MAHATMA GANDHI UNIVERSITY
ANNEPARTHY-508254
NALGONDA

Lr.No:49 /MGU/PG/Acad/2022-23 Date: 05-07-2022

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

Sub: Affiliated PG colleges-conduct of inspection to PG Colleges offering Courses M.A./M.Sc./M.Com/MSW courses for Grant of Extension of provisional affiliation for the academic year 2022-23 - Reg.
Ref: Decision of the standing Committee of Mahatma Gandhi University.

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Sir/Madam,

With reference to the subject cited, I am to inform you that in accordance with the decision of the standing committee, MGU will conduct P.G inspection once in 2 years. 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 in the prescribed proforma for grant of extension of provisional affiliation for the academic year 2022-23.The proforma can be downloaded from MGU website www.mguniversity.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 2021-22.
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), building construction sanctioned plan.
7. Details of accommodation room wise, floor wise available and allocation made 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 2021-22, as per the prescribed proforma can be made available to the committee.
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 2021-22.
14. Bills/Payment receipts for Library Books, Journals and other purchases including equipment, Computers/Licensed soft ware etc.
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 2021-22.

Further, the management is informed to remit the following fees through challan **(A/c No: 624240 26709)** drawn in favour of the "Registrar Academic Audit, MGU, payable at Anneparthy, 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. 2021-22 and which are inspected during 2021-22.	Rs: 17,500/- per programme
2.	All Courses (M.A/M.Sc./M.Com & MSW) for which the last inspection was conducted in 2021-22.	Rs: 5,000/- per programme

The inspections schedule will be intimated later and the details of the dates of the inspection will be placed on university website www.mgunversity.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 informed 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 2021-22 on or before **18-07-2022** for considering extension of provisional affiliation for the academic year 2022-23.

REGISTRAR

Copy to:-
1. The Director, Directorate of Academic Audit, MGU, Nalgonda.
2. PS to Vice-Chancellor, MGU, Nalgonda.
3. The P.A. to Registrar, MGU, Nalgonda.

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

APPLICATION FOR THE GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER M.A., M.Sc., M.Com, MSW COURSES FOR THE ACADEMIC YEAR 2022-23

Course: _____ Subject: _____

Challan No: _____ Date: _____ Amount Rs. _____

✓ Whether compliance report submitted for the academic year 2021-22

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

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 2021-22	
		Amount spent during 2021-22	

20. **Laboratory facilities available in the college (Bills to be enclosed)**

Subject	**No. of labs**	**Major equipment available**	**New equipment procured during 2021-22 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 2021-22 (use separate sheet, if required)	Course		Sanctioned strength	Admitted strength
		B.A.	(i)		
			(ii)		
		B.Com	(i)		
			(ii)		
		B.Sc.	(i)		
			(ii)		

23.	Results analysis	Course	No. of Candidates appeared	No. of Candidates passed
		B.A.		
		B.Com		
		B.Sc.		

24.	Aadhaar Based Biometric attendance connected with Vidyawaan Portal	Yes/No

25.	**RTI Act:**	
	Whether the College has appointed PIO and APIO, mention the names of the PIO and APIO (Enclose copy)	
26.	**Women Protection Cell:**	
	Whether the College has appointed Women Protection Cell (Enclose copy)	
27.	**Grievance Redressal Committee:**	
	Whether the College has appointed grievance redressal committee (Enclose copy)	
28.	**Any other information:**	

PROFORMA FOR PARTICULARS OF PRINCIPAL AND TEACHING STAFF

(Ratified by the University)

S.No.	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, Nalgonda norms.

( )
Signature of the Principal
with name and office seal

( )
Signature of the Secretary/Correspondent
with name and office seal