

SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

AURORA'S PG COLLEGE (MBA)

**DOOR NO.16-11-210, MOOSARA, MBZ, HYDERABAD
500036**

WWW.PGCM.EDU.IN

SSR SUBMITTED DATE: 28-02-2018

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Aurora Group of Educational Institutions was established in the year 1989. The name has been chosen as it synthesizes the Indian and Western traditions of representing the Sun as the symbol of Knowledge and Power.

Established in the year 1995, our college was developed in 0.50 Acre Campus with a built up area of 65,000 sq.ft. with excellent infrastructural facilities and it stands out as an edifice that perfectly justifies the tag line “Temple of Learning”. Since inception, The emphasis has always been on quality education through holistic approach with a wide range of co-curricular and extra-curricular programmes and activities. Such activities enrich the students to develop an all rounded personality of perfect managers and responsible citizens. These activities are planned and executed through a number of associations, clubs, societies and students’ chapters of professional bodies, etc.

The college has MBA and MCA departments with excellent Faculty having versatile experience and possessing exceptional skill sets. With outstanding interpersonal skills and experience, the faculty is extremely resourceful, oriented to learning and multifaceted proving to be the greatest strength of the departments. The ever-changing industry needs and the skill-set requisites for employment are consistently instilled into students' minds making them competent. The endurance of the Alumni in the corporate world and constant growth in their respective domains is a testimony to this fact.

Vision

The vision of Aurora is “Achieving high standards of excellence in management / computer education and research by synergizing professional inputs, cutting edge technologies, learning ambience and social relevance.”

Mission

- To produce high caliber management professionals capable of excelling in the fiercely competitive global market and endowed with the ability to shatter all barriers to wealth maximization consistent with human welfare.
- To groom high caliber software professionals who are familiar with cutting edges and emerging technologies and who embrace continuous learning as the mission of their life and career.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Strengths

- Proactive and participative Management.
- Involvement of all the stakeholders in the administration.
- Ensuring better scope for personality development of the students with the amenities required for and beyond academics.
 - Strong Alumni Association with regular alumni interaction
- Strong Student and Faculty Feedback mechanism enabling corrective action from time to time.
- Located in the heart of the city with excellent infrastructure facilities.
- Well stacked library with good number of national and international journals.

- Committed and well qualified staff with excellent team spirit.
- Exemplary record of Internships and Placements.
- Conducive working environment for faculty leading to faculty retention.
- Research environment for faculty and student research.
- A number of initiatives undertaken for supporting slow learners.

Use of Interactive Teaching learning Methodology

Institutional Weakness

- Less number of faculty with doctoral degrees.
- Students' weakness in global competence.
- Lack of sponsored research projects and consultancy.
- Lack of in house accommodation for the faculty.
- Non availability of diversified research instrumentation and facilities
- Industry Institute Interaction is relatively poor.

Institutional Opportunity

- Work towards Sponsored research projects/and consultancy with various agencies and industry.
- Strengthening industry institution interaction.
- Research collaboration with reputed Educational institutions.
- To encourage the faculty and to provide necessary facilities for pursuing demand driven research.
- To start inter-disciplinary research works.

Institutional Challenge

- Enhancing number of students opting for entrepreneurship.
- To attract eminent industry experts to campus and thereby improve Industry-Academia interaction.
- To address Faculty attrition from time to time.
- Inadequate engagement with industry when it comes to designing industry-integrated courses.
- Attracting foreign students for admission.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

As an affiliated body of Osmania University, The College strictly adheres to the university syllabus and prospectus. However, The College organizes relevant activities that help in delivering the syllabus with better understanding and more practical exposure. Faculty members prepare a structured and detailed session plan of the course allotted to them. The session plan includes tools of teaching pedagogy namely suggested text and reference books, e-books, e-journals etc. An academic calendar is prepared that includes ITL sessions, Conferences and Seminars, project seminars, guest lectures, assignments and internal exams. Co curricular activities are also planned ahead in the form of calendar which includes workshops, industrial visits, cultural events and festival celebrations.

Every student enrolled in the Institution is given a Handbook that contains Academic Calendar, Syllabus and Session Plans. Subject wise Course Files are maintained by the entire faculty which include the case-lets, Course Handouts, schedules of ITL, bridge courses and/or add on courses. The teaching-learning methodology includes interactive teaching & learning (group discussions, debates, seminars, case studies, role play and quiz), independent learning (individual presentations, writing articles and participation in business plan) and collaborative learning (assignments/projects given to group of students). Expert lectures and Workshops from Industry professionals are arranged in each course to minimize the gap between theory and practice.

Teaching-learning and Evaluation

The college gives prime focus on Teaching-Learning process. The college takes progressive steps to expand and enhance the knowledge through orientation and bridge courses for the freshers. The periodically updated student profiles help the mentors to understand the differential requirements of each student.

A well-defined teaching learning process evolved over the years is followed by our college. The Teaching-Learning effectiveness is strengthened through assessing the learning levels of the students, after admission and organizing special programs for advanced learners and slow learners thereby bridging the intellectual gap between the two. Affiliated to Osmania University, The College strictly adheres to the evaluation pattern stipulated by the university. Periodical assessment of the learning outcomes is systematically tracked. Based on the assessment outcomes, the “advanced learners” and “slow learners” are identified. Remedial classes are conducted for slow learners and advanced learners are continuously encouraged to do various activities such as paper presentation, publications in Journals, special projects etc. Faculty Delivery Quality is also scrutinized for improvements by collecting feedback from students and External peers. The collected feedback is analyzed and the outcome of the feedback helps to improve the standard of teaching learning process.

Further, The College imparts learning in three different pedagogical methods namely experiential learning, Participative learning and Problem solving methods. Also, over the years the college adopted several innovative teaching methods namely Blended Learning, Simulation (Business game, Role play, Project management, Virtonomics etc.,) and Z to A approach.

Research, Innovations and Extension

The college continuously nurtures the research mindset of the faculty members by motivating them to participate in several programs that expands their knowledge horizon.

Most of the faculty are enrolled in Ph.D programs; they are encouraged to involved themselves in seminars,

conferences and workshops that help them build their resume productively. Some of the faculty members were offered funded consultancy projects by agencies whose completion had been successful.

The faculty members take part in extension activities such as external project evaluation and valuation of university papers; few of the senior faculty members are invited for guest lectures to other colleges.

The innovative practices initiated by the faculty members proved to be advantageous to the students. They found a way to make the best use of newspaper subscriptions by conducting seminars on the same.

the ITL activities were designed by faculty members in their respective courses to expand the knowledge base of the students which truly proved to be contents beyond syllabus

Infrastructure and Learning Resources

The creation and enhancement of infrastructure to enhance effective teaching learning processes is an ongoing process which includes seminar halls, establishment of labs and library with all essential as specified by the statutory bodies. Classrooms are equipped with audio visual aids to enhance the learning experience. Sufficient budget is allocated to upgrade the existing infrastructure, upkeep of building, water supply, net connectivity etc. The College has adequate computer facilities and other learning resources, which are extensively used for academic and administrative purposes.

Library is Wi-Fi enabled for students and staff. Total area of the library is 1950 sqm with different sections like circulation, periodical, newspaper, Digital library, Multimedia section, Reading area etc. Apart from Books, our library is equipped with various e-learning resources which contain NPTEL videos, NPTEL Web courses, e-Books. CDs and DVDs are maintained separately for easy access by the students. Digital library is also available which contains e-books, e- Question Papers, Syllabus, Lab Manuals etc for the benefit of the students and Staff.

Our Utilities and Maintenance Department is responsible for the operation, maintenance, and repair of all campus facilities. Infrastructure and learning facilities are maintained and monitored by Central Maintenance committee which performs certain maintenance and repair functions according to regular schedule. The Maintenance committee performs cyclical preventive maintenance on various campus systems. It also provides services required for life safety and other regulatory compliance issues. Maintenance is carried out annually for immaculate and eco-friendly upkeep of the buildings and the surroundings.

Student Support and Progression

Our college has a Student Council that integrates and executes various indoor, outdoor games, co-curricular, cultural and extracurricular activities under the guidance of faculty coordinators and prepares students for competitions at intercollegiate level, state level and national level. With an objective of extend classroom experiences into the co-curricular activities, social life of the campus and assist students in developing leadership qualities by organizing a wide array of activities.

Professional Clubs: They include Finance, Marketing and HR clubs which connect academics to the current

corporate world.

The other clubs, committees and cells of the college are:

Talent clubs

Sports club

Training & Placement cell

Internal Quality Assurance Cell

Anti-ragging committee

Literary club

Alumni: The College has a registered alumni association and encourages its students to be in touch with each other to reap mutual benefits of being part of the association. The executive body of this association consists of President, Vice-President, Joint secretary, general secretary, Treasurer and Executive member.

The college believes in the dictum that the strength of the institution lies in the rapport maintained between the alumni and the institution.

- The Alumni acts as advisory members in all professional bodies and closely monitors and advises to the students on various events.
- Alumni members create awareness of employment opportunities.
- Frequently, the members of Alumni sometimes arrange for and deliver guest lectures /seminars to the students on recent advances in the industry, industry expectations and how to prepare for campus placements etc.

Governance, Leadership and Management

The institute has clearly defined the vision, mission and its quality policy which is informed to all its stakeholders. The Management believes in participative management and decentralized system. IQAC, Placement Committee, Student Welfare Committee & Discipline Committee, Exam Committee, Grievance and Redressal Cell, Anti Ragging cell etc. coordinate and aim at academic excellence for holistic and quality education. The Managing Committee, Director, Staff and Student Council participate in decision making, execution and evaluation of the practices of the institute.

The organizational structure decentralizes the power and responsibilities. The academic and co-curricular activities are planned and carried out according to the policies and plans to accomplish the desired outcomes. The merits are recognized and shortcomings are addressed and redressed by the Director, HoD, mentors and the Grievance Redressal cell. Sustenance of the organizational culture is achieved through constant rejuvenation

programmes.

Mechanisms for regular performance appraisal of staff have been evolved to ensure academic excellence. Participatory leadership and teamwork reflect the core values and ethics of the institution. The grievances and complaints of the students are redressed immediately. All the plans and activities of the institute are discussed based on the feedback from various stakeholders.

The IQAC enhances and sustains the quality by keeping in mind the institution's policy to empower and educate women for employability. The IQAC is committed to promote and maintain value-based and holistic education and counseling the students to be the agents of social and environmental changes.

Institutional Values and Best Practices

One of the unique features of the college is the compilation of a comprehensive handbook and organization of interactive teaching and learning practices. Students are given handbooks that contain session plans; best books to refer for each topic; question banks of previous semester examinations; complete schedules for ITL sessions for each paper. This manual helps the students in wholesome preparation for end semester examinations by the use of session plans and question banks. The activities undertaken in the ITL sessions enable them to discuss contents beyond syllabus and expand the horizon of their knowledge.

The foundation of ITL was laid in 2012-13 after a thorough scrutiny of activities suitable for students of MBA and MCA and from 2015 these activities have been conducted and generated good response from students. Interactive Teaching Learning Methodology (ITL) is applied as supplements to traditional teaching methodologies in all areas of higher education. The methodology aims at giving the students experience in the practical application of theoretical concepts and familiarizes them to the paradigm shifts in global managerial practices. The activities are case studies, group discussions, debates, student seminars, quiz and role plays. The students gained enough knowledge and confidence to face challenges in the competitive world. They excelled in the interviews, confidently faced challenges. Their outlook also had undergone a change and they developed themselves into well rounded personalities that can multitask and take good decisions in their careers.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Aurora's PG College (MBA)
Address	DOOR NO.16-11-210, MOOSARAMBAGH, HYDERABAD
City	Hyderabad
State	Telangana
Pin	500036
Website	WWW.APGCM.EDU.IN

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mob	Fax	Email
Director	B MOHAN KUMAR	040-2454031	9100022222	040-27654568	apgcmb@gmail.com
Associate Professor	GN SATISH KUMAR	040-64540000	8555041411	040-27666339	GNSATISHKUMAR@GMAIL.COM

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	24-12-1998

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Telangana	Osmania University	View Document

Details of UGC recognition

Under Section	Date
2f of UGC	
12B of UGC	

Details of recognition/approval by stationary/regulatory bodies (AICTE,NCTE,MCI,DCL,PCI,RCI etc(other than UGC))

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	03-11-2017	12	

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	DOOR NO.16-11-210, MOOSARAMBAGH, HYDERABAD	Urban	0.5	4000

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
PG	MBA,Management	24	Graduation	English	150	149
PG	MCA,Computer Science	24	Graduation	English	60	32

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	3				14				30			
Recruited	2	1	0	3	4	10	0	14	12	18	0	30
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				15
Recruited	8	7	0	15
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0		0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	2	1	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	2	1	0	1	0	0	0	0	0	4
M.Phil.	0	0	0	0	1	0	0	0	0	1
PG	0	0	0	3	9	0	10	18	0	40

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	0	0	2

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		5	5	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	283	8	0	0	291
	Female	182	0	0	0	182
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	2	1	8	13
	Female	18	12	8	13
	Others	0	0	0	0
ST	Male	0	4	1	0
	Female	1	2	0	0
	Others	0	0	0	0
OBC	Male	58	34	39	36
	Female	43	30	39	24
	Others	0	0	0	0
General	Male	49	34	34	53
	Female	38	10	28	27
	Others	0	0	0	0
Others	Male	39	10	12	15
	Female	21	3	6	3
	Others	0	0	0	0
Total		300	153	175	184

3. Extended Profile

3.1 Programme

Number of courses offered by the institution across all programs during the last five years

Response : 23

Number of self-financed Programmes offered by college

Response : 2

Number of new programmes introduced in the college during the last five years

Response : 0

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
300	153	175	184	313

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
168	168	168	235	235

Number of outgoing / final year students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
145	166	186	351	206

Total number of outgoing / final year students

Response : 300

3.3 Academic

Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
47	47	47	47	47

Number of full time teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
45	45	45	45	45

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
47	47	47	47	47

Total experience of full-time teachers

Response : 287

Number of teachers recognized as guides during the last five years

Response : 45

Number of full time teachers worked in the institution during the last 5 years

Response : 45

3.4 Institution**Total number of classrooms and seminar halls**

Response : 14

Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
33.5	29	25.5	22	17.5

Number of computers

Response : 120

Unit cost of education including the salary component(INR in Lakhs)

Response : 49968

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 19060

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4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

The academic planner of Aurora's PG College, Moosarambagh always makes it possible for "Well begun is half done" the first part is meticulously done.

