the academic year 2020-
21 & 2021-22.
4.   Minority Status Certificate/Letter.
5.   Affiliation orders of the University for Previous Year (i.e. 2021-22).
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.

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11. Library Accession registers with details of Books/Journals added during the last academic year 2021-22.
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. during the academic year 2021-22.
16. Statement of consolidated attendance which was sent to the examination branch during the last academic year 2021-22.
17. Bank Pass Book/Bank Statement of the financial transactions 2021-22.
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.

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

REGISTRAR

Copy to:
1. The Dean, Faculty of Technology, MGU
2. The Director, Directorate of Academic Unit, MGU.

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

APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER

HOTEL MANAGEMENT COURSE (S) FOR THE ACADEMIC YEAR 2022-23

Challan No._____ Dt._____ Amount of Rs. 20,000/-

Whether Compliance Report submitted for the academic year 2021-22   Yes/No

Part-I Basic information about the institution			
1	Institution details	Name	
		Postal address	
		Contact No	
		E-mail address	
		Year of Establishment	
2	Society details	Name	
		Registration No. & Date	
3	If it is an affiliated college established after 2012, has it fully complied with all the provisions contained in the UGC (Affiliation) Regulations, 2012?		Yes/No
4	Details of the President/Secretary	Name	
		Contact No	
		E-mail address	
5	Details of the Principal	Name	
		Contact No	
		E-mail address	
	Whether appointed through MGU Selection Committee		Yes/No
6	Accommodation details		
	Owned/Leased if, leased does it had valid period?		
	Date of Expiry of Registered Lease Deed		
7	Affiliation Type		
	Temporary/Permanent/Any other specify		
8	Institution Type and Status		
	Minority/Non-Minority-Co-Education/Women		
	Stand Alone/Multi Discipline		
	General/Professional/Technical/Vocational		
9	Had it obtained the approval of respective regulatory body to run the program? (AICTE/NCTE/NCHMCT/NCTVE/TSCHE/University)		

10	Program offered by the Institution	No.	Program Name	Intake	No. of sections	Working hours

11	Has the institution granted conditional affiliation?	Yes/No
12	Is the institution/Society/Trust running courses other than approved by University	Yes/No
13	Whether prior approval of regulatory body was obtained to run such courses	Yes/No
14	Is the institution accredited by NAAC and/or NBA for its programs	Yes/No
15	Is the institution participating in National Institutional Ranking Framework (NIRF)	Yes/No

16	Is the Institution having a Governing Council/Board? If, yes provide its composition		Yes/No
	University Nominee	Governing Body	
		Selection Committee	

17	Number of Governing Body Meetings held in preceding academic year	
18	Whether Compliance Report submitted for the preceding academic year	Yes/No
19	Whether the conditions stipulated are: **Fulfilled/Partially fulfilled/Not fulfilled**	

Part II – Academic Programs (Information is to be provided Institution/Department - wise

1	Academic Programs/Courses offered (Mention name of the course)					
	Program	Sanctioned Intake	Actual Enrollment			Remarks
			I Yr.	II Yr.	III Yr.	
	UG					
	PG					
	Ph.D.					
	Other (specify)					

2	Total number of Women students	

3	Temporal plan of academic work (Semester/Annual system)	
	Block Time-Table for the Program – Year and Semester wise (Enclose a copy)	

4	Curriculum Delivery Practices	Audio Visual Teaching Approach	
		Online Courses (MOOCs, OERs etc.)	
		Guest Lectures	

5	Apart from classroom instruction, what are the other avenues of learning provided for the students? (Projects, Internships, Field works, Seminars etc.	
6	Does the Institution have a continuous internal evaluation system?	
7	Are students shown examination answer sheets after Evaluation?	

