



## **AURORA'S PG COLLEGE(MBA)**

(Approved by AICTE & Affiliated to Osmania University)

Punjagutta, Hyderabad-500 082.

### **Internal Quality Assurance Cell**

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

Presided over by Dr. V Sree Jyothi, Principal Chairperson

**Date:** June 24, 2022

**Time:** 3.30 PM

**Venue:** Held in the Board Room

#### **Members Present:**

1. Dr. V Sree Jyothi, Principal – Chairperson
2. Ms. N. Anjali, Head- Dept of MBA– Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. RenuBala, Professor – Member
5. Dr. K. Sandeep Kumar, Associate Professor, Dept of MBA, Professor – Member
6. Ms. BidyutlataSahoo, Head- Dept of MCA –Member
7. Mr .Sudarshan, Librarian – Member
8. Mr. B. Ailaiah, Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus – Member
10. Mr. K SaiKarthik, Industry Nominee - Member

#### **Agenda:**

1. To review the actions initiated on the resolutions taken in the earlier meetings
2. To incorporate the suggestions related to NAAC work provided by the IQAC members
3. To discuss the internships and project work (allotment of internal guides)
4. Improving the infrastructure of the college
5. Achieving 100% internships for MBA & MCA
6. Improving student placement percentage

#### **Discussions:**

- The meeting commenced with a welcoming address by Ms. N. Anjali, Coordinator. She presented an action taken report of IQAC for the meeting held on May 9, 2022 incorporating the suggestions made the IQAC members.
- Dr. N. Ramesh Babu suggested that the college should work on signing more MOUs and collaborations for providing practical training through internships/ projects. He also reviewed the progress of the previous action plan.
- The principal, Dr.V. Sree Jyothi suggested that proper implementation of the Perspective Plan should be framed for the current academic year.
- Prof. V. Renu Bala suggested that provision for certificate courses (technical/soft skills) be made during the current academic year for students
- Dr. K. Sandeep Kumarsaid that the teaching staff be encouraged to attend conferences/seminars and present/publish research papers.
- Ms. Anjali informed the committee members about allotment of faculty coordinators as internal guides for projects.
- Ms. Biyulatha Sahoo brought forward the need for a code of conduct document for the students to be prepared and released.
- Mr. B. Ailaiah spoke about holding a short term workshop Learning IT skillsfor the



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administrative staff to improve their communication and technical (computer usage) skill.

- Mr.Sudarshan, Librarian spoke about the availability and upgradation of e-resources in the library.
- Mr. T Parameshwar, Alumnus suggested that the industry institution interaction should be strengthened by using the alumni network who are working in various sectors to enable students to interact and take them as mentors.
- Mr. K Sai Karthik also focused on the importance of the industry institution interaction cell to generate leads for internships and placements.

### Resolutions:

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

S.No.	Name	Designation	Position	Signature
1.	Dr. V Sree Jyothi	Principal	Chairperson	
2.	Ms. N.Anjali	Associate Professor	Coordinator	
3.	Dr.N. Ramesh Babu	Secretary	Member	
4.	Prof. V. Renu Bala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms.Bidyutlata Sahoo	Head- Dept of MCA	Member	
7.	Mr.Sudarshan	Librarian	Member	
8.	Mr. B. Ailaiah	Administrative Officer	Member	
9.	Mr.T. Parameshwar	Member	Member	
10.	Mr.K Sai karthik	Industry Nominee	Member	

Internal Quality Assurance Cell  
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Principal  
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**Internal Quality Assurance Cell**

**Minutes of the Meeting**

**Presided over by Dr. V Sree Jyothi, Principal Chairperson**

**Date: August 2, 2022**

**Time: 4.00 PM**

**Venue: Held in the Board Room**

**Members Present:**

1. Dr. V Sree Jyothi, Principal – Chairperson
2. Ms. N. Anjali, Head- Dept of MBA– Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. RenuBala, Professor – Member
5. Dr. K. Sandeep Kumar, Associate Professor, Dept of MBA– Member
6. Ms. BidyulataSahoo, Head- Dept of MCA –Member
7. Mr.Sudarshan, Librarian – Member
8. Mr. B. Ailaiah , Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus – Member
10. Mr. K SaiKarthik, Industry Nominee - Member

**Agenda:**

1. To review the actions initiated on the resolutions taken in the earlier meetings
2. To incorporate the suggestions related to NAAC work provided by the IQAC members
3. To approve the e-Governance Policy
4. To discuss about the Seminars/ Workshops to be conducted during this term
5. To discuss the projects allotment of topics and internal guides

**Discussions:**

- The meeting commenced with a welcoming address by Ms. N. Anjali, Coordinator. She presented an action taken report of IQAC for the meeting held on June 24, 2022 incorporating the suggestions made by the IQAC members. She also updated all the members about work completed on the AQAR.
- The principal, Dr. V. Sree Jyothi put forward the e-governance policy point wise and it was discussed and approved by all.
- Dr. N. Ramesh Babu spoke about the importance of implementing an e-Governance policy in the college and spoke about the purchase and application of ERP Solutions Software to be implemented by the college covering administration, student support system, examinations etc.
- Ms. Anjali informed the committee members regarding the activities to be taken up during the academic year and preparation of the academic calendar for the year. Detailed report of activities organized was also given by her.
- Ms. Biyulatha Sahoo informed the IQAC Cell that due to the change in MCA to a 2 year course (earlier a three year course), a lot of interest is being shown by students in admissions to MCA, hence the college can think of applying for additional sections in MCA.
- Mr. B. Ailaiah suggested that due to implementation of ERP, administrative works



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like scholarships, student support system like fees etc. will be made easier and convenient. The minimised administrative activities considerably increase operating efficiency.

- Mr .Sudarshan, Librarian spoke about the implementation of INFLIBNET and how teachers and students can be made aware of its benefits.
- Mr. T Parameshwar, Alumnus was very impressed with the idea of implementation of ERP and said that ERP software is critical for enhancing college administration, simplifying departmental interactions, automating operations, constantly tracking student development and alumni interactions.

### Resolutions:

1. Resolved to complete the AQAR work within a month.
2. Resolved to implement the e-Governance Policy.
3. Resolved to apply for additional sections in both MBA and MCA as there was a demand for both from the market.
4. Resolved to compulsorily ensure students take up internships in organisations
5. Resolved to make the students and faculty members aware about the use of INFLIBNET for effective utilization of library resources.

S.No.	Name	Designation	Position	Signature
1.	Dr. V Sree Jyothi	Principal	Chairperson	
2.	Ms. N.Anjali	Associate Professor	Coordinator	
3.	Dr.N. Ramesh Babu	Secretary	Member	
4.	Prof. V. RenuBala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms.BidyutlataSahoo	Head- Dept of MCA	Member	
7.	Mr.Sudarshan	Librarian	Member	
8.	Mr. B. Ailajiah	Administrative Officer	Member	
9.	Mr.T. Parameshwar	Member	Member	
10.	Mr.K Saikarthik	Industry Nominee	Member	

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**Internal Quality Assurance Cell**

**Minutes of the Meeting**

**Presided over by Dr. V Sree Jyothi, Principal Chairperson**

**Date: September 26, 2022**

**Time: 4.00 PM**

**Venue: Held in the Board Room**

Members Present:

1. Dr. V Sree Jyothi, Principal – Chairperson
2. Ms. N. Anjali, Head- Dept of MBA– Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. RenuBala, Professor – Member
5. Dr. K. Sandeep Kumar, Associate Professor, Dept of MBA– Member
6. Ms. BidyutlataSahoo, Head- Dept of MCA –Member
7. Mr .Sudarshan, Librarian – Member
8. Mr. B. Ailalah, Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus – Member
10. Mr. K SaiKarthik, Industry Nominee - Member

**Agenda:**

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

**Discussions:**

- The meeting commenced with a welcoming address by Ms. Anjali, Coordinator. She presented an action taken report of IQAC for the meeting held on August 20, 2021 incorporating the suggestions made by the IQAC members. She also updated all the members about work completed on the AQAR.
- The principal, Dr.V. Sree Jyothi put forward the Perspective Plan point wise and it was discussed and approved by all. She put forward that a FDP can be held in this year.
- Dr. N. Ramesh Babu suggested that the faculty members should focus more on not only on completion of syllabus but also incorporate continuous improvement in learning curve of teachers through attending International/National Conferences and



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presenting/publishing research papers. The students and teachers should be encouraged to complete the SWAYAM MOOCS courses.

- Prof. V. RenuBala suggested that syllabus be framed to provide 2 more certificate courses (technical/soft skills) as well as add-on courses during the next two terms. She also suggested that certain constitutional/commemorative day's should be celebrated by the institution.
- Ms. Anjali informed the committee members regarding the distribution of workload to teachers. She also put forward the revised syllabus for review of the committee so that suggestions could be made to Osmania University if any changes required.
- Ms. Biyulatha Sahoo informed the IQAC Cell that MCA has been changed to a 2 year course (earlier a three year course) & the syllabus for same as released by Osmania University was put up for review by the IQAC Cell.
- Mr. B. Ailayah gave suggestions for improvement of Infrastructure and its maintenance policy.
- Mr. Sudarshan, Librarian spoke about the requirements of the library expenditure for the next academic year and also improving the library visits by staff and students.
- Mr. T Parameshwar, Alumnus suggested that by networking with the alumni, avenues for funding can be explored for the betterment of college facilities.
- Mr. K Sai Karthik opined that with change of syllabus, more ICT and practice oriented teaching learning methods can be incorporated by the teachers. He also suggested that all class rooms should be provided with projectors so that teachers and students are more technology oriented.

### Resolutions:

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

S.No.	Name	Designation	Position	Signature
1.	Dr. V Sree Jyothi	Principal	Chairperson	
2.	Ms. N. Anjali	Associate Professor	Coordinator	
3.	Dr. N. Ramesh Babu	Secretary	Member	
4.	Prof. V. Renu Bala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms. Bidyulata Sahoo	Head- Dept of MCA	Member	
7.	Mr. Sudarshan	Librarian	Member	
8.	Mr. B. Ailayah	Administrative Officer	Member	
9.	Mr. T. Parameshwar	Member	Member	
10.	Mr. K Saikarthik	Industry Nominee	Member	

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- Ms. Anjali informed the committee members regarding the green initiatives being undertaken by the college during year like organizing programs for students to sensitise them to stop usage of single use plastic, paper usage and e-waste management. Faculty members and students are asked to reutilize the printed papers, carry cloth bags with them for shopping etc.
- Ms. Biyulatha Sahoo suggested that remedial classes schedule is to be prepared.
- Mr.Sudarshan, Librarian spoke about improving the use of digital library resources by staff and students.
- Mr. T Parameshwar, Alumnus suggested enhancement of career guidance programs for students.
- Mr. K SaiKarthik opined that the college can take up more extension activities.