Course curriculum:

The course curriculum of the college is amalgamated with OU curriculum. The college organizes relevant activities that help in delivering the syllabus with better understanding and more practical exposure.

Before the commencement of each semester Academic Counsel Meeting is conducted. The meeting covers the essential aspects of teaching requirements for the upcoming semester like subject allotment to the faculty members depending on their specialization and experience.

Faculty members prepare a structured and detailed session plan of the course allotted to them. The session plan includes tools of teaching pedagogy namely suggested text and reference books, e-books, e-journals etc.

Time table inclusive of lecture and ITL sessions is prepared. Classrooms are allocated for core and specialization classes.

An academic calendar is prepared that includes ITL sessions, Conferences and Seminars, project seminars, guest lectures, assignments and internal exams.

Co curricular activities are also planned ahead in the form of calendar which includes workshops, industrial visits, cultural events and festival celebrations.

Curriculum Delivery

An Orientation program is conducted to familiarize students with the Syllabus, teaching methodology and pattern of evaluation.

Every student enrolled in the Institution is given a Handbook that contains Academic Calendar, Syllabus and Session Plans.

Subject wise Course Files are maintained by the entire faculty which include the case-lets, Course Handouts, schedules of ITL, bridge courses and/or add on courses.

Our teaching-learning methodology include interactive teaching & learning (group discussions, debates,

seminars, case studies, role play and quiz), independent learning (individual presentations, writing articles and participation in business plan) and collaborative learning (assignments/projects given to group of students).

Faculty would strictly adhere to the academic calendar and schedule with minimum deviation. Contents beyond the Syllabus were also identified so that students are given extra inputs about the current business environment.

Weekly Review Meeting is conducted by the respective HOD's of the department to monitor the syllabus covered and other academic records; and fortnightly review is done by the Director, if required corrective measures are taken.

The Department follows the guidelines of University Almanac for conducting Internal Examinations.

Expert lectures and Workshops from Industry professionals are arranged in each course to minimize the gap between theory and practice.

Feedback from students is taken on regular intervals.

Semester Results are analyzed and the toppers are honored.

- Ensures completion of syllabus in time and facilitates conduction of remedial sessions and revision classes that give optimum results.
- The practical knowledge is gained via industrial trips, attending guest lectures by the experts in the field whose knowledge enables them to crack the placements.
- For student reference, course handouts are made available which allows for sharing of information regarding the current trends, events, etc, and helps them bridge the gap between the academia and industry.

File Description	Document
Any additional information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 10

1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	2	2

File Description	Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 13.33

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	2	1

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 100

1.2.1.1 How many new courses are introduced within the last five years

Response: 23

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 2

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 65.94

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
216	113	107	120	180

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The impact of corporate social responsibility and ethical behaviour in the recent times has spread into all the spheres of lives. The corporate that was once considered and believed to be a money minting agency with profit maximization as its principle objective; and with no concern for the society, is now looking into the direction of doing well to the society that helped in its survival. Every company and its managers began to strive for being ethical. Every existing and prospective employee wants to be a part of an organisation which he/she respects and be proud of, because they perceive it to be ethical and emphasising on human values. Being ethically right became a salient feature of employer branding. Everybody likes to be associated with an organisation which the society respects as an honest and socially involved.

Being employees of organization, they also began to develop human values that can be passed on as goodwill which benefits themselves, their peers, customers, the organization and the society at large. They are also able to increase their credibility, no matter where they are, in the long run. In order to fit into such an environment, culture and values, management graduates have to equip themselves not only with the requisite domain knowledge but have to be trained on being human values and ethical issues. To address this issue the University has introduced the course of Business Law and Ethics, to create awareness among the students about the laws relevant to business organizations and ethical practices which were theoretical.

As an extension to this, the institutional level is offering a short term course on “Human Values and Ethics” that covers practical aspects like role of human values and ethics in professionalism, personal effectiveness, leadership and team work, communication and interpersonal skills

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 8

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 8

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 100

1.3.3.1 Number of students undertaking field projects or internships

Response: 300

File Description	Document
Any additional information	View Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Any additional information	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

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Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 1.95

2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	1	1	9	1

File Description	Document
Institutional data in prescribed format	View Document
List of students (other states and countries)	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 65.53

2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
300	153	175	184	313

2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
300	300	300	420	420

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 71.71

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
153	109	113	104	214

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

2.2.1 Assessment of students and special courses for slow learners and advanced learning:

Assessment of learning levels of students

The college identifies the slow learners and advanced learners based on their degree percentages and I-CET Ranks. For the newly admitted students a diagnostic test is conducted to assess their basic subject knowledge. Students are identified as slow learners and advanced learners based on their performance in the above mentioned diagnostic test. Students are also categorized as Commerce and Non commerce students from their degree specialization. Slow learners are also identified from first internal examination result in every semester.

Programs designed for different levels of students

College takes initiative in identifying and grooming up slow learners and advanced learners to enhance further with the given below sessions.

1. Bridge courses
2. Communication classes
3. JAM Sessions
4. Business Plan
5. Business Quiz
6. Seminars
7. Group discussions
8. Management meets and paper presentations

9. Mini Projects

Programs conducted for advanced learners

For the advanced learners, programs like business plans, paper presentations, mini projects etc., are conducted. They are also encouraged to attend various conferences, management meets, workshops, symposia, and seminars held at state and national level. In every semester a business quiz is conducted to upgrade their knowledge.

Programs conducted for slow learners

English proficiency classes are conducted for students for Non-English medium to improve their communication and presentation skills. Subject experts scheduled the bridge course for an hour i.e. from 3:00 pm to 4:00 pm every day for slow learning Students. Weekly tests are conducted to monitor their progress. The bridge courses were scheduled for duration of two weeks spanning 12 hours (6 hours each week).

The important topics covered in the bridge courses

Accounting: Introduction to Financial Accounting, Cost Accounting, Management Accounting, Accounting terminology, Concepts and Conventions and Accounting rules, Journals and its problems, ledger and trial balance, profit and loss account, final accounts concepts etc.

Business Communication: Basic communication skills, verbal and non-verbal communication, report writing, resume writing, public speaking etc.

Business Statistics: Introduction to statistics, descriptive statistics (measures of central tendency, dispersion, skewness and kurtosis), data classification, methods to collect data and basics of inferential statistics etc. Remedial classes are conducted in their respective subjects to cope up for betterment in their performance.

Analysis of results and action taken

Internal examinations are conducted for the students. Their performance is evaluated on the marks scored by them. Slow learners are provided with Study material, Question Banks, and other types of support to enhance their abilities. From first semester examination onwards based on their performance students are monitored.

For further semesters activities Student Groups are formed with a combination of Slow and Advanced Learners. So that the slow learner picks up.

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio**Response:** 6.67

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls**Response:** 0.67**2.2.3.1 Number of differently abled students on rolls****Response:** 2

File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:**2.3 Teaching Learning Process****2.3.1 Student Centric Methods**

MBA program focuses not only on theoretical aspects of various courses covered in the curriculum but also on practical applications of theory, As this approach helps in improving the employability of the students in today's competitive world.

The college imparts learning in three different pedagogical methods namely experiential learning, Participative learning and Problem solving methods.

Experiential learning can be gained from industrial visits, business surveys, workshops, and activities of Entrepreneurial development. As part of this method the college conducted 2 workshops on multivariate data analysis, 10 industrial visits, 12 guest lectures and 2 ED events (aharotsav and vikrayavedika).

As a part of Participative learning the college designed and adopted Interactive Teaching Learning Methods (ITL) to improve the subject knowledge of the students. ITL activities include Group discussions, Debates, Seminars, Role plays and Quiz etc., for MBA/MCA Programs. An innovative concept of learning groups has been introduced to make learning truly interactive and creative. The students in each class are facilitated to form learning groups of three each. Thus a class with student strength of 60 will be having 20

learning groups. The idea behind learning groups is to enhance interaction and teamwork among the students. Separate learning groups are formed for various activities. Each learning group is guided by a faculty organizer and the performance of the students will be evaluated separately for each activity.

As part of Problem solving method, Case lets and Case studies are continuously discussed in the class rooms. For every semester a workshop on case study methodology has been organized for the students. (How to read, analyze, interpret a case and solve the case)

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 104.44

2.3.2.1 Number of teachers using ICT

Response: 47

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

2.3.3 Ratio of students to mentor on academic and stress related issues

Response: 6.67

2.3.3.1 Number of mentors

Response: 45

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Creativity and innovation bring about interest and motivation in the students. The role of the teacher has changed since the development of learner centric approach. Modern teaching involves more than classroom management. Facilitator's job is to create an environment in which learning takes place. The following are the some of the innovative teaching methods. They are: Blended Learning, Simulation (Business game, Role play, Project management, Virtonomics etc.,) and Z to A approach.

Blended Learning: This method combines online learning and conventional instructor based teaching.

Teaching through simulation takes the following forms:

Business Game: Business games are used as educational tool for teaching business. They have been carried out for courses like General management, Marketing Management, Financial Management, Organizational behavior, Human Resource Management, Operations Management and Strategic Management.

Role Play: It is a learning method that depends on role-playing. Students take on the role profiles of specific characters or organizations in a corporate sector. Role play simulation aims an ease and joyful experiential learning.

Project Management: Project management simulation for students is an interactive learning activity, frequently practiced as a group exercise. The purpose of simulation is to impart students the competencies (knowledge, skills and attitudes) that will ultimately improve their performance. It confronts trainees with the situations and problems that arise in real world projects.

Training: It is a virtual medium through which some types of skills can be acquired. They are also common in academic enrichment as an integrated part of management course. Benefits of training simulation includes: Business awareness, Time management, Team coordination, Problem solving etc.

Virtonomics:

Virtonomics is a business simulation simulating Economics. It allows users to study the basics of management. The game is a turn based and the conversion of a game situation occurs once a day. The game resembles the game capitalism. The game is on virtual money, a sum which each participant receives at registration, established sales and deliveries, monitors the activities of competitors, improves the quality of his products, and enters into business alliances and more. This increases the entrepreneurial skills in students.

Z to A Approach: This approach attempts to explain the application part of a particular concept first. Then the teacher explains the application of a particular concept first and also the effects of such applications.

Students Clubs:

We conduct technical clubs which student can join to enhance their technical skills in finance club, marketing club, human resource club, information technology club.

Finance club: Finance club aims to educate members in finance, recruiting timelines, expectations and best practices and interview preparation.

Marketing club: it brings together the brightest minds and aims at marketing members giving experience, across function and industries such as advertising, research, sales, branding, communication and digital marketing.

Human resource club: the human resources and management aims at developing personal and professional skills by providing networking opportunities, educational speaker sessions and interactive workshops.

IT club, Talent clubs, General clubs, Social services club, Cultural club and Literacy club

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 95.74

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 10.67

2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	5	5	5	5

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience of full time teachers in number of years

Response: 6.38

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 1.7

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	1	0	0

File Description	Document
List of full time teachers from other states and state from which qualifying degree obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

2.5 Evaluation Process and Reforms

2.5.1. Reforms in Continuous Internal Evaluation System

In an affiliating system, there is little scope for a college to introduce its own examination reforms. The college follows continuous assessment pattern as prescribed by the University for all Programmes. According to Osmania University rules, a post graduate student (MBA/MCA) has to get at least 75% attendance to qualify for the final external examination.

As an affiliated educational body, The College formulates and follows an academic calendar in tune with the University Almanac and the Examination schedules are rarely changed. The University prescribed evaluation reforms are implemented promptly and as part of it the faculty members continuously evaluate the performance of students in each semester.

Reforms initiated by the College

1. Internal Question Paper is prepared by a set of Faculty Members and it will be moderated by the Senior Professor or subject expert.
2. For the purpose of robust preparation for examinations and better understanding of the subject, Every Faculty member prepares a list of 500 conceptual learning topics for each course (100 topics for each of the five units of the curriculum) and circulates it well in advance to the students.
3. Assignment Marks: Each section of students (60 in number) are divided into 20 Learning Groups consisting of 3 students each and assigned 20 learning topics from each course. Each Learning group has to present the learning topics assigned to them and submit the same on paper to the concerned faculty member for awarding of marks. The marks are awarded on parameters like Conceptual understanding, Presentation skills and answers to the queries posed by the respective faculty members. While awarding the assignment marks faculty members also consider the performance of each student in ITL activities. The College conducts a Domain test at the end of the first year to assess the proficiency of the student to opt an appropriate specialization (HR, Marketing or Finance as the case may be) and to carry out the project work as per the norms of the university.
4. The college maintains an independent project evaluation system, including various parameters like performance in Domain knowledge test, Statistical Tools used Conceptual Understanding, Presentation and reporting skills and grades the project of each student accordingly.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety**Response:****2.5.2 Mechanism of Internal Assessment is transparent and Robust in terms of Frequency and variety**

The evaluation process followed by the college is highly transparent. The Internal assessments are usually conducted as per the Academic calendar released by the Osmania University. For MBA program, University conducts two Internal Assessment tests during 9th and 13th week of commencement of the academic semester.

The Internal Examination Cell informs the faculty members of the concerned courses to prepare the internal examination papers one week before the examinations. The question papers would be moderated by the senior faculty members / subject experts before finalization. Once the question papers are finalized, they would be sealed and kept under the custody of the Principal/Director. The sealed question papers would be opened only on the day of the examination for photocopies of the same in the presence of senior faculty member of the internal examination cell.

