



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

Lr.No. 75 /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, Annaparthi, 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](http://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.

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: <b>Fulfilled/Partially fulfilled/Not fulfilled</b>							
<b>Part II – Academic Programs (Information is to be provided Institution/Department - wise</b>								
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	

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?						
<b>Part III - Faculty</b>							
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

	Land (required as per the norms of statutory council (s) concerned and actual available)	Particulars	As per norms			Actual	
			AICTE	NCHMCT	TSCHE		
1		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		
	<b>Total value</b>		<b>2750</b>	<b>2540</b>	<b>960</b>		

<b>Administrative Facilities:</b>							
<b>Particulars</b>		<b>Total Area (Sq. M)</b>			<b>Available Area (Sq. M)</b>	<b>Remarks</b>	
		<b>AICTE</b>	<b>NCHMCT</b>	<b>TSCHE</b>			
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	-	-			
<b>Total value</b>		<b>400</b>	<b>250</b>	<b>140</b>			
<b>Academic Facilities:</b>							
<b>Particulars</b>		<b>Number</b>	<b>Total Area (Sq. M)</b>			<b>Available Area (Sq. M)</b>	<b>Remarks</b>
			<b>AICTE</b>	<b>NCHMCT</b>	<b>TSCHE</b>		
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	-		
<b>Total value</b>		<b>21</b>	<b>1499</b>	<b>1870</b>	<b>680</b>		
<b>Particulars</b>			<b>Total Area (Sq. M)</b>			<b>Available Area (Sq. M)</b>	<b>Remarks</b>
			<b>AICTE</b>	<b>NCHMCT</b>	<b>TSCHE</b>		
Visitor's Lounge			40	-	-		
Student's Lounge			150	150	40		
First Aid Room			10	20	-		
Cafeteria			150	-	60		
Toilets			150	50	20		
<b>Total value</b>			<b>500</b>	<b>220</b>	<b>120</b>		
<b>Amenities-Desirable</b>							
<b>Particulars</b>			<b>Total Area (Sq. M)</b>			<b>Available Area (Sq. M)</b>	<b>Remarks</b>
			<b>AICTE</b>	<b>NCHMCT</b>	<b>TSCHE</b>		
Indoor Games			100	-	20		
Auditorium			250	-	-		
<b>Total value</b>			<b>350</b>	<b>-</b>	<b>20</b>		

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					
	<b>Item Description (make/model)</b>		<b>Purchase Date</b>	<b>Value (Rs.)</b>	<b>Present Condition</b>	
	.....		....	Total:		
4	Central Computational Facility (as per the norms of concerned statutory council (s) and actual available) Total Space in Sq. M					
	<b>Particulars</b>		<b>As per AICTE norms</b>	<b>Actual</b>	<b>Remarks</b>	
	No. of Computers		1:6			
	Networked – All Systems		Wi-Fi with 4/5 Hot Spots			
	Internet speed		32-200 Mbps			
	Software	Licensed	1			
		Application	10			
		Open Source	10			
Printers		5%				
5	Central Sports Facilities (as per the norms of concerned statutory council (s) and actual available)					
	<b>Particulars</b>		<b>As per norms</b>			<b>Actual</b>
			<b>AICTE</b>	<b>NCHMCT</b>	<b>TSCHE</b>	
	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					
	<b>Particulars</b>		<b>As per norms</b>		<b>Actual</b>	
	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			
	Volumes		500+250			



	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						
7	Central facilities for Students (required as per the norms of concerned statutory council (s))					
	<b>Particulars</b>		<b>AICTE</b>	<b>Actual</b>	<b>Remarks</b>	
	Placement & Training Center		30			
	Coaching Center/Innovation Cell		100			
	Entrepreneurship Development Center		100			
	Auditorium		250			
8	Recreational and Residential Facilities for faculty, students and non-teaching staff					
	<b>Particulars</b>		<b>AICTE</b>	<b>Actual</b>	<b>Remarks</b>	
	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		
<b>Part V- Fee structure, Scholarship and Finances</b>						
1	<b>Fee Structure:</b>					
1	Course – wise Fee structure per semester (please provide head-wise details of total fee charged) (Pl. Use separate sheets, if necessary)					
	<b>Type of Fee</b>	<b>Merit</b>	<b>Reserved</b>	<b>Management</b>	<b>NRI</b>	<b>Overseas</b>
	Tuition fee					
	Development fee					
	Examination fee					
	Admission fee					
	Hostel fee					
	Others (specify)					
<b>Total fees</b>						
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	
<b>II</b>	<b>Scholarship/Educational Loan:</b>		
	Endowment Sponsored		
	Alumni Sponsored		
	Industry Sponsored		
	Institution Sponsored		
	Government Sponsored		
	Institutional Loan		
	Bank Loan		
<b>III</b>	<b>Institutional Finance:</b>		
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		
<b>Part VI – Outreach Activities</b>			
<b>A</b>	<b>Collaboration with Industries and Consultancy services</b>		
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>B</b>	<b>Community Engagement Activities</b>			
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			
	<b>RTI Act:</b>			
	Whether the College has appointed PIO and APIO. Mention the names of the PIO and APIO. (enclose copy)			
	<b>Women Protection Cell:</b>			
	Whether the College has appointed Women Protection Cell (enclose copy)			
	<b>Grievance Redressal Committee:</b>			
	Whether the College has appointed Grievance Redressal Committee (enclose copy)			
	<b>Any other Information :</b>			

### 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**  
Signature (with seal)

**Secretary/Correspondent**  
Signature (with seal)

**Place:**

**Date:**