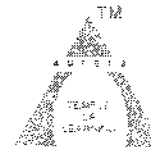
### Resolutions:

1. Resolved to organize awareness programmes on green initiatives
2. Resolved to organize a 5 day online FDP on Learning Technological Trends in Business Management with Data Sciences during May 4-8, 2023.
3. Resolved to enter into industry collaboration with TechKinect Services LLP, ExcelR, IntelliCloud Apps etc.
4. Resolved to create a proforma for internal audit and conduct the Academic and Administrative Audit every year.
5. Resolved to prepare the Remedial classes schedule for both MBA and MCA I semester students identified as slow learners.

S.No.	Name	Designation	Position	Signature
1.	Dr. V Sree Jyothi	Principal	Chairperson	
2.	Ms. N.Anjali	Associate Professor	Coordinator	
3.	Dr.N. Ramesh Babu	Secretary	Member	
4.	Prof. V. RenuBala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms.Bidyulata Sahoo	Head- Dept of MCA	Member	
7.	Mr.Sudarshan	Librarian	Member	
8.	Mr. B. Ailayah	Administrative Officer	Member	
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### **Internal Quality Assurance Cell**

### **Minutes of the Meeting**

**Presided over by Dr. V Sree Jyothi, Principal Chairperson**

**Date:** February 20, 2023

**Time:** 4.00 PM

**Venue:** Held in the Board Room

Members Present:

1. Dr. V Sree Jyothi, Principal – Chairperson
2. Ms. N. Anjali, Head- Dept of MBA– Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. RenuBala, Professor – Member
5. Dr. K. Sandeep Kumar, Associate Professor, Dept of MBA– Member
6. Ms. Bidyutlata Sahoo, Head- Dept of MCA –Member
7. Mr .Sudarshan, Librarian – Member
8. Mr. B. Ailayah , Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus – Member
10. Mr. K SaiKarthik, Industry Nominee - Member

**Agenda:**

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

**Discussions:**

- The meeting commenced with a welcoming address by Prof. K. Padmaja, Coordinator. She presented an action taken report of IQAC for the meeting held on December 21, 2022 incorporating the suggestions made by the IQAC members. She also updated all the members about work completed on the AQAR.
- Dr. N. Ramesh Babu took the review of how the feedback mechanism works. He also was interested in knowing about which stakeholders the feedback is being collected and how the analysis was being done.
- The principal, Dr.V. Sree Jyothi discussed that the feedback was being collected from various stakeholders like students, alumni, employers, parents etc.
- Dr. K. Sandeep Kumar suggested that mentoring should be taken up by the faculty members and the heads should allot the mentors for each group of students so that the students (especially weak students should benefit from this. She also suggested that the weak learners in the classroom should be paired up with advanced learners.
- Ms. Anjali informed the committee members about the conduct of bridge courses for





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certain subjects like financial accounting, Statistics for management etc. She also informed that during the academic year various certificate and add-on courses have been offered or are still in progress like - *Employability Readiness, Business Communication, Personal Productivity, Managerial Skills, Spoken English Communication, Analytical Aptitude Development, Certificate in Educational Technology, Certificate in Business Analytics, Certificate in Entrepreneurship Education, Certificate in Finance and Accounting for Non-Financial Managers, Certificate in Case Method Teaching, Certificate in Marketing and Digital Media*

- Ms. Biyulatha Sahoo informed the IQAC Cell that they will be conducting guest lectures on Cybersecurity and Cloud Visualisation in March 2023.
- Mr. Madhukiran gave suggestions for improvement of Infrastructure and its maintenance policy.
- Mr. Sudarshan, Librarian spoke about the availability of library resources (Journal articles etc.) for supporting the staff and students in writing research papers and articles.
- Mr. T Parameshwar, Alumnus suggested that students can be mentored by the alumni. Interested students can be mentored throughout their two year stay by attaching them with an alumni.
- Mr. K Sai Karthik opined that students should be industry ready. He also suggested measures like group activities etc to enhance the improving communication skills and for personality development of students.

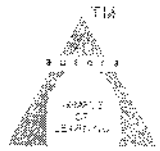
### Resolutions:

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

S.No.	Name	Designation	Position	Signature
1.	Dr. V Sree Jyothi	Principal	Chairperson	
2.	Ms. N. Anjali	Associate Professor	Coordinator	
3.	Dr. N. Ramesh Babu	Secretary	Member	
4.	Prof. V. Renu Bala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms. Bidyutlata Sahoo	Head- Dept of MCA	Member	
7.	Mr. Sudarshan	Librarian	Member	
8.	Mr. B. Ailalah	Administrative Officer	Member	
9.	Mr. T Parameshwar	Member	Member	
10.	Mr. K Sai karthik	Industry Nominee	Member	

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## Internal Quality Assurance Cell

### Minutes of the Meeting

Presided over by Dr. V Sree Jyothi, Principal Chairperson

**Date:** May 9, 2023

**Time:** 4.00 PM

**Venue:** Held in the Board Room

#### Members Present:

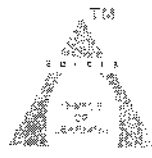
1. Dr. V Sree Jyothi, Principal – Chairperson
2. Ms. N. Anjali, Head- Dept of MBA– Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. RenuBala, Professor – Member
5. Dr. K. Sandeep Kumar, Associate Professor, Dept of MBA– Member
6. Ms. Bidyutlata Sahoo, Head- Dept of MCA –Member
7. Mr .Sudarshan, Librarian – Member
8. Mr. B. Ailalah , Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus – Member
10. Mr. K SaiKarthik, Industry Nominee - Member

#### Agenda:

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

#### Discussions:

- A warm welcome was accorded by Ms.N.Anjali, Coordinator to all the members. She presented an action taken report of IQAC for the meeting held on February 18, 2023. She also updated all the members about NAAC related work and that the work is going on as per schedule. She also updated the cell members regarding the feedback review and analysis and preparing the action taken report on the basis of feedback process.
- Dr. N. Ramesh Babu reviewed the feedback analysis. The committee was updated on the analysis done on the feedback from various stakeholders. Feedback on academic performance and institutional ambience was gathered from students, faculty, alumni, and parents via Google Forms, generating comprehensive reports.
  - Students generally expressed strong satisfaction with the academic environment, faculty expertise, mentoring, facilities, internet access, and library resources. However, responses regarding canteen facilities were less positive, with many neutral responses indicating room for improvement.
  - Faculty members expressed strong satisfaction with the academic environment, facilities, and amenities, but raised concerns about restroom cleanliness and maintenance due to occasional staffing shortages.
  - Alumni expressed strong satisfaction with the academic environment and infrastructure but raised concerns about the lack of cultural events, faulty door latches, and the need for cooler water in summer.



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- Parents are highly satisfied with academic environment, faculty expertise, facilities, and infrastructure; some express concerns about canteen variety.
- Dr. N. Ramesh Babu did a review of all seven criteria and checked the progress of NAAC work.
- The principal, Dr.V. Sree Jyothi discussed the progress of all certificate programmes being offered by MBA and MCA departments.
- Prof. V. RenuBala requested the MBA and MCA heads to give a progress report on the implementation of the mentoring system in the college
- Dr. K. Sandeep Kumar informed the committee members about the conduct of seminar presentations for first year students. He further updated the cell members regarding the conduct of progress seminars for fourth semester students and that these students will be appearing for their final project viva and exams shortly.
- Ms. Biyulatha Sahoo informed the IQAC Cell regarding the completion of guest lectures and certificate courses.
- Mr .Sudarshan, Librarian spoke about improving the library footfalls
- Mr. T Parameshwar, Alumnus spoke about improving the communication skills by conducting CRT classes regularly for them.
- Mr. K SaiKarthik also suggested measures in the same vein.

### Resolutions:

1. Resolved to take the required action based on the review of analysis of feedback received from various stakeholders.
  - Library resources will be enhanced with NPTEL videos, bolstering digital capabilities. Mentoring relationships will be encouraged for students' career aspirations. Canteen improvements, including menu expansion and service optimization, will be implemented after student feedback.
  - During discussions, absenteeism among cleaning staff was noted, prompting swift resolution and exploring alternatives to minimize disruptions. Plumbing issues were also promptly addressed.
  - Water coolers were inspected for functionality during routine maintenance. Concerns about student water usage were noted, alongside organizing cultural events like Anukruti "Techno Management Fest." Door latches and plumbing issues were addressed promptly.
  - The proposal to add more items to the canteen lacked majority student support, leading to the decision not to implement these additions.
- 2 Resolved to complete the NAAC related work within the time frame given.
- 3 Resolved to strengthen the mentoring system in the college.
- 4 Resolved to strengthen the feedback review process and make it more dynamic.
- 5 Resolved to motivate staff members and students towards continuous improvement.

S.No.	Name	Designation	Position	Signature
1.	Dr. V Sree Jyothi	Principal	Chairperson	
2.	Ms. N.Anjali	Associate Professor	Coordinator	
3.	Dr.N. Ramesh Babu	Secretary	Member	<i>Ramesh</i>
4.	Prof. V. RenuBala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	<i>Sandeep</i>
6.	Ms.Bidyutlata Sahoo	Head- Dept of MCA	Member	<i>Bidyuta</i>
7.	Mr.Sudarshan	Librarian	Member	<i>Sudarshan</i>
8.	Mr. B. Ailayah	Administrative Officer	Member	<i>B. Ailayah</i>
9.	Mr.T Parameshwar	Member	Member	<i>Parameshwar</i>
10.	Mr.K Sai karthik	Industry Nominee	Member	<i>Sai Karthik</i>

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Principal  
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**Internal Quality Assurance Cell**

**Minutes of the Meeting**

Presided over by Dr. V Sree Jyothi, Principal Chairperson

**Date:** August 20, 2021

**Time:** 4.00 PM

**Venue:** Held in the Board Room

**Members Present:**

1. Dr. V Sree jyothi, Principal – Chairperson
2. Ms. N.Anjali, Associate Professor, Dept of MBA – Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. Renu Bala, Professor, – Member
5. Dr. K. Sandeep Kumar, Associate Professor, Dept of MBA – Member
6. Ms. Bidyutlata Sahoo, Head- Dept of MCA –Member
7. Mr. Sudarshan, Librarian – Member
8. Mr. B. Ailalah, Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus – Member
10. Mr. K Sai Karthik, Industry Nominee - Member

**Agenda:**

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

**Discussions:**

- The meeting commenced with a welcoming address by Ms. N.Anjali, Coordinator. She presented an action taken report of IQAC for the previous meeting incorporating the suggestions made by the IQAC members. She also updated all the members about work completed on the AQAR.
- The principal, Dr.V. Sreejyothi put forward the Perspective Plan points to be included: *Vision and Mission Alignment, teaching-Learning Enhancement, Developmental Priorities, Research and Development, Student Skills and Development, Infrastructure and Funding* .
- Dr. N. Ramesh Babu suggested that the faculty members should be encouraged to write research papers in get them published in reputed journals.
- Dr. K. Sandeep Kumar suggested that syllabus be framed to provide 2 more certificate courses (technical/soft skills) as well as add-on courses during the next two terms. She also suggested that certain constitutional/commemorative days should be celebrated by the institution.
- Ms. Anjali informed the committee members regarding the distribution of workload to teachers. She also put forward the revised syllabus for review of the committee so



## AURORA'S PG COLLEGE (MBA)

(Approved by AICTE & Affiliated to Osmania University)

**Punjagutta, Hyderabad-500 082.**

that suggestions could be made to Osmania University if any changes required.