The Internal Examination Cell also takes care of proper seating arrangement of students in examination hall without any bias and scope for unfair practices. The duration of the internal examination is 30 minutes for all the students (45 minutes for differently-abled students). Attendance of each student attending the internal examination would be taken hall-wise.

After the Internal Examinations, Answer scripts are handed over to the Internal Examination Cell which in turn hands over the respective course answer scripts to the concerned faculty members. The fully evaluated answer scripts are handed over to students to check for any discrepancies after giving them the full key to the respective question paper.

After settlement of any student grievances, the evaluated answer scripts are returned to the department for Tabulation and display of the consolidated marks on the notice board for 2 days during which the students are informed to check their final marks and come up with discrepancies if any. Finally, The Internal Examination Cell uploads the consolidated marks in the University Portal after approval of the principal of the college.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

1. Mechanism to deal with Examination related grievances is transparent, time-bound and efficient.

The college has an Examination Branch (headed by the Principal and moderated by two senior faculty members) which deals with grievances related to External and Internal examinations. All matters relating to Application, Issue of Hall tickets, Results, Revaluation, Recounting and Issue of Certificates are continuously taken care of by the Examination Branch.

Any grievances specifically related to Internal Examinations are taken care of by an Internal Examination Cell, constituted with a group of four members (HOD and Senior Faculty members) headed by Principal of the college. As per the Academic Calendar of the University, The Internal Examination Cell prepares the Internal Examination schedule and circulates it among the students as well as the faculty members.

For any student grievances regarding the way their internal papers are evaluated, The College level Internal Examination Cell functions round the year to hear and decide on appeals from or against the department. Answer scripts are shown to the students by the concerned Subject faculty member, their mistakes are explained and their acknowledgement is taken in the form of signatures after every internal assessment test so that they can learn from their mistakes and improve upon their performance in the future examinations.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

2.5.4 The institution adheres to the academic Calendar for the Conduct of CIE (Continuous

Internal Evaluation)

Being an affiliated college of Osmania University, Aurora's PG College (MBA), Moosarambagh strictly adheres to the almanac released and ensures that all semesters run according to the same. The contents of the almanac released by University consist of Commencement of the semester, schedules of I and II internal assessment examinations, preparatory holidays and commencement of external examinations.

Before the commencement of the semester, few precautionary measures are taken. The faculty members who have been assigned with subjects prepare session plans for the smooth conduct of classes. This prepares the faculty members to begin the syllabus without any delays. Students are communicated through SMS about the beginning date of instruction and the importance of attendance from day one. Their attendance is taken from the first session onwards along with instructions to continue the same and informing them about the consequences of having attendance lesser than 75% since this rule is also laid down by the affiliating university.

Internal examinations are conducted according to the dates proposed in the university almanac. The time table is circulated a week before the commencement of these exams. The pattern of internal assessment proposed by the university falls under two categories namely Internal assessment test (15 marks) and Assignment (5 marks):

Two internal examinations per semester with ten multiple choice questions half mark each; ten fill in the blanks half mark each and five one mark questions. The college prepares question banks in each subject covering all the units and makes them available to the students. Question papers are prepared by faculty members; duly checked by subject experts; sealed and are kept in the custody of the Director/Principal. Copies will be taken on the day of the exam. Allotment of rooms and invigilating faculty will be scheduled and every measure is taken for the hassle free conduct of exams. The corrected papers of I and II internal examinations will be shown to students who acknowledge with a signature on evaluation sheets. Before the preparatory holidays, the syllabus status will be taken from each faculty member and the complete and proper coverage of syllabus will be ensured.

For assignment each section of students (60 in number) are divided into 20 Learning Groups consisting of 3 students each and assigned 20 learning topics from each course. Each Learning group has to present the learning topics assigned to them and submit the same on paper to the concerned faculty member for awarding of marks. The marks are awarded on parameters like Conceptual understanding, Presentation skills and answers to the queries posed by the respective faculty members.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:**MBA Program Outcomes**

Students will establish themselves as effective professionals by solving real problems through the use of management science knowledge and with attention to team work, effective communication, critical thinking and problem solving skills. They will develop professional skills that prepare them for immediate employment and for life-long learning in advanced areas of management and related fields and will demonstrate their ability to adapt to a rapidly changing environment by having learned and applied new skills and new competencies and be provided with an educational foundation that prepares them for excellence, leadership roles along diverse career paths with encouragement to professional ethics and active participation needed for a successful career.

Integrate tools and concepts from multiple functional areas (i.e. finance, marketing, operations, etc.) to solve business problems Evaluate and integrate ethical considerations when making business decisions Incorporate diversity and multicultural perspectives when making business decisions

- **Team work** An ability to function effectively on multi-disciplinary teams. An ability to analyze a problem identifies, formulate and use the appropriate managerial skills for obtaining its solution. Recognize and address ethical issues and values and apply them in organizational settings.
- **Professional integrity.** An understanding of professional, ethical, legal, financial, marketing, sales, logistical security and social issues and responsibilities
- **Speaking / Writing skills** An ability to communicate effectively, both in writing and orally.
- **Social awareness** A knowledge of contemporary issues
- **Practical managerial analysis skills.** An ability to use current techniques, skills, and tools necessary for managerial practice
- **Continuing education awareness** .An integrated knowledge of and demonstrated ability to perform as management professionals, and will be prepared for continued learning throughout their career. Recognition of the need for, and an ability to engage in continuing professional development and life-long learning
- **Successful career and immediate employment.** An ability to recognize the importance of professional development by pursuing postgraduate studies or face competitive examinations that offer challenging and rewarding careers in management

MCA Program Outcomes

The programme aims at preparing professionals for the Computer Application industry and focuses on both theoretical and practical application of computer technology in enabling the students to be knowledgeable in programming, analytical ability, networking, computational techniques, multimedia communication methods, simulation, modeling etc.

- The students will become successful professionals by demonstrating logical and analytical thinking abilities.

- The students will work and communicate effectively in interdisciplinary environment, either independently or in team, and demonstrate leadership in academia and industry.
- The students will engage in lifelong learning and professional development through discussion, professional studies and research.
- Use and apply advanced technical concepts and practices in the core computer applications.
- Identify computer application related problems, analyze them and design the system or provide the solution for the problem considering legal, ethical and societal issues.
- Recognize the need for and an ability to engage in continuing professional development.
- Work and communicate effectively in interdisciplinary environment, either independently or in team, and demonstrate scientific leadership in academia and industry.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

In tune with the Vision, the institution constantly strives to be one of excellence in Management. The learning outcome is in providing the nation, competent and ethical professionals with a concern for the society. All the planning and execution are directed towards meeting these objectives. These statements are printed in the college calendar, prospectus and magazine and prominently displayed in the main notice board. The Institution monitors the achievements of learning outcomes through the direct and indirect measures as given below:

Direct Measures:

1. The course outcomes for each subject and programme outcomes framed by the department faculty are made known to the students and college assists the teachers to achieve these by proper support systems.
2. Remedial courses, bridge course and adjunct courses are organized for the students for curriculum enrichment.
3. Mapping of COs with the corresponding POs is achieved at the end of the semester.
4. Projects are reviewed by industrial experts to oversee whether they are in tune with the learning outcomes.
5. The importance of employability is insisted upon as one of the main learning outcomes.

Indirect Measures:

1. Performance in Co-curricular and Extra-curricular activities
2. Recruiters' feedback
3. Percentage of students enrolling for higher studies
4. Research publications of students.

Intended learning outcomes

The curriculum of the affiliating University is also strengthened wherever needed with value added programmes. List of value added programmes provided by the institute are as below:

1. Campus Recruitment Training
2. Soft Skills
3. Stress Management
4. Leadership Management
5. Yoga
6. Personality Development
7. Training of Self Defense technique

There is a well-established mechanism by which the institution continuously monitors and evaluates the learning outcomes:

1. Primary Trait Analysis (PTA) links specific goals or objectives to varying levels of achievement (e.g., excellent, good, fair, poor).
2. Pre-test Survey assess student learning from the start of the course until the end. It can also be used to measure students attitudes and values relevant to course concepts and predictive of their response and position on course material.
3. Portfolio analysis looks at student work during a period of time and evaluates the extent of learning based on the progression of the work from the first assignment until the last. The learning outcomes of the students are monitored by the course teachers through regular class tests, assignments, mid and end semester examinations, practical's reviews, etc.
4. The realization of objectives of teaching and learning is measured through the feedback from students, alumni and employers.
5. Discussion and analysis of results with the students, in the department, in the Staff Council and in the Governing Body Meeting affirms the achievement of specified learning outcomes.
6. The learning outcomes are ensured by placement record, getting projects sanctioned, winning of merit scholarships by the PG students and the rate of students going for higher studies.

2.6.3 Average pass percentage of Students

Response: 97.24

2.6.3.1 Total number of final year students who passed the university examination

Response: 141

2.6.3.2 Total number of final year students who appeared for the examination

Response: 145

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	View Document

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 9.67

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	5.02	2.39	2.2	0

File Description	Document
Any additional information	View Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 2.22

3.1.2.1 Number of teachers recognised as research guides

Response: 1

File Description	Document
Institutional data in prescribed format	View Document

3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Aurora post Graduate College, Moosarambagh has a Entrepreneurial Development (ED) Cell, which imparts a series of training sessions to students encompassing various events like Business quiz, Young entrepreneurs, autobiographies of successful entrepreneurs and the like

The cell also conducts crash course and workshops for students on various life skills like Bakery, Fashion Designing, Cookery and Personal grooming, Hospitality Management.

It also focus on the opportunities of tapping rural and backward regions to diversify the source of entrepreneurship and also identifying the pros and cons of being an entrepreneur.

The objectives of the incubation centre are

- To identify and train the potential entrepreneurs from the institution
- To develop necessary managerial knowledge and skills among the participants for post-training assistance
- To analyze the environmental issues related to the proposed project;
- To help in selecting the right type of product and products and formulate the effective and profitable project
- To develop small and medium enterprises sector which is necessary for employment generation and wider dispersal of industrial ownership;

Process of ED Cell: There are four phases to inculcate the entrepreneurial skills to the students as each phase in each four semesters.

Phase 1: The students are given the opportunity to explore the environment and innovation with latest technologies for nurturing a business plan.

Phase 2: To review the literature students are encouraged to conduct surveys and study the autobiographies of various business legends.

Phase 3: To analyze different business plans, we encourage on gap analysis, mini projects, seminars and mock business games.

Phase 4: To study various financial assistance offered to the business, we call the experts to share details of various schemes & subsidiaries with latest tax structure by State & Central Government

Therefore, entrepreneurial development focuses on exploring the untapped human skills and channelizes

them into innovative ventures with updating from the external environment

Outcome

Our recent workshop on “Imparting information about process, procedure and rules and regulations for setting up a new project” Conducted by National entrepreneurial Network (NEN) was a great success as many students have taken the inputs and are in the verge of practical implication to venture in the world of entrepreneurship

The outcome of the above initiatives were reaped in the form of Ms. Shubhangi, who started on her own a designer boutique with low investment and gained laurels with her skills in a short span of time

Our Ex-student Mr. Balber has set up an outlet at Rajiv Gandhi International Airport Hyderabad

Many of our students are in the verge of coming up with latest Apps

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 15

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	3	3	3

File Description

Document

List of workshops/seminars during the last 5 years

[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
List of Awardees and Award details	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0.09

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 4

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.89

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	10	8	5	15

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 1.84

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
27	29	9	1	17

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Extension activities in the neighbourhood community in terms of impact and sensitizing students to social issues and holistic development during the last five years .

The college has a vibrant Nature Club which has been established with a basic objective of providing a platform for interested students to participate in social work apart from their regular activities.

I. Rally to promote Eco- Friendly Ganesh Chaturthi

In an attempt to protect the environment, Nature Club of Aurora's PG College, Moosarambagh, Hyderabad organized a rally to promote eco-friendly Ganesh Chaturthi. The 2 Km silent rally began from the college campus with banners that proclaimed "Clay Ganesha brings gain by not causing environmental pain", "We are born to help the world and not destroy it" and "Go Eco –Friendly this Ganesh Chaturthi." The idea behind this rally is to create awareness in and around the college to use Ganeshas without the use of chemicals. We want to create awareness regarding the chemical hazards caused to the environment.

Impact/Outcome:

Students of Aurora's PG College, have prepared clay idols of Lord Ganesha.

Many houses from local surrounding areas worshipped the idol as it saved time for them.

This rally was aimed at sensitizing people about the stark reality and requesting them to be part of this movement to save our rivers and lakes from pollution.

Road Safety Awareness

To understand the importance of safety and security especially on roads. Road safety has many facets like safety for pedestrians, cyclists and drivers. Any mode of commutation requires the direction of rules to ensure safety and security of the people travelling or walking, as on the road the responsibility of safety is not just on one person but of all the others travelling as well. To emphasize the importance of road safety, a Road Safety Awareness was organized by Nature Club of Aurora's PG College in association with Hyderabad Traffic police. A Road Safety initiative was taken by students in front of the college premises. A team of students were selected to understand the basics in road safety and later performed traffic patrolling activity. This team not only helped in smooth traffic passage in front of the college but stopped vehicles which were not following road safety rules and educated them about the same. Many of the two wheeler riders were not wearing helmets so our students stopped them and requested them to wear helmets as "Safer roads means Safer us". The students highlighted the rules which all of us must remember and follow while walking/driving/cycling on roads. It was indeed a rich learning for the students too as they learnt and gained in depth knowledge about road safety.

