



**Internal Quality Assurance Cell**  
**Minutes of the Meeting**

**Presided over by Dr. V SreeJyothi, Principal Chairperson**

**Date: August 20,2021**

**Time: 3.30 PM**

**Venue: Held in the Board Room**

**Members Present:**

1. Dr. V Sreejyothi,Principal – Chairperson
2. Prof.D.Sirisha, Professor – Coordinator
3. Dr.N. Ramesh Babu, Secretary – Member
4. Prof.K. Shailaja, Faculty – Member
5. Ms.N. Anjali, Head- Dept of MBA – Member
6. Ms.BidyutlataSahoo, Head- Dept of MCA –Member
7. Mr.Sudarshan, Librarian – Member
8. Mr.V. Madhukiran, Administrative Officer- Member
9. Mr.T.Parameshwar, Alumnus – Member
10. Mr.K SaiKarthik, Industry Nominee - Member

**Agenda:**

1. To review the actions initiated on the resolutions taken in the earlier meetings
2. To incorporate the suggestions related to NAAC work provided by the IQAC members
3. To discuss the internships and project work (allotment of internal guides)
4. To discuss the relevant certificate courses to be introduced during the forthcoming academic year

**Discussions:**

- The meeting commenced with a welcoming address by Prof.K. Padmaja, Coordinator. She presented an action taken report of IQAC for the meeting held on June 26,2021 incorporating the suggestions made the IQAC members.
- Dr. N. Ramesh Babu suggested that the college should take up MOUs and collaborations for conduct of Workshops and also for providing practical training through internships/ projects. He also reviewed the progress of the previous action plan.
- The principal, Dr.V. Sreejyothi suggested that a Perspective Plan should be framed for the current academic year.
- Prof. K. Shailaja suggested that syllabus be framed to provide certificate courses (technical/soft skills) during the current academic year for students and that the teaching staff be encouraged to attend conferences/seminars and present/publish research papers.
- Ms. Anjali informed the committee members about allotment of faculty coordinators as internal guides for projects. She also suggested that an Induction programme be organized for first year students.

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- Ms. BiyulathaSahoo suggested that in collaboration with Panteche-learning and Cloudgate Systems India Pvt. Ltd.workshops should be conducted for MCA students. She further brought forward the need for a code of conduct document for the students to be prepared.
- Mr. Madhukiran spoke about holding a short term workshop **Learning technical skills at the workplace** for the administrative staff to improve their communication and technical (computer usage) skill.
- Mr.Sudarshan, Librarian spoke about the availability of e-resources in the library.
- Mr.T Parameshwar, Alumnu suggested that the placement cell of the college should be strengthened by using the alumni network.
- Mr.K SaiKarthik opined that the industry institution interaction cell be more active to generate leads for internships and placements.

### Resolutions:

1. Resolved to review the ongoing NAAC related work on all seven criteria.
2. Resolved to prepare a prospective/strategy plan for the institution.
3. Resolved to enter into/renew MOUs with various training institutions/consultancies to organize workshops for enhancing employability capabilities of students.
4. Resolved to offer various certificate courses to student son Educational Technology Business Analytics and Marketing & Digital Media
5. Resolved to hold a short-term workshop on **Learning technical skills at the workplace** for the administrative staff
6. Resolved to conduct an Induction/Orientation Programme for First year students.
7. Resolved to prepare an updated code of ethics/code of conduct document for students.

S.No.	Name	Designation	Position
1.	Dr. V Sreejyothi	Principal	Chairperson
2.	Prof.D.Sirisha	Professor	Coordinator
3.	Dr.N. Ramesh Babu	Secretary	Member
4.	Prof.K. Shailaja	Faculty	Member
5.	Ms.N. Anjali,	Head- Dept of MBA	Member
6.	Ms.BidyutlataSahoo,	Head- Dept of MCA	Member
7.	Mr.Sudarshan,	Librarian	Member
8.	Mr.V. Madhukiran,	Administrative Officer	Member
9.	Mr.TParameshwar,	Member	Member
10.	Mr.KSaikarthik,	Industry Nominee	Member

**Principal**



Principal

Aurora's PG College (MBA)  
Panjagutta, Hyderabad.