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

### Resolutions:

1. Resolved to sensitise the teachers towards use of research tools by conducting a FDP.
2. To maintain its growth trajectory, the college has identified several Key Result Areas (KRAs) for enhancement.
3. Resolved to celebrate traditional days like Sankranti, Christmas, Bathukamma.
4. Resolved to frame an updated infrastructure maintenance policy for the institution.
5. Resolved to include a library hour in the time table.
6. Resolved to include use of tutorials compulsorily for all subjects (Case study analysis, book reviews, presentations)

S.No.	Name	Designation	Position	Signature
1.	Dr. V Sree jyothi	Principal	Chairperson	
2.	Ms. N.Anjali	Associate Professor	Coordinator	
3.	Dr.N. Ramesh Babu	Secretary	Member	
4.	Prof. V. Renu Bala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms.Bidyutlata Sahoo	Head- Dept of MCA	Member	
7.	Mr.Sudarshan	Librarian	Member	
8.	Mr. B. Ailaiah	Administrative Officer	Member	
9.	Mr.T Parameshwar	Member	Member	
10.	Mr.K Sai karthik	Industry Nominee	Member	

Internal Quality Assurance Cell  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.

Principal  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.



## **AURORA'S PG COLLEGE (MBA)**

(Approved by AICTE & Affiliated to Osmania University)

Punjagutta, Hyderabad-500 082.

### **Internal Quality Assurance Cell**

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

Presided over by Dr. V Sree Jyothi, Principal Chairperson

**Date:** November 29, 2021

**Time:** 3.30 PM

**Venue:** Held in the Board Room

#### **Members Present:**

1. Dr. V Sree jyothi, Principal – Chairperson
2. Ms. N.Anjali, Associate Professor, Dept of MBA – Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. Renu Bala, Professor, – Member
5. Dr. K. Sandeep Kumar, Associate Professor, Dept of MBA – Member
6. Ms. Bidyutlata Sahoo, Head- Dept of MCA –Member
7. Mr. Sudarshan, Librarian – Member
8. Mr. B. Ailalah, Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus – Member
10. Mr. K Sai Karthik, Industry Nominee - Member

#### **Agenda:**

To review the actions initiated on the resolutions taken in the earlier meetings

1. To incorporate the suggestions related to NAAC work provided by the IQAC members
2. To approve the Perspective Plan.
3. To discuss about the FDP to be conducted during this term
4. To discuss the Project report preparation and allotment of internal guides
5. To discuss the status of activities to be organised during the forthcoming term.

#### **Discussions:**

- The meeting commenced with a welcoming address by Ms. N.Anjali, Coordinator. She presented an action taken report of IQAC for the meeting held on August 20, 2021 incorporating the suggestions made by the IQAC members. She also updated all the members about work completed on the AQAR.
- The principal, Dr.V. Sreejyothi put forward the Perspective Plan point wise and it was discussed and approved by all.
- Dr. N. Ramesh Babu suggested that the faculty members should focus more on not only on completion of syllabus but also incorporate continuous improvement in learning curve of teachers through attending International/National Conferences and presenting/publishing research papers. The students and teachers should be encouraged to complete the SWAYAM MOOCS courses.
- Dr. K. Sandeep Kumar suggested that a FDP should be organized in the forthcoming year to sensitise the teachers regarding writing of research papers.
- Ms. Anjali informed the committee members regarding the distribution of workload to teachers. She also put forward the revised syllabus for review of the committee so



## AURORA'S PG COLLEGE (MBA)

(Approved by AICTE & Affiliated to Osmania University)

**Punjagutta, Hyderabad-500 082.**

that suggestions could be made to Osmania University if any changes required.

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

### Resolutions:

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

S.No.	Name	Designation	Position	Signature
1.	Dr. V Sree jyothi	Principal	Chairperson	
2.	Ms. N.Anjali	Associate Professor	Coordinator	
3.	Dr.N. Ramesh Babu	Secretary	Member	
4.	Prof. V. Renu Bala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms.Bidyulata Sahoo	Head- Dept of MCA	Member	
7.	Mr.Sudarshan	Librarian	Member	
8.	Mr. B. Ailayah	Administrative Officer	Member	
9.	Mr.T Parameshwar	Member	Member	
10.	Mr.K Sai karthik	Industry Nominee	Member	

Internal Quality Assurance Cell  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.

Principal  
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Punjagutta, Hyderabad.



**Internal Quality Assurance Cell**

**Minutes of the Meeting**

**Presided over by Dr. V Sree Jyothi, Principal Chairperson**

**Date: February 18, 2022**

**Time: 4.00 PM**

**Venue: Held in the Board Room**

**Members Present:**

1. Dr. V Sree jyothi, Principal – Chairperson
2. Ms. N.Anjali, Associate Professor, Dept of MBA – Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. Renu Bala, Professor – Member
5. Dr. K. Sandeep Kumar, Associate Professor, Dept of MBA – Member
6. Ms. Bidyutlata Sahoo, Head- Dept of MCA –Member
7. Mr .Sudarshan, Librarian – Member
8. Mr. B. Ailalah, Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus – Member
10. Mr. K Sai Karthik, Industry Nominee - Member

**Agenda:**

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

**Discussions:**

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





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bridge courses for certain subjects like financial accounting, Statistics for management etc. She also informed that during the academic year various certificate and add-on courses have been offered or are still in progress like - *Employability Readiness, Business Communication, Personal Productivity, Managerial Skills, Spoken English Communication, Analytical Aptitude Development, Certificate in Educational Technology, Certificate in Business Analytics, Certificate in Entrepreneurship Education, Certificate in Finance and Accounting for Non-Financial Managers, Certificate in Case Method Teaching, Certificate in Marketing and Digital Media*

- Ms. Biyulatha Sahoo informed the IQAC Cell that they will be conducting guest lectures on Cybersecurity and Cloud Visualisation in March 2022.
- Mr. B. Ailaiah gave suggestions for improvement of Infrastructure and its maintenance policy.
- Mr. Sudarshan, Librarian spoke about the availability of library resources (Journal articles etc.) for supporting the staff and students in writing research papers and articles.
- Mr. T Parameshwar, Alumnus suggested that students can be mentored by the alumni. Interested students can be mentored throughout their two year stay by attaching them with an alumni.
- Mr. K Sai Karthik opined that students should be industry ready. He also suggested measures like group activities etc to enhance the improving communication skills and for personality development of students.

### Resolutions:

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

S.No.	Name	Designation	Position	Signature
1.	Dr. V Sree jyothi	Principal	Chairperson	
2.	Ms. N.Anjali	Associate Professor	Coordinator	
3.	Dr.N. Ramesh Babu	Secretary	Member	
4.	Prof. V. Renu Bala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms.Bidyulata Sahoo	Head- Dept of MCA	Member	
7.	Mr.Sudarshan	Librarian	Member	
8.	Mr. B. Ailaiah	Administrative Officer	Member	
9.	Mr.T Parameshwar	Member	Member	
10.	Mr.K Sai karthik	Industry Nominee	Member	

Internal Quality Assurance Cell  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.

Principal  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.



# AURORA'S PG COLLEGE (MBA)

(Approved by AICTE & Affiliated to Osmania University)

Punjagutta, Hyderabad-500 082.

## Internal Quality Assurance Cell

### Minutes of the Meeting

Presided over by Dr. V Sree Jyothi, Principal Chairperson

Date: May 9, 2022

Time: 4.00 PM

Venue: Held in the Board Room

#### Members Present:

1. Dr. V Sree jyothi, Principal – Chairperson
2. Ms. N.Anjali, Associate Professor, Dept of MBA – Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. Renu Bala, Professor – Member
5. Dr. K. Sandeep Kumar, Associate Professor, Dept of MBA – Member
6. Ms. Bidyutlata Sahoo, Head- Dept of MCA –Member
7. Mr .Sudarshan, Librarian – Member
8. Mr. B. Ailalah, Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus – Member
10. Mr. K Sai Karthik, Industry Nominee - Member

#### Agenda:

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

#### Discussions:

- A warm welcome was accorded by Ms. N.Anjali, Coordinator to all the members. She presented an action taken report of IQAC for the meeting held on February 18, 2022. She also updated all the members about NAAC related work and that the work is going on as per schedule. She also updated the cell members regarding the feedback review and analysis and preparing the action taken report on the basis of feedback process.
- Dr. N. Ramesh Babu reviewed the feedback analysis.  
The committee was updated on the analysis done on the feedback from various stakeholders. Feedback on academic performance and institutional ambience was gathered from students, faculty, alumni, and parents via Google Forms, generating comprehensive reports.
  - Students praised the curriculum's practical relevance and supportive faculty, but desired updated resources, extracurricular activities, and better study spaces.
  - Faculty appreciated professional development and research support but needed better technology and interdisciplinary opportunities.
  - Students requested modernization and sustainable practices.
  - Recruiters praised graduates' analytical abilities but noted a need for practical skills and soft skills enhancement.
  - Feedback highlighted the college's supportive atmosphere but suggested better student support services and community engagement.

Feedback



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- This report emphasized the college's dedication to continuously improving its educational offerings and campus environment, ensuring it remains a premier institution in higher education.
- Dr. N. Ramesh Babu also did a review of all seven criteria and checked the progress of NAAC work.
  - The principal, Dr.V. Sree Jyothi discussed the progress of all certificate programmes being offered by MBA and MCA departments.
  - Prof. V. Renu Bala requested the MBA and MCA heads to give a progress report on the implementation of the mentoring system in the college
  - Dr. K. Sandeep Kumar informed the committee members about the conduct of seminar presentations for first year students. She further updated the cell members regarding the conduct of progress seminars for fourth semester students and that these students will be appearing for their final project viva and exams shortly.
  - Ms. Biyulatha Sahoo informed the IQAC Cell regarding the completion of guest lectures and certificate courses.
  - Mr. Sudarshan, Librarian spoke about improving the library footfalls
  - Mr. T Parameshwar, Alumnus spoke about improving the communication skills by conducting CRT classes regularly for them.
  - Mr. K Sai Karthik also suggested measures in the same vein.