Impact /Outcome: This awareness was well received by the people and received significant praise for the students from those who observed or participated in the array of activities included in the instructional work, including the traffic department. Among the people, the awareness and understanding of traffic and road safety practices was increased.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 1

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 14

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	2	1	3

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 77.27

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
280	150	170	180	0

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 31

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	7	4	5	5

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 8

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	2	2	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Any additional information	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

4. Infrastructure and learning resources

4.1 PHYSICAL FACILITIES

The institutional infrastructure is furnished and designed to facilitate a productive domain learning environment. College takes stipulated interest in the creation and enhancement of infrastructure to enhance effective teaching learning processes including seminars, establishment of labs and library with all essential as specified by the statutory bodies. College strives to improve academic and administrative infrastructure, maintenance of building, water supply, internet connectivity etc. sufficient budget is allocated to upgrade the existing infrastructure. Optimization of the infrastructure is ensured.

- The academic session are so planned such that the classrooms and laboratories are optimized.
- The Management seeks opinions from stakeholders to know the trends and requirements of industry and to facilitate good employability for students. In accordance the development and enhancement of infrastructure facilities are planned.

Academic Facilities

The college has ample number of classrooms to run its lecture and remedial sessions for students who require additional attention. Classrooms are equipped with audio-visual aids enhance their learning experience. This facility will enable the students to organize and participate in academic activities.

Students intake and allotted classrooms:

S.No	Program		Intake	AICTE		Availability	
				Class rooms	Tutorials	Class Rooms	Tutorials
1	MBA	I year	150	8	3	8	3
		II Year	300				
2	MCA	I Year	60	3	1	3	1
		II Year	60				
		III Year	60				

Lab Facilities

- The College has adequate computer facility and other learning resources, which are extensively used for academic and administrative purposes.
 - The computer labs are fully furnished with ample number of systems as per the requirements of the Statutory Body. These systems are fully maintained with anti-virus protection, malware etc., which are used for regular course work by the students and uploaded with advanced packages that assist

faculty in Research contributions. The campus is connected with Wi-Fi for students to gather information even after college hours.

- All the computers are interconnected with LAN in respective labs. The management appointed qualified persons as system administrators for the maintenance of all the computers in the college.

S.No	Program	Intake	Facility	AICTE	Availability
1	MBA	150	Computers	38	40
2	MCA	60	Computers	15	15

LIBRARY FACILITY:

- The college has central and departmental libraries and a separate digital library that are equipped with facilities like computers, printers and Internet which is made available to faculty and students.
- The central library has a collection of books, national and international journals.
- The Chief Librarian verifies the stock periodically to check the assortment and sufficiency of volumes.
- E-journals are the pools of knowledge which are utilized by both faculty members and students.
- Books with rare titles that serve as extension to the texts are stocked in the reference section for quick reading.
- Our library has sufficient volumes of computer books to expand their career prospects and help them gain knowledge and excel.

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre etc. and cultural activities

Response:

4.1.2 Adequate facilities for sports and games (indoor, outdoor, gymnasium, yoga center etc.) cultural activities.

The college encourages activities in which the students are encouraged to showcase their hidden talents. Adequate facilities are provided for indoor and outdoor games, sports and for yoga and meditation by the sports and cultural clubs.

Sports Club

The College encourages students to participate in sports and games. The sports club comprises of two faculty coordinators and student coordinators for games who encourage students to play cricket, badminton, table tennis, kho- kho, chess and carroms. A Physical Director coaches the students and encourages them to compete at various levels. Separate sports register is maintained by the sports club and monitored at regular intervals by the Physical Director. Our students have participated at intercollegiate,

State and National level sports events. Mr.Santosh Kiran Kumar of MBA was the budding sportsman in Wrestling who won trophies in State level and National tournaments. International Chess FIDE Competitions were one of them.

Yoga:

The college imbued yoga into time-table by the college. Yoga and meditation are practiced by students as a way to improve their health, to maintain physical and psychological fitness under the supervision of a Yoga instructor. Separate room has been allocated for yoga with adequate facilities.

Yoga remarkably changed the level of students' concentration, focused learning, confidence, positive attitude and general well being.

SAMPLE TIME TABLE

DAY	9:10-10:00	10:00-10:50	10:50-11:40	11:40-12:30	12:30-1:10	1:10-2:00	2:00-2:50	2:50-3:30	3:40-4:30
Mon									
Tue	YOGA								
Wed									
Thurs					Lunch				
Friday	YOGA								
Saturday					Break				

Cultural Club

In addition to academics, cultural activities play a vital role to rejuvenate and de-stress the students from the rigorous academic regime.

The Cultural committee provides a platform for the students to demonstrate and enhance their hidden talents in various fields like music, dance, skits, drama and choreography. The committee organizes cultural events and competitions covering important occasions. Students gave performances which added value to their profile and the college encourages such talents.

Music:

It comprises of both the vocal and instrumental music. The faculty coordinator is assisted by two student coordinators, who participated in various competitions and won many prizes. A separate room is provided for practice after college hours. For instrumental music, students are provided with instruments like Flute, Veena, Tabla, Guitar and violin.

They were instrumental in the composing of accounting skit, Christmas skit and other social awareness skits performed at various platforms.

Dances- Contemporary Dance:

The college provides a platform to the students to enhance their contemporary dancing skills. Ms.Deepthi, a classical dancer performed in various college festivities in the campus. In the off campus competitions, students represented the college and won many prizes.

Choreography:

Mr. Ch. Bhuvaneshwar choreographed for many dance programs and represented the college in various cultural festivals.

S.No	Facility	Year Establishment	ofArea/Size	Facilities Available
1	Yoga	2014	66 Sqm	Mattresses
2	Indoor Games	1999	66 Sqm	Tables, Chess boards etc
3	Out Door Games	2005	66 Sqm	Nets, bats etc
4	Cultural	2012	66 Sqm	Instruments, karaoke etc

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 85.71

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 12

File Description**Document**

Number of classrooms and seminar halls with ICT enabled facilities

[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 91.57

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
30.7	27.2	23.4	19.5	16.1

File Description**Document**

Details of budget allocation, excluding salary during the last five years

[View Document](#)

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS)**

Response:**4.2 library as a learning Source:****4.2.1 Library is automated using Integrated Library Management System**

Aurora library was established in the year 1996 with a mission to make itself a temple of learning .Total area of the library is 1950-sqm with different sections like circulation ,periodical, newspaper ,Digital library ,Multimedia section, Reading area etc.

NEWGENLIB integrated Library Management software.

The library has an advisory committee and it is headed by the director. The committee consists of one faculty member from each dept, librarian and 2 student representatives. The committee meets twice in the year. The responsibility of the committee is as follows:

1. To improve the facilities in the library.
2. To plan for enhancing the number of books ,journals and magazines.
3. Motivating students to improve their reading habits.

Holdings of the Library as on date:

Books	: 20000
Titles	: 39600
Journals	: 52
E Journals	: J-gate, EBSCO, Delnet
Database	: Delnet, EBSCO
CD-ROMs	: 170
PROJECT WORKS	: 900
Back Volumes	: 525
Donated Books	: 65
SC Books	: 82

Apart from Books, our library is equipped with various e- learning resources which contain NPTEL videos, NPTEL Web courses, e-Books. CDs and DVDs are maintained separately for easy access by the students. D- Space Software DIGITAL LIBRARY is also available which contains e-books, E Question Papers, Syllabus, Lab Manuals etc for the benefit of the students and Staff. We have Institutional Membership of J-Gate, EBSCO,**National Digital Library (NDL) and DELNET (Developing Library Network)**, New Delhi which is providing online services for E Journals, E Thesis, E databases, etc. Library is Wi-Fi enabled for students and staff. Qualified and trained staff members in the library help the users in searching for the databases or e-resources.

Best Practices at Aurora PG Library

Open Access System

Reprographic Facility

Printing Facility

E Question Papers

Career/employment information

Newspaper Clipping Service

Suggestion Box and Timely Response

OPAC (Online Public Access Catalogue)

Circulation

Reference Service

New Arrivals will be displayed on Notice Board

Digital Library with **DSPACE** Software

Name of the ILMS Software : NEW GENLIB

Nature of Automation (Fully/Partially) : Partially

Version : NEW GENLIB Enterprise Edition 3.1 Beta 1 Discover

Year of Automation : 2016

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment**Response:**

S NO	Author	Title	Pu
		2122 - MBA	
1	Ranga Rajan L N	Kautilya The Arthashastra	Pe
2	Vanderbilt Tom	Traffic ; Why we Drive the way we Do	Vi
3		The Economist E Trends	Pro
4	Research Reference & Training Division	Indian 2002 : A Reference Annual	M
5	M K Gandhi	An Autobiography of the story of my experiments with truth	Na
6	M K Gandhi	An Autobiography of the story of my experiments with truth	Ru
7	Editors of encyclopedia	Britanica : Ready ref encyclopedia	ND
8	Editors of encyclopedia	Britanica : Ready ref encyclopedia	ND

9	Editors of encyclopedia	Britanica : Ready ref encyclopedia	ND
10	Editors of encyclopedia	Britanica : Ready ref encyclopedia	ND
11	Editors of encyclopedia	Britanica : Ready ref encyclopedia	ND
12	Editors of encyclopedia	Britanica : Ready ref encyclopedia	ND
13	Editors of encyclopedia	Britanica : Ready ref encyclopedia	ND
14	Editors of encyclopedia	Britanica : Ready ref encyclopedia	ND
15	Editors of encyclopedia	Britanica : Ready ref encyclopedia	ND
16	Editors of encyclopedia	Britanica : Ready ref encyclopedia	ND
17	Pratibha Mehta	Self-concept, Job perceptions, Aspirations & work performance of Andhra Pradesh workers	Un Gu
18	Sri Krishna Canakapalli	Time perspective of Indian Executives	Os Un
19	Pravash Kumar Sahu	Role of Non-Governmental Organizations in Development	Ut
20	P.S.S. Sai Krishna	Role of Trade Unions in Globalised Scenario : A Case Study in Visakhapatnam	An

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 4.42

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
10.4	5	2.7	2.4	1.6

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to resources of the library

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 51.01

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 176

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Item	2013-14	No of devices	Nature of updation	2014-15	No of devices	Nature of updation	2015-16	No of devices	Nature of updation	2016-17	No of devices
Computer peripherals											
Processor	Intel Pentium 4	100		Intel Pentium Dual-Core Processor 2.6	115		Intel Pentium Dual-Core Processor 2.	120	5 new systems purchased	Intel Pentium Dual-Core Processor 2.	13
RAM	DDR 1 -		purchased	DDR 2 - 2GB		15 new systems purchased, processor 2 -	2GB			And 115 systems upgraded as per the configuration	
Hard Disk	1GB			160 GB		6	160 GB			115 systems upgraded as per the configuration	
Mouse	80 GB			USB		RAM	160 GB			160 GB	
Keyboard	USB mouse, USB			USB		Hard Disk	USB Wired optical mouse			Up-graded for 100 existing systems	
Printers	HP Laser jet 1020 plus		purchased	HP Laser jet 1020 plus	1	1 printer added	HP Laser jet 1020 plus	2	2 printers purchased	HP Laser jet 1020 plus -	2
	Canon LBP 2900	1		Canon LBP 2900	2		Canon LBP 2900	3		Canon LBP 2900	4
Scanners	0	0	-	HP 1050	1	purchased	HP 1050	2		HP 1050	3
Laptops	Lenova	1	purchased	Lenova	1		Lenova	2	1 laptop purchased	Lenova	2
LCD Projectors	Sony	2	purchased	Sony	4	2 new projector purchased	Sony	10	6 new projectors purchased	Sony	13
Application Software											
Operating System	XP Service Pack-2, Linux 6	Installed in all the systems		XP Service Pack-2, Linux 6	Installed in all the systems.		Windows service pack 1, Linux 6	7 installed in all the s	OS version upgraded	Windows service pack	Installed in all systems

ms.

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ms.

Linux 6 s.

MS Office	2003, 2007		Installed new version	2003, 2007		-	2003, 2007, 2010		New version is installed	2010	
C/ C++	Turbo C++		Installed new version	Turbo C++		-	Turbo C++			Turbo C++	
JAVA	Java 1.4		Installed new version	Java 1.5			Java 1.7			Java	1.7
Oracle	Version- 8.0		Installed new version	Version- 9.0		Installed new version	Version- 10.0		Installed new version	Version- 10.0	
PHP	PHP 7.1		Installed new version	PHP 7.1			PHP 7.1.2		Installed new version	PHP 7.1.12	
Anti-Virus Software	Microsoft Essential		Installed new version	Kaspers sky		Installed new software for anti virus	Kaspers sky		Updated version of antivirus software	Microsoft Essential	
CC Surveillance Camera's	Nil			Nil			AHD Sony camera 1.3 MP IR - 8		Purchased and installed	AHD Sony camera 1.3 MP IR - 8	
Multi Playback recorder	Nil			Nil			Hybrid DVR, AHD 3 VR Recorder - 1		Purchased and installed	Hybrid DVR, AHD 3 VR Recorder - 1	
Storage system	IBM Xeon	1	purchased	IBM Xeon	1		IBM Xeon	2	1 new storage system purchased	IBM Xeon	2

4.3.2 Student - Computer ratio

Response: 2.5

File Description	Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: 35-50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 81.65

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
27.5	24.4	21	17.4	14.1

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

4.4.2 MAINTENANCE OF CAMPUS FACILITIES

Maintenance Department are responsible for the operation, maintenance, and repair of all campus facilities. Infrastructure and learning facilities are maintained and monitored by Central Maintenance committee which performs certain maintenance and repair functions according to regular schedule or as the need is determined through scheduled and special inspections. Aurora believes that its product is not only well built but is upgraded with advances. The Central Maintenance committee comprises of Director, HODs, A R, Office In-charge, Staff Coordinators and Student Coordinators.

Scheduled Maintenance and Repair:

Physical:

Building Maintenance has an inspection and preventive maintenance group which makes regularly scheduled visits to each of the campus buildings.

Exterior painting, including refurbishing of painted surfaces as required. The schedule must be flexible since some buildings require painting more frequently than others. Electrical system maintenance, including the campus high voltage distribution system. Periodical maintenance operations are taken up to provide comfortable and convenient utilization of infrastructure by the stakeholders. Necessary measures are also taken to improve the ambience of the campus by maintaining clean environment.