8	Result Analysis	I Yr.		II Yr.		III Yr.		% Graduated	
		Appeared	Passed	Appeared	Passed	Appeared	Passed		

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9	Placement record	Year before Year	Previous Year	Current Year	% through Campus	

10	Academic records	Attendance Registers				Yes/No
		No. of Students with less than 65% Attendance				
		No. of Students having attendance between 65 –74.99%				
		Maintain proper entries of Sessional marks				Yes/No
		Maintain Academic Diaries				Yes/No
		Institution wise and Course wise results for the last 3 years				

11	Implementation of mandatory Internship policy for students	
12	Implementation of Student Induction Program	
13	Admission procedure for various courses through	Special entrance test	
		Interviews	
		Academic record	
		Combination of the above	
		Method of arriving at the merit list	
14	If the Institution is admitting students through National Level Test, furnish the number of examination centers.	
15	Whether admission procedure is available on the institution website and in the prospectus and application forms widely available?	
16	Details of the eligibility criteria for admission to various programs/ courses and whether admission policy laid down and circulated	
17	Relaxation/Reservation provided in admission	
18	Whether any management quota is available for admission? If yes, details	
19	Admission policy with regard to NRI and overseas students	
20	Does the Institution follow fair and transparent procedure for admission?	

Part III - Faculty

1	Faculty required as per the norms of statutory council (s) concerned/UGC	Qualified and well trained for the courses?	Yes/No
		Adequate as per the norms?	Yes/No
2	Details (Institution wise and Dept./Course-wise) regular/temporary/visiting/guest faculty		
	Number of Faculty ratified by the Affiliating University		
	Percentage (%) of regular faculty		
	% of the temporary/visiting/guest faculty to regular faculty		
	Ratio of temporary/visiting/guest faculty to regular faculty		
3	Ratio of faculty with Ph.D. degree to total number of faculty		
4	Ratio of faculty with M.Phil degree to total number of faculty		
5	Ratio of faculty to Student (per program per institution)		

6	Ratio of teaching to non-teaching staff (Institution-wise)			
7	Faculty Evaluation	Self appraisal evaluation		Yes/No
		Peer review		Yes/No
		Students evaluation		Yes/No
		Others (Specify)		Yes/No
8	Pay scales received by faculty	UGC Pay/State Govt. scales		
		Others (Specify)		
	Details of salary paid	Cheque/Cash/NEFT		
9	Facilities for teaching staff	Residences		Yes/No
		Office rooms/cubicles		Yes/No
		Computers		Yes/No
		Any other (Specify)		Yes/No
10	No. of Faculty nominated for Orientation/Refresher Courses	Orientation Courses		
		Refresher Courses		
11	No. of Faculty successfully completed the Online Programs	MOOCs		
		ARPIT		
12	No. of faculty nominated in Statutory Bodies (BoS, AC, BoG etc.)			
13	No. of faculty members who have award/honor	National		
		International		
14	No. of faculty associated with Professional Bodies	National		
		International		
15	No. of Faculty participated in Seminars/Symposia/Conferences/Workshops	National		
		International		
16	No. of Books published by the Faculty	National		
		International		

Part IV – Infrastructure – Hotel Management Institution

		Particulars	As per norms			Actual
			AICTE	NCHMCT	TSCHE	
1	Land (required as per the norms of statutory council (s) concerned and actual available)	Total land available in Acres (Metro City)				
		Land is legally registered on Institution/ Society	Yes/No			
		Possess undisputed ownership of land	Yes/No			
		Institution in leased/owned premises				

	Buildings (required as per the norms of concerned statutory council (s) and actual available)						
	Building/Faculty		Total area (Sq. M)			Status of Building (Complete/Incomplete)	Value in Rs. (Lakh)
			AICTE	NCHMCT	TSCHE		
2	Administrative		400	250	140		
	Academic	Instructional	1000	1420	500		
		Central Facilities	500	450	180		
	Amenities	Essential	500	220	120		
		Desirable	350	200	20		
	Total value		2750	2540	960		

Administrative Facilities:

Particulars	Total Area (Sq. M)			Available Area (Sq. M)	Remarks
	AICTE	NCHMCT	TSCHE		
Principal's Office	30	30	20		
Administrative Office	150	100	30		
Committee Room	20	-	20		
Record/Examination Room	30	50	20		
Head's Cabin	20	10	-		
Staff Room	60	60	30		
Maintenance/Store Room	60	-	20		
Placement Office	30	-	-		
Total value	400	250	140		