## Resolutions:

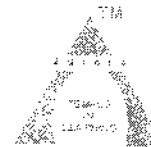
1. Resolved to take the required action based on the review of analysis of feedback received from various stakeholders.
  - Modern technologies will be incorporated, the library upgraded, and new clubs and study areas established.
  - The college will provide advanced teaching aids, initiated cross-department projects, and organized regular training sessions and workshops.
  - The college upgraded classrooms, laboratories, and recreational areas, implemented energy-efficient lighting, waste reduction programs, and created green spaces to enhance sustainability.
  - The college integrated practical applications into the curriculum, introduced relevant workshops, and strengthened industry partnerships for internships.
  - New initiatives included enhanced career services, mental health support, academic advising, and community service opportunities through local partnerships.
2. Resolved to complete the NAAC related work within the time frame given.
3. Resolved to strengthen the mentoring system in the college.
4. Resolved to strengthen the feedback review process and make it more dynamic.
5. Resolved to motivate staff members and students towards continuous improvement.

S.No.	Name	Designation	Position	Signature
1.	Dr. V Sree Jyothi	Principal	Chairperson	
2.	Ms. N.Anjali	Associate Professor	Coordinator	
3.	Dr.N. Ramesh Babu	Secretary	Member	Ramesh
4.	Prof. V. Renu Bala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms.Bidyutlata Sahoo	Head- Dept of MCA	Member	Bidyutlata
7.	Mr.Sudarshan	Librarian	Member	Sudarshan
8.	Mr. B. Ailalah	Administrative Officer	Member	
9.	Mr.T Parameshwar	Member	Member	Parameshwar
10.	Mr.K Sai karthik	Industry Nominee	Member	Sai Karthik

Internal Quality Assurance Cell  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.

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Panjagutta, Hyderabad.



**Internal Quality Assurance Cell**

**Minutes of the Meeting**

**Presided over by Dr. Pandira Rajavardhan, Principal Chairperson**

**Date: June 10, 2020**

**Time: 4.00 PM**

**Venue: Held virtually through Zoom Platform**

**Members Present:**

1. Dr. Pandira Rajavardhan, Principal – Chairperson
2. Ms. N.Anjali, Associate Professor, Dept of MBA – Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. Renu Bala, Professor, – Member
5. Dr. Seshagiri Rao, Dept of MBA – Member
6. Dr. Sandip S. Gudelliwar, Professor, Dept of MCA –Member
7. Mr. Sudarshan, Librarian – Member
8. Mr. B.Ailayah, Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus – Member
10. Mr. K Sai Karthik, Industry Nominee - Member

**Agenda:**

1. To review the actions initiated on the resolutions taken in the earlier meetings
2. Discussion on strategies to improve academic outcomes
3. To discuss new initiatives to enhance academic and administrative quality
4. To discuss the relevant certificate courses to be introduced during the forthcoming academic year

**Discussions:**

- The meeting commenced with a welcoming address by Ms. N.Anjali, Coordinator. She presented an action taken report of IQAC for the previous meeting incorporating the suggestions made the IQAC members.
- Dr. N. Ramesh Babu suggested that we should encourage the use of blended learning, flipped classrooms, and digital tools to enhance engagement.
- The principal, Dr. Pandira Rajavardhan suggested that the college should regularly update the curriculum to align with industry standards and emerging trends.
- Dr. K. Sandeep Kumar suggested that Organize regular training sessions and workshops for faculty to adopt new teaching methodologies.
- Ms. Anjali informed the committee members about allotment of faculty coordinators as internal guides for projects. She also suggested that an orientation programme ALAAP be organized for first year students.
- Ms. Biyulatha Sahoo suggested that we should implement continuous assessment systems that provide timely and constructive feedback to students.
- Mr. B.Ailayah spoke about holding a short term training programmes for administrative staff to improve their communication and computer usage skills.
- Mr. Sudarshan, Librarian spoke about the availability of e-resources in the library.
- Mr.T Parameshwar, Alumnus suggested that the placement cell of the college should be strengthened by using the alumni network.
- Mr.K SaiKarthik opined that community Engagement and Outreach Programmes



## AURORA'S PG COLLEGE(MBA)

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### Resolutions:

1. Resolved to review the ongoing NAAC related work on all seven criteria.
2. Resolved to integrate practical, hands-on learning experiences, such as labs, workshops, and internships, into the curriculum starting next academic year.
3. Resolved to implement blended learning, flipped classrooms, and digital tools across all departments to enhance student engagement and learning effectiveness.
4. Resolved to introduce additional tutoring and remedial programs for students requiring extra assistance in specific subjects.
5. Resolved to hold a short-term workshop for the administrative staff.
6. Resolved to conduct an Orientation Programme for First year students.

S.No.	Name	Designation	Position	Signature
1.	Dr. Pandira Rajavardhan	Principal	Chairperson	
2.	Ms. N.Anjali	Associate Professor	Coordinator	
3.	Dr.N. Ramesh Babu	Secretary	Member	
4.	Prof. V. RenuBala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms.BidyutlataSahoo	Head- Dept of MCA	Member	
7.	Mr.Sudarshan	Librarian	Member	
8.	Mr. B.Ailaiah	Administrative Officer	Member	
9.	Mr.TParameshwar	Member	Member	
10.	Mr.KSaikarthik	Industry Nominee	Member	

Internal Quality Assurance Cell  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.

Principal  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.



## **Internal Quality Assurance Cell**

### **Minutes of the Meeting**

**Presided over by Dr. Pandira Rajavardhan, Principal Chairperson**

**Date: September 3, 2020**

**Time: 4.00 PM**

**Venue: Held in the Board Room**

Members Present:

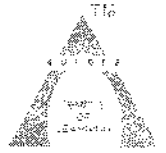
1. Dr. Pandira Rajavardhan, Principal – Chairperson
2. Ms. N.Anjali, Associate Professor, Dept of MBA – Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. Renu Bala, Professor, – Member
5. Dr. Seshagiri Rao, Dept of MBA – Member
6. Dr. Sandip S. Gudelliwar, Professor, Dept of MCA –Member
7. Mr. Sudarshan, Librarian – Member
8. Mr. B.Ailayah, Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus – Member
10. Mr. K Sai Karthik, Industry Nominee - Member

**Agenda:**

1. To review the actions initiated on the resolutions taken in the earlier meetings
2. Discussion on ways to foster a research-oriented culture
3. To discuss Discussion on enhancing the student support services
4. To discuss the future needs and planning for upgrades

**Discussions:**

- The meeting commenced with a welcoming address by Ms. N.Anjali, Coordinator. She presented an action taken report of IQAC for the previous meeting incorporating the suggestions made the IQAC members.
- Dr. N. Ramesh Babu suggested that we should promote a culture of research by supporting student and faculty research projects.
- The principal, Dr. Pandira Rajavardhan suggested that the teachers should incorporate e-learning tools and online resources to supplement traditional teaching methods.
- Dr. K. Sandeep Kumar suggested that we should review of student support services such as counseling, career guidance, and extracurricular activities.
- Ms. Anjali suggested use of LMS platforms for better management of course materials and communication.
- Ms. Biyulatha Sahoo suggested that we should implement continuous assessment systems that provide timely and constructive feedback to students.
- Mr. B.Ailayah spoke about holding a short term training programmes for administrative staff to improve their communication and computer usage skills.
- Mr. Sudarshan, Librarian spoke about the availability of e-resources in the library.
- Mr.T Parameshwar, Alumnus suggested that the college should ensure the curriculum is relevant to current industry needs and trends through regular consultations with industry experts..



## AURORA'S PG COLLEGE(MBA)

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- Mr.KSaiKarthikopinedthatresearch opportunities should be provided to students and teachers through resources, and support for innovative research initiatives.

### Resolutions:

1. Resolvedtoconduct annual reviews of academic programs and strategies to ensure continuous improvement and adaptation to changing educational demands.
2. Resolvedtoestablish continuous assessment systems that provide timely and constructive feedback to students throughout the semester.
3. Resolved to enhance academic advising and mentoring programs to offer personalized support to students, ensuring they meet their academic goals.
4. Resolvedtoorganize academic competitions, seminars, and workshops annually to stimulate intellectual growth and peer learning.
5. Resolvedtoholdashort-termworkshopsfortheadministrativestaff
6. Resolvedtostrengthen partnerships with industry leaders to offer internships, guest lectures, and real-world projects to students.

S.No.	Name	Designation	Position	Signature
1.	Dr. Pandira Rajavardhan	Principal	Chairperson	
2.	Ms. N.Anjali	Associate Professor	Coordinator	
3.	Dr.N. Ramesh Babu	Secretary	Member	
4.	Prof. V. RenuBala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms.BidyutlataSahoo	Head- Dept of MCA	Member	
7.	Mr.Sudarshan	Librarian	Member	
8.	Mr. B.Ailayah	Administrative Officer	Member	
9.	Mr.TParameshwar	Member	Member	
10.	Mr.KSaikarthik	Industry Nominee	Member	

Internal Quality Assurance Cell  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.

Principal  
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## **AURORA'S PG COLLEGE (MBA)**

(Approved by AICTE & Affiliated to Osmania University)

Punjagutta, Hyderabad-500 082.

### **Internal Quality Assurance Cell**

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

**Presided over by Dr. Pandira Rajavardhan, Principal Chairperson**

**Date: December 18, 2020**

**Time: 4.00 PM**

**Venue: Held in the Board Room**

#### **Members Present:**

1. Dr. Pandira Rajavardhan, Principal – Chairperson
2. Ms. N.Anjali, Associate Professor, Dept of MBA – Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. Renu Bala, Professor, – Member
5. Dr. Seshagiri Rao, Dept of MBA – Member
6. Dr. Sandip S. Gudelliwar, Professor, Dept of MCA –Member
7. Mr. Sudarshan, Librarian – Member
8. Mr. B.Ailayah, Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus – Member
10. Mr. K Sai Karthik, Industry Nominee - Member

#### **Agenda:**

1. Review and approval of the previous meeting minutes
2. Review of ongoing and upcoming faculty development programs
3. Review of student support services such as counseling, career guidance, and extracurricular activities
4. To discuss suggestions for new training and development opportunities

#### **Discussions:**

- The meeting commenced with a welcoming address by Ms. N.Anjali, Coordinator. She presented an action taken report of IQAC for the previous meeting incorporating the suggestions made the IQAC members.
- Dr. N. Ramesh Babu suggested that we should conduct regular surveys to gather feedback on student support services and identify areas for improvement.
- The principal, Dr. Pandira Rajavardhan suggested that the college should improve physical and digital accessibility across campus to ensure all students can access support services.
- Dr. K. Sandeep Kumar suggested that we should organize events and activities that promote community building and a sense of belonging among students such as cancer awareness programs and implement green initiatives.
- Ms. Anjali suggested that we should ensure support services are inclusive and cater to the needs of diverse student populations, including students with disabilities, and minority groups.
- Ms. Biyulatha Sahoo suggested that we should offer online counseling and advising services for remote and off-campus students during these trying COVID times.
- Mr. B.Ailayah spoke about offering flexible work schedules and remote work options where feasible to promote work-life balance..