## **AURORA'S POST -GRADUATE COLLEGE(MBA)**

# 16-11-210,Moosarambagh, Hyderabad-35

### **Internal Quality Assurance Cell**

#### **Minutes of the Meeting**

**Presided over by Dr. V SreeJyothi, Principal Chairperson**

**Date: November 29,2021**

**Time: 4.00 PM**

**Venue: Held in the Board Room**

#### **Members Present:**

1. Dr. V Sreejyothi, Principal – Chairperson
2. Prof.D.Sirisha, Professor – Coordinator
3. Dr.N. Ramesh Babu, Secretary – Member
4. Prof.K. Shailaja, Faculty – Member
5. Ms.N. Anjali, Head- Dept of MBA – Member
6. Ms.BidyutlataSahoo, Head- Dept of MCA –Member
7. Mr.Sudarshan, Librarian – Member
8. Mr.V. Madhukiran, Administrative Officer- Member
9. Mr.T.Parameshwar, Alumnus – Member
10. Mr. K SaiKarthik, Industry Nominee - Member

#### **Agenda:**

1. To review the actions initiated on the resolutions taken in the earlier meetings
2. To incorporate the suggestions related to NAAC work provided by the IQAC members
3. To approve the Perspective Plan.
4. To discuss about the Seminars/ Workshops to be conducted during this term
5. To discuss the internships (allotment of internal guides)
6. To discuss the status of certificate courses to be offered during the forthcoming term.

#### **Discussions:**

- The meeting commenced with a welcoming address by Prof.D.Sirisha, Coordinator. She presented an action taken report of IQAC for the meeting held on August 20, 2021 incorporating the suggestions made by the IQAC members. She also updated all the members about work completed on the AQAR.
- The principal, Dr.V. Sreejyothi put forward the Perspective Plan point wise and it was discussed and approved by all.
- Dr. N. Ramesh Babu suggested that the faculty members should focus more on not only on completion of syllabus but also incorporate continuous improvement in learning curve of teachers through attending International/National Conferences and presenting/publishing research papers. The students and teachers should be encouraged to complete the SWAYAM MOOCS courses.
- Prof. K. Shailaja suggested that syllabus be framed to provide 2 more certificate courses (technical/soft skills) as well as add-on courses during the next two terms. She also suggested that certain constitutional/commemorative days should be celebrated by the institution.

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- Ms. Anjali informed the committee members regarding the distribution of workload to teachers. She also put forward the revised syllabus for review of the committee so that suggestions could be made to Osmania University if any changes required.
- Ms. BiyulathaSahoo informed the IQAC Cell that MCA has been changed to a 2 year course (earlier a three year course) & the syllabus for same as released by Osmania University was put up for review by the IQAC Cell.
- Mr. Madhukiran gave suggestions for improvement of Infrastructure and its maintenance policy.
- Mr.Sudarshan, Librarian spoke about the requirements of the library expenditure for the next academic year and also improving the library visits by staff and students.
- Mr.T Parameshwar, Alumnus suggested that by networking with the alumni, avenues for funding can be explored for the betterment of college facilities.
- Mr. K SaiKarthik opined that with change of syllabus, more ICT and practice oriented teaching learning methods can be incorporated by the teachers. He also suggested that all class rooms should be provided with projectors so that teachers and students are more technology oriented.