Academic Facilities:

Particulars		Number	Total Area (Sq. M)			Available Area (Sq. M)	Remarks
			AICTE	NCHMCT	TSCHE		
Class Rooms		3	66	72	60		
Tutorial Room		2 (0)	66	34	-		
Program Specific Labs	Food Production	4 (3)	66	100	40		
	Hospitality	3 (2)	66	100	40		
	House Keeping	3 (2)	66	100	40		
	Other Service	1	66	200	40		
Central Facilities	Library & Resource Center	1	150	100	60		
	Computer Center	1	75	60	60		
	Instrumentation Center	1	75	50	60		
	Language Lab & MOOCs	1	75	60	-		
	Seminar Hall	1	132	200	-		
Total value		21	1499	1870	680		

Particulars	Total Area (Sq. M)			Available Area (Sq. M)	Remarks
	AICTE	NCHMCT	TSCHE		
Visitor's Lounge	40	-	-		
Student's Lounge	150	150	40		
First Aid Room	10	20	-		
Cafeteria	150	-	60		
Toilets	150	50	20		
Total value	500	220	120		

Amenities-Desirable

Particulars	Total Area (Sq. M)			Available Area (Sq. M)	Remarks
	AICTE	NCHMCT	TSCHE		
Indoor Games	100	-	20		
Auditorium	250	-	-		
Total value	350	-	20		

3	Central Instrumentation Facility – Space (Carpet Area) and Equipment (Costing more than Rs. 1 lakh) – required as per the norms of statutory council (s) concerned and actual available Total Space in Sq. M			
	Item Description (make/model)	Purchase Date	Value (Rs.)	Present Condition
	…..	….	Total:	

4	Central Computational Facility (as per the norms of concerned statutory council (s) and actual available) Total Space in Sq. M			
	Particulars	As per AICTE norms	Actual	Remarks
	No. of Computers	1:6		
	Networked – All Systems	Wi-Fi with 4/5 Hot Spots		
	Internet speed	32-200 Mbps		
	Software — Licensed	1		
	Software — Application	10		
	Software — Open Source	10		
	Printers	5%		

5	Central Sports Facilities (as per the norms of concerned statutory council (s) and actual available				
	Particulars	As per norms			Actual
		AICTE	NCHMCT	TSCHE	
	Open Play Ground (s) for Outdoor sports				
	Track for Athletics				
	Basketball Courts/Squash/Tennis Courts				
	Cricket field (s)				
	Swimming Pool (Size)				
	Indoor Sports Facilities – Including Gymnasium	100	-	-	
	Other Sports facilities (specify)				

6	Central Library Facility (as per the norms of concerned statutory council (s) and actual available		
	Total Space in Sq. M		
	Particulars	As per norms	Actual
	Computer/Communication Facilities	10	
	Facilities to Access Online Courses (Digital Lounge)	-	
	No. and capacity of reading rooms	25	
	Member of National Digital Library	Yes/No	
	Whether digitized for Computerized indexing	Yes - % digitized	No
	Availability of bar coding for RF Tagging	Yes/No	
	Library Automation Software		
	Reprographic facilities	1	
	Issue & receipt of books	Computerized – Yes/No	Manual – Yes/No
	Total No. of Books with Annual Increment — Titles	100+50	
	Total No. of Books with Annual Increment — Volumes	500+250	

7	Total No. of reference books				
	Total No. of Research Journals	Indian		5	
		Foreign		2	
	Total No. of Magazines				
	Total No. of e-Journals Access				
	Information in electronic/digital form		50% of Total Titles		
	Total value of books, journals, magazines				

	Central facilities for Students (required as per the norms of concerned statutory council (s)			
7	Particulars	AICTE	Actual	Remarks
	Placement & Training Center	30		
	Coaching Center/Innovation Cell	100		
	Entrepreneurship Development Center	100		
	Auditorium	250		