The Maintenance committee performs cyclical preventative maintenance on various campus systems. It also provides services required for life safety and other regulatory compliance issues. Maintenance is carried out annually for the immaculate and eco-friendly upkeep of the buildings and the surroundings.

Academic:

CLASSROOMS AND TUTORIALS MAINTENANCE:

Teaching and learning resources maintenance include servicing and repairs to computer hardware, software, LCD projectors and other technical equipments.

COMPUTER LAB MAINTENANCE

Weekly maintenance: - The equipment maintenance is recorded every Friday in the register and its general maintenance is done by lab technicians weekly as mentioned in Maintenance is carried out

annually for the immaculate and eco-friendly upkeep of the buildings and the surroundings by Annual Maintenance Contract.

Break-Down Maintenance:-The procedure for out of order equipment maintenance is done through a vendor. When situations are observed which appear to require immediate maintenance or repair attention to either prevent or resolve an emergency, these should be reported to the lab in-charge or by telephone to system administrator.

SAMPLE TIME TABLE OF LAB

DAY	9:10-10:00	10:00-10:50	10:50-11:40	11:40-12:30	12:30-1:10	1:10-2:00	2:00-2:50	2:50-3:40
Mon								
Tue								
Wed								
Thurs								
Friday							Maintenance	
Saturday								

We have a permanent system administrator who manages the college lab infrastructure and its logistics.

SUPPORT FACILITIES:

Library maintenance:

Remodeling and renovation of existing interior office spaces and warehouse spaces to accommodate space for maintenance support services for the Library system as per requirement.

Inflow of books returned will be put in their respective places at the end of the day. In addition to the above, the faculty members are nominated for upkeep of infrastructure facilities in Seminar Hall, Labs, Classrooms, and Corridors. Regular service checks are conducted on all the equipment along with well qualified personnel available in times of breakdown or issues.

Necessary precautions are taken depending on the equipment before installing them. Stock registers and service requests are maintained by software and in registers.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 58.47

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
128	108	104	100	201

File Description

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Document

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 4.29

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	7	13	6	10

File Description

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

Document

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of students benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 67.54

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
94	124	133	176	168

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 22.42

5.2.1.1 Number of outgoing students placed year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
45	56	32	41	38

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 0

5.2.2.1 Number of outgoing students progressing to higher education

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 100

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
32	29	18	20	20

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
32	29	18	20	20

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 1

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

AURORA'S STUDENT ACTIVITY COMMITTEE.

Aurora's post graduate college, Moosarambagh has a Student Council that functions in integrating and executing the various activities of the institution. The council organizes various indoor, outdoor games, co-curricular, cultural and extracurricular activities under the guidance of faculty coordinators and prepares students for competitions at intercollegiate level, state level and national level.

Objectives

1. To provide an opportunity to extend classroom experiences into the co-curricular activities and social life of the campus.
2. To develop social interaction among students.
3. To assist students in developing leadership qualities by organizing a wide array of activities.

CLUBS

Professional Clubs include Finance, Marketing and HR clubs which connect academics to the current corporate world. Professional clubs organize Management Meets annually to showcase the management aptitude among the students.

Talent clubs: It digs up latent talents of the students and provides a platform to exhibit and excel in the areas of fine arts (proficiency in Rangoli, Mehendi, Painting) and performing arts (Dance, music and drama).

Sports club: The sports activities include indoor and outdoor sports

NSS Club

The National Service Scheme (NSS) aims at developing amongst students a sense of participation in nation building through Social Work. Activities include Cleaning of roads, Bi-Annual Blood donation camp, Traffic Awareness programmes and Raising of funds for various altruistic activities

CELLS AND COMMITTEES

Training & Placement cell:

- Career guidance and placement. (Job opportunities are given to students by arranging campus, open campus as well as off campus interviews.)
- Training students to improve their skill set

1. **Internal Quality Assurance Cell:** The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges. The college has Internal Quality Assurance Cell. The cell aims to bring about improvements in fields of academics and research, teaching and learning, cultural, literary and sports activities.

3. **Anti-ragging committee:** The responsibility of the college Cell is to ensure that students maintain discipline in the classrooms and within the college campus.

4. **College Magazine cell:** It provides a platform to students to showcase their literary skills. Student members act as editors and assistant editors along with the faculty members. It includes technical articles, departmental reports and also reports related to different activities such as NSS, cultural, Sports, placement, EDP -cell activities.

5. **Department newsletters:** The College publishes its newsletter-Aurora "Gazette" every month. It showcases information about placements, sport events, paper presentations; conferences organized and attended, guest lectures, details of the best outgoing students, etc.

OUTCOME:

- Enhances teaching-learning environment.
- For character enrichment (Including spiritual and physical growth).
- Sports are the sources of recreation. The students get relief and a sense relaxation in a life of monotony of routine marked by miseries, hardships and hurdles.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year**Response:** 16.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
19	18	17	15	15

File Description**Document**

Number of sports and cultural activities / competitions organised per year

[View Document](#)**5.4 Alumni Engagement****5.4.1 The Alumni Association/Clubs (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years****Response:****Alumni Contribution**

The college has a registered alumni association and encourages its students –old and new to be in touch with each other to reap mutual benefits by being part of the association. The executive body of this association consists of President, Vice-President, Joint secretary, general secretary, Treasurer and Executive member. It is active in bringing together all the alumni from time to time. The Alumni enthusiastically participate in sharing their experiences and to extend their help and guidance to the college in a multitude of ways.

The Alumni members of the college also strive to create a forum to foster a fruitful communication and a congenial relationship among the Alumnae, the students and the College. The College conducts Alumni meet frequently. It strongly believes that the success of the alumni reflects the success of the Alma Mater. The college believes in the dictum that the strength of the institution lies in the rapport maintained between the alumni and the institution.

The following points enumerate the contribution offered by the Alumni association to the institution in various aspects.

- **The college has an Internal Quality Assurance Cell (IQAC) that has**

alumnae of the college as members. These members contribute to the improvement of teaching learning processes by offering suggestions to make the curriculum more pragmatic.

- The Alumni acts as advisory members in all professional bodies and closely monitors and advises to the students on various events.
- Alumni members create awareness on employment opportunities.
- Alumni members are also conducting various social service activities like service to orphanages, old age homes etc. with the support of college students and local community.
- Alumni members help in getting permission for industrial visits for the existing students in their respective organizations.
- Alumni members help in obtaining MoU's with companies where they are working.
- Frequently, The members of Alumni sometimes arrange for and deliver guest lectures /seminars to the students on recent advances in the industry, industry expectations and how to prepare for campus placements etc.
- The alumnae are also invited as judges in various technical and non-technical competitions organized at the institute.
- Alumni have contributed/ donated few titles of the books to the library, so that their juniors would be benefited that.

In terms financial alumni members are contributed to the college while registering themselves. Each alumna contributed 500/-Rs while registering. The following details are year wise conduction of alumnae meets and register students as follows.

YEAR	TOTAL NO OF STUDENTS	NO OF STUDENTS RIGISTERD
2015	141	112
2016	163	146
2017	157	138

NOTE: Alumni Association registered in the year of 2015.

- A part of fund is been utilized for organizing the re-union meeting events for the alumni and spending on purchasing of mementos, refreshments and other miscellaneous.
- Alumni association is donating books, cloths and other stationary to orphanage students.
- Donating blankets and sweaters to orphanages, old age homes and the street dwellers.

5.4.2 Alumni contribution during the last five years

<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meeting held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1		1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

6.1.1 Institution Vision and Leadership:

Aurora stands for excellence and aims to imbibe the same in its students. The governance of the institute is reflective of an effective leadership in tune with the vision and mission of the institution.

Vision:

The vision of Aurora is “Achieving high standards of excellence in Management/Computer education and research by synergizing professional inputs, cutting edge technology, learning ambience and social relevance.

Mission:

- To produce high calibre Management professionals capable of excelling in the fiercely competitive global market and endowed with the ability to shatter all barriers to wealth maximization consistent with human welfare.
- To groom high calibre software professional who are familiar with cutting edge and emerging technologies and who will embrace continuous learning as the mission of their life and career.

Leadership and Governance

- Departmental Committees consist of Head of the Department and two senior faculty members for MBA and MCA departments respectively. The committees meet once in a month and discuss prospective proposals for effective performance.
- The college level council consists of Director, Heads of the Department and Faculty Nominee from MBA and MCA departments. The council meets once before the commencement of every semester for enhancement of departmental efficiency
- The Governing Council consists of members of Industry, University Nominee, State Government Nominee, Management Nominees, Director and faculty nominees. The council seeks approval of resolutions to be forwarded for the acceptance of Management Council.
- The Management Council consists of Chairman, Vice Chairman and Secretary. The Council meets once a year to endorse the resolutions forwarded by the Governing Council

The college strives to provide a scholarly and professional environment that enables faculty, students and staff to make lasting contributions to the advancement of knowledge. The college works in coherence with the faculty and students to improve the opportunities to grow and excel in the field. To encourage the same the management has made a commitment to ensure participative management and involvement of students

and faculty in the decision making process. This commitment is translated into practice through:

- Ensuring contemporary and relevant curriculum
- Professional and intellectual refinement of faculty
- Envisaging the quality research in the frontiers of technology and management
- Involving all stake holders in growth of the Aurora group
- Continuous augmentation and renewal of infrastructure and facilities

The Aurora group has a hierarchy of leadership to ensure organization's management system development, implementation and continuous improvement.

- The officials of the colleges interact with stakeholders of the institution i.e. interact with Students, Alumni, Parents, Industry, Employees, Media periodically and take their feedback on continuous basis.
- The faculty incessantly works to improve the programmes/services offered by the college. This involves value added model of interactive teaching learning process
- In addition there are several student run clubs that are very successful and mark the managerial finesse.

The Annual Report depicts all our endeavour in a documented form to be submitted to Governing and Management Councils.

6.1.2 The institution practices decentralization and participative management

Response:

6.1.2 Case on participative Management:

Aurora Group of Institutions stands for participative management where all the stakeholders contribute to the functioning of the organization. This has helped us be in pace with the changing trends and promote excellence. We conduct faculty development programs, have student run clubs, faculty board meetings etc. As a result every faculty has a role to play for the development of the student community. There are several committees and Cells at the Department Level both for management and computer application departments. The committees are headed by a faculty member nominated as coordinator and assisted by three to four faculty nominees. Students are also encouraged to participate in the department level committees and Cells such as Anti Ragging Committee and Placement and Training Cell.

The cells and committees prepare activity schedules, plans for organizing events and celebrations as per the prescribed norms of functioning.

Case: Training Cell:

It provides quality training, to shape our students to be readily employable by the industries and to meet the growing demand for trained man-power in the intrinsic competitive knowledge industry. Apart from the regular curriculum, the cell aim's to fill the gaps between the industry's expectations and the individual's caliber by devising Value Added Programs, Placement Workshops, Soft Skills Training, Personality Development Programs etc. This cell also strives hard to serve student community by maintaining industry-institute relationship so as to identify the industry needs and expectations and to train the students accordingly.

Constitution

Eventually, the Training Cell was established with the above objective in mind. The composition of the cell is as follows.

Sl.No.	Nominees	Dept	Designation in the C
1	Dr. Rajvardhan	Department of Management	Coordinator
2	Ms. Rajyalaxmi	Department of Management	Member
3	Ms. Sravani	Department of Management	Member
4	Student	Department of Computer Applications	Member
5	Student	Department of Management	Member

The idea of soft –skill training had arisen when the students were not showing good results in placements despite our best efforts to place them. The feedback that was got from the companies made us emphasise on soft-skill training and aptitude test. Initially in 2013 the soft skill training was imparted by the in – house faculties as a part of the course curriculum. Later on addition were made to the entire implementation plan of training by way of inculcating interactive teaching learning process and also by focusing on a dedicated faculty to train on soft-skills. We have an expert soft skill trainer Ms.Devika Bhatnagar who trains student for around 20 days exclusively on soft-skills.

Outcomes

The overall percentage of placements began to increase with the initiatives of the soft skill training that was imparted and the percentage of placements increased drastically. As the cell is having student

coordinators also, the communication between the students and the cell became strong and the students' participation in the training activities increased.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

6.2.1 Strategy Development & Deployment

Aurora works with SMART targets (Specific, Measurable, Achievable, Realistic and Time Bound) which comprise of long term and short term goals. The implementation is done at college level with Director/HoD steering the process.

Long Term Goals:

1. To emerge as the preferred place for management education and training initially in this part of India and then move into wider global horizon.
2. To acquire Deemed University status to provide need-based, responsive and value based management education.
3. To undertake conceptual and empirical research and leverage the same into management consulting and training and become a major knowledge resource center.
4. To groom value based, performance oriented change leaders for society in general and the corporate sector in particular.
5. To enter into collaborative partnership with globally leading professional and academic institutions.

To achieve long term goals, the institute focuses on short term goals which are as follows:

1. To initiate, encourage and implement innovative teaching practices.
2. To organize/conduct faculty development programs in collaboration with regulatory authorities like UGC, AICTE, Osmania University and various professional organizations.
3. To imbibe learning and research culture.
4. To develop library as a knowledge and resource center.
5. To create world class state-of-the-art facilities and ambience.

APGCM developed an initiative-based planning model to provide ongoing, collaborative, and transparent review of strategic goals and initiatives over a five-year planning period.

Teaching & Learning Planning

1. Provide a distinctive educational experience that engages students.
2. Continuously validate academic programs are of the highest quality.
3. Increase student participation in academic support activities

Research & consultancy plans

1. A dedicated R&D cell “Shodh” is established in the college to imbibe the culture of research.
2. APGCM also have in-house research journal “AURORA’S JOURNAL OF BUSINESS MANAGEMENT” with ISSN
3. Faculty members are continuously encouraged to take consultancy projects from the industry.
4. National level seminars and conference are conducted annually.

Industry Interaction & collaboration

1. Guest lectures by professionals from industry
2. Identify projects in industries and encourage the students to do internships in industry.
3. Entering into MOUs with reputed industries, training organizations, professional bodies and associations
4. Consultancy and research services

Placement / Employability

1. A committed CRT (campus recruitment training) program is run for III sem students
2. For better placement college has tie up with companies.
3. To foster the culture of entrepreneurship in the institute Entrepreneurship Development Cell “Anthah Prerna” is established in Aurora’s PG College.
4. The institute also has collaboration with ALEAP, NEN COWE and NSIC

Corporate Social Responsibility & Extension activities

1. Institute is aware of its social responsibility, therefore periodical awareness camp like Dengu Awareness, Eye Care, Diabetics Awareness Camp are organized.
2. Faculty members and students are highly involved in NSS activities like Blood Donation, Blanket Donation, Swach Bharat Abhiyan to name a few.
3. We also have SC/ST welfare club, Women Cell etc. for the up-liftmen of the students.

File Description	Document
Any additional information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as

grievance redressal mechanism

Response:

6.2.2 Organizational Structure of the institution including governing body, administrative step up and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism.

The college is a constituent of Aurora Educational Society. The Management interacts with the Principal and the Governing Council regularly and ensures that there is free flow of communication to enable smooth functioning of the organization.

The Principal of the college heads both academic and administrative functions and is the overall head of the institution. The Management provides necessary administrative and academic freedom to the Principal to encourage independent thought and leadership at the institutional level.

The institution is having a well designed **Principal's Hand Book for MBA Colleges**, that describes the activities and functions of the Principal's of Management Colleges.

The Heads of the Departments are appointed to look after the functioning of the departments and are encouraged to take decisions related to academic session planning, curriculum implementation and other relevant administrative activities.

Faculty members undertake academic responsibilities and also carryout administrative responsibilities as in-charges for classes, coordinators for department level and college level committees. The philosophy of the Management in decentralization and participative management is evident from these practices.

The college office looks after the matters of admissions, examinations, maintains records and ensures communication with the Government, Affiliating University and the AICTE. It also maintains contact with parents, students, alumni and other stake holders and carries out the other administrative functions like stock verification, maintenance of the campus and infrastructure, facilitating audit etc.

The institution has an **Organizational Procedure Manual (OPM)** designed by the Aurora Educational Society and communicated to all the group colleges. The Manual clearly defines the rules, regulations,

procedures and guidelines to various activities of the institution like recruitment, service, promotion, resignation for the Human Resource Management of the Organization. It also describes the policies and guidelines for the effective functioning of the institution in the areas of administration, finance and other areas of functioning.

1. APGC, M has started the **Entrepreneurship Development Cell** in the Campus. The ED Cell was inaugurated on 11th Oct 2017 with the orientation of the 'Entrepreneurship Development'. To help students understand and equip the skill set.

1. **Internal Quality Assurance Cell** is established in 2017 to ensure that quality is maintained in all functional aspects of the institution. To carry out this function, the IQAC has established the procedures and modalities to collect the data and review the institutional functioning from time to time.

1. The institution is also having a **Grievance Redressal Mechanism** for the students, faculty and staff. Faculty and staff are given an open door opportunity for representing their grievances. The Principal in consultation with the Management ensures the remedy of the Grievance within a period of 2 weeks.

1. The students are provided with **suggestion boxes** at prominent locations in the campus. They can represent their grievances and resolved immediately by the concerned HODs / sections of the office.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: E. Any 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

An Entrepreneurship Development Cell “Anthah Prerana” is functioning in the college with the intention of nurturing entrepreneurship skills of the students. The cell provides a platform for the students to pursue entrepreneurial activities and also provide assistance to potential entrepreneurs.

Agenda:

1. To create awareness and to kindle the sparks of Entrepreneurship among students & budding entrepreneurs.
2. To establish a model category of Sustainable Technology - Competent Entrepreneurs.
3. To be able to provide a platform to interface in building network among various institutions of learning & research, various industries and angel investors.
4. To establish an incubation centre in our institute.
5. To organize camps, seminars, symposia, workshops, industrial visits, conferences, and other development programs to enhance Entrepreneurial Skills.

Minutes:

[Uploaded separately as evidence](#)

Outcomes:

1. To achieve the first objective Entrepreneurship Development Cell with the name “Anthah Prerana” was formed.
2. For the smooth functioning of the cell the following structure was adopted

NAAC

Two students had attained two days workshop on “E-Leadership “organized by NEN,Wadwani group.

1. To facilitate the development of Entrepreneurial Skills among students Aurora is following a structured approach
2. To foster the culture of entrepreneurship in the institute Aurora’s PG College, Moosarambagh has signed MoUs with ALEAP (Associations of Lady Entrepreneurs of Andhra Pradesh) ,NEN (National Entrepreneurship Network) COWE (Confederations Of Women Entrepreneurs of India) and NSIC (National Small Industries Corporation), and many more in the pipeline.
- 3.To fulfill the objectives of EDC of APGCM, the framework includes 5 major standards,
 - 1.**Formal Education and Trainers:** Provide the trainings to the students as per the requirement of the industry and market.
 - 2.**Facility:** We provide maximum infrastructural facilities to the students including various laboratories, hardware and software
 - 3.**Quality:** National standards for the skills and enterprise to be maintained as per norms of Quality Assurance framework of India
 - 4.**Technology Transfer:** Key-note speakers from the industry are involved into the training sessions for the students, so as the market conditions will be discussed with the students.
 - 5.**Social Entrepreneurship and Inclusivity:** Introducing students with the social entrepreneurship, this deals with issues of poverty, unemployment and inequity in society.

6) Institute has already applied for Atal Incubation Centres (AICs) that would nurture innovative start-up businesses in their pursuit to become scalable and sustainable enterprises. The AICs would create world class incubation facilities across various parts of India with suitable physical infrastructure in terms of capital equipment and operating facilities, coupled with the availability of sectoral experts for mentoring the start-ups, business planning support, access to seed capital, industry partners, trainings and other relevant components required for encouraging innovative start-ups.

1. The EDC is working on the last agenda which includes series of activities to be conducted. The upcoming event scheduled is already been discussed with the Director.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

6.3.1 WELFARE SCHEMES FOR FACULTY & SUPPORTING STAFF

The following are the service benefits and welfare measures extended to the staff of the Institute:

1. Long study or sick leave- If faculty wants to go on leave for higher studies or if a faculty has fallen sick and requires a long leave to be granted for a minimum period of 1 Year

1. Family relocation leave- When a faculty member joins the college and his/her earlier location is more than 300 KM from Hyderabad, a maximum of 3 days leave with pay will be given towards family relocation.

1. Sabbatical Leave- All the faculty members who have completed minimum service of 2 Years are eligible for Sabbatical Leave (2 Months) will be sanctioned based on the commitment given by the faculty. The faculty during the period will get the salary for the period of sabbatical leave including all allowances.

1.The institution also offers a facility to carry out research with part time work facility.

2.Retention allowance- The institution offers a special retention allowances ranging

from Rs.1000-Rs.3000 in addition to the regular salary to the faculty members

who have completed 5 and more years of service with the organization.

1.The college provides a facility of Provident Fund (P.F.) to the employees whose earning is less than Rs.21, 000/- P.M.

1.Free Cell-phone facility- The college has provided a free 4G-SIM to all employees at free of cost with 4G facility. This facility is also extended to the family of the faculty.

1.Reimbursement of travel expenses and registration charges are provided for attending National and International Conferences

1. The college provides free boarding facilities to the newly recruited faculty.

1.Medical Insurance for staff-Is provided adequately to cover the expenses related to hospitalization.

11) Interest free advances-. The college provides salary advance to the needed faculty during medical emergencies, marriage and other necessities.

12) Fee concession: The staff members get fee concession for the their children who get admission in any aurora college

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**Response:** 5.78

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	3	2	2	1

File Description**Document**

Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years

[View Document](#)**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response:** 3

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	3	3	3	2

File Description**Document**

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

[View Document](#)**6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years****Response:** 6.67

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	2	2	3	2

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Institution has Performance Appraisal System for teaching and non-teaching staff

The college has a well-defined and time-tested performance appraisal system for Teaching as well as Non teaching staff.

For Teaching staff, Performance appraisal happens in the following stages

1. Self appraisal: It consists of asking the faculty member to self-evaluate his or her job performance. The parameters of self appraisal include academic qualifications, teaching experience, research experience & training, research projects carried out, seminars, conferences, symposia workshops etc. attended, innovations/contributions in teaching, extension work/community service (such as values of national integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.), participation in corporate life and membership of professional bodies, societies etc.

2. Peer Appraisal: A structured peer appraisal form is given to the colleagues of the faculty member to evaluate his/her performance. It consists of parameters like the faculty member's team dynamics and certain other qualitative aspects like attitude, timeliness in completion of given task and meaningful contribution towards discussions on quality improvement in work.

3. Student Feedback: Student feedback form is given to all students each semester to evaluate each of the faculty members' performance based on five important parameters. They are subject knowledge; quality of illustrative visuals, examples & applications; regularity, punctuality, & uniform coverage of syllabus; encouraging student effort & inviting student interaction and promoting student thinking.

4. Director/Principal and HOD appraisal: The head of department evaluates the performance of Faculty members through standardized parameters in consultation with the Director/Principal. The parameters include

1. Leadership and Management- Includes aspects like Sharing responsibility, Maintaining records in a timely manner and supporting policy matters relating to students and faculty members.
2. Curriculum – Includes aspects like facilitating proper implementation of University Almanac and

- following deadlines with regards to completion of syllabus, exams etc,
3. Discipline – Includes upholding student discipline and such other matters.
 4. Communication – Includes aspects like Formal communication through circulars and other relevant documents to members of the department, Promoting professionalism in the college through good conduct etc.
 5. Empathy – Includes aspects like being considerate towards needs of staff and students etc.

For Non-Teaching staff, Performance appraisal is done by the Director/Principal in consultation with the HOD and head of administrative staff based on the following parameters.

1. Employee attitude towards coworkers, students, Parents, Business Associates, Vendors etc.
2. Perceptivity and sensitivity to the needs of the student, faculty and institutional needs.
3. Response to any instruction, guidance, correction and discipline by the Director/Principal
4. Ability to engage, motivate, supervise, and effectively maintain relation with peers and subordinates
5. Dependability of the employee in carrying out tasks/ areas of management assigned to him/her in a responsible manner.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Auditing at Aurora Model School is conducted both internally and externally. It is helping the organization to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the [effectiveness](#) of [risk management](#), [control](#) and [governance](#) processes. The provision for an internal and external auditing is present in the college.

Mechanism of internal and External Audit

1. Internal audit process is taken up regularly on a quarterly basis.
2. An external auditing is done annually through a certified Chartered Accountant who processes our transactions & files Income Tax returns regularly, every year.
3. Once the budgets proposed, are reviewed and approved by the top management, the HOD/Principal can utilize the funds as per allocations.
- 4 The budgeting and formally specified procedures have a built-in mechanism to ensure effective and efficient use of financial resources of the College.
5. Auditor's report is presented to the director and secretary

The college prepares budget every year taking into account the various components such as,

1. Maintenance and Construction of buildings.
2. The salary for teaching & non-teaching staff.
3. Research and Development activities.
4. Sponsoring faculty members for seminars, workshops, and conferences.
5. Purchase of books and subscribing to journals in the library.
6. Payment of internet bill, electricity bills, and telephone bills.
7. Cash/Awards given to the students for their best achievements.
8. Conducting various college functions such as College Day (Aveksha), Traditional Day, Induction Day (Alaap), Placement Day (Abhidheya), Sports Day etc.
9. Graduation Day (Samaroh) expenses.

All expenses are audited by an accountant on a routine basis; books of accounts are prepared as per statutory requirement and audited annually by chartered accountant regularly as per the Government rules. The auditor ensures that all payments are duly authorized. The auditor conducts a statutory audit at the end of financial year. After the audit, the report is sent to the Management for review.

In-house finance committee in consultation with auditor will regularly monitor the income and expenditure within the given budget as per the guidelines. Hence, there are no major deviations, and suggestions from the auditors in this regard and minor deviations are immediately met by accounting and finance department as per the directions of the auditors.

The external audit is performed by Auditor and certified by the Chartered Accountant and same will be submitted to the Corporate Office. Since the inception till today, no major deviations are recorded by the auditors and minor deviations if any are rectified as per the standard accounting guidelines during audit period itself.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

INSTITUTIONAL STRATEGIES FOR MOBILIZATION OF FUNDS AND OPTIMAL UTILIZATION OF RESOURCES

The management of the college puts considerable effort to ensure that the students who join the college are provided with facilities that make their professional journey a fulfilled learning experience. The utilization of funds reflects this endeavor that students are benefited out of every program and event organized.

The principal sources of funds for the college are

Allotment from the state government

- The college practices the system of enrolment suggested by the Osmania University and AICTE
- According to the ranks obtained in ICET exam, candidates exercise web options and choose the college depending on certain criteria
- The college obtains the list of candidates who opted our college and calls them up to explain the procedure
- Arrangements are made for the candidates to complete admission process and all the administrative staff and selected faculty members help them as and when required.
- The candidates and their parents are given a tour of the library, lab and other facilities
- The students who are allotted fee reimbursement based of their income and caste is received by the college from the state government.

2. Tuition fees collected from students

- Students who secure first division in their degree and but are unable to get a rank in ICET approach the college for admission out of their own interest.
- Development fees is collected from these students and from the students who had enrolled in the courses run under self financing scheme
- These funds are made use of for the various needs that come up to maintain the infrastructure.

- As the education imparted in the college is professional; and requires much more sophisticated infrastructure, these funds go into the maintenance of classrooms and lab equipment; to keep the library well stocked; to enable continuous supply of electricity and maintenance of administrative wing that take care of students records.
- Value added schedules for enriching the curriculum like expenses for students' industrial visits; in-house workshops for training students in packages relevant to their specializations, CRT sessions; procurement of journals and related material are derived from the tuition fees throughout their study.

3. Funds for organizing seminars and conferences

Even without the aid of these bodies, it is mandatory that every year the college organizes seminars and conferences and calls for papers from academicians, corporate and students from within and outside the country.

A minimum fee is charged for registration, conference/seminar kit and certificate

The amount collected is used for hospitality to guests and contributors' and at a later stage to mail the Conference Proceedings outstation, if contributors of papers reside outside Hyderabad.

When the funds are sanctioned by the U.G.C. or AICTE, receipts are maintained and submitted to the agency with a report on their usage.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

6.5.1 Internal Quality Assurance Cell has contributed significantly for institutionalizing the Quality Assurance Strategies and Processes.

Aurora's PG College has taken concrete steps for the development of students and faculty members and thus established IQAC on 23rd August 2017.

The primary task of IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. To make this a possibility, the goals that have been formulated are:

- Promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- Sharing of research findings and networking with other institutions in India and abroad.
- Equitable access and affordability of academic programs for various sections of society.

- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.

The practices that were followed earlier as best practices are now institutionalized under Internal Quality Assurance Cell:

(1) Business Surveys

With the aim of adding value to the knowledge base of the students, the college encouraged students to undertake business surveys that prepare them with multifold benefits. Interested students choose topics of their interest. They present an initial proposal that highlight the objectives of the survey, sample units and size, possible outcomes and the methodology of collecting data to the faculty coordinator. They gather data from pertinent material from business papers and reference books. It is followed by preparation of a questionnaire and its distribution among the chosen sample unit. The primary data thereby gathered is analyzed using statistical and analytical tools; inferences are drawn and the final report prepared and submitted to the department which is reviewed and modified by a committee.

Outcome

- Students get all-round exposure on research
- Using tools of research methodology improved their analytical skills and expanded their outlook; it also helps them in decision making in the long run
- Case study can be developed using the data gathered

(2) Z to A Approach:

The college adopted the “Z to A” approach to transform students from passive learners to active learners.

- Before the commencement of the semester, the faculty members of the concerned subject prepare lists of topics suitable for discussion in which students take a major role.
- The task of faculty members is that of facilitators who initiate the discussion of concept by explaining the concept and its application; and also the effects of such applications.
- Students are given time to read the concepts; any doubts or queries are cleared in a day
- They gather information about the topic from Internet, reference books and journals and present the same.
- The faculty members give their feedback and offer their points in addition to the content presented by the students

Outcome

- Students are enthusiastic to present the concepts from new light
- More information than what the syllabus offers
- Audio visual aids were effective in understanding the topics

File Description	Document
Any additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

6.5.2 The institution reviews its teaching and learning processes, structures and methodologies of Operations and learning outcomes at periodical outcomes through IQAC setup as per norms.

- IQAC acts as a nodal centre to set quality benchmark in academic activities and monitors the teaching learning process regularly through their organizing committee members. It regularly has brainstorming sessions chaired by the Director of the Institution and the HOD where the teaching learning methodologies and reforms are discussed and decisions arrived at.
- IQAC conducts an 'Annual Meeting' in the month of December to check the learning process, structures & methodologies of operations and learning outcomes. These 'Annual Meetings' checks the overall result analysis, the planned goals and achievements of IQAC which also includes scrutiny of Course files ,written feedback from students, students performance analysis in Internal and External Examinations.

The below two examples of Innovative Teaching Learning methods and reforms helps to maintain the credibility of the Institution as this is the gateway to a good placement record and all-round development of the students.

1.CASE STUDY

INTERACTIVE TEACHING LEARNING METHODOLOGY (ITL)

- The IQAC has set up students-centered learning characterized by innovative methods of teaching which aim to promote problem-solving, critical thinking, reflective thinking, research and communication. As a part of this, Interactive Teaching Learning (ITL) methodologies are being implemented.

Merits/Advantages of ITL

ITL has many advantages when compared to the traditional method of teaching

- ▣ It aims at giving the students, the practical application and exposure of theoretical concepts.
- ▣ It improves the Inter-Personal, Presentation and Communication Skills of the students.
- ▣ It also encourages Team building, Leadership Skills and Creative thinking.
- ▣ Students are confident to face interviews as the ITL sessions strengthen their knowledge and build up their confidence levels.
- ▣ The employability of the students is improved considerably.
- ▣ It makes them competitive in the Global Market.

Methodology

- ▣ Case Studies
- ▣ Group Discussions
- ▣ Debates
- ▣ Seminars
- ▣ Quiz
- ▣ Role Plays

60 students from each class are divided into 20 Learning Groups (LGs) with 3 students in each Learning Group (LG). The topics are based on the syllabus of the subjects in that semester and also include current topics and recent trends in the market. The topics for Case Studies, Group Discussions, Debates, Student Seminars, Quiz and Role plays are identified by the faculty before the commencement of class work for every semester.

Evidence of Success/ Outcome

The effective implementation of ITL activities is reflected in the form of student placements, academic

result and overall student performance. ITL activities have improved subject and practical knowledge, communication skills, confidence level, analytical skills, presentation skills etc. The students have gained confidence to participate in various management meets conducted by other colleges that polished their skills further. It helped the students to clear interview rounds confidently and to get placed in the reputed organizations. They have gained confidence and participated in management meets that polished their skills further.

They were placed in organizations of good repute within and outside the campus.

1.CASE STUDY

Contents beyond Syllabus

The employability survey reports of NASSCOM, ASSOCHAM, Economic Survey of India indicate that majority of the graduates of the country are unable to fulfill the requirements of the industry. This is due to a gap in the curriculum pattern and the industry requirements. To bridge the gap effectively and to make the students more employable, the concept of content beyond syllabus is introduced in the curriculum.

The modules of contents beyond syllabus help the students to overcome the deficiencies in the knowledge and skills required by the industry and make them more confident and industry-ready.

Modules of Contents beyond Syllabus

- Introduction of Practical Assignments

It is very essential that students of MBA should not only be thorough in concepts but should also have the ability to apply the same in practical situations. The more they combine conceptual thinking with practical exposure, the more likely is the success rate in their career. They should learn analysis of financial statement, changing environmental factors of organizations, changes in employee work life, employee retention and all that is happening in the contemporary Business world. To inculcate this integrated thinking, the Institution has adopted a system of giving practical assignments to students so that their analytical, logical and reasoning skills can be sharpened. The students are exposed to the working of different companies and a review of the same is done.

- Bridge Courses

A Bridge Course is one that fills gaps between the required subject knowledge and the knowledge possessed by the student to complete a course effectively. Bridge courses are generally offered to the students who join the programs with a different course structure in their graduation. For eg; Statistics to Science Graduates, Economics to Engineering graduates etc.

- Adjunct Courses

These are scheduled during semester and helpful for students to gain the additional technical inputs required by the organization like Tally, SPSS, Live Stock market and practical demo-classes etc.

- Certification Courses

The certificate course is conducted for a short-term duration. This course helps to gain additional technical, practical and theoretical knowledge during the study period itself. It can be furnished based on the specialization opted by the students and equips them with live working environment like SAP, ERP, Oracle etc.

- Training for Placements

To improve the students' skill, Campus Recruitment Training (CRT) is organized with duration of 60 hours. It consists of modules in arithmetic, reasoning, verbal ability with 20 hours duration for each module.

- ◆ Training for Higher Education

There are plenty of opportunities for the students to pursue higher education in reputed colleges in India as well as Abroad. The college provides various awareness programs for higher education to the students and provides recommendation letters for sponsorships and fee concessions from the universities located abroad.

- Training for Entrepreneurship

Entrepreneurship is one of the important areas for the students' to create self-employment and opportunities for others. The college provides proper training, development and supports the students to establish their own enterprises through various workshops, training programs and incubation training through its Entrepreneurship Development Cell.

Outcome of Content beyond syllabus

The students are motivated to enroll in alumni certification courses while they are pursuing MBA and MCA. These courses improve the knowledge and skill base of students making them more employable with add-on qualifications. Every year 30-40% of the students are registering for these courses and completing them successfully. Because of practical assignments Students are getting good 'Summer Internships' and hands-on experience before getting placed in good companies.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

INCREMENTAL QUALITY INITIATIVES FOR THE PAST 5 YEARS

Aurora leaves no stone unturned for the qualitative and quantitative development and strives consistently to update in every aspect.

Incremental improvement in academic area during last five years

- 1.The class rooms have been upgraded from black boards to LCDs
- 2.Teaching learning process has been introduced to change the scenario of teaching from traditional lecturing to student centric whereby students were groomed by their facilitators.
- 3.Staff has been allotted with well equipped staff rooms which ensure them to update and impart the curriculum in a true prospective.
- 4.Well equipped labs with continuous monitoring by the lab instructor enabled the students to be on par with the current trends.

- 1.Digital library with extended study hours for the students beyond the time table which provides the scope for better learning.
- 2.Mini projects are taken up by the MBA and MCA students to bridge the gap between academy and industry.

Incremental improvement in administrative area during last five years

1. Annual Maintenance Committee (AMC) functions continuously in maintaining and upgrading the lab and other technical aspects. The committee includes technical experts and HOD and faculty on rotation so that every faculty has fair knowledge about maintenance.
2. Every floor is being safeguarded by the fire extinguishers.
3. Paramount importance is given to greenery.
4. The dust free floors, classrooms, corridors, cellar are the plus points and a team is especially dedicated towards the upkeep.
5. Uninterrupted Wi-Fi is provided in the campus.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 773

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
193	132	201	132	116

File Description

List of gender equity promotion programs organized by the institution

Document

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

Safety and Security(500 words)

The college provides adequate safety and security facilities to female students and faculty members. Close circuit cameras (CC Cameras) are placed in strategic locations to prevent unwanted circumstances and for continuous surveillance

The college also engages private security personnel from a trustworthy private security agency which provides 24X7 surveillance throughout the year.

The government of Telangana state initiated SHE teams to provide safety and security for women in Telangana and to make Hyderabad a safe and smart city. As a part of this initiative, The college joined hands with the local police station within the college jurisdiction wherein two members of SHE team coordinate and work with the Antiragging and Women Protection Cell of the college.

The college has an anti-ragging and Women Protection Cell which consists of 2 members from SHE team, 2 lady faculty members, 2 male faculty members, 2 student representatives and 2 members from non-

teaching staff. The duty of the cell is to prevent ragging and provide adequate protection to female students by providing an accessible forum for any student to openly speak up against ragging or any other activity targeting female students.

Counseling

The college conducts counseling sessions regularly as part of the activities conducted by the women empowerment cell. The sessions include themes such as importance of education, career guidance & employment, financial literacy and independence of women, success stories of women entrepreneurs etc.

Common Room

The college has a common room which is open for students, seniors and juniors. The room is used as a meeting point for students to discuss events or for deliberations on student issues as the case may be. The common room facility is moderated from time to time by members of teaching or non-teaching staff during their free time.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 80

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 62

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 147.56

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 238

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

Solid Waste Management

The college does not generate any hazardous solid waste. Any non-hazardous solid waste generated in the form of garbage through regular maintenance and stationery related requirements is collected in a separate large container and part of it is used as manure for the lawn maintained and the remnants are picked up by the municipal personnel for proper disposal of the same.

Liquid Waste Management

As an educational institution, the college does not generate any liquid waste which is hazardous to the environment. The college has a proper sewerage system which is regularly cleaned and well maintained. There are also proper drains which take care of liquid waste through rains apart from water harvesting pits.

E-waste Management

The only e-waste generated is computer peripherals and some obsolete electronic equipment. The working outdated computer peripherals, which are replaced, are given in charity to some needy institutions that can use them. Some other computer parts are auctioned or simply evacuated to make room for new ones.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rainwater harvesting structures and utilization

In order to serve the need of replenishing the water table and increasing the groundwater potential, The college has well maintained water harvesting pits constructed at locations where there is abundant flow of rain water. There is minimal wastage of rain water. Most of the rain water gets absorbed into the ground either through water harvesting pits or through the greenery and plantation in the college premises.

Also, Every year, during the monsoon period, Efforts are made to increase the plantation area in the college premises by events like “Sapling plantation program” where student community as well as the staff clears and tills the unused ground within the college premises for new plantations. There is adequate green cover in the college ensuring, as far as possible very less wastage of rain water.

7.1.7 Green Practices

- Students, staff using
 - a) Bicycles
 - b) Public Transport
 - c) Pedestrian friendly roads
- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

Response:

Green Practices

The college has a well maintained lawn and plant life taken care of by dedicated staff. The students as well as the staff involve themselves enthusiastically in increasing the plant life within the college premises. Every year during the monsoon, “Sapling Plantation program” is undertaken where student community as well as the staff clears and tills the unused ground within the college premises for new plantations.

Most of the students and staff use Public Transport for commuting to the college and back as the college is located in the heart of the city and is very well connected. A small percentage of staff and students use their own transport for daily commuting.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**Response:** 2.68

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.90	0.78	0.67	0.57	0.49

File Description**Document**

Details of expenditure on green initiatives and waste management during the last five years

[View Document](#)**7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:**

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above**B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** A. 7 and more of the above**File Description****Document**

Resources available in the institution for Divyangjan

[View Document](#)**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**

Response: 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description**Document**

Number of Specific initiatives to address locational advantages and disadvantages

[View Document](#)**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response: 9**

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	1	1	1

File Description**Document**

Details of initiatives taken to engage with local community during the last five years

[View Document](#)**7.1.12****Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal / Officials and support staff****Response: Yes****7.1.13 Display of core values in the institution and on its website****Response: Yes****7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

Response: Yes	
File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics	
Response: Yes	
7.1.16 The institution functioning is as per professional code of practice / suggested by statutory bodies / regulatory authorities for different professions	
Response: Yes	
7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years	
Response: 5	
File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
Response:
Aurora's P.G College, Moosarambagh has always been in the forefront in maintaining the social fabric and celebrating inspiring leaders. In the current fast paced world, it is essential to reminiscence the culture that holds the country together. It is a celebration of the identity and communal harmony. Aurora is joyous with

the student organized activities for different festivals, National festivals etc. This not only brings people together but helps them hone their managerial skills.