### Resolutions:

1. Resolved to sensitise the teachers towards use of ICT tools for teaching by conducting a workshop.
2. Resolved to celebrate traditional days like Sankranti,Christmas,Bathukamma.
3. Resolved to frame an updated infrastructure maintenance policy for the institution.
4. Resolved to include a library hour in the time table.
5. Resolved to include use of tutorials compulsorily for all subjects(Case study analysis, book reviews, presentations)

S.No.	Name	Designation	Position
1.	Dr. V Sreejyothi	Principal	Chairperson
2.	Prof.D.Sirisha	Professor	Coordinator
3.	Dr.N. Ramesh Babu	Secretary	Member
4.	Prof.K. Shailaja	Faculty	Member
5.	Ms.N. Anjali,	Head- Dept of MBA	Member
6.	Ms.BidyulataSahoo,	Head- Dept of MCA	Member
7.	Mr.Sudarshan,	Librarian	Member
8.	Mr. V. Madhukiran,	Administrative Officer	Member
9.	Mr.TParameshwar,	Member	Member
10.	Mr.KSaikarthik,	Industry Nominee	Member

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### **Internal Quality Assurance Cell**

#### **Minutes of the Meeting**

**Presided over by Dr. V SreeJyothi, Principal Chairperson**

**Date: February 18, 2022**

**Time: 4.00 PM**

**Venue: Held in the Board Room**

#### **Members Present:**

1. Dr. V Sreejyothi, Principal – Chairperson
2. Prof.D.Sirisha, Professor – Coordinator
3. Dr.N. Ramesh Babu, Secretary – Member
4. Prof.K. Shailaja, Faculty – Member
5. Ms.N. Anjali, Head- Dept of MBA – Member
6. Ms.BidyutlataSahoo, Head- Dept of MCA –Member
7. Mr.Sudarshan, Librarian – Member
8. Mr.V. Madhukiran, Administrative Officer- Member
9. Mr.T.Parameshwar, Alumnus – Member
10. Mr. K SaiKarthik, Industry Nominee - Member

#### **Agenda:**

1. To review the actions initiated on the resolutions taken in the earlier meetings
2. To incorporate the suggestions related to NAAC work provided by the IQAC members
3. To conduct the feedback and review process.
4. To discuss about the Seminars/ Workshops to be conducted.
5. To discuss the internships (allotment of internal guides)
6. To discuss the status of certificate courses to be offered during the forthcoming term.

#### **Discussions:**

- The meeting commenced with a welcoming address by Prof.K. Padmaja, Coordinator. She presented an action taken report of IQAC for the meeting held on November 29, 2021 incorporating the suggestions made by the IQAC members. She also updated all the members about work completed on the AQAR.
- Dr. N. Ramesh Babu took the review of how the feedback mechanism works. He also was interested in knowing about which stakeholders the feedback is being collected and how the analysis was being done.
- The principal, Dr.V. Sreejyothi discussed that the feedback was being collected from various stakeholders like students, alumni, employers, parents etc.
- Prof. K. Shailaja suggested that mentoring should be taken up by the faculty members and the heads should allot the mentors for each group of students so that the students (especially weak students should benefit from this. She also suggested that the weak learners in the classroom should be paired up with advanced learners.

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8. Ms. Anjali informed the committee members about the conduct of bridge courses for certain subjects like financial accounting, Statistics for management etc. She also informed that during the academic year various certificate and add-on courses have been offered or are still in progress like - Employability Readiness, Business Communication, Personal Productivity, Managerial Skills, Spoken English Communication, Analytical Aptitude Development, Certificate in Educational Technology, Certificate in Business Analytics, Certificate in Entrepreneurship Education, Certificate in Finance and Accounting for Non-Financial Managers, Certificate in Case Method Teaching, Certificate in Marketing and Digital Media
- Ms. Biyulatha Sahoo informed the IQAC Cell that they will be conducting guestlectures on Cybersecurity and Cloud Visualisation in March 2022.
  - Mr. Madhukiran gave suggestions for improvement of Infrastructure and its maintenance policy.
  - Mr.Sudarshan, Librarian spoke about the availability of library resources (Journal articles etc.) for supporting the staff and students in writing research papers and articles.
  - Mr. T Parameshwar, Alumnus suggested that students can be mentored by the alumni. Interested students can be mentored throughout their two year stay by attaching them with an alumni.
  - Mr. K SaiKarthik opined that students should be industry ready. He also suggested measures like group activities etc to enhance the improving communication skills and for personality development of students.