## AURORA'S PG COLLEGE(MBA)

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Punjagutta, Hyderabad-500 082.

where feasible to promote work-life balance..

- Mr. Sudarshan, Librarian spoke about regularly updating library collections and providing access to online databases and e-books.
- Mr. T. Parameshwar, Alumnus suggested that the college should create and maintain conducive study environments with adequate resources and facilities.
- Mr. K. Sai Karthik opined that we should encourage student participation in clubs, societies, and extracurricular activities to develop soft skills and leadership qualities.

### Resolutions:

1. Resolved to establish a system to ensure that student feedback is reviewed and acted upon promptly.
2. Resolved to host academic competitions, seminars, and workshops to stimulate intellectual growth and peer learning.
3. Resolved to form a committee to review and update the curriculum, ensuring alignment with industry standards and emerging trends.
4. Resolved to organize professional development workshops for faculty on innovative teaching methodologies and tools.

S.No.	Name	Designation	Position	Signature
1.	Dr. Pandira Rajavardhan	Principal	Chairperson	
2.	Ms. N. Anjali	Associate Professor	Coordinator	
3.	Dr. N. Ramesh Babu	Secretary	Member	
4.	Prof. V. Renu Bala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms. Bidyutlata Sahoo	Head- Dept of MCA	Member	
7.	Mr. Sudarshan	Librarian	Member	
8.	Mr. B. Ailiah	Administrative Officer	Member	
9.	Mr. T. Parameshwar	Member	Member	
10.	Mr. K. Saikarthik	Industry Nominee	Member	

Internal Quality Assurance Cell  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.

Principal  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.



## Internal Quality Assurance Cell

### Minutes of the Meeting

Presided over by Dr. Pandira Rajavardhan, Principal Chairperson

Date: April 24, 2021

Time: 4.00 PM

Venue: Held in the Board Room

Members Present:

1. Dr. Pandira Rajavardhan, Principal – Chairperson
2. Ms. N.Anjali, Associate Professor, Dept of MBA – Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. Renu Bala, Professor, – Member
5. Dr. Seshagiri Rao, Dept of MBA – Member
6. Dr. Sandip S. Gudelliwar, Professor, Dept of MCA –Member
7. Mr. Sudarshan, Librarian – Member
8. Mr. B.Ailajiah, Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus – Member
10. Mr. K Sai Karthik, Industry Nominee - Member

#### **Agenda:**

1. Review and approval of the previous meeting minutes
2. To review the Feedback Analysis and Action taken
3. Review of student support services such as counseling, career guidance, and extracurricular activities
4. To discuss suggestions for new training and development opportunities

#### **Discussions:**

- The meeting commenced with a welcoming address by Ms. N.Anjali, Coordinator. She presented an action taken report of IQAC for the previous meeting incorporating the suggestions made the IQAC members.
- Dr. N. Ramesh Babu reviewed the feedback analysis.  
The committee was updated on the analysis done on the feedback taken from students, faculty, infrastructure providers, campus recruiters, and other stakeholders at Aurora's PG College (MBA), Punjagutta. The aim is to enhance the educational experience by addressing key areas for improvement identified through comprehensive feedback analysis.
  - *Students appreciated the curriculum's practical relevance and accessible faculty but highlighted the need for more extracurricular activities and industry exposure*
  - *Students and faculty members emphasized the need for modernization and sustainable practices.*
  - *Faculty members valued the institution's support for professional growth and research but called for updated resources and development opportunities.*
  - *Demand for added practical applications and industry-relevant projects as part of curriculum integration.*



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- *Demand for added practical applications and industry-relevant projects as part of curriculum integration.*
- *Recruiters praised graduates' analytical abilities and theoretical foundations but identified a need for stronger practical skills, industry-specific knowledge, and soft skills.*
- *Feedback highlighted the institution's commitment to continuous improvement and a supportive learning environment, with a need for enhanced student support services and community engagement.*
- The principal, Dr. Pandira Rajavardhan suggested that the college should improve physical and digital accessibility across campus to ensure all students can access support services.
- Dr. K. Sandeep Kumar suggested that we should organize events and activities that promote community building and a sense of belonging among students such as cancer awareness programs and implement green initiatives.
- Dr. Pandira Rajavardhan said we should involve administrative staff also in sustainability programs and green practices to promote environmental responsibility.
- Ms. Anjali suggested that we should implement diversity and inclusion training programs to promote a respectful and inclusive workplace culture
- Ms. Biyulatha Sahoo suggested that we should hold regular feedback sessions where administrative staff can share their ideas, concerns, and suggestions for improving workplace processes and conditions.
- Mr. B. Ailiah spoke about provide career path planning services to help staff members map out potential career trajectories and opportunities within the institution.
- Mr. Sudarshan, Librarian suggested conduct of orientation sessions for new students to familiarize them with library resources, services, and policies.
- Mr. T. Parameshwar, Alumnus suggested that the college should organize workshops, seminars, and guest lectures on topics such as research methodologies, academic writing, and information literacy.
- Mr. K. Sai Karthikopined that we should implement sustainable practices such as paperless operations, recycling programs, and energy-efficient lighting to reduce the library's environmental footprint.

### Resolutions:

1. Resolved to take the required action based on the review of analysis of feedback received from various stakeholders.
  - *Practical applications and industry-relevant projects to be integrated for curriculum enhancement.*
  - *New clubs and activities to be introduced, along with regular workshops and events.*
  - *Strengthen partnerships with industry leaders to offer internships, real-world projects, and guest lectures.*
  - *Significant investments have been made in upgrading classrooms, laboratories, and recreational areas.*
  - *Integrated state-of-the-art technology and teaching aids into classrooms and improved access to updated research materials.*
  - *Initiatives to encourage cross-departmental projects and research.*
  - *Introducing enhanced career services, mental health support, and academic advising.*



## AURORA'S PG COLLEGE(MBA)

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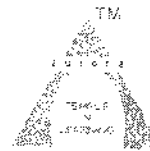
**Punjagutta, Hyderabad-500 082.**

- *Established outreach programs and partnerships with local organizations for community service opportunities through NSS.*
2. Resolved to provide dedicated research opportunities and facilities to foster innovation and scholarly activities.
3. Resolved to review and update workplace policies to ensure they are inclusive and support diversity.
4. Prioritize internal job postings and promotions to give administrative staff opportunities to advance their careers within the organization.
5. Resolved to organise workshops on nutrition, healthy living, and wellness practices.

S.No.	Name	Designation	Position	Signature
1.	Dr. Pandira Rajavardhan	Principal	Chairperson	
2.	Ms. N.Anjali	Associate Professor	Coordinator	
3.	Dr.N. Ramesh Babu	Secretary	Member	
4.	Prof. V. RenuBala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms.BidyutlataSahoo	Head- Dept of MCA	Member	
7.	Mr.Sudarshan	Librarian	Member	
8.	Mr. B.Ailaiah	Administrative Officer	Member	
9.	Mr.TParameshwar	Member	Member	
10.	Mr.KSaikarthik	Industry Nominee	Member	

Internal Quality Assurance Cell  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.

Principal  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.



**Internal Quality Assurance Cell**

**Minutes of the Meeting**

**Presided over by Dr. Pandira Rajavardhan, Principal, Chairperson**

**Date: June 21, 2019**

**Time: 4.00 PM**

**Venue: Held in the Board room**

**Members Present:**

1. Dr. Pandira Rajavardhan, Principal – Chairperson
2. Ms. N.Anjali, Associate Professor, Dept of MBA – Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. Renu Bala, Professor, – Member
5. Dr. Seshagiri Rao, Dept of MBA – Member
6. Dr. Sandip S. Gudelliwar, Professor, Dept of MCA –Member
7. Mr. Sudarshan, Librarian – Member
8. Mr. B.Ailalah, Administrative Officer- Member
9. Mr. Suresh Kumar, Alumnus – Member
10. Mr. K Sai Karthik, Industry Nominee - Member

**Agenda:**

1. Confirmation and approval of the minutes from the previous meeting
2. Discussion on upcoming upgrades and maintenance plans
3. Discussion on enhancing the student support services.
4. To discuss initiatives to promote sustainability on campus, such as energy conservation and waste reduction.

**Discussions:**

- The meeting began with a welcoming address by Ms. N. Anjali, the Coordinator. She presented an action taken report from the previous IQAC meeting, incorporating the suggestions made by IQAC members.
- Dr. N. Ramesh Babu suggested utilizing LMS platforms like Moodle, Canvas, or Blackboard to provide a centralized hub for course materials, assignments, and grades. He emphasized the use of interactive features such as quizzes, discussion forums, and real-time feedback to keep students engaged and actively participating.
- Dr. Pandira Rajavardhan, suggested implementing peer review systems where students can provide feedback on each other's work, fostering a collaborative learning environment.
- Dr. K. Sandeep Kumar recommended upgrading classrooms with smart boards, projectors, and high-speed internet to enhance the teaching and learning experience.
- Ms. Anjali informed the committee members that a regular schedule for routine maintenance tasks, including cleaning, painting, and minor repairs, is being implemented to keep facilities in top condition.
- Ms. Biyulatha Sahoo proposed implementing waste reduction programs, including recycling, to minimize the campus's environmental footprint. She also suggested upgrading plumbing systems and installing water-efficient



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fixtures to conserve water.

- Mr. B. Ailaliah spoke about providing training on the latest office software, digital tools, and cybersecurity practices to enhance efficiency and security.
- Mr. Sudarshan, highlighted the need to increase the availability of digital resources, including e-books, online journals, and databases, to support research and learning.
- Mr. T. Parameshwar, an alumnus, suggested regularly featuring alumni success stories on the college website, newsletters, and social media to highlight their accomplishments and inspire current students.

Mr. K. SaiKarthik recommended introducing interdisciplinary courses and programs to foster a holistic and comprehensive learning experience.

### Resolutions:

1. The minutes from the previous meeting were reviewed and approved unanimously.
2. Resolved to upgrade including smart boards, projectors, and high-speed internet will enhance teaching facilities. A regular maintenance schedule will be adopted to ensure optimal campus conditions.
3. Resolved to enhance student support services through utilisation of LMS platforms for centralized course management and interactive features like peer reviews will foster collaborative learning. Interdisciplinary courses will provide a holistic educational experience.
4. Resolved to implement waste reduction programs and water-efficient fixtures aiming to minimise environmental impact. Consideration of energy conservation measures will further promote sustainability.
5. Administrative staff will receive training on digital tools. Library resources, including e-books and online journals, will be expanded to support research and learning initiatives.

S.No.	Name	Designation	Position	Signature
1.	Dr. Pandira Rajavardhan	Principal	Chairperson	
2.	Ms. N.Anjali	Associate Professor	Coordinator	
3.	Dr.N. Ramesh Babu	Secretary	Member	
4.	Prof. V. RenuBala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms.BidyutlataSahoo	Head- Dept of MCA	Member	
7.	Mr.Sudarshan	Librarian	Member	
8.	Mr. B.Ailaliah	Administrative Officer	Member	
9.	Mr.TParameshwar	Member	Member	
10.	Mr.KSaiKarthik	Industry Nominee	Member	

Internal Quality Assurance Cell  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.

Principal  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.



## **AURORA'S PG COLLEGE (MBA)**

(Approved by AICTE & Affiliated to Osmania University)

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### **Internal Quality Assurance Cell**

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

**Presided over by Dr. Pandira Rajavardhan, Principal Chairperson**

**Date: September 28, 2019**

**Time: 4.00 PM**

**Venue: Held in the Board Room**

#### **Members Present:**

1. Dr. Pandira Rajavardhan, Principal – Chairperson
2. Ms. N.Anjali, Associate Professor, Dept of MBA – Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. Renu Bala, Professor, – Member
5. Dr. Seshagiri Rao, Dept of MBA – Member
6. Dr. Sandip S. Gudelliwar, Professor, Dept of MCA –Member
7. Mr. Sudarshan, Librarian – Member
8. Mr. B.Ailayah, Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus – Member
10. Mr. K Sai Karthik, Industry Nominee - Member

#### **Agenda:**

1. To review the actions initiated on the resolutions taken in the earlier meetings
2. Discussion on ways to foster a research-oriented culture
3. To discuss development of new strategies to engage alumni in campus activities, mentoring, and fundraising efforts.
4. To discuss initiatives for Benchmarking and Best Practices

#### **Discussions:**

- The meeting commenced with a welcoming address by Ms. N. Anjali, Coordinator, who presented an action taken report from the previous IQAC meeting incorporating suggestions from members.
- Dr. N. Ramesh Babu emphasised developing and implementing comprehensive quality policies for consistent institution-wide quality assurance. He advocated for transparent governance structures involving all stakeholders and studying best practices in alumni engagement.
- Dr. Pandira Rajavardhan proposed setting clear goals for research excellence, innovation, and societal impact. He suggested conducting comparative analyses to identify institutional strengths and areas needing improvement.
- Dr. K. Sandeep Kumar recommended promoting interdisciplinary collaboration through partnerships and research symposiums to foster cross-disciplinary exchange of ideas.
- Ms. Anjali suggested launching formal networking events for alumni to connect with current students and establishing mentoring programs based on career interests.
- Ms. Biyulatha Sahoo proposed inviting successful alumni as guest speakers at events to share their experiences.
- Mr. Sudarshan emphasised ensuring robust IT infrastructure and high-speed internet access.



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- Mr. T. Parameshwar suggested providing alumni with exclusive benefits such as access to library resources, career services, and lifelong learning opportunities, and organizing alumni-specific events like reunions and professional development workshops.
- Mr. K. SaiKarthik recommended utilizing digital platforms for virtual events, webinars, and online networking accessible to alumni globally.

### Resolutions:

1. Resolved to develop and implement comprehensive quality policies and guidelines to ensure consistent quality assurance across the institution.
2. Resolved to establish transparent and participatory governance structures to involve all stakeholders in decision-making processes.
3. Resolved to set clear goals for research excellence, innovation, and societal impact.
4. Resolved to invite successful alumni to campus as guest speakers or panelists at events to share insights and experiences.
5. Resolved to ensure robust IT infrastructure and high-speed internet access to support academic and administrative operations.
6. Resolved to provide exclusive benefits and services to alumni, including access to library resources, career services, lifelong learning opportunities, and discounts on campus events.

S.No.	Name	Designation	Position	Signature
1.	Dr. Pandira Rajavardhan	Principal	Chairperson	
2.	Ms. N. Anjali	Associate Professor	Coordinator	
3.	Dr. N. Ramesh Babu	Secretary	Member	
4.	Prof. V. Renu Bala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms. Bidyutlata Saboo	Head- Dept of MCA	Member	
7.	Mr. Sudarshan	Librarian	Member	
8.	Mr. B. Ailiah	Administrative Officer	Member	
9.	Mr. T. Parameshwar	Member	Member	
10.	Mr. K. Saikarthik	Industry Nominee	Member	

Internal Quality Assurance Cell  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.

Principal  
Aurora's PG College (MBA)  
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## **Internal Quality Assurance Cell**

### **Minutes of the Meeting**

**Presided over by Dr. Pandira Rajavardhan, Principal Chairperson**

**Date: December 7, 2019**

**Time: 4.00 PM**

**Venue: Held in the Board Room**

#### **Members Present:**

1. Dr. Pandira Rajavardhan, Principal – Chairperson
2. Ms. N.Anjali, Associate Professor, Dept of MBA – Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. Renu Bala, Professor, – Member
5. Dr. Seshagiri Rao, Dept of MBA – Member
6. Dr. Sandip S. Gudelliwar, Professor, Dept of MCA –Member
7. Mr. Sudarshan, Librarian – Member
8. Mr. B.Ailalah, Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus – Member
10. Mr. K Sai Karthik, Industry Nominee - Member

#### **Agenda:**

1. Review and approval of the previous meeting minutes.
2. Discussion for preparation of HR policy manual.
3. Discussion on student services and support programs.
4. To discuss updates on community engagement activities.
5. Discussion on existing policies and guidelines for internships and placements.

#### **Discussions:**

- The meeting commenced with a welcoming address by Ms. N. Anjali, Coordinator. She presented an action taken report from the previous IQAC meeting, incorporating the suggestions made by IQAC members.
- Dr. N. Ramesh Babu reviewed existing HR policies, procedures, and practices, identifying and prioritizing key policies to be included, such as the code of conduct, leave policies, and disciplinary procedures. He proposed a development timeline for drafting, reviewing, and finalizing the HR policy manual and emphasized the need to formalize collaborations through Memoranda of Understanding (MoUs) and agreements, specifying roles and expectations.
- Dr. Pandira Rajavardhan suggested ensuring alignment with labor laws, regulations, and industry standards. He reviewed the legal considerations and implications associated with HR policies.
- Dr. K. Sandeep Kumar recommended maintaining a dedicated Placement Cell to assist students in their job search, conduct pre-placement training, and facilitate interactions with potential employers. He also advocated for building and maintaining relationships with a diverse range of industries and employers.



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- Ms. Anjali suggested fostering a sense of community through social activities, cultural events, and community service opportunities. She also provided a summary of guidelines and processes currently in place for internships and placements.
- Ms. BiyulathaSahoo proposed planning a variety of activities, including health camps, literacy drives, environmental conservation, and disaster relief efforts. She highlighted the importance of providing a structured framework for managing and facilitating internships and placements that align with industry standards, enhance student employability, and ensure meaningful work experiences.
- Mr. B. Ailayah emphasized the importance of outlining prerequisites for students to qualify for internships, including academic performance and prerequisite courses.
- Mr. Sudarshan recommended providing career counseling to help students make informed career choices and prepare for their professional journey.
- Mr. T. Parameshwar, Alumnus, suggested offering workshops and training sessions on resume writing, interview skills, professional etiquette, and workplace readiness.
- Mr. K. SaiKarthik opined that regular monitoring and evaluation of internship and placement activities are essential to ensure quality and relevance.

### Resolutions:

1. Resolved to adopt a structured approach for developing a comprehensive HR policy manual, ensuring coverage of all relevant aspects and incorporating stakeholders' input throughout the process.
2. Resolved to enhance the overall student experience and promote student success within the institution.
3. Resolved to strengthen the NSS cell by partnering with local NGOs, government agencies, and community organizations for joint projects, making the NSS cell more dynamic, effective, and impactful in community development and student growth.
4. Resolved to prepare and implement a detailed placement and internship policy document.

S.No.	Name	Designation	Position	Signature
1.	Dr. Pandira Rajavardhan	Principal	Chairperson	
2.	Ms. N.Anjali	Associate Professor	Coordinator	
3.	Dr.N. Ramesh Babu	Secretary	Member	
4.	Prof. V. RenuBala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms.BidyulataSahoo	Head- Dept of MCA	Member	
7.	Mr.Sudarshan	Librarian	Member	
8.	Mr. B.Ailayah	Administrative Officer	Member	
9.	Mr.TParameshwar	Member	Member	
10.	Mr.KSaiarthik	Industry Nominee	Member	

Internal Quality Assurance Cell  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.

Principal  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.



## AURORA'S PG COLLEGE (MBA)

(Approved by AICTE & Affiliated to Osmania University)

Punjagutta, Hyderabad-500 082.

### Internal Quality Assurance Cell

#### Minutes of the Meeting

**Presided over by Dr. Pandira Rajavardhan, Principal Chairperson**

**Date: March 7, 2020**

**Time: 4.00 PM**

**Venue: Held in the Board Room**

#### Members Present:

1. Dr. Pandira Rajavardhan, Principal – Chairperson
2. Ms. N.Anjali, Associate Professor, Dept of MBA – Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. Renu Bala, Professor, – Member
5. Dr. Seshagiri Rao, Dept of MBA – Member
6. Dr. Sandip S. Gudelliwar, Professor, Dept of MCA –Member
7. Mr. Sudarshan, Librarian – Member
8. Mr. B.Ailayah, Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus – Member
10. Mr. K Sai Karthik, Industry Nominee - Member

#### Agenda:

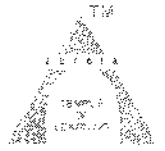
1. Review and approval of the previous meeting minutes
2. To review the Feedback Analysis and Action taken(Odd Semesters)
3. Review of Professional Development for Faculty
4. To discuss suggestions for community engagement

#### Discussions:

- The meeting commenced with a welcoming address by Ms. N.Anjali, Coordinator. She presented an action taken report of IQAC for the previous meeting incorporating the suggestions made the IQAC members.
- Dr. N. Ramesh Babu reviewed the feedback analysis.

The committee was updated on the analysis done on the feedback taken from students, faculty, infrastructure providers, campus recruiters, and other stakeholders at Aurora's PG College (MBA), Punjagutta. The aim is to enhance the educational experience by addressing key areas for improvement identified through comprehensive feedback analysis.

- *Students appreciated the curriculum's practical relevance and accessible faculty but highlighted the need for more extracurricular activities and industry exposure*
- *Students and faculty members emphasized the need for modernization and sustainable practices.*
- *Faculty members valued the institution's support for professional growth and research but called for updated resources and development opportunities.*



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- *Demand for added practical applications and industry-relevant projects as part of curriculum integration.*
- *Recruiters praised graduates' analytical abilities and theoretical foundations but identified a need for stronger practical skills, industry-specific knowledge, and soft skills.*
- *Feedback highlighted the institution's commitment to continuous improvement and a supportive learning environment, with a need for enhanced student support services and community engagement.*
- Dr. Pandira Rajavardhan recommended regularly conducting training sessions and workshops to update faculty on the latest teaching methodologies and industry trends. he also suggested to cultivate a sense of social responsibility and civic engagement among students through active participation in NSS activities. Foster leadership, teamwork, and problem-solving skills through community service involvement. Publish sustainability reports to ensure transparency, accountability, and continuous improvement.
- Dr. K. Sandeep Kumar proposed conduct of various community service projects such as health camps, literacy drives, environmental conservation efforts, and disaster relief initiatives to engage students actively in societal contributions.
- Ms. Anjali suggested to regularly monitor and assess sustainability initiatives, utilizing key performance indicators to gauge their impact effectively.
- Ms. Biyulatha Sahoo proposed to implement robust waste reduction programs campus-wide, including extensive recycling and composting initiatives. Also to install waste segregation bins and conduct awareness campaigns to educate students and staff on proper waste disposal methods.
- Mr. B. Ailayah spoke about promoting the use of public transportation, cycling, and walking among students and staff to reduce carbon footprint.
- Mr. Sudarshan strategy is to organize workshops, seminars, and campaigns to raise awareness about sustainable practices and environmental issues among the college community.
- Mr. T. Parameshwar advocated an increased awareness about social issues and the importance of community service by organizing sensitisation programs and campaigns to encourage more students to join NSS and participate actively in community engagement activities.
- Mr. K. SaiKarthik suggested adopting green procurement policies prioritising environmentally friendly products and services and ensuring supplies and equipment are sourced from sustainable vendors and manufacturers. By embracing these sustainable initiatives as best practices, the institution should aim to significantly reduce its environmental impact, foster a culture of sustainability, and set an example for other educational institutions to follow.

### Resolutions:

1. Resolved to take the required action based on the review of analysis of feedback received from various stakeholders.
  - *Integrated more hands-on learning experiences and real-world projects to apply theoretical knowledge practically.*
  - *Established new partnerships with local and regional companies to provide diverse internship opportunities.*



## AURORA'S PG COLLEGE(MBA)

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- Launched additional clubs and student organizations to encourage skill development, leadership, and community engagement.
  - Invested in professional development programs to keep faculty current with industry trends and innovative teaching methodologies.
  - Enhanced career services for job placement support and organized networking events and mentorship programs connecting alumni with current students.
2. Resolved to Develop and implement a comprehensive sustainability policy that outlines the institution's commitment to environmental stewardship.
  3. Resolved to encourage the two best practices in the institution: Sustainability and community engagement.

S.No.	Name	Designation	Position	Signature
1.	Dr. Pandira Rajavardhan	Principal	Chairperson	
2.	Ms. N.Anjali	Associate Professor	Coordinator	
3.	Dr.N. Ramesh Babu	Secretary	Member	
4.	Prof. V. RenuBala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms.BidyutlataSahoo	Head- Dept of MCA	Member	
7.	Mr.Sudarshan	Librarian	Member	
8.	Mr. B.Ailaiah	Administrative Officer	Member	
9.	Mr.TParameshwar	Member	Member	
10.	Mr.KSaikarthik	Industry Nominee	Member	

Internal Quality Assurance Cell  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.

Principal  
Aurora's PG College (MBA)  
Punjagutta, Hyderabad.



**Internal Quality Assurance Cell**

**Minutes of the Meeting**

**Presided over by Dr.PandiraRajavardhan, Principal Chairperson**

**Date: June 7, 2018**

**Time: 4.00 PM**

**Venue: Held in the Board Room**

**Members Present:**

1. Dr. Pandira Rajavardhan, Principal – Chairperson
2. Ms. N.Anjali, Associate Professor, Dept of MBA – Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. RenuBala, Professor, – Member
5. Dr. Seshagiri Rao, Dept of MBA – Member
6. Dr. Sandip S. Gudelliwar, Professor, Dept of MCA –Member
7. Mr. Sudarshan, Librarian – Member
8. Mr. B.Ailayah, Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus – Member
10. Mr. K SaiKarthik, Industry Nominee - Member

**Agenda:**

1. To review the actions initiated on the resolutions taken in the earlier meetings
2. Discussion on Enhancing Academic Performance Strategies Enhancing Academic and Administrative Excellence
3. Discussion on initiating a dedicated Internship and Placement Cell

**Discussions:**

- The session commenced with Ms. N. Anjali, Coordinator, presenting an update on the actions taken by the IQAC, incorporating suggestions from previous meetings.
- Dr. N. Ramesh Babu stressed the importance of providing continuous professional development opportunities for faculty to stay abreast of the latest pedagogical practices and subject matter expertise, thereby promoting effective teaching and learning. He also advocated for maintaining a dedicated Placement Cell to assist students in their job search, conduct pre-placement training, and facilitate interactions with potential employers. He proposed establishing an Internship and Placement Committee (IPC) comprising faculty members, industry advisors, and student representatives.
- Dr. PandiraRajavardhan outlined the responsibilities of the IPC, which include overseeing the internship and placement processes, liaising with employers, and ensuring compliance with policy guidelines.
- Dr. K. Sandeep Kumar advocated for setting criteria for participation in placement activities, including minimum academic performance, and promoting interdisciplinary approaches and practical applications to enhance student learning experiences.
- Ms. Anjali recommended requiring students to submit updated resumes and relevant documents for review and forwarding to potential employers. She also emphasized fostering a research-oriented culture by promoting collaborative research projects, providing seed grants for research initiatives, and facilitating partnerships with industry and other academic institutions.



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- Ms. BiyulathaSahoo emphasized ensuring a transparent process for applying to internships and jobs, including clear timelines for application, interviews, and selection.
- Mr. B. Ailayah highlighted the importance of formalizing collaborations through Memoranda of Understanding (MoUs) and agreements to specify roles and expectations. He also stressed improving administrative processes and procedures to streamline operations, reduce bureaucratic hurdles, automate routine tasks through technology, enhance data management systems, and ensure transparency in decision-making processes.
- Mr. Sudarshan underscored the need to ensure accessibility to learning resources and technology for both faculty and students.
- Mr. T. Parameshwar, an alumnus, suggested establishing a mentorship program where faculty or industry mentors guide students through the internship and placement process. He also supported initiatives to assist faculty and students in publishing research findings in reputable journals.
- Mr. K. SaiKarthik emphasized the importance of providing career counseling to help students make informed career choices and prepare for their professional journey. He also stressed promoting fair treatment and equal opportunities for all students, avoiding any form of discrimination.

## Resolutions:

1. Resolved to provide ongoing professional development opportunities for faculty to enhance teaching effectiveness and subject expertise, ensuring they stay current with pedagogical practices.
2. Resolved to formally establish the IPC comprising faculty, industry advisors, and student representatives to oversee internship and placement processes, ensuring alignment with academic standards and industry needs.
3. Resolved to integrate interdisciplinary approaches into the curriculum and enhance practical learning experiences to foster comprehensive student development and readiness for the professional world.
4. Resolved to improve administrative processes to streamline operations, reduce bureaucratic hurdles, and leverage technology for automation and enhanced data management, ensuring transparent decision-making.
5. Resolved to launch a mentorship program where experienced faculty or industry mentors guide students through internship and placement opportunities, supporting their professional growth and career readiness.

S.No.	Name	Designation	Position	Signature
1.	Dr. Pandira Rajavardhan	Principal	Chairperson	
2.	Ms. N.Anjali	Associate Professor	Coordinator	
3.	Dr.N. Ramesh Babu	Secretary	Member	
4.	Prof. V. RenuBala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms. BidyulataSahoo	Head- Dept of MCA	Member	
7.	Mr. Sudarshan	Librarian	Member	
8.	Mr. B. Ailayah	Administrative Officer	Member	
9.	Mr. TParameshwar	Member	Member	
10.	Mr. K.Saikarthik	Industry Nominee	Member	

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### **Internal Quality Assurance Cell**

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

**Presided over by Dr.PandiraRajavardhan, Principal Chairperson**

**Date: September 5, 2018**

**Time: 4.00 PM**

**Venue: Held in the Board Room**

#### **Members Present:**

1. Dr. PandiraRajavardhan, Principal – Chairperson
2. Ms. N.Anjali, Associate Professor, Dept of MBA – Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. RenuBala, Professor, – Member
5. Dr. Seshagiri Rao, Dept of MBA – Member
6. Dr. Sandip S. Gudelliwar, Professor, Dept of MCA –Member
7. Mr. Sudarshan, Librarian – Member
8. Mr. B.Ailayah, Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus – Member
10. Mr. K SaiKarthik, Industry Nominee - Member

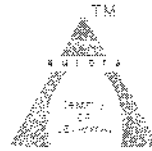
#### **Agenda:**

1. To review the actions initiated on the resolutions taken in the earlier meetings
2. Discussion on ways to foster a research-oriented culture
3. Discussion on Holistic Development of students and faculty members

#### **Discussions:**

- The meeting began with Ms. N. Anjali, Coordinator, presenting an action taken report by the IQAC, incorporating suggestions from previous meetings.
- Dr. N. Ramesh Babu emphasized fostering research oriented culture through interdisciplinary collaboration among faculty and students across departments to enrich research perspectives and enhance the quality of research outcomes.
- Dr. PandiraRajavardhan proposed holistic development of students and faculty by implementing mentorship programs where senior faculty guide junior colleagues and students in research, facilitating professional growth and networking opportunities.
- Dr. K. Sandeep Kumar advocated for regular workshops and seminars on research methodologies, grant writing, and academic publishing to build robust research capabilities and foster networking among researchers.
- Ms. Anjali suggested expanding opportunities for student involvement in clubs, societies, sports, arts, and community service to develop leadership, teamwork, and interpersonal skills.
- Ms. Biyulatha Sahoo recommended enhancing mentorship programs, academic advising, and counseling services to meet students' academic, emotional, and career needs effectively.





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- Mr. B. Ailayah stressed the importance of integrating values of integrity, ethics, social justice, and civic engagement into coursework, service-learning projects, and community outreach efforts.
- Mr. Sudarshan highlighted the availability of electronic resources in the library to support research and academic pursuits.
- Mr. T. Parameshwar, Alumnus, suggested ensuring the curriculum remains relevant by consulting regularly with industry experts to align with current industry needs and trends.
- Mr. K. SaiKarthik emphasized providing resources and support for innovative research initiatives to enhance research opportunities for both students and faculty.

### Resolutions:

6. Resolved to implement structured programs to encourage interdisciplinary research projects among faculty and students across departments, fostering diverse perspectives and impactful research outcomes.
7. Resolved to establish comprehensive mentorship initiatives where experienced faculty mentor junior colleagues and students interested in research, providing guidance and support to navigate research complexities and build professional networks..
8. Resolved to regularly conduct workshops, seminars, and training sessions on research methodologies, grant writing, and academic publishing to enhance research capabilities and promote networking opportunities among researchers.
9. Resolved to enhance student involvement in extracurricular activities, clubs, societies, and community service projects to cultivate leadership, teamwork, and interpersonal skills crucial for personal and professional growth.
10. Resolved to establish mechanisms for ongoing consultation with industry experts to align the curriculum with current industry trends and needs, ensuring graduates are well-prepared for the evolving job market.

S.No.	Name	Designation	Position	Signature
1.	Dr. Pandira Rajavardhan	Principal	Chairperson	
2.	Ms. N.Anjali	Associate Professor	Coordinator	
3.	Dr.N. Ramesh Babu	Secretary	Member	
4.	Prof. V. RenuBala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms.BidyutlataSahoo	Head- Dept of MCA	Member	
7.	Mr.Sudarshan	Librarian	Member	
8.	Mr. B.Ailayah	Administrative Officer	Member	
9.	Mr.TParameshwar	Member	Member	
10.	Mr.KSaiKarthik	Industry Nominee	Member	

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## **Internal Quality Assurance Cell**

### **Minutes of the Meeting**

**Presided over by Dr.PandiraRajavardhan, Principal Chairperson**

**Date: December 12, 2018**

**Time: 4.00 PM**

**Venue: Held in the Board Room**

#### **Members Present:**

1. Dr. PandiraRajavardhan, Principal – Chairperson
2. Ms. N.Anjali, Associate Professor, Dept of MBA – Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. RenuBala, Professor, – Member
5. Dr. Seshagiri Rao, Dept of MBA – Member
6. Dr. Sandip S. Gudelliwar, Professor, Dept of MCA --Member
7. Mr. Sudarshan, Librarian – Member
8. Mr. B.Ailaiah, Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus -- Member
10. Mr. K SaiKarthik, Industry Nominee - Member

#### **Agenda:**

1. Review and approval of the previous meeting minutes
2. Discussion on Grievance Redressal mechanism
3. Discussion on Women Empowerment Cell

#### **Discussions:**

- The meeting commenced with a welcoming address by Ms. N.Anjali, Coordinator. She presented an action taken report of IQAC for the previous meeting incorporating the suggestions made to the IQAC members.
- Dr. N. Ramesh Babu suggested that a revised grievance redressal mechanism should be put in place. It should establish clear policies outlining the grievance resolution process. These policies should specify who can lodge grievances, how grievances should be documented, timelines for resolution, and the steps involved in the resolution process. It should foster a culture of respect, open communication, and fairness within the institution to prevent grievances from escalating. Encourage proactive resolution of conflicts and grievances at the earliest stage possible. He further spoke about Women Empowerment Cell which provides support services to female students, faculty, and staff, including counseling, mentoring, and guidance on personal and professional development. This support helps in overcoming challenges and achieving academic and career goals.
- Dr. PandiraRajavardhan suggested we should ensure that all stakeholders are aware of the grievance resolution mechanism. This can be achieved through orientation sessions, handbooks, and prominently displaying information on the institution's website. He also spoke about WEC which raises awareness about gender issues, including discrimination, stereotypes, and gender-based violence. It advocates for gender equality and challenges societal norms that hinder women's progress.

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- Dr. K. Sandeep Kumar suggested that we should guarantee confidentiality to protect the identities of individuals involved in grievances. Maintain impartiality throughout the process to ensure fair treatment and equitable outcomes for all parties. WEC should educate women about their legal rights, including laws related to sexual harassment, workplace rights, and gender discrimination. This knowledge empowers them to assert their rights and seek redressal when needed.
- Ms. Anjali suggested that we should provide training to staff and faculty involved in the grievance resolution process. This training should focus on conflict resolution skills, empathy, understanding institutional policies, and maintaining professionalism. The WEC should organize workshops, seminars, and training programs aimed at enhancing women's skills in various areas such as leadership, entrepreneurship, self-defense, and communication. These initiatives empower women to excel in their chosen fields.
- Ms. Biyulatha Sahoo suggested that we should define a structured procedure for handling grievances, which may include informal mediation or formal hearings depending on the nature and severity of the grievance. Clearly outline the roles and responsibilities of administrators, grievance committees, or designated officers tasked with resolving grievances.
- Mr. B. Ailiah spoke about maintaining detailed records of grievances, including the nature of the grievance, actions taken, and outcomes. Regularly report on the number and types of grievances received, resolved, and pending to ensure transparency and accountability...
- Mr. T. Parameshwar spoke about offering support services such as counseling or advisory services to individuals involved in grievances, particularly students who may require emotional or academic support during the process. He further said the WEC actively participates in policy discussions and advocacy efforts aimed at institutionalizing gender-sensitive policies and practices within the institution including policies on recruitment, promotion, equal pay, and creating a safe and inclusive campus environment
- Mr. K. Sai Karthikopined that we should periodically review the grievance resolution policies and procedures to ensure they remain relevant and compliant with regulatory requirements. Make updates as needed based on evolving institutional needs and feedback from stakeholders. He also emphasized that we should regularly monitor the impact of WEC initiatives through feedback mechanisms, surveys, and assessment of outcomes. This ensures that the cell's efforts are effective and responsive to the needs of women within the institution.

## Resolutions:

1. Resolved to establish of a Revised Grievance Redressal Mechanism: Implement clear policies outlining the grievance resolution process, including documentation, timelines for resolution, and steps involved. Ensure these policies promote respect, open communication, and fairness to prevent escalation of grievances.
2. Resolved to modify the operations of the Women Empowerment Cell (WEC): Strengthen support services provided by the WEC, including counseling, mentoring, and guidance for female students, faculty, and staff. Focus on personal and professional development to overcome challenges and achieve academic and career goals.
3. Resolved to conduct orientation sessions, distribute handbooks, and prominently display information on the institution's website to ensure all stakeholders are aware of



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- the grievance resolution mechanism and WEC services. Educate on gender issues, legal rights, and promote gender equality through workshops and seminars.
- Resolved to guarantee confidentiality for grievance participants and maintain impartiality throughout the resolution process to ensure fair treatment and equitable outcomes.
  - Resolved to provide training to staff and faculty involved in grievance resolution, focusing on conflict resolution skills, empathy, institutional policies, and professionalism.
  - Resolved to organize workshops and seminars through WEC to enhance leadership, entrepreneurship, and communication skills among women.

S.No.	Name	Designation	Position	Signature
1.	Dr. Pandira Rajavardhan	Principal	Chairperson	
2.	Ms. N.Anjali	Associate Professor	Coordinator	
3.	Dr.N. Ramesh Babu	Secretary	Member	
4.	Prof. V. RenuBala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
6.	Ms.BidyutlataSahoo	Head- Dept of MCA	Member	
7.	Mr.Sudarshan	Librarian	Member	
8.	Mr. B.Ailaiah	Administrative Officer	Member	
9.	Mr.TParameshwar	Member	Member	
10.	Mr.KSaikarthik	Industry Nominee	Member	

*Amend*  
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## Internal Quality Assurance Cell

### Minutes of the Meeting

Presided over by Dr.PandiraRajavardhan, Principal Chairperson

Date: April 30, 2019

Time: 4.00 PM

Venue: Held in the Board Room

Members Present:

1. Dr. PandiraRajavardhan, Principal – Chairperson
2. Ms. N.Anjali, Associate Professor, Dept of MBA – Coordinator
3. Dr. N. Ramesh Babu, Secretary – Member
4. Prof. V. RenuBala, Professor, – Member
5. Dr. Seshagiri Rao, Dept of MBA – Member
6. Dr. Sandip S. Gudelliwar, Professor, Dept of MCA –Member
7. Mr. Sudarshan, Librarian – Member
8. Mr. B.Ailayah, Administrative Officer- Member
9. Mr. T. Parameshwar, Alumnus – Member
10. Mr. K SaiKarthik, Industry Nominee - Member

#### Agenda:

1. Review and approval of the previous meeting minutes
2. To review the Feedback Analysis and Action taken

#### Discussions:

- The meeting commenced with a welcoming address by Ms. N.Anjali, Coordinator. She presented an action taken report of IQAC for the previous meeting. The minutes of the previous meeting were approved by all members.
- Dr. N. Ramesh Babu reviewed the feedback analysis.

The committee was updated on the analysis done on the feedback taken from students, faculty, infrastructure providers, campus recruiters, and other stakeholders at Aurora's PG College (MBA), Punjagutta.

The aim is to enhance the educational experience by addressing key areas for improvement identified through comprehensive feedback analysis.

- Students appreciated the practical curriculum and accessible faculty but sought expanded extracurricular opportunities and greater exposure to industry.
- Students and faculty members emphasized the need for modernization and sustainable practices.
- Faculty appreciated the institution's support for their development and research but requested more resources for innovative teaching and streamlined administrative processes.
- Alumni praised the institution's robust network and career services but suggested enhancing mentorship programs and engagement activities.
- Stakeholders noted efficient maintenance but highlighted areas needing minor upgrades.
- Feedback from recruiters indicated satisfaction with graduates' skills but suggested closer curriculum alignment with industry needs.
- Stakeholders acknowledged the institution's academic rigor but desired more practical skills and hands-on learning.
- Demand for added practical applications and industry-relevant projects as part of curriculum integration.



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- Recruiters praised graduates' analytical abilities and theoretical foundations but identified a need for stronger practical skills, industry-specific knowledge, and soft skills.
- Feedback highlighted the institution's commitment to continuous improvement and a supportive learning environment, with a need for enhanced student support services and community engagement.

### Resolutions:

Resolved to take the required action based on the review of analysis of feedback received from various stakeholders.

- The college will introduce new clubs, activities, industry visits, and guest lectures to enrich engagement and bridge academic learning with real-world applications.
- To conduct workshops on innovative teaching strategies and provided extra teaching resources.
- Administrative processes will be streamlined to lessen faculty workload, prioritising teaching and research.
- A formal mentorship program linking alumni with current students will be implemented to boost guidance and networking.
- The college will also organise alumni events like guest lectures and career fairs to foster ongoing interaction.
- To improve facility functionality based on feedback, maintaining open communication to anticipate and meet future infrastructure needs effectively.
- The college will review and adjust curriculum to meet current industry standards, increasing collaboration with industry for tailored training sessions, and workshops to enhance student preparedness for careers.
- To implement targeted programs to enhance practical applications and industry projects in the curriculum.
- Workshops for faculty on innovative teaching methods were also organized to enrich teaching approaches.
- Resources will be allocated for identified facility improvements, including upgrades to classrooms and technology infrastructure.
- A comprehensive plan for enhancing student support services, including academic advising and career guidance, will be developed.

S.No.	Name	Designation	Position	Signature
1.	Dr. Pandira Rajavardhan	Principal	Chairperson	
2.	Ms. N.Anjali	Associate Professor	Coordinator	
3.	Dr.N. Ramesh Babu	Secretary	Member	
4.	Prof. V. RenuBala	Professor	Member	
5.	Dr. K. Sandeep Kumar	Associate Professor	Member	
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