Aurora hosted events for 'Independence Day', 'Republic Day', 'Gandhi Jayanti' and 'Martyrs Day' to salute and honour the leaders of freedom struggle. The talks by the guests and students invoke in us the sense of respect that will be carried on throughout the year. The motto of 'Unity in Diversity' is brought to the forefront with contributions from every individual. One must know the past to appreciate their present and design their future. So, Aurora takes pride in organizing events on the birthdays of famous leaders who made our present blissful viz., Jawaharlal Nehru, Dr.B.R Ambedker, Sardar Vallabhai Patel etc to name a few. This gives us a chance to ponder over the issues in the country and strive to be better citizens for great tomorrow.

Festivals hold a special place in the heart of all individuals. The enthusiasm in celebrating them with the college family, makes them even better. We see the induction of first year students into the Aurora family with the vibrant festival of Ganesh Chaturthi which promises good health and wishes to everyone. The students install the idol of Lord Ganesh and offer prayers. This invokes a sense of spirituality amongst all individuals. During Dusshera, puja is organized for all nine days for the success of the entire year. The Bathukkama festival is hosted with all the pomp and gaiety. It holds special cultural significance with the importance of flowers raised to that of a deity. It makes the campus colourful and vibrant and everybody wish their lives are just as vibrant as the flowers. Diwali and Karthika Poornima are the festivals that see participation from everyone. The enthusiasm of the students is palpable and makes the entire day fun. The festivals of Basant Panchami are also celebrated that not only enforces the beliefs of people but make others take notice and appreciate the nuances of the culture. Aurora also hosts 'Library Day' that pays tribute to the 'Knowledge House' and encourages the students to utilize and appreciate it further more. Thus Aurora is a representation of the festivity in the lives of students and country.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution presents itself clearly and completely to its students and to the public with regard to its programs, requirements, faculty and staff, costs to students, control and accreditation relationships.

The College is in compliance with relevant outline for the financial, administrative, and reporting requirements for higher education institutions. Ethical and responsible conduct permeates the institution, from its financial functions, through its academic and personnel policies, to its varied auxiliary functions. To ensure that the college operates transparently and openly in all activities, the institution develops and updates policies as needed and has a dynamic history of policy review/revision that reflects the College ongoing commitment to integrity and ethical actions.

Regulation of Financial Functions: A model of conservative fiscal management, the college has managed to improve faculty and staff salaries in the past ten years when many institutions in the state could not. The college maintains audited financial statements, and the audit is done by an external auditor. The internal audit is done by the society office, where-in regular checks are made with regard to all payments including disbursement of scholarship, salaries paid and received as well as monitoring the expenses with regard to consumables and purchase of equipments. External audit is a part of regular maintenance of accounts. The audited statement of accounts is submitted to apex bodies. The College monitors its fund allocation by benchmarking itself against other peer colleges.

Aurora believes in complete transparency in academic functions. Starting from the course –work, syllabus, handbooks, question banks all are handed over to the student at the beginning of the semester. An outline of how the course procedure is briefly explained to the students. The academic evaluation pattern consists of internal and external exams. The corrected internal papers are presented to the students and the marks are made known. The consolidated mark statements are also displayed before submitting it the university and any grievance from the students are addressed.

The Central office is dedicated to the promotion and support of a community-centered workplace that values diversity and respect. The office provides guidance for recruitment and staffing; wage and salary administration, including payroll; personnel development and training; personnel record maintenance; creation, updates, and interpretation of HR policies and procedures; and benefits administration. All employees, including faculty, staff and students, are expected to follow the outlined policies and procedures that help guide the integrity of campus transactions.

The transparency in Auxiliary functions is maintained by having various committees and guidance cell to overlook the main academic criteria.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

BEST PRACTICE 1: Student Hand Book**Objective of the Practices:**

The student handbook is a detailed account of events and activities planned for each semester/year to help students have an advanced view of the daily academic schedule to be implemented for the semester. This would help in smooth running of the academic calendar with clarity, dedication and commitment. The publication of the handbook for students is taken up with an objective of enabling them to chalk out a systematic plan of study and to make optimal use of the resources mentioned in it. This handbook is useful for the faculty members to plan and complete the course allotted to them on time.

The Context:

The handbook is an account of the history of this institution, extra-curricular and co-curricular activities that are organized in the college, along with the curriculum of MBA. Students treat the hand book as a ready reckoner for information that is relevant to his/her education and activities in the college.

The session plans prepared by the faculty members inform the students about the best books for references and the list of activities to be performed by them. This exercise is taken up to make sure that while students aspire to gain knowledge, they go to the right source. They also practice whatever they need to. Giving extra competitive advantage to the students of Aurora's P.G, college, Moosarambagh is the motive behind preparing student hand book.

The Practice:

By virtue of its roots, Aurora's P.G College has the culture of imparting knowledge to the students. The consistent flow of wisdom in the process makes the students to understand the concepts in a comprehensive manner

Aurora imbibes the culture of imparting the knowledge in a continuous and consistent way where by the student assimilates the knowledge with a systematic approach.

With compliance to our vision and mission as achieving of high standards of excellence and to produce high caliber management professionals; the students are furnished with information relevant to their curriculum in the form of handbook. Each semester has different handbook and the courses and important topics related to that semester are included in it. The course syllabus was given to subject experts who refer to text books and reference books to prepare session plans that list out topics, number of lecture sessions required to complete the course, details of topics in each text and reference books along with page number. The handbook also helps the students to understand the gist of the MBA program. The course outline and the objectives of each course give them clarity as to why it has been fitted into the overall program. Question bank is compiled with the data gathered from end semester exam question papers.

Evidence of Success:

With the implementation of hand book, the college ensures timely completion of syllabus and all activities related to the semester, it helped students to follow meticulously the planned curriculum.

The faculty members are benefited with hand book by successfully completing the syllabus on time. Apart

from this, comprehensive information on each subject enabled the students to gather best of information from the referred text book. Our seed of consistent effort started reaping fruits in the form of university ranks. Over the years, students were placed in MNCs after cracking technical rounds with the help of the theoretical inputs.

Problems Encountered and Resources Required:

Sometimes there is gap between actual plan and expected implementation due to change in University almanac, and whenever syllabus is changed some of the papers have to replace and the hand book has to be re aligned.

Faculty developed standard instruction material subject wise for the presentation in the class and the same is documented and circulated to the students.

BEST PRACTICE 2: INTERACTIVE TEACHING LEARNING METHODOLOGY

Objective of the Practices:

In order to enhance the student skills the following are the objectives of ITL.

- ▣ To improve the student's understanding of functional aspects of a course
- ▣ To encourage creative thinking and to develop problem solving abilities
- ▣ To facilitate the student to understand the practical application of theoretical concepts
- ▣ To improve the communication skills of the students.
- ▣ To motivate the students to become good team players and encourage leadership skills
- ▣ To encourage team building and knowledge sharing
- ▣ To improve the inter personal and presentation skills of students

The Context

It has been observed that there is a gap between industry requirement and skills possessed by graduating students. This situation is due to too much of emphasis on theoretical content and lack of exposure towards practical aspects. To increase the employability of students, it has become mandatory that they are equipped with skills and knowledge to suit the industry need. The foundation of ITL was laid in 2012-13 and has undergone several modifications. After a thorough scrutiny of activities that are suitable for students of MBA, the final compilation of Consolidated Guidelines of ITL has been prepared. From 2015 these activities have been conducted and generated good response from students. Interactive Teaching Learning Methodology (ITL) is applied as supplements to traditional teaching methodologies in all areas of higher education. The Interactive Teaching Learning Methodology (ITL) has many advantages when compared with the traditional lecture method of teaching. It aims at giving the students experience in the practical application of theoretical concepts and familiarizes them to the paradigm shifts in global managerial practices.

The Practice:

Methods of ITL

The following interactive teaching learning practices are identified for the current academic year for MBA and Part-Time MBA courses;

1. Case Studies
2. Group Discussions
3. Debates
4. Student Seminars
5. Quiz
6. Role Plays

The application of these interactive teaching learning methodologies again depends on the syllabus and content of the subjects in that semester. Consequently, the topics for Case Studies, Group Discussion, Debate, Student Seminars, Quiz and Role Plays will be identified by the faculty before commencement of the class work for every semester.

CASE STUDIES

The cases given relate to the situations faced by an organization, a decision or action taken by an individual manager / group. A case study analysis requires investigating a business problem, examining the alternative solutions and proposing the most effective solution using supporting evidence.

GROUP DISCUSSION

In a Group Discussion the students are encouraged to express their views without sorting to arguments on the views expressed by other members of the team. This helps the students to listen patiently and analyze the points proposed by the other members.

DEBATE

It consists of a structured contest of argument, in which two opposing teams defend and attack a given proposition. Debate engages learners in a combination of view points

STUDENT SEMINARS

Student seminars aim to improve the structures communication and presentation skills of the students, to motivate progressive and effective participation in presenting their views confidently; to allow them to learn various concepts and their practical application by detailed information gathering and exploration of the topic. Their knowledge base expands on the given topic

QUIZ

Quiz programs keep students updated about the current affairs and train students to participate in the activities like management meets, quiz programs and the likes

ROLE PLAYS

The aim behind encouraging role play activities among students is multi folded. These sessions are meant to improve the student's ability to understand the situational factors in a given scenario; to improve their imagination, inter personal and presentation skills; and most importantly to improve their understanding of other roles associated in the situation

Evidence of Success

Through ITL activities, students gained enough knowledge and confidence to face challenges in the competitive world. They excelled in the interviews, confidently faced challenges. The certificates and programs they participated exudes their ability to express their opinions and views on issues put in front of them. Their outlook also had undergone a change and they developed themselves into well rounded personalities that can multitask and take good decisions in their careers.

Problems Encountered and Resources Required:

Initially students were not to get on the stage because of stage fear, lack of confidence, lack of information and inefficiency in bringing the thought in to the presentation. But later lecturers motivated and helped them to participate and get success.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

7.3.1 PERFORMANCE OF THE INSTITUTION IN ONE AREA DISTINCTIVE TO ITS VISION, PRIORITY AND THRUST:

“Aurora” meaning Polar Lights reflects the culture of this group of institutions. The continuous efforts of the colleges of this group are directed to brighten the lives of students by imparting the right kind of knowledge, honing skills and nurturing their abilities.

The vision of Aurora’s PG College, Moosarambagh is to achieve high standards of excellence in management and computer education by synergizing professional inputs, cutting edge technologies, learning ambience and social relevance.

The Mission of our college is to produce high caliber management professionals capable of excelling in the fiercely competitive global market and to endow them with the ability to shatter all barriers to wealth maximization consistent with human welfare and to groom high caliber professionals who are familiar with cutting edges, emerging technologies and who embrace continuous learning as the mission of their life and career. Through Value Based and Career Oriented Education, Aurora prepares not just students with PG degrees in their hands, but people with real personality. It is for this reason that Aurora has become a brand and a Temple Of Learning to be trusted among students looking for quality education. The college offers Postgraduate Courses in Management (MBA) with faculty members who are dedicated to academics and research.

The tagline of Aurora -“Temple of Learning” is justified as the policies of the management are carried forward by individual institutions towards achieving academic excellence and to develop students into well rounded personalities. One of the unique features of the college is the compilation of a comprehensive handbook and organization of interactive teaching and learning practices. Students are given handbooks that contain session plans, best books to refer for each topic; question banks of previous semester examinations; complete schedules for TIL sessions for each paper. This manual helps the students in wholesome preparation for end semester examinations by the use of session plans and question banks; the activities undertaken in the TIL sessions enable them to discuss contents beyond syllabus and expand the horizon of their knowledge.

The idea behind all the programs is to emphasize on the doing and being part of the curriculum personality development, Communication skills etc are a part of their classroom sessions which ensures their individuality and helps them to face the competitive world.

OUT COMES:

- Continuous monitoring of attendance enhanced the students discipline, punctuality and the fundamentals to grooming.
- Students actively participated in undertaking mini projects, business surveys and internship which gave them the real-time experience in the industry.
- These practices have brought several laurels to the institution namely Top ten university ranks and placements in top notch organizations.
- Aurora achieves 16th, 11th, 9th, 8th and 3rd ranks for the past academic years awarded by the Osmania University.
- It is a matter of pride that the students of the college have made their mark at the national level.
- Our seed of consistent effort started reaping fruits in the form of university ranks.

NAAC

5. CONCLUSION

Additional Information :

The college, being affiliated to Osmania University believes in adhering to the curriculum and introducing practices that are contemporary and are capable of closing the gap between industry requirements and academic performance.

Concluding Remarks :

Aurora's PG College, Moosarambagh is one of the biggest of the MBA and MCA colleges in the State of Telangana and is emerging as a leading centre of professional education beyond the state. Teaching and learning at this institution is a synthesis of theoretical knowledge, professional activities, practical exposure, and soft skills to ensure all round development of the students' personality. The college affirms that its sole purpose is to develop high quality professionals with sound knowledge base and exemplary professional conduct to use their professional knowledge and skills for the progress of mankind by adopting themselves to the changing business environment with high degree of ethical values and core competence.

The college takes progressive steps to expand and enhance the knowledge through orientation and bridge courses for the freshers. After admission, special programs for advanced learners and slow learners are organized, thereby bridging the intellectual gap between the two.

The college continuously nurtures the research mindset of the faculty members by motivating them to participate in several programs that expands their knowledge horizon

The creation and enhancement of infrastructure to enhance effective teaching learning processes is an ongoing process

Through Value Based and Career Oriented Education, Aurora prepares not just students with PG degrees in their hands, but people with real personality. It is for this reason that Aurora has become a brand and a Temple Of Learning to be trusted as the ultimate educational destination among professional students