### Resolutions:

1. Resolved to implement mentor-mentee system in the college.
2. Resolved to celebrate International Women's Day.
3. Resolved to take feedback for odd semesters(I & III)
4. Resolved to conduct more guest lectures.
5. Resolved to include more practical exercises in the curriculum.

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1.	Dr. V Sreejyothi	Principal	Chairperson
2.	Prof.D.Sirisha	Professor	Coordinator
3.	Dr.N. Ramesh Babu	Secretary	Member
4.	Prof.K. Shailaja	Faculty	Member
5.	Ms.N. Anjali,	Head- Dept of MBA	Member
6.	Ms.BidyutlataSahoo,	Head- Dept of MCA	Member
7.	Mr.Sudarshan,	Librarian	Member
8.	Mr.V. Madhukiran,	Administrative Officer	Member
9.	Mr.TParameshwar,	Member	Member
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**Principal**



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**Internal Quality Assurance Cell**

**Minutes of the Meeting**

**Presided over by Dr. V SreeJyothi, Principal Chairperson**

**Date: May 9, 2022**

**Time: 4.00 PM**

**Venue: Held in the Board Room**

Members Present:

1. Dr. V Sreejyothi, Principal – Chairperson
2. Prof.D.Sirisha, Professor – Coordinator
3. Dr.N. Ramesh Babu, Secretary – Member
4. Prof.K. Shailaja, Faculty – Member
5. Ms.N. Anjali, Head- Dept of MBA – Member
6. Ms.BidyutlataSahoo, Head- Dept of MCA –Member
7. Mr.Sudarshan, Librarian – Member
8. Mr.V. Madhukiran, Administrative Officer- Member
9. Mr.T.Parameshwar, Alumnus – Member
10. Mr. K SaiKarthik, Industry Nominee - Member

**Agenda:**

1. To review the actions initiated on the resolutions taken in the earlier meetings
2. To update members regarding NAAC work.
3. To conduct project review seminars.
4. To discuss about the Seminars/ Workshops/Certificate Courses to be conducted/Completed.
5. To conduct Seminar Presentations

**Discussions:**

- Awarm welcome was accorded by Prof.D.Sirisha, Coordinator to all the members. She presented an action taken report of IQAC for the meeting held on February 18, 2022. She also updated all the members about NAAC related work and that the work is going on as per schedule. She also updated the cell members regarding the feedback review and analysis and preparing the action taken report onthe basis of feedback process.
- Dr. N. Ramesh Babu did a review of all seven criteria and checked the progress ofNAAC work.
- The principal, Dr.V. Sreejyothi discussed the progress of all certificate programmesbeing offered by MBA and MCA departments.
- Prof. K. Shailaja requested the MBA and MCA heads to give a progress report on theimplementation of the mentoring system in the college
- Ms. Anjali informed the committee members about the conduct of seminar presentations for first year students. She further updated the cell members regarding the conduct of progress seminars for fourth semester students and that these students will be appearing for their final project viva and exams shortly.
- Ms. BiyulathaSahoo informed the IQAC Cell regarding the completion of guest



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lectures and certificate courses.

- Mr.Sudarshan, Librarian spoke about improving the library footfalls
- Mr. T Parameshwar, Alumnus spoke about improving the communication skills by conducting CRT classes regularly for them.
- Mr. K SaiKarthik also suggested measures in the same vein.

### Resolutions:

1. Resolved to complete the NAAC related work within the time frame given.
2. Resolved to strengthen the mentoring system in the college.
3. Resolved to strengthen the feedback review process and make it more dynamic.
4. Resolved to motivate staff members and students towards continuous improvement.

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1.	Dr. V Sreejyothi	Principal	Chairperson
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4.	Prof.K. Shailaja	Professor	Member
5.	Ms.N. Anjali,	Head- Dept of MBA	Member
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7.	Mr.Sudarshan,	Librarian	Member
8.	Mr.V. Madhukiran,	Administrative Officer	Member
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**Principal**



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