	Recreational and Residential Facilities for faculty, students and non-teaching staff					
8	Particulars			AICTE	Actual	Remarks
	Recreational Facilities	Faculty Lounge	Women	75		
			Men	75		
		Staff Lounge	Women	75		
			Men	75		
		Students Lounge	Girls	75		
			Boys	75		
	Residential Facilities	Hostel for Students	Boys	5 each		
			Girls	5 each		
		Quarters	Faculty	150		
			Staff	120		
		Guest House		300		

Part V- Fee structure, Scholarship and Finances

I	Fee Structure:					

	Course – wise Fee structure per semester (please provide head-wise details of total fee charged) (Pl. Use separate sheets, if necessary)					
1	Type of Fee	Merit	Reserved	Management	NRI	Overseas
	Tuition fee					
	Development fee					
	Examination fee					
	Admission fee					
	Hostel fee					
	Others (specify)					
	Total fees					

2	Is the fee structure available on University website and in the prospectus	Yes/No
3	Basis of fee structure – Cost Sharing/Subsidized	
4	Mode of fees collection – Digital/Manual	

5	Are there complaints of payments without receipts			Yes/No
6	Is the mode of fees collection transparent			Yes/No
7	Are the students and parents sufficiently informed about the fees and charges payable?			Yes/No
8	Does the Institution follow its own declared policy in collecting any fees or charges or are there some charges over and above the publicity stated fee structure?			Yes/No
9	Are the fees reasonable compared to costs involved in running the programs and to other similar Institutions?			Yes/No
10	Fee concession/scholarships provided to students			Yes/No
II	**Scholarship/Educational Loan:**			
	Endowment Sponsored			
	Alumni Sponsored			
	Industry Sponsored			
	Institution Sponsored			
	Government Sponsored			
	Institutional Loan			
	Bank Loan			
III	**Institutional Finance:**			
1	Whether the Institution is receiving any funds from Central/State Government for any purpose including research? If yes, provide details			
2	Whether the Institution has adequate financial resources at any given time to meet the recurring expenditure for at least one year?			
3	Whether any corpus is created? If so, furnish the details of value of fund	Institutional Development		
		Faculty and Staff Development		
		Operation and Maintenance		
		Research Development		
		Pension Development		
		Scholarship Development		
4	Enclose audited income-expenditure statement for the last three years			
	Part VI – Outreach Activities			
A	**Collaboration with Industries and Consultancy services**			
1	Is Industry – Institute Interaction Cell established?	Effective Collaboration Strategy		
2	Industry/Institution Interface (outreach to other Institutions/ Industry): give details of collaboration for	Joint research		
		Evaluation industry's research		
		Skill development		
		Placement		
		Any other purpose (specify)		
3	Is there any collaborative arrangement with industry for visiting faculty/part-time/guest lecturers? If yes, give details of the following?	No. of such faculty members		
		Department where they take classes		
		Courses for which they are engaged		
		Whether they share teaching load or full charge of courses		
		Are they paid any remuneration?		

4	Are there academic programs/ courses specially designed/ pre-dominantly catering to the requests of any industry? If yes, give details on:	Course name		
		Intake capacity		
		Fees charged		
		Classes conducted	Institution	
			jointly	
		Evaluation Process	Faculty	
			industry	
5	Give list of faculty members and their area of specialization who are capable of offering consultancy services to the industries			
6	Consultancy and work undertaken and grants received for consultancy in the last 3 years			
B	Community Engagement Activities			
1	No. and Names of Educational Programs arranged for the community			
2	Community Sensitization Programs			
	Swatch Bharat – Swasth Bharat Abhiyan			
	Unnat Bharat Abhiyan			
	Ek Bharat – Shresht Bharat Abhiyan			
3	Any other relevant information			
	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)			
	Grievance Redressel Committee:			
	Whether the College has appointed Grievance Redressel Committee (enclose copy)			
	Any other Information :			

Certificate

This is to certify that all the information provided above is true to the best of my knowledge and belief. The Institution undertakes to adhere to the rules, regulations and guidelines of the University, UGC, Central/State Government and relevant Statutory Council (s).

Principal of the College   Secretary/Correspondent
Signature (with seal)   Signature (with seal)

Place:

Date: