

SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

AURORA'S PG COLLEGE (MCA)

AURORAS PG COLLEGE (MCA),12-125, GANESH NAGAR, RAMANTHAPUR,
HYDERABAD-500013

500013

www.aurora.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Aurora's Post Graduate College (MCA) is established in the year 1995 as a part of Aurora Educational Society, one of the largest Group of Higher Educational Institutions in the state of Telangana. It is affiliated to Osmania University and approved by All India Council of Technical Education. The college is one of the largest stand alone Post Graduate Campus offering MBA and MCA with a student intake of 600 per annum. Our institution has been ranked among top 10 Best Business Schools in India in the year 2017 by Knowledge Review Magazine.

Since 2013 our students have bagged 15 University Ranks in MBA and MCA and in the year 2017, G. Nikitha secured University 4th rank in MBA and Kavitha Pandit secured University 2nd rank in MCA.

Vision

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

Mission

The Mission is "To produce high caliber management professionals capable of excelling in the fiercely competitive global market, endowed with the ability to shatter all barriers to wealth maximization consistent with human welfare."

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Visionary leadership and management
- Participative and decentralized management practices
- Well constituted Governing Council with experts from academics and industry
- Academic freedom for faculty and heads of the departments
- Comprehensive Teaching Learning Process to cater to the needs of the students
- Highly qualified and experienced faculty with good academic and researchback ground
- High ratio of faculty retention
- High Pass percentage of students
- Academic excellence through a couple of University Ranks among the top 20 University ranks
- Encouraging percentage of placements
- Well constituted support systems like cells and committees
- Strong team of faculty with good cohesion and team work
- Add on courses and training programs

- Certification programs and contents beyond syllabus
- Feedback mechanism and corrective action from time to time
- Mous with industries and government organizations
- Focus on experiential learning activities
- Good number of internships
- Active Participation of students in surveys
- Active Participation of students and faculty in Extension activities
- Transparent evaluation system
- Ragging free campus since inception
- Located with easy access to major parts of the city with public transportation
- Strong Alumni Association with regular alumni interaction
- Regular Meetings with Governing Council, Management and stake holders
- Good number of faculty with NET Qualification and pursuing for Ph.D
- Effective use of ICT for imparting instruction
- Membership with Professional bodies

Institutional Weakness

- Consultancy and Research Projects are to be undertaken by the faculty
- Industry collaboration for incubation is to be pursued
- Inadequate funds for establishment of research centers
- Concentration of students from local areas and less student diversity
- Need for improvement of communication and soft skills among students
- Hostel facility in the campus

Institutional Opportunity

- Scope for improvement in teaching learning through ICT
- More orientation and focus on qualification upgradation and research
- Scope for improving communication and soft skills among students
- Student and faculty exchange programs with national and international institutions and foreign bodies
- Providing technical and academic expertise through consultancy and research projects
- Pursuing for financial support through funding from external agencies.

Institutional Challenge

- Admission of foreign students
- Uncertain employment opportunities in the core companies
- Migration of students to other states and universities in the neighborhood
- Adherence to University designed curriculum and no academic flexibility

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Academics are the core strength of the institution. The college is affiliated to Osmania University; hence the curriculum is designed by the University for both MBA and MCA courses. The University has introduced Choice Based Credit System (CBCS) in the year 2016. Academic flexibility is ensured through core and elective courses.

The institute focuses on the effective planning and implementation of the curriculum through well constituted College Academic Committee supported by Department Level Academic committees. The institution conducts Curriculum Analysis before the commencement of every semester program wise. The gaps identified are filled with Bridge courses, Adjunct courses, Certification courses and Contents beyond Syllabus.

Program Outcomes, Program Specific Outcomes and Course outcomes are identified and updated for each program course wise.

The faculty use Information and Communication Technology for effective delivery of the course contents. The Heads of the Departments ensure proper implementation of the curriculum through regular monitoring of the class work and reports.

The institution is having a perfect blend of experienced faculty along with young teachers making the team balanced. The faculty members actively participate in the Boards of various outside organizations and our professors are recognized as research guides in different universities.

Regular and periodical Feedback on qualitative and quantitative parameters is taken from all the stake holders i.e., students, faculty, employers and alumni to check the relevance and enrichment of curriculum by introducing add on and certification courses to supplement the regular curriculum.

Teaching-learning and Evaluation

The definition of program outcomes, program specific outcomes and course outcomes provide direction for fulfilling the institution's goals of effective teaching, meaningful research and service to the society.

College follows a comprehensive teaching learning process (TLP) consisting of Conventional Teaching, Interactive Teaching Learning, Experiential Learning and Supplementary Teaching methods.

Conventional Teaching Methods include lectures, tutorials, remedial classes.

Interactive Teaching Learning methods include Case studies, Student Seminars, Debates, Quizzes, Group Discussions and Role Plays.

Experiential Learning includes internships, mini projects, major projects, business surveys, industrial visits etc.

Supplementary teaching methods include interaction with industry experts, guest lectures, mentoring and counseling.

College has unique practice of compiling a comprehensive academic manual in the form of students hand book that serves as an academic guide to the students with detailed session plans, activity schedules and calendars.

Students with different learning abilities are identified through a diagnostic test. Based on the test the students are categorized as Advanced learners, Mediocre Learners and slow learners. Advanced learners are encouraged further towards excellence,

Discipline and attendance is also monitored regularly and absenteeism is checked from time to time through interaction with parents.

The students are encouraged to participate in various competitions conducted at various levels.

The evaluation system is designed to evaluate the cognitive, analytical and evaluative skills of the students as indicated in the Bloom's Taxonomy ensuring transparency. Examination Cell in the College to carry out all the functions related to examination, evaluation and appraisal of students performance in the examinations.

Research, Innovations and Extension

The Institution has established a Research and Development Cell to guide and monitor research activities. The cell also enlightens the faculty on research grants from different funding agencies.

To promote research culture among the faculty and students, institution has established well-equipped labs with suitable software like SPSS, MATLAB and R Programming.

The Library too is having a rich collection of books and thesis on various topics supported with a large number of journals and online data bases like EBSCO, J Gate, DELNET and National Digital Library.

Our faculty regularly publishes papers in National and International Journals and present papers at conferences and seminars. The institution encourages faculty to work on Ph. D. s by providing research allowance and flexible working hours. The institution has a copy right for the Book on

“Principal's Hand Book for MBA Colleges” from the Government of India in the year 2014.

The college also organizes workshops, Faculty Development Programs and seminars every year to encourage research on various topics of contemporary relevance and publishes the proceedings in the form of books with ISBN Numbers. The institute also got funding for organizing FDP and Seminar from AICTE in the years 2010 and 2013.

The students are also engaged in surveys for Government and Non-Government organizations at regular intervals. Our students have participated in the International passenger survey for Indian Statistical institute, Survey of Indian Marketing Research Bureau, Household survey of Government of Telangana, Survey on Slums around Hyderabad of Osmania University.

Infrastructure and Learning Resources

College is having facilities for Instructional, administrative and amenities as per the norms of the statutory bodies. All the class rooms are properly ventilated, fitted with necessary electrical equipments and provisioned with LCD Projectors.

The administrative area is centrally located to enable easy access. Ground floor is allotted for the students with disabilities.

The college is having 2 fully equipped, air conditioned seminar halls with a seating capacity of 300 in each hall.

The computer centers are equipped with necessary hard ware and software and wifi connectivity as per the requirement. Web cameras are provided for the students to attend online tests and interviews along with a facility to watch MOOCS through NPTEL and SWAYAM.

The college is having a campus license with Micro Soft Office and access to number of open source software.

The institution is having facility for sports and games both indoor and outdoor along with a facility for practicing Yoga. A certified Yoga Trainer organizes the sessions of Yoga.

The college has a health center with facility for first aid and sick room for the students with a qualified medical practitioner and supporting para medical staff.

Library is having a large collection of books and journals both hard copies and online sources. The library is a member of National Digital Library and maintains the contents in the D-Space repository.

College is equipped with Solar energy plant for alternate energy with 50 KVH capacity. This is connected to NET Meter of the State Power Grid.

Student Support and Progression

The philosophy of Aurora is to encourage the students towards achieving high standards of excellence in all the areas. The students of the institution are provided with necessary inputs towards all round personality development. To help the economically weaker sections of students the institute provides free-ships to the students with tuition fee waiver, concessions in the tuition fee for the needy students.

There are many support systems like different cells and committees that assist the students in various areas. Some of them are

Training and Placement Cell

Career Guidance Cell

Entrepreneurship Cell

Scholarship Cell

Examination Cell

Grievance Redressal Cell

Women Empowerment Cell

Anti Ragging Committee etc.

Students are encouraged to participate in all the cells as coordinating members to encourage the sense of participation and belongingness. The college is proud to announce that there is no single incident or Ragging since the inception.

The Training and Placement Cell provides guidance to the students on Internships, projects and Placements. Students are provided with on campus and off campus placement facilities. In the academic year 40 companies visited the campus and recruited more than 60% of students even before completion of their graduation.

Students are also motivated to participate in competitive exams like UPSC, TSPSC, Telagana Electricity Board, TS civil/ water board, Defense Services, GRE/TOFEL/GATE etc

The unique Identity of the institution is the Academic Excellence. Since inception, the pass percentage of the students is more than 90% and this year it is 95%.

Governance, Leadership and Management

Institution is governed by Visionary Management that emphasizes on imparting quality education to the aspirants. The Management continuously strives to develop the college as one of centers of academic excellence in the Country. The institution profile is firmly based on strategies and action plans that match changing demands of the nation and the student community.

Management promotes and encourages a culture of participative management. The Director is given necessary academic and administrative freedom to design and implement various academic procedures administrative policies. They are also encouraged to participate as members in the Governing Council, Board of studies of other institutions and members of committees in the college.

Internal Quality Assurance Cell (IQAC) is active in planning, coordination and maintaining quality in all the existing programs and courses offered by the institution. The cell also plans for and organizes regular internal audits in the forms of academic audit for evaluating the quality in academics, financial audit for ensuring proper procurement and application of funds, gender audit for ensuring the proportion of female students in the total student strength and green audit towards conservation of environment and maintaining pollution free environment.

It develops quality benchmarks/parameters for various academic activities. Regular feedback collected from alumni, parents, employers and staff on functioning of the Institute is considered to enhance further development. The feedback reports are analysed on quantitative and qualitative parameters and the analysis is presented to the Board of Governors and the management to facilitate necessary decisions for enhancement of quality further.

Institutional Values and Best Practices

The institution emphasizes on the values and ethical practices in every functional area. There is a code of conduct developed for the students, faculty and staff. Gender equity and dignity is followed in all the departments with good spirit.

The institution offers various add on courses on soft skills, communication, presentation and employability enhancement programs for the students. The teaching learning methods followed indicate the right direction to the overall development of the students.

The college is having well constituted student clubs that encourage student's talents in co-curricular, extra-curricular, service and hobby areas. Through these clubs the students learn the organizing and managerial abilities and gain hands on experience on all the functional areas. The student's progress is regularly monitored through interaction, mentorship and counseling programs.

The College established solar panels to reduce power consumption and uses LED lamps to conserve energy. Regular extension programs are conducted to interact with the society through donation of Blood, Books, Blankets and other needy material to orphanages.

As a part of implementation of Unnath Bhaath Abhiyan, the college adopted Palle Pahad village of Yadadri, Bhonagir for extending necessary support in the areas of literacy, health, infrastructure building, creating environment consciousness to the villagers. A health camp and eye camp has been organized in this academic year to the villagers.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	AURORA'S PG COLLEGE (MCA)
Address	Auroras PG College (MCA),12-125, Ganesh Nagar, Ramanthapur, Hyderabad-500013
City	Hyderabad
State	Telangana
Pin	500013
Website	www.aurora.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	B. Madhubala	040-27030787	9491101155	-	madhaviprani12@gmail.com
Associate Professor	M. Subhashini	040-40002644	9100000225	-	subhareddy080478@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-1995

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

State	University name	Document
Telangana	Osmania University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

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

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	30-04-2017	12	Nil

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Auroras PG College (MCA),12-125, Ganesh Nagar, Ramanthapur, Hyderabad-500013	Urban	0.5	3500

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
PG	MBA,Management	24	Degree	English	300	272
PG	MCA,Computer Applications	36	Degree	English	60	54

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	5				11				54			
Recruited	3	2	0	5	3	8	0	11	28	26	0	54
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				17
Recruited	10	7	0	17
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	3	4	0	7
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	3	2	0	0	0	0	0	0	0	5
M.Phil.	0	0	0	3	2	0	0	0	0	5
PG	0	0	0	3	7	0	25	25	0	60

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	188	8	0	0	196
	Female	124	6	0	0	130
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	24	26	21	17
	Female	20	13	10	6
	Others	0	0	0	0
ST	Male	10	4	3	1
	Female	0	2	0	1
	Others	0	0	0	0
OBC	Male	104	112	150	93
	Female	70	79	70	53
	Others	0	0	0	0
General	Male	58	58	73	50
	Female	40	50	69	41
	Others	0	0	0	0
Others	Male	0	0	1	0
	Female	0	0	0	1
	Others	0	0	0	0
Total		326	344	397	263

3. Extended Profile

3.1 Program

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

Response : 65

Number of self-financed Programs offered by college

Response : 2

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

Response : 0

3.2 Students

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
825	713	594	755	824

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

2016-17	2015-16	2014-15	2013-14	2012-13
180	210	180	180	270

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

2016-17	2015-16	2014-15	2013-14	2012-13
344	230	252	401	329

Total number of outgoing / final year students

Response : 344

3.3 Teachers

Number of teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
54	53	50	53	53

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

2016-17	2015-16	2014-15	2013-14	2012-13
54	53	50	53	53

Number of sanctioned posts year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
54	53	50	53	53

Total experience of full-time teachers**Response : 363****Number of teachers recognized as guides during the last five years****Response : 1****Number of full time teachers worked in the institution during the last 5 years****Response : 263****3.4 Institution****Total number of classrooms and seminar halls****Response : 18****Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
460	449.5	453.8	527.8	391.5

Number of computers

Response : 210

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

Response : 0.496

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

Response : 0.198

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

1. Ensuring effective curriculum delivery through a well-planned documented process.

The Institute is affiliated to Osmania University which offers courses semester wise with CBCS pattern and it meticulously follows the specified curriculum prescribed by the University.

Curriculum Planning

The institute's College Level Academic Committee as well as a Department Level Academic Committee righteously develops action plans and monitors effective implementation of the curriculum. The planning is done well before the commencement of the semester in the following pattern

- Preparation of academic calendar with reference to university Almanac.
- Allocation of workload by considering subject preferences of the faculty, faculty profile and their subject options.
- Designing a Teaching Learning Process appropriate(TLP) for each semester program wise by integrating various methods of TLP like conventional teaching, Interactive Teaching Learning (ITL), Experiential Learning and Supplementary Teaching Learning Methods.
- Devising subject wise Course files, Session Plans including Modules, sub modules and interactive teaching learning activity schedule consisting allocation of sessions for all the methods of TLP.
- Preparation of schedules for the conduct of internal examinations and student assignments as per the University Almanac.
- Preparation of time table considering the lecture sessions and interactive teaching learning (ITL) activities allotted for each subject.
- Design of a comprehensive student academic manual in the form of student hand book for each semester program wise.
- Approval of the Academic manuals; semester wise and program wise by the Academic committees and distributing the same to all the students.
- The Academic Manuals will be uploaded in ERP system of the Institute for easy accessibility of the faculty and students.

Curriculum Implementation

At the beginning, respective Department Heads (HoD's) conduct meetings to discuss about the Academic

calendar, Time table, confirmation of Academic Manuals and implementation of curriculum through pre designed TLP.

Implementation of the curriculum plan is done in the following way:

- Faculty ensures conduct of lecture sessions as per the time table every day.
- The progress of the lecture sessions is monitored through student attendance registers, teaching dairies and is registered course wise and program wise for effective implementation of the curriculum.
- Weekly status reports for each of the course and program are collected and monitored for deviation in the implementation of the curriculum plan.
- Implementation of ITL Activities is done by dividing each class of 60 students into 20 learning groups consisting 3 members in each group. They have to participate in ITL activities either individually or as a group based on the nature of the activity. ITL implementation is monitored through course wise evaluation sheets which show the students' performance on various predetermined parameters.
- Progress of the curriculum plan is monitored through regular meetings by Hods and status reports are collected from each of the faculty for every course program wise.
- Submission of Monthly reports by the Department Academic Committee to the College Academic Committee.
- Deviations from the timely implementation are checked through verification of the status reports and if required additional hours of instruction will be scheduled to ensure the effective Curriculum implementation.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 49

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

2016-17	2015-16	2014-15	2013-14	2012-13
13	11	10	8	7

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

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**Response:** 68.44

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

2016-17	2015-16	2014-15	2013-14	2012-13
8	8	7	7	6

File Description**Document**

Details of participation of teachers in various bodies

[View Document](#)**1.2 Academic Flexibility****1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response:** 75.38

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

Response: 49

File Description**Document**

Details of the new courses introduced

[View Document](#)**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented****Response:** 100

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

Response: 2

File Description**Document**

Name of the programs in which CBCS is implemented

[View Document](#)

Any additional information

[View Document](#)

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response:** 56.98

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

2016-17	2015-16	2014-15	2013-14	2012-13
524	486	347	365	383

File Description**Document**

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

[View Document](#)**1.3 Curriculum Enrichment****1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum****Response:****The Course:**

The Institute executes university offered curriculum as well as offer various identified need based certificate courses wherein relevant curriculum covers various professional, social and ethical issues namely gender, environment sustainability, human values and professional ethics. From time to time, Identified new courses will be introduced at appropriate semester through proper channel. The list of courses is as follows:

MBA:

1. Business Law and Ethics- This course introduces the laws and ethical standards which are necessary for managers to conduct business and introduces the law and ethical framework of business. The students can understand the concept of running the business with ethics.

2. Corporate Governance- This course covers the application of best management practices, creating transparent working system, understands management accountability and develops an efficient organization culture which helps for the achievement of economic goals of the Institution. The students can learn the management practices and skill required for effective governance in the organizations.

3. Corporate Social Responsibility (CSR)- It is a comprehensive set of policies, practices and programs that are integrated for decision making in the institutions for the societal wellbeing. With the increase in the

progress of education CSR is playing an important role in achieving self-sustainability and equal development. Through this course the students can learn the concepts of social responsibility and can implement the same in their career ahead.

4. Professional Ethics- It imparts the components of ethical practice in the discipline of project management and its implementation. It also communicates the barriers and consequences of ethical decision making for a better society. This course enables the students to understand the characteristics of interpersonal ethics and its practical implementation.

5. Gender and Social Development- This course helps the students to examine different aspects of gender and social development from both analytical and practical perspective. It enables the students to investigate current thinking and concerns relating to the practice of social development and promotion of gender equality and women's empowerment.

MCA:

1. Professional Ethics-- This course helps the students in understanding the need, basic guidelines, content and process for Value Education, Understanding Harmony in the Human Being, Understanding Harmony in the Family and Society- Harmony in Human Relationship. This enables the students to understand and follow the guidelines of ethics in their professions.

2. Environmental Science --Environmental Sciences is a course with an emphasis on emerging areas of environment such as water, air, soil pollution and control, climate change, resource conservation, waste management, rainwater harvesting and environmental impact assessment. The program is designed for the students to get in-depth knowledge of scientific, technical, economic, legal as well as social aspects of environment. The course not only also equips the student with knowledge and expertise in the area of environmental sciences but also create avenue for research and job opportunities in future.

File Description	Document
Link for Additional Information	View Document

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

Response: 52

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

Response: 52

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 86.91

1.3.3.1 Number of students undertaking field projects or internships

Response: 717

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

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

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

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

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

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

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 2.57

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

2016-17	2015-16	2014-15	2013-14	2012-13
20	26	22	4	21

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 80.91

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

2016-17	2015-16	2014-15	2013-14	2012-13
344	396	263	294	324

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

2016-17	2015-16	2014-15	2013-14	2012-13
360	420	360	360	540

File Description

Document

Institutional data in prescribed format

[View Document](#)

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

Response: 80.76

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

2016-17	2015-16	2014-15	2013-14	2012-13
158	167	136	147	214

File Description**Document**

Institutional data in prescribed format

[View Document](#)

2.2 Catering to Student Diversity

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

Students with various family backgrounds, educational backgrounds and regional differences take admissions into the institution as their level of knowledge and understanding differs the institution makes efforts to identify and initiate programs for students with different learning levels.

There is a mechanism to handle advanced and slow learners in different ways. Firstly, to identify the learning capacity of students a diagnostic test will be conducted within three weeks of completion of admissions. This test consists of English Language test, arithmetic and reasoning. Through the performance evaluation in the test, students are identified as following:

- Students scoring greater than 70% are recognized as advanced learners and are provided with more learning opportunities like access to various institutional repositories, book banks, and registration to online courses etc. They are encouraged to participate in workshops, seminars, conferences within and out of the institution to showcase their talents. Advanced learners have scope to experiment and go beyond the course.

The institution is having a good record of securing University Ranks and the advanced learners are motivated towards achieving this. Top performers will be awarded with Gold medals, merit certificates on various occasions in recognition of their performance.

- Students scoring between 69% to 45% are categorized average learners with mediocre talents and will be motivated to enhance their skills by continuous mentoring and guidance by the faculty. These students are mainly motivated to improve subject knowledge, communication and presentation skills to bring their confidence at par with advanced learners. By continuous monitoring a major percentage of these students improve upon and will get the benefits of the

advanced learners.

- Students scoring below 45% are categorized as low learners. The reasons for slow learning may be related to a particular subject or for the whole program. Students with non-commerce background have difficulty in learning accounts and finance related subjects. Students of other medium may have difficulty in understanding English.

Slow learners are encouraged to come and do hands-on work at their own pace to facilitate self learning. Remedial classes and mentoring sessions are designed to bring the slow learners on par with the other students of the class. Faculty makes extra effort to impart the subject knowledge to the slow learners and make them understand the concepts. The performance of slow learners will be also be monitored through continuous evaluation system.

Students securing below 45% of marks in the internal assessment tests will be identified and given counseling to overcome their difficulties. They will be provided with additional inputs like reading material, question banks to enhance their abilities.

Different time slots are allotted for all the group of students for mentoring and various activities for advancement. Faculty does one to one interaction with students in the class which encourages them to ask questions freely for a better learning experience.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 15.28

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.61

2.2.3.1 Number of differently abled students on rolls

Response: 5

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

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

Response:

The Institution constantly looks for opportunities to integrate teaching with real life exposure for enriching and effective operationalisation of the curriculum. At the beginning of every semester, a comprehensive instructional design is prepared in the institution program wise. The instructional design is a comprehensive module of conventional teaching, Interactive Teaching Learning, Experiential Learning and Supplementary learning modules.

Experiential learning activities are designed to enhance the learning abilities of the students with practical application of the concepts. As a part of experiential learning the institution offers summer internships, mini projects and major projects to the students.

The Project Review Committee (PRC) of the institution plans organizes and monitors the progress of students' internships and projects. This committee guides the students on summer internships and project work.

Students undergo summer internship during their vacation between the first year and second year for MBA and between second and third year for MCA. The institution is having MoUs with various organizations like NSIC, Berkadia, BirlaSunlife. The students are encouraged to participate in the internships with Government and Non Government Organizations.

Before commencement of third semester and sixth semester for MBA and MCA respectively, students have to undertake project work. The PRC allots students with internal guide from among the faculty to guide and monitor the project work.

The presentations on progress of the project work is scheduled in advance and communicated to the students. The progress of the projects will be continuously monitored at the end of every week by internal guides. Necessary suggestions and modifications will be given to improve the quality of the project and finally a Project report will be submitted for the approval of the PRC. Which are submitted to the University.

Industrial visits are arranged in order to provide live exposure to recent trends in the relevant field. Students also take up minor projects in industries for procuring hands-on training. The Students gain knowledge on practices of various management concepts.

The objective of participative learning is to involve the students in the learning process. Business surveys and club activities are organized in the institution to make students understand the concepts and their

application practically. Extension lectures are organized which gives students an opportunity to interact with experts from the field of academics and industry. The college teams up with several NGOs that provide scope for students to undertake surveys and research projects on issues of social relevance. This has made our curricula experiential and learning more meaningful.

The institution comes out with innovative methods to impart problem solving training like Constructive controversy, Heuristic Methods, PDCA, Pareto analysis helping students to enrich the learning process by enhancing understanding level. Team building, data collection and data analysis are done through conducting surveys. Role plays and enactment of situations in the class are emphasized towards this end. Virtual learning thorough online business games, audio visual aids in teaching are used.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 54

File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

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

Response: 15.28

2.3.3.1 Number of mentors

Response: 54

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

2.3.4 Innovation and creativity in teaching-learning

Response:

Teaching-learning is a continuous process and being in tune with recent developments helps both the teachers and students to sharpen their skills. Consistent and conscious efforts are undertaken to inculcate the spirit of scientific inquiry that would lead to innovations. Before the commencement of every academic year, the College Academic Committee analyzes the significance of making students more employable by studying the survey reports on employability skills of management and computer applications graduates. The gaps identified in the curriculum will be bridged with the modules of contents beyond syllabus with any of the Bridge Courses, Adjunct work and Certification Courses like TALLY, SPSS, and Short Term courses which includes ORACLE, EDP Courses and Additional Modules like UGC, NET, and GMAT.

The institution adopts blended bloom's taxonomy towards this end. The syllabus and mode of offering these courses will be designed at the beginning of the semester.

After identification of the courses, the committee designs a comprehensive Instructional Design by integrating Conventional Teaching Methods with Interactive Teaching Learning (ITL) Methods, Experiential Learning Methods, Problem-solving methods and Supplementary Teaching Learning Process to impart holistic education.

The ITL practices include Case Studies, Group Discussions, debate, quizzes and role plays. ITL activities are conducted by dividing the students into learning groups with three students in each group.

In experiential learning, the student manages their own learning, rather than being told what to do and when to do it. Internships, simulation games, business games and group work contribute towards experiential learning. Business games are conducted for the students which include:

- Management simulation games which have more impact on students than simply listening to a lecture or engaging in a case study discussion.
- Business strategy games which are intended to enhance students' decision-making skills, especially under conditions defined by limited time and information.
- Students are exposed to E-Commerce activities through virtual marketing.

The problem solving techniques used include Constructive controversy, Heuristic Methods, PDCA, Pareto analysis and DMAIC, mind mapping.

To improve effectiveness of teaching in today's changing world, continuous education of the faculty is indispensable. Learning Management Systems (LMS) is used as powerful tool that upgrades and trains the faculty towards this end. The faculty uploads and manages documents related to courses; they deliver course contents through desktops, phones, tablets. Faculty create , publish course schedules deadlines and tests, grade and track the student performance by using LMS.

E-Resources tools like web, CD-ROMs, Power point presentations, electronic discussion , emails, online chats are used for making teaching more efficient, informative and varied. Digital resources that can be accessed by faculty and students are databases, books etc., are made available.

Students are encouraged to register in various online courses offered by MOOC, and online courses platforms like edx, Courera to improve the academic standards. The faculty too makes use of these resources to enrich their knowledge and teaching skills. The content delivery pattern adopted by teachers is such as to provoke independent thinking and self-learning amongst students.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

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

Response: 100

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

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

Response: 10.25

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

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

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 6.72

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

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response:** 28.52

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

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

File Description**Document**

Institutional data in prescribed format

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 8.36

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

2016-17	2015-16	2014-15	2013-14	2012-13
8	7	5	1	1

File Description**Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level****Response:**

Teaching-learning is a continuous process and being in tune with recent developments helps both the teachers and students to sharpen their skills. Consistent and conscious efforts are undertaken to inculcate the spirit of scientific inquiry that would lead to innovations. Before the commencement of every academic year, the College Academic Committee analyzes the significance of making students more employable by studying the survey reports on employability skills of management and computer applications graduates. The gaps identified in the curriculum will be bridged with the modules of contents beyond syllabus with

any of the Bridge Courses, Adjunct work and Certification Courses like TALLY, SPSS, and Short Term courses which includes ORACLE, EDP Courses and Additional Modules like UGC, NET, and GMAT.

The institution adopts blended bloom's taxonomy towards this end. The syllabus and mode of offering these courses will be designed at the beginning of the semester.

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To improve effectiveness of teaching in today's changing world, continuous education of the faculty is indispensable. Learning Management Systems (LMS) is used as powerful tool that upgrades and trains the faculty towards this end. The faculty uploads and manages documents related to courses; they deliver course contents through desktops, phones, tablets. Faculty create , publish course schedules deadlines and tests, grade and track the student performance by using LMS.

E-Resources tools like web, CD-ROMs, Power point presentations, electronic discussion , emails, online chats are used for making teaching more efficient, informative and varied. Digital resources that can be accessed by faculty and students are databases, books etc., are made available.

Students are encouraged to register in various online courses offered by MOOC, and online courses platforms like edx, Courera to improve the academic standards. The faculty too makes use of these resources to enrich their knowledge and teaching skills. The content delivery pattern adopted by teachers is such as to provoke independent thinking and self-learning amongst students.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Internal assessments are conducted as per the Osmania University examination pattern for MBA and MCA courses and accordingly every semester, one assignment will be given and two internal examinations will be conducted for the students. The College Academic Committee designs and monitors the internal assessment system. Twenty marks are allotted for the internal assessments which will be added to the final scores of the program to complete the award of marks.

The Examination cell plans, organizes and monitors the activities related to the conduct of examinations in the institution. At the beginning of the semester, the Examination cell prepares examination schedule and students are given subject wise question bank and Academic Manuals containing university almanac, syllabus and session plans and accordingly syllabus will be completed and question papers will be set.

The question papers are prepared with the approval of the HODs and Academic Committee. The question papers are set in a way to test the student's subject knowledge and application of concepts, so that they become a means to test the achievement of course outcomes. The institution aims to assure transparency by following under mentioned practices:

- To be unbiased the question paper contains column for the student to write only the roll number
- The approved question papers are printed one day before the exam and are secured in sealed covers
- To avoid malpractices Jumbling system in the question papers is adopted

Faculty is duly assigned invigilation duty to ensure stringent vigilance during examination and the invigilation chart is sent well in advance. Just before the exam, the invigilators are handed the sealed question papers as per the seating allotment.

The faculty assesses the answer scripts impartially, as per the key provided to them by the examination cell. The assessed answer scripts will be shown to the students to analyze their performance and signatures will be taken against their marks for confirmation and will be forwarded to the university.

Assignments will be given by the respective subject faculty to all the students and answered assignments in prescribed format will be returned to the faculty in a given time frame. The respective faculty assesses the assignment impartially based on the way the student completes it. The assignments marks will be given to the students and signature will be taken for confirmation.

The institution also includes Interactive Teaching learning activity marks in internal marks. Each ITL activity is evaluated on various predetermined parameters for every student and total score of all activities is averaged for each subject and will be included in the internal score of the subject concerned making the total to 20 Marks given for the internal assessments. The marks are given here solely on the basis of student's performance in the activity.

The final internal examination marks are displayed for the students to verify. The queries, if any, will be clarified and resolved by examination cell in consultation with the faculty.

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

efficient

Response:

The institution is having a well-defined process to address the grievances related to examinations and evaluation either internal or end semester. All grievances regarding evaluation and posting of marks including the internal assessment marks awarded for the students, external exams and Lab exams are redressed by the Academic Committees and Examination cell.

- Institution has a well structured grievance redressal cell chaired by Principal along with representatives from the Academic Committees and Examination Cell Members, wherein all issues related to evaluation can be discussed.
- The student, who is willing to launch any complaint, shall send his/her a written application for redressal of grievance to the Grievances Redressal Committee. The concerned authority will acknowledge receipt of the complaint and initiate the Redressal process within two working days.
- A student has the right to appeal in case he/she is not satisfied with the marks given in the internal assessment test.
- The student can seek clarification from the teacher concerned. If not satisfied, the student may appeal through proper channel.
- If felt necessary, the designated authority may allow an opportunity to the student to formally present his/her case along with relevant documents in support. The authority may also seek clarification from the student or call for further material facts having bearing on the matter. Such clarification may be sought by written or verbal request or by face-to-face discussion with the student.
- The Grievances Redressal Cell, after verifying the facts will try to redress the grievance within a reasonable time, on receipt of application of the student. If the student is not satisfied with the verdict or solution, then the same should be placed before the Director.
- Students having grievances with the evaluation process and their doubts will be cleared by showing their performance in the answer sheet. In any of the cases the Examination cell takes the final decision.
- In case of grievances pertaining to semester end examination results there is a provision for revaluation and personal verification of the answer script as per the university norms. The students can apply for revaluation or recounting of answer scripts within the stipulated time and on payment of prescribed fees. Revaluation applications are collected by the examination cell and will be sent to the University. Revaluation is not permitted for practical exams and project works. The institution strictly adheres to the norms of the university in this regard.
- There may be situations where the student might have lost the hall ticket for external examination, in such case the student applies for a duplicate hall ticket, which is issued by the examination cell immediately.

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

Response:

The university prepares the academic calendar including commencement of classes, schedule for internal tests, short vacation, last day of instruction, preparatory holidays, and schedule of exams, end semester

vacation and date of reopening. The Institution follows the given syllabus and academic calendar throughout the courses provided by the University. The institution strictly adheres to the schedule of the internal assessments as per the university almanac.

Institution covers the entire Curriculum within the stipulated time frame as per the almanac given by University. Traditional modes of teaching/learning are blended with reasonable use of ICT to make the process learner-centric.

The Academic Committee plans a master time table including day to day schedule of the regular classes, activities which is adopted accordingly. The course details, session plans and schedules for each course to be delivered are informed to the students in the handbook ahead at the beginning of semester. This helps the students to come prepared for the classes.

The timely completion of the curriculum is ensured through

- Prior planning, and strict execution of the academic calendar
- Preparation of lesson plan
- Class adjustments by the faculty when they go on leave
- Regular oral and written feedback mechanism on syllabus completion, and method of teaching; internal assignment mechanism.

The departments will prepare a comprehensive academic manual consisting the session plans, activity schedules at the beginning of the semester. The Academic Committees ensure that the faculty follows the schedule scrupulously to complete the implementation of the curriculum in time. The Interactive Teaching Learning activities are also conducted as per the session plans.

The Academic Committee and Heads of Departments constantly monitor the syllabus completion, method of teaching right from the commencement of the semester. The Academic Committee tracks the progress of the academic instruction as per the academic calendar by monitoring the attendance registers, teaching diaries and other relevant documents from time to time.

Regular reviews like weekly, fortnightly and monthly reviews will be done to check the adherence to the schedule mentioned in the Academic manual. The faculty submits the report of the activities conducted to Heads of the Departments on regular basis. If there is any deviation observed from the schedule of implementation necessary corrective measures like extension of working days or imparting additional hours of instruction will be planned for the course in which a deviation is observed.

Student feedback is sought to improve the effectiveness of handbook and pace of class work. At the end of the semester the faculty must submit teaching diaries and attendance registers to the department.

The examination cell follows the calendar of examinations and designs a time table for conducting examinations in the programs offered course wise. This is communicated to the students well in advance to make them prepare for the examinations properly. The schedules for evaluation and submission of marks to the university will also be communicated to the faculty, Heads of the Departments to ensure timely completion of the tasks.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

The three principal on which institutional mission is based are: Effective Teaching, Meaningful Research, and Service to society. These goals intended to be achieved through a set of The Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO).

The status of PO's, PSO's, CO's is reviewed by the Academic Committee regularly. At the beginning of the course, in the orientation sessions the students are informed about the PO's and PSO's for the programs. They are provided with insights into the course outcomes and the measurement methods of the same.

The institution seeks to achieve PO's, PSO's by giving training for the students in communication skills, soft skills, aptitude skills, analytical skills, technical skills and personality development programs by using the in-house faculty and external experts. Team based projects and practice of ethics during the course of study develops a sense of social responsibility.

The POs of Post Graduate Courses are

- Inculcating Logical thinking and Critical thinking
- Enhancing interpersonal skills,
- Sharpen Managerial skills,
- Speaking and writing skills,
- Instill time management
- Learn project management
- Have ethics and social responsibility
- Zeal for lifelong learning

The program specific outcomes of MBA are:

- Functional knowledge in the core areas of management:
- Develop Managerial competencies
- Enhance Decision making abilities
- Leadership skills
- Problem solving and analytical skills
- Engage in Entrepreneurial explorations
- Learn to work in teams
- Being abreast in current affairs
- Continuous Business Research

The program specific outcomes of MCA are:

- Knowledge of Computer applications
- Analytical Skills.
- Become proficient in Computer Communication
- Have Internet applications skills
- Hardware and Software technical skills
- Learn Project Management
- Software development and programming
- Develop enthusiasm to be updated on technology
- Modern tool usage
- Encourage Professional integrity

A range of quantitative and qualitative measures will be used to assess the accomplishment of POs, PSOs and COs. POs aim the overall development of students and which will be reflected in array of student performances in academic and non-academic areas.

The attainment of POs will be assessed through:

- Recognitions and awards to students from government and non-government organizations
- Ability of the student in organizing various events in the college like management fest, NSS activities, Annual day celebrations, Club activities, observance of National and International days, Induction Program, Mini convocation
- Other achievements like in sports, institutional awards, etc
- Students opting higher education in foreign universities

The extent of achievement of intended PSO's will be tested through:

- Excellence in University examinations
- Student placements
- Internships
- Student participation in Management meets, business games and competitions in other colleges
- Students placed in esteemed public services
- Quality of student Project work
- Participation and performance levels in Interactive Teaching Learning activities

The results of the internal and external examinations are taken as a measure to assess COs. The pass percentage and marks scored by the students in internal examinations and external examinations indicate subject knowledge gained.

File Description	Document
Any additional information	View Document

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

Response:

The Program outcome (PO) -based education system is one of the emerging trends of education which helps students to progress in their professional career and makes teachers more creative about their teaching methodologies and improves the quality of teaching by adopting suitable teaching tools. The aim here is for overall development of students.

The academic committee designs an appropriate Teaching Learning Process and identified the need for enhancing the Communication Skills, Reasoning Skills, Behavioral patterns and Etiquette skills, Organizing and Managing abilities, Practical Exposure, Team Building, and Holistic Personality Development to achieve program outcomes

The attainment of POs is assessed in the following aspects:

- Upon successful completion of post graduate program, students will be able to Communicate clearly and concisely
- Acquire, analyze, and synthesize data for operational and strategic decision-making
- Recommend ethical behaviors, promote corporate social responsibility, and engage in social enterprise
- To assess and review awareness level on core management issues and latest developments in management and information technology
- To benchmark knowledge with others in competitive environment, to hone skills in lateral thinking, teamwork and decision making under pressure

Program Specific Outcomes (PSOs) are framed by Academic Committee for MBA and MCA programs. The courses are taught to the students by various teaching methodologies which includes class room teaching, Interactive Teaching Learning Methodology, Work Shops, laboratory experiments, Student Seminars, Group Discussion, Case Studies, Role Play, Quiz, Independent learning through presentations, articles, book review, business plan and collaborative learning through assignments/projects are given to students. The college clubs train the students with necessary managerial skills required to organize and participate in various activities within and outside the campus. Students will be given such assignments too, so as to gain a working knowledge of latest technologies.

Academic Committee conducts review meetings for monitoring the syllabus coverage and other practical problems in the departments. Regular meetings between class teachers and course coordinators are conducted. Counseling is given for the students on their attendance every week and performance after every internal exams to ensure the achievement of learning outcome. Student's feedback for faculty and course contents is taken once at the end of each semester.

Programme Outcome Attainment Analysis is performed by the Programme Assessment Committee based

on the above inputs and the Report is presented to the academic committee and Board of Governors. The measurement of attainment of program outcomes is quantified by assessing the student's performance in internal exams, Assignments and External Examinations.

The attainment of POs is reviewed by the academic committee and Board of Governors and suggestions are given for improvement.

The revising and redefining of the PO's is governed by assessing the need of research, industry and socio-economic development of the country. This is achieved by the feedback from the students, stakeholders and changing societal needs. The extension of Learning Outcomes is obtained from the feedback of alumni, employers, parents and BOG members.

2.6.3 Average pass percentage of Students

Response: 97.38

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 335

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

Response: 344

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.78

File Description	Document
Database of all currently enrolled students	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 11.3

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

2016-17	2015-16	2014-15	2013-14	2012-13
4.23	3.52	2.15	1.00	0.40

File Description	Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 1.85

3.1.2.1 Number of teachers recognised as research guides

Response: 1

File Description	Document
Institutional data in prescribed format	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.13

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

Response: 7

File Description	Document
List of research projects and funding details	View Document
Any additional information	View Document

3.2 Innovation Ecosystem

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

Response:

The Government of India realizes that there is a need to create world class incubation facilities across various parts of India with suitable physical infrastructure in terms of capital equipment and operating facilities, coupled with the availability of sectoral experts for mentoring the start-ups, business planning support, access to seed capital, industry partners, training programs, etc. required for encouraging innovative start-ups. Therefore, Government under Atal Innovation Mission (AIM) is supporting the establishment of Atal Incubation Centres (AICs) that would nurture innovative start-up businesses in their pursuit to become scalable and sustainable enterprises. Higher educational institutions, R&D institutes, corporate sector, alternative investment funds registered with SEBI, business accelerators, group of individuals, and individuals are qualified to apply for setting up of AICs .

The institution is planning to apply for setting up Atal Incubation center (AIC). Incubator is not simply a shared space office facility, infrastructure and articles of incorporation but also a network of individuals and organizations including incubator advisory boards, client companies and employees, industry contacts and professional services providers such as lawyers, accountants, consultants, marketing experts, etc. The institution has all these resources required for the success of AIC. As an AIC the institution will

- Assist the aspiring entrepreneurs in creating a sustainable, scalable & profitable business model
- Provide physical infrastructure and value-added support services
- Create a strong network of mentors who would provide sector specific knowledge & real world practical guidance to transform innovative ideas into enterprises
- Conduct events and inspirational programs
- Provide trainings and mentorship to current and aspiring entrepreneurs
- Forge partnerships and networks with academic experts, industry experts, funding sources, existing incubators and others for the start-ups to leverage
- Enable access to prototyping facilities, test beds, markets, and pilot implementation for the product/services.
- Build a strong team with adequate knowledge and experience in guiding start-ups, building business plans, facilitating investments, building networks etc.

Till the time the institution obtains approval, the institution is encouraging students aspiring for entrepreneurship to use the services of ISB and CCMB which are already recognized as ATCs in the state of Telangana.

The institution has the following system for effective knowledge transfer

- All events and organizational procedures are documented for future reference
- All the information is maintained in the institution's MIS
- The skills of new employees are identified and trained accordingly for contributing their services to one of the committees in the organization
- Capable people are transferred from one committee to other to enable them to have multiple skills
- Simulation programs are conducted where a key person is removed from the committee and asked to perform a project. If any failure occurs the team is asked to investigate the reasons and the measures they are planning to adopt to avoid the recurrence of the same in future
- Informal get-togethers of employees are facilitated so that team members can develop networks organically and share information and knowledge

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

Response: 20

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	5	4	4	2

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

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

Response: Yes

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

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

Response: Yes

File Description	Document
List of Awardees and Award details	View Document

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

Response: 2

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 2

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

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

Response: 1.24

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

2016-17	2015-16	2014-15	2013-14	2012-13
22	17	11	9	6

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

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

Response: 5.67

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

2016-17	2015-16	2014-15	2013-14	2012-13
71	101	71	40	15

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

3.4 Extension Activities

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

Response:

The college maintains a cordial symbiosis relationship with the neighborhood communities and the local administration, by which the student and local community are mutually benefited. The institution plans and organizes its extension and outreach programs through the National Service Scheme (NSS) Cell and **Unnat Bharat Abhiyan** Cell. Extension activities are planned by NSS Unit and **Unnat Bharat Abhiyan** Cell.

National Service Scheme (NSS) Cell:

To create social awareness among the students, the NSS cell organizes the programs such as Awareness on Cleanliness, Environment, Bio Fuel, Personal Health (sensitization camps on perennial and seasonal viral diseases – gynec, cancer, swine-flue, dengue etc.), Plantation on Saplings, Blood donation camps, Socio Demographic survey for slums by GHMC, Rally on Anti Corruption, Sensitization of street children, Rally on Anti Terrorism

The National Service scheme (NSS) of the institution organizes extension activities by organizing special camps. Many of the activities which are organized under this programme receive sustained interest and activity on the part of faculty and students which ensures student participation in community activities. The institution promotes the participation of student and faculty in extension activities through organizing social awareness campaigns in association with N.S.S.

Unnat Bharat Abhiyan Cell:

To implement **Unnat Bharat Abhiyan** the College has taken initiatives to spread the message of various government schemes. A committee has been formed for implementation of 'Unnat Bharat Abhiyan' with Faculty and Students as coordinators

Every year particular village is selected in consultation with local Sarpanch, where, students and teachers offer their valuable services to the community in various ways, such as through awareness programs, cleanliness activities, literacy programs, social interactions, etc. Students develop leadership activities, service mentality, self confidence, etc. All these activities contribute in students' personality development.

The following socially relevant activities are conducted by the NSS Cell for implementation of 'Unnat Bharat Abhiyan'.

- The Unnat Bharat Abhiyan team member's visits nearby villages on every Friday to conduct various welfare activities for villagers.

- The major problems of the villages related to purified drinking water, health, education, and irrigation, mobile connectivity and agriculture has been raised to district authorities for their needful response (appropriate solutions). The consistent efforts in various forms by 'Unnat Bharat Abhiyan have shown positive impact on neighborhood communities where there is increase in use of wet and dry dustbins, bio-gas units have sprung up, local government planned to erect solar based street lamps, number of stray dogs got reduced and cattle movement got restricted to certain places in colonies facilitated free traffic movement, local sanitary authorities are spraying bleaching and periodically taking other relevant measures. Students and faculty shouldered tree plantation program resulting substantial increase in the green plants. All the above activities have shown impact on students to introspect and build inherent responsibility towards the society.
- Helping and assisting children in blind school and conducting blood donation camps.
- Visiting the villages to help the villagers in using technologies useful to farmers and villagers namely solar lamps, hand pumps, building small bunds, low cost housing etc

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

Response: 24

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	4	5	4	6

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

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 100

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
24	22	17	18	19

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

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

Response: 25.39

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

2016-17	2015-16	2014-15	2013-14	2012-13
256	140	138	210	208

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

3.5 Collaboration

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

Response: 91

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

2016-17	2015-16	2014-15	2013-14	2012-13
25	20	15	16	15

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

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 26

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

2016-17	2015-16	2014-15	2013-14	2012-13
7	6	6	4	3

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The college is established in the year 1995 and running the following courses

Sl. No	Program	SRA	Osmania University
1	MBA	300	300
2	MCA	60	60

The institution is having a land of 0.5 acre with a built up area of 4512.8 Sq.m and instructional area of 2680 Sq.m. The institution ensures adequate availability and optimal utilization of physical infrastructure. At the beginning of the academic year assessment for up gradation of the existing infrastructure is carried out based on the suggestions from Director, Head of the departments, lab co-coordinators and system administrator.

The available physical infrastructure is optimally utilized, to conduct class work, lab work and extra-curricular activities

Classrooms – The Institution has sufficient number of well-equipped classrooms with necessary infrastructure, teaching aids and ICT facilities for conducting classes and teaching-learning activities.

Tutorial Rooms - There are sufficient number of well-equipped tutorial rooms with necessary infrastructure, teaching aids and ICT facilities to conduct tutorial classes and bridge courses.

Seminar Hall-The college has spacious Seminar Halls for organizing Conferences, Seminars, Guest lectures and FDPs, Orientation programs and various Cultural events with the help of audio –visual aids , ICT facilities and other equipments. MBA and MCA Departments will be conducting various activities for students.

S.No.	Particulars	Program	Number Required(As per AICTE)	Available	Area(Sq.m)/rd
1	Classroom	MBA	10	10	66
2	Tutorial Rooms	MBA	3	3	33

3	Seminar Hall	MBA	2	2	132
4	Classroom	MCA	6	6	66
5	Tutorial Rooms	MCA	2	2	33
6	Seminar Hall	MCA	2	2	132

Computer lab -There are separate labs for MBA & MCA programs. Labs are equipped with required number of systems with latest configuration as specified by statutory bodies and are upgraded regularly to meet the requirements of the curriculum.

Sl. No	Program	Facility	Requirement as per AICTE(Sq.m)	Availability
1	MBA &MCA	Computer Center	150	437
2	MBA &MCA	Computer Lab	100	

Library-Library has been well stocked with Text books – both reference and regular issue books, books for competitive exams, personality and philosophy, prescribed journals, magazines and newspapers of local and National repute, 08 computer nodes are placed to refer online journals.

Sl. No	Facility	Requirement as per AICTE (Sq.m)	Availability(Sq.m)
01	Library & Reading Room	100	110

Apart from above, additional classrooms have been renovated for ICT with latest technologies. Suggestions are invited regularly from experts visiting the institution, governing body members, faculty members, alumni, students and parents regarding improvements to be made in the infrastructure. Reviews are held every semester to ensure optimum utilization of infrastructure.

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

Response:

The college has adequate facilities for Sports, Games and Cultural activities. The college is committed to provide a balanced atmosphere of academic, cultural and sports activities for the holistic development of

the students. The college facilitates various sports to the students within the campus playground. To support this, the institution facilitates sports equipment for Indoor games like Caroms, Chess and Table Tennis, outdoor games like Volley Ball, Badminton and tennikoit are available for the students to develop team spirit. The following facilities are available for students and the staff for overall development.

1. Outdoor Facilities

S.NO	Name of the Facility	Available Area (sq.m)
1	Throw ball Court	20
2	Volley ball Court	15
3	Hand ball Court	74
4	Kabaddi	12
5	Kho-Kho	60
6	Shuttle Court	7.5
7	Badminton Court	7.5
8	Tennikoit	5.6

1. Indoor Games Facilities

S.NO	Name of the game	Number Available	Available Area (sq.m)
1	Table Tennis	2 boards	100
2	Caroms	9 boards	
3	Chess	1. boards	

1. Facilities for Yoga and Gymnasium

Separate Yoga Hall has been established in the year 2009 with adequate ventilation and other facilities for

yoga. Yoga brings out plenty of potential positive outcomes for the students and faculty which is organized by a certified yoga trainer. Separate Hall has been established in the year 2011 for gymnasium as exercise increases focus and concentration.

S.NO	Description	Area(sq.m)	Year of Establishment
1	Yoga room	66	2009
2	Gymnasium	41	2011

1. Facilities for Cultural Activities

The college has Aroop, Cultural club to promote and motivate the students towards extra-curricular activities, cultural competitions are regularly organized by the college. A separate room is allotted for practicing and performing with dedicated music system, microphones and digital camera. The club has 43 students and staff as members. Faculty coordinators will act as a mentor and coordinate the club to encourage the students to participate in various cultural events and competitions.

List of Cultural Activities organized

S.No	Name of the event	Events conducted
1	Fine arts	<ul style="list-style-type: none"> • Painting • Sketching • Pencil drawing • Music • Film making • Photography • Craft(Vegetable/paper) • Best from Waste • Diya Painting • Rangoli • Mehendi • Diya Painting • Face Painting • Nail Art

2	Theater Arts	<ul style="list-style-type: none"> • Skit • Drama • Mime • Poetry
3	Performing Arts	<ul style="list-style-type: none"> • Solo Dance • Group Dance • Solo Singing • Group Singing • Mimicry • Fancy Dress • Antyakashari

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 18

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

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

Response: 25.49

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

2016-17	2015-16	2014-15	2013-14	2012-13
143	140	110	95	90

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The library of the institution is fully automated using integrated Library Management System.

Name of the ILMS Software : NewGenLib

Nature of Automation : Fully Automated

Version : 3.1.2.

The Process of Library automation is performed by using NewGenLib Software Package which is an Integrated Library Management System (ILMS) with Barcode Scanner that supports all in- house operations of the library. NewGenLib has all functional modules of Library management completely implemented. It has the following modules.

- Technical Processing (or cataloging)
- Circulation
- Acquisitions
- Serials Management
- MIS Reports
- Web Online Public Access Catalog(OPAC)
- Administration

The Digital Library is equipped with eight Desktop systems to access E-journals & E-books available for the convenience of the users. E-resources such as E-Shodh Sindhu, NDL(National digital Library)for huge collection of e-Learning resources with a single window search facility. NPTEL Facility (National Program on Technology Enhanced Learning) to access video lectures.

Library has subscribed to **EBSCO** for online Journals and data base which is accessible through internet on the campus.

The **DSpace - Institutional repository** is a very powerful tool that can serve as an engine of information transfer. The institution maintains following communities.

- [Case Studies](#)
- [e-books](#)
- [e-journals](#)
- [EBSCO](#)
- [Handbooks](#)
- [Journals Content](#)
- [Newsletters](#)
- [Question Papers](#)
- [Softwares](#)
- [Spoken English](#)
- [Syllabus](#)

Remote Access: The library subscribes to some electronic databases for students and faculty. It also ensures the college students and faculty to access web based library resources from home or other computers using the library proxy server if they have valid user name provided by library and internet access. They can have access to e-Journals, e-Books and other e-resources while off-campus. The library is engaged with different e-resources like DELNET, EBSCO etc.,

Physical access: To support the college curriculum the library provides various services and resources to assist them for learning and information literacy skills. To provide physical access to the library users the library policy is designed by the institution. It involves issue of library cards, the rules regarding checkout procedures, the time limit for loan periods, the closing policies and return procedures, renewals, overdue notices and refund policies.

The Details of Library Holdings

A well-equipped library system plays a significant role in changing the outlook towards the college and it helps in building confidence among students. Library is known as hub for many knowledge resources Books, references, newspapers and magazines including e-resources. The Library is equipped with Wi-Fi network in addition to wired connectivity.

Sl. No	Description	Total Volumes
1	Books	20545
2	Titles	2229
3	Print Journals	66
4	e-Journals	1460
5	SC/ST Book Bank	44
6	Donated Books	30
7	CD's	228

Library also focuses on the Collection of

- Previous Question papers of external exams.
- Project Reports of both MCA and MBA streams.
- Rare books, old books, limited-edition books.
- Back volumes of journals.
- Books for competitive exams.
- Year books.
- Thesis collections.
- Collection of publications

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

Response:

- The College Library is enriched with good numbers of textbooks, reference books, rare books, old books, limited-edition books, journals and magazines.
- The Library has taken initiative to enrich with e-resources like e-books, e-journals, e-articles related to subject and curriculum of the college which provides support to the teachers and the students.
- Some valuable research thesis, manuscripts of unpublished books /letters are available in the college library.
- The College library has a document of Biography of Swamy Vivekananda, The Discovery of India by Pandit Nehru, Indira Gandhi: A Biography by Pupal Jayakar, and other noteworthy books.
- The college library has collections of 359 rare books, 55 thesis and 10 manuscripts in a digital archive which is accessible by the faculty, students and alumni.

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

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

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

Response: 7.18

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

2016-17	2015-16	2014-15	2013-14	2012-13
7.8	7.5	7.9	6.8	5.9

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

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

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

4.2.6 Percentage per day usage of library by teachers and students

Response: 16.15

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

Response: 142

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution is having an IT policy that outlines the maintenance, up gradation and responsible usage of IT infrastructure at various departments. The information technology management is taken care by the system and network administrators. The team of these administrators regularly maintains the completing network sources and also maintains the hardware and software of the institution. The computer terminals in the computer center are connected to LAN with high speed internet service to meet the requirements of faculty, students and administrative staff. Hardware and software are provided to the departments as per the requirements of statutory bodies. The college is having Microsoft Campus Agreement which is renewed every year for using all Microsoft products. Wi-Fi connectivity is provided to the entire campus with the speed of 50Mbps and LAN connectivity with 10Mbps. The networking of all departments is made through Optical Fiber cables and networking of all computer systems within the departments are provided through CAT 5/6 cables.

The college is having four air conditioned seminar halls with LCD projectors, connected through internet for organizing guest lectures, workshops and seminars. The institution is also having e-resources, Website, campus automation systems which are protected with secure firewalls and anti-virus to avoid the risk of intrusion. The college constantly updates both the software and hardware as per the prescribed norms and academic standards of AICTE and Osmania University.

The institution procured web cameras to conduct online tests, video conference and interviews. Video conferencing and Skype facility is available for interaction with experts from all over the globe. Faculty members and students are making use of LCD, NPTEL and Moodle server for their teaching and learning processes. They avail internet facility to access study material of other universities and make use of the same for study and lecture delivery.

Dedicated servers are available separately for the Computer Center, Administrative Office, Examination Cell, Library and individual departments. Proper backup procedures are followed from time to time by the system administrator to address the risk of loss of data or information.

To ensure security of each system is protected with a user name and password and individual login identity are provided to students, faculty, heads of the department, administrative staff, examination cell and library. All the users have to abide by the rules and regulations of the institution in utilizing the IT resources. Trouble shooting is carried out by the system administrators whenever required. Any queries raised the faculty or students in the usage of servers, network, Wi-Fi, storage are addressed by the system administrators immediately. The system administrators also ensures regular maintenance of computer terminals, takes care of timely renewal of licenses and updation of online open sources from time to time.

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio

Response: 3.93

File Description	Document
Student - Computer ratio	View Document

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

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

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

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

Response: No

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

4.4 Maintenance of Campus Infrastructure

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

Response: 2.35

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

2016-17	2015-16	2014-15	2013-14	2012-13
14.5	13	10	8.5	7.4

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

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

Response:

The Institute has centralized Housekeeping staff for the entire campus with full time salaried employees. All complaints and recommendations registered are being checked and processed by the Office of the Registrar with the approval of the Principal/Director to ensure proper functioning and improvement of the equipment and other facilities under annual maintenance. The maintenance and improvement of the campus is carried out according to the decisions taken by the college management.

The Head of the departments make the requisition/note sheets according to the requirement of equipments, computers, furniture, maintenance and repair of basic needs. Those requisitions are submitted it to the Principal/Registrar. The management approves and allocates funds in case of new equipments are required in the institution. An effective monitoring system through various committees ensures the optimal utilization of budget allocation. The college has appointed external agencies for maintenance and repair of infrastructure, equipment and other facilities like maintenance of lifts, fire extinguishers, fire systems and generator. Physical infrastructure repair work is carried out by appointing external agency. AMC contract is given to external agency for the maintenance of all computers within the college. Other laboratory equipment is maintained by technical supporting staff. In case of any repair requirement, service is hired from outside agencies.

The Department of Computer Science supervise the AMC including Computers and its allied Infrastructure. Regular checks of equipment are carried out in all the laboratories are carried out by lab co-ordinator.AMC also handles need-based installation of computer facilities in the college. Department of computer science controls the Internet and biometric security systems.

Regular Cleaning and mopping work is done by of House Keeping Department. Registers are maintained to record the work. Other maintenance related issues are attended by carpenter and electrician of the institution subject to the complaint put in complaint register.

Well qualified Electricians are available round the clock to address power breakdown and they also attend to power supply related complaints. They perform regular checks in classrooms and campus to ensure that all electrical fittings are working in good condition. Solar power panel are also monitored by electricians.

File Description	Document
Any additional information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 59.76

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

2016-17	2015-16	2014-15	2013-14	2012-13
423	425	375	496	487

File Description

Document

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

[View Document](#)

Any additional information

[View Document](#)

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

Response: 5.1

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

2016-17	2015-16	2014-15	2013-14	2012-13
42	39	38	35	32

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation

8. Personal Counselling**A. 7 or more of the above****B. Any 6 of the above****C. Any 5 of the above****D. Any 4 of the above****Response:** A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years**Response:** 26.09

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

2016-17	2015-16	2014-15	2013-14	2012-13
245	168	173	175	205

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

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 0

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

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

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

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

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document
Any additional information	View Document

5.2 Student Progression

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

Response: 74.88

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

2016-17	2015-16	2014-15	2013-14	2012-13
273	210	198	280	182

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

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

Response: 11.92

5.2.2.1 Number of outgoing students progressing to higher education

Response: 41

File Description	Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 19.63

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

2016-17	2015-16	2014-15	2013-14	2012-13
13	18	10	16	8

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

2016-17	2015-16	2014-15	2013-14	2012-13
68	79	54	76	48

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

5.3 Student Participation and Activities

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

Response: 40

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

2016-17	2015-16	2014-15	2013-14	2012-13
2	11	9	16	2

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

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

Response:

The institution has well organized student council .The Students Council (SC) involves actively in organizing programs, activities and services which serve the co-curricular, cultural, social, recreational and educational interest of students at the Institution.

It is formed by a well -established process consisting of inviting applications from the students for the various posts of students' council. A formal voting procedure is used to select the student representatives after the nominations are received by the students.The selected set of students by voting are instructed by a panel comprising of the Principal, Vice Principals and Head of the Departments.

The college student council comprises of following members

- Chair person
- Vice Chair person
- General Secretary
- Magazine Editors
- Nominated Members
- Class representatives from each Class(Academic Topper)
- NSS Coordinator
- Two Lady representatives

The council is responsible for looking into most of the student activities on campus, including clubs and festivals. It looks after the various student initiatives, technical /academic programs as well as student grievances that may come up. The objectives of the student council is to promote sense of belongingness, self discipline ,leadership among the student community and to represent the views of the students on matters of general concern to them.

The details of academic and administrative bodies having student representation are as under:

- **Student's Cultural Committee:** There is a Cultural Committee which consists of 2 student members and remaining four are faculty members. This committee is constituted to promote interest in cultural activities among students. Culturally talented students are spotted by the committee members and efforts are made to develop their skills, talents by encouragement, right training and guidance.
- **IQAC student Wing:** Two student representatives are nominated from each class as IQAC representatives and they coordinate all feedback from their classes about the various student support programs
- **Library Advisory Committee:** This committee consists of nine members; six of them are teaching faculty. The Librarian and two students are a part of it. This Committee is constituted under the headship of faculty members who are in charge of the library and responsible for the maintenance of library books and journals, easy student access to library facilities, students' facilities in the library
- **Anti ragging Committee:** the committee has been constituted to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student .This Committee consists of 6 members , four of them are teaching faculty and two are student members.
- **Sports Committee:** The sports committee helps in conduct of sports to create an environment that stimulates selected movement experiences that contribute to the optimal development of the individual's potentialities in all the phases of life. This committee consists of 6 members out of two are faculty members and four are student council members.
- **Newsletter Editorial Board:** The Editorial Board comprises of Chief Editors, Editor and Student Editors. The Board invites articles from students and teachers and publishes them in the form of a monthly newsletter.

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

Response: 38.8

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

2016-17	2015-16	2014-15	2013-14	2012-13
44	42	38	38	32

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Our institution has a rich network of alumni who will be happy to share their resources with citizens under the umbrella of their alma -mater. This is a win-win situation for the alumni and the institution. The institution has registered the Alumni Association on 16th May,2008 with Registration No. 425 in the Office of Registrar of Societies. At present the institution is having six alumni Chapters located at Bengaluru, London. Texas, Hyderabad, Pune and Chennai. The objective of Alumni association is to promote the discipline of lifelong learning and to promote a sense of belonging together as learners and seekers towards becoming responsible citizens. They are our knowledge ambassadors in the corporate world, benefiting both fellow alumni members and current students. So far many of the alumni students of the institution were placed in various Multinational companies like Infosys, Cognizant, Value labs, Genpact, Accenture, Dupont, ICICI, HDFC,BRMB etc. The alumni association comprises of former students and faculty of the institution.

The alumni association conducts alumni meet every year where all the alumni students are invited to share their experiences. The members of association will meet twice in a year i.e. on last Saturday of December/July. The institution believes in the dictum that the strength of the institution lies in the rapport maintained between the alumni and the institution.

- The association helps in raising funds for the various activities like Management fests and cultural activities in the form of sponsorships.
- Every Alumni at the time of registration in alumni association contributes an amount of Rs 500 towards the development of the institution.
- Alumni organizes a exclusive sale for women and the income generated is utilized for social welfare activities .
- It assists scholarships for needy students .
- They donate books related to subjects and competitive exams to the library.
- Alumni exchanges the information through emails, guiding junior students of the college for information on job opportunities, higher studies at Indian/Overseas universities and other career and academic related information.
- Alumni association has regular interaction with the college with regard to appropriate measures to be taken by the institution for the design of curriculum, initiatives to make the students ready for the industry requirements, appropriate measures for overall academic excellence of the institute through a structured feedback form /mechanism.
- The Alumni acts as advisory members in all professional bodies and closely monitors and advices to the students on various events.

- Alumni members are also conducting various social service activities. Helping Hands is one of the examples for alumni social responsibility, started by an alumnus.
- Alumni members help in coordinating for signing MOU with companies where the alumni are working.
- Frequently the members of alumni deliver guest lectures /seminars to the students on recent advances in the industry, industry expectations and how to prepare for campus placements etc
- Value education, Moral instruction and remedial classes for students are taken by alumni volunteers.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: 3 Lakhs - 4 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

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

Response: 10

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

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

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The Institution places highest emphasis on Achieving academic excellence through its well-articulated vision and mission and clearly defined objectives.

VISION

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

MISSION

The mission is "To produce high caliber management professionals capable of excelling in the fiercely competitive global market and endowed with the ability to shatter all barriers to wealth maximization consistent with human welfare".

OBJECTIVES

1. Providing value-based holistic learning by integrating traditional and innovative teaching-learning practices to make the students excel in academics
2. Equipping the students with better interaction with industry and to make them more employable
3. Provide inclusive education to all sections of the society
4. Motivate the students towards community engagement and service
5. Inculcate a strong culture of values and ethics among the students to make them responsible citizens of the country
6. Equip the students with all necessary inputs to make them globally competitive
7. Achieving institutional excellence through the establishment of high standards and achieving accreditation and rankings from National and International Bodies of repute.

Leadership and Governance

The Management of the institution believes in providing a culture of participative management and thus promotes independent thinking and decentralization of decision making.

The Management provides administrative and academic autonomy to the Principal and various college level and department level committees to make the functioning more smooth and uninterrupted. The Heads of the Departments and faculty are actively involved in decision-making process through the Departmental Committees.

The leadership (Top Management) make sure that the Strategic Plans and Policies are in tune with the Vision and Mission of the organization. The Management also communicates the policies and action plans devised for various activities and cadres of employees from time to time through meetings and other forms of communication. It also maintains regular interaction with all the stakeholders through various events and activities.

File Description	Document
Any additional information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The Top Management gives ample academic and administrative freedom to the principal and faculty. The administrative and academic functions are carried by the Principal independently with regular reporting to the Management Council. The faculty are also given freedom to participate in the decision-making process through department-level committees, college-level committees and participate in Governing Council also as faculty nominees.

There are 16 committees, 4 Cells at the Department Level both for management and computer application departments. The committees are headed by a faculty member nominated as coordinator and assisted by three to four faculty nominees. Students are also encouraged to participate in the department level committees and Cells such as Anti Ragging Committee and Placement and Training Cell.

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

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

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

Response:

Strategic Plan

AURORA has a unique culture of aiming high and accomplishing the same through its continuous pursuit for excellence.

AURORA signifies

- U- Uniqueness

R- Reasonability

O- Objectivism

R- Rationality

- Amicability in its strategic plans, objectives and perspective plans.

The Strategic plans and perspective plans are developed in consultation with various stakeholders of the institution, experts from industry and academics, Principal, Heads of the departments keeping in view the perspectives of the institution. These plans are reviewed from time to time to check the practicality and achievements.

1. To be recognized as an institution of excellence in academics
2. To undertake meaningful research
3. To contribute significantly towards students progression
4. To collaborate and partner with industry
5. To create unique outreach in the national and international platforms
6. To serve the society through extension and community service
7. To nurture global citizens with elevated human values

Perspective Plan

Based on the strategic plans, the institution has a perspective plan of development which was developed in 2014. This plan is made as per the requirements of the learners and with a view to cater to the needs of the institution and the society at large.

1. Academics
2. Students progression
3. Administration
4. Research
5. Infrastructure
6. Industry interface
7. Institutional Excellence
8. Social Responsibility

CASE STUDY

TRAINING AND PLACEMENT CELL

Placement is the most significant factor in the student progression. Keeping in view, the need for addressing the issues related to training and necessity to promote placements, the College Academic Committee suggested having a separate body to look after the training and placements in the form of Training and Placement Cell.

The objectives of the Training and Placement Cell are

1. To provide guidance on various career opportunities available after MBA/MCA
2. To provide awareness Higher Education and entrepreneurship
- 3.
4. Maintaining the of the course wise and year wise
5. Providing training and placement awareness to the newly joining students
6. Maintaining Interaction with the recruiters and managing correspondence
7. Planning and organizing various placement drives the campus
8. Collecting feedback on the recruitment process from the students, employers and other relevant persons
9. Encouraging the students to participate in placement drives and pool drives
10. To maintain the data on test patterns of various recruiting companies and agencies
11. To maintain the of recruited students along with a copy of offer letters
12. To provide interaction with industry experts for bridging the gap between the industry requirements and academic inputs

Outcomes

The overall percentage of placements began to increase with the initiatives of the Training and Placement cell and the percentage of placements increased to 73 % in 2017 from 48% in the year 2014. As the cell is having student coordinators also, the communication between the students and the cell became strong and the students' participation in the placement and training activities increased.

File Description	Document
Any additional information	View Document

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

Response:

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

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

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

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

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

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

The institution has an **Organizational Procedure Manual (OPM)** designed by the Aurora Educational Society and communicated to all the group colleges. The Manual clearly defines the rules, regulations, procedures and guidelines for various activities of the institution like recruitment, service, promotion, resignation for the Human Resource Management of the Organization. It also describes the policies and guidelines for the effective functioning of the institution in the areas of administration, finance and other areas of functioning.

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

The institution is also having a Grievance Redressal Mechanism for the students, faculty, and staff. Faculty and staff are given an open door opportunity for representing their grievance related to their service matters, leaves, financial issues and any other to the Heads of the Departments in the first phase. Majority of the issues are solved in the first phase only. If not resolved they are provided with an opportunity to represent their grievance to the Principal and the Management in writing. The Principal in consultation with the Management ensures the redressal of the Grievance within a period of 2 weeks.

The students are provided with suggestion boxes at prominent locations in the campus. They can represent their grievances to the HODs/Principal/Office based on the nature of the Grievance. Students grievances related to library books, campus maintenance, permissions for attendance, fee dues, scholarships are attended immediately by the concerned HODs/sections of the office.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: A. All 5 of the above

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

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

Response:

The college is having a well-designed support system in the form of various cells and committees to ensure smooth functioning of the various activities and day to day affairs. These committees and cells have well-defined guidelines and are monitored regularly for effective functioning. These committees and cells are formed at the beginning of every academic year with a tenure of one year.

Based on the nature of the committee/cell there will be faculty and student coordinators. The functions of the cells and committees include creating awareness among the students and faculty, organize various programmes, conduct meetings at regular intervals and submit reports at the end of every month to the HODs and the Principal for necessary suggestions and follow up. The cells and committees also maintain records of the meetings in the form of minutes.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The Institution has always been keen on the overall development of the teaching and non-teaching staff and abides by their welfare.

Welfare measures for faculty

The following are the welfare measures for the faculty inclusive of statutory and non-statutory

- The college provides a facility of Provident Fund (P.F.) to the employees whose earning is less than Rs.21, 000/- P.M.
- The college provides salary advance to the needed faculty during medical emergencies, marriage and other necessities.
- The institution offers a special retention allowance ranging from Rs.1000-Rs.3000 in addition to the regular salary to the faculty members who have completed 5 and more years of service with the organization.
- The institution offers special care for the newly recruited people from other states in the form of relocation allowance.
- The college provides free boarding facilities to the newly recruited faculty.
- College is providing group medical insurance to all the staff members.
- The college has provided a free CUG-SIM to all employees at free of cost with the 4G facility. This facility is also extended to the family of the faculty.
- The institution provides sabbatical leave to the faculty with a minimum service of two years, who want to proceed for higher education.
- The institution also offers a facility to carry out research with part-time work facility.
- The college also provides free education for the children of faculty.
- Reimbursement of travel expenses and registration charges are provided for attending National and International Conferences

- On duty, facility is provided for delivering lectures and participating BOS and other academic meetings

Welfare measures for non-teaching staff

The following are the welfare measures for the non-teaching inclusive of statutory and non-statutory

- The college provides a facility of Provident Fund (P.F.) to the employees whose earning is less than Rs. 21, 000/- P.M.
- The college also provides ESI facility to the employees whose earnings is less than Rs. 15,000/- P.M.
- The college provides salary advance to the needed staff during medical emergencies, marriage, and other necessities
- College is providing group medical insurance to all the staff members.
- The college has provided a free CUG-SIM to all employees at free of cost with the 4G facility.
- The institution provides sabbatical leave to the staff with a minimum service of two years, who want to proceed for higher education.
- The college also provides free education for the children of staff.
- The college provides free uniform to all the sub-staff.

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

Response: 64.09

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

2016-17	2015-16	2014-15	2013-14	2012-13
25	23	55	54	10

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

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 5.4

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

2016-17	2015-16	2014-15	2013-14	2012-13
8	6	4	4	5

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 33.35

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

2016-17	2015-16	2014-15	2013-14	2012-13
32	18	16	11	11

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

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

Response:

This institute is an amalgamation of employees classified into teaching and non-teaching from one side and the students on the other who are heterogeneous in character. The performance of the teaching faculty and non-teaching staff is measured separately using different techniques. The methodology of performance appraisal of teaching and non-teaching staff is;

a. Self – Appraisal

Self-appraisal is one of the critical components of the appraisal mechanism/ system. This is aimed at giving an opportunity to the faculty for getting into a reflective mood and this process is aimed at self-development of the individual faculty member.

b. Review & Feedback from the Peers

This part of performance appraisal essentially focuses on dimensions such as interpersonal relations; teamwork; collegiality. The colleagues will rate each other on a **10 point** scale on these dimensions.

c. Review & Feedback from the Immediate Superior (HOD)

This aimed at getting an understanding of the faculty's attitude towards task accomplishment, responsiveness, interpersonal relations, speed/ agility. The immediate superior will rate the faculty on these dimensions on a **10 point** scale.

d. Review & Feedback from the Principal

This part of performance appraisal system is aimed at getting an understanding from the Head of the institution about the individual faculty regarding appearance & bearing; discipline & regularity; communication skills; general conduct & social behavior; reactivity (willingness to accept additional responsibilities); contribution to the institution and dependability. The Head of the Institution will rate the faculty on a **10 point** scale for each of these dimensions.

e. Review & Feedback from the Management

In this section of the appraisal process, the management would rate the faculty on a **point scale** for dimensions such as commitment and loyalty; ethical conduct; and goal accomplishment.

f. Student Feedback

In this part of the appraisal mechanism, feedback would be collected from the respective students about personal knowledge; command over the class, communication skills/ verbal expression; and ability to

impart the knowledge. The data from the students will be collected on a **five-point** scale.

The Non-Teaching staff will submit the Self-Assessment filled-in proforma to the office superintendent on which Assistant Registrar (AR) will place his remarks and forward to the Principal upon which decision will be taken by the Principal for a constructive action on a case by case.

Together, all the sources of the **performance appraisal process will represent 100 points** for both teaching faculty and non-teaching staff. Based on the designation (rank), both the teaching and non-teaching staff require a minimum number of points. Based on the appraisal process, the employee would receive the promotion, variable pay, other pay etc. for their performance.

The teaching and non-teaching staff will be called in person by the Principal for personal counseling whose performance is below the set benchmark. After the counseling, their performance will be monitored periodically for their improvement. Faculty and non-teaching staff whose performance is above the benchmark will be appreciated in a suitable method.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college has a finance committee for internal audit. The income and expenditure of different sources are audited monthly. The mechanism for the audit is as per the directions and guidelines are given by the standard accounting norms, UGC, and higher education department of state government. The team monitors the purchase and expenses incurred from funds generated through fees and other grants. The college prepares budget every year taking into account the various components such as,

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

Both the departments prepare the budget for every academic year taking into account the requirements of recurring and non-recurring expenditure. The Finance Committee looks into the following aspects of the budget approval, expenditure monitoring, equipment purchases. The committee also scrutinizes the

necessities of each department and review the utilization of allocated funds, it also monitors the previous year's expenses as per budget provisions. This will be submitted to the Principal.

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

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

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

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

Response: 2.3

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	0.5	0.3	0.3	0.2

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

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

Response:

The college is a self-financing institution, affiliated to Osmania University, Hyderabad.

Sources of income

The tuition fees collected from the students is the major source of income for the institution. The student

expenses fee as stipulated by the state government is another source of income. The management also provides need-based institutional loans from time to time to support the financial needs of the college.

The institution also applies for funding from various government and nongovernment agencies for sponsoring of the events like seminars, workshops etc. Philanthropists are also pursued for donations and contributions. Alumni members are also pursued for fund raising for the institution.

In addition to the above, sponsorships from individuals and corporate are sought for the organization of cultural events and fests.

Preparation of budget

Before the commencement of the financial year, every department submits a proposal for probable expenditure to be met from the purchase of equipment, computers, furniture, stationery and other consumables required for the forthcoming session.

Based on the departmental submissions, an institutional budget is prepared every year. The expenditure mainly consists of

- Salary payments for teaching faculty and non-teaching staff
- Procuring equipment
- Purchase of books and journals
- Updation of classroom facilities
- Infrastructure augmentation to create additional facilities apart from recurring expenditure.

The prepared budgets are reviewed by the Finance committee and the Principal before forwarding the same to the management for approval.

Approval of Budget

The management after careful consideration approves the budget with necessary suggestions. Eventually, funds are allocated on a priority basis for meeting various kinds of expenses.

Utilization of funds

The Finance committee ensures optimum utilization of funds for meeting various recurring and nonrecurring expenses with intimation to the Principal and accounts department.

The Purchases committee of the college seeks quotations for purchase of equipment, books and journals, computers and others from vendors before purchasing. The quotations are thoroughly checked by the Finance committee and Purchases Committee before finalizing a quotation for purchase at best price.

The Principal, Finance Committee, Purchases committee and the Accounts department meticulously check every expenditure and ensure that the total expenditure will not exceed the allotted budget. If in any instance, the actual expenditure exceeds the budgeted expenditure the same will be intimated to the management for necessary approval and grant of funds.

6.5 Internal Quality Assurance System

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

Response:

The College has formally established an Internal Quality Assurance Cell on 9th June 2017 chaired by Principal. The IQAC acts as a catalyst for the development of the Institution. It also helps the Institution to maintain a favorable learning environment. It has been instrumental in introducing quality parameters in different academic and administrative policies of the Institution.

Quality Assurance Strategies

- Development and adoption of innovative teaching-learning methods
- Motivating the faculty to pursue qualitative research
- Implementation of ICT tools and resources in teaching-learning
- Introduction and implementation of e-learning through various online platforms
- Infrastructure development to meet the present day requirements
- Promoting creative thinking among students through internships and short-term assignments
- To monitor progress of various departments and bodies periodically
- To ensure quality in every component of work

File Description	Document
Any additional information	View Document

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

Response:

The IQAC has been instrumental in providing necessary guidance in teaching-learning processes, infrastructure development, updation of technologies and other parameters of quality in the institution.

The college IQAC updates itself regularly by going through the circulars, announcements and guidelines given by various accreditation bodies and regulatory authorities like UGC, AICTE, NAAC and NBA from time to time. The contents are carefully analyzed and incorporated into the teaching-learning processes, and other methodologies of institutional functioning.

The IQAC has suggested Interactive Teaching Learning Methodology for enriching the quality in the institution.

File Description	Document
Any additional information	View Document

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

Response: 0.2

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

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

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

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above**Response:** C. Any 2 of the above

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

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

The institution believes that academics, students progression and infrastructure occupies a pivotal role in achieving its Vision and Mission. These three define the standards and success of the institution. Moreover, the effectiveness of any subsystem is dependent upon these three major components. Hence, the institution focuses upon them as they are considered as a yardstick to measure efficiency.

Academics

Academic excellence is the core competency of the institution. IQAC constantly monitors the efficiency of the practices through appropriate measures. The incremental improvements in academics in the past five years are:

- Interactive Teaching Learning Methodology has been implemented to shift from traditional method of teaching to student-centric education.
- The institution has initiated E-learning system which offers quick delivery and access to updated content immediately, which has proved to be effective. Webinars, student's registration into SWAYAM, MOOCS, EDX, taking up online internships through 'Internshala', mobile learning, online discussions are the methods through which e-learning is implemented.
- Learning Management System has been introduced and EDMODO is primarily being used.
- Students are engaged in Contents beyond Syllabus through bridge courses, adjunct courses, certification courses and by providing training for higher education, entrepreneurship.
- To improve the employability skills of the students, Campus recruitment training (CRT) is being conducted every year and all the students take part in it. CRT modules include contents on reasoning, aptitude and verbal communication.

Students progression

The success of the institution is closely related to student progression. The institution constantly makes efforts for enabling students to reach greater heights. Improvements in students' performance in varied areas is evidenced through the following:

- It is observed in the pass percentage of students every year has been increasing and consistently it is above 90%
- The students are bagging University ranks and the number of ranks have been increasing year by year
- The number of students getting placed in reputed companies including MNCs, Fortune 500 companies have been increasing
- The number of MNCs, high net worth companies visiting for placements have increased over the years

Infrastructure

Infrastructural facilities play a key role in creating a conducive environment for effective teaching-learning process and student progression. The buildings, central equipment utilities, and library and computer lab resources the components of campus infrastructure which help to perform with the highest potential and it ensure uninterrupted and efficient operations. The following improvements in infrastructure have been made in the past fast years:

- All classrooms have been made Wi-Fi enabled.
- Every classroom is equipped with ICT facilities like projectors, speakers.
- The solar power plant has been set up for the conservation of resources.
- Digital Library sources are created and D-space is a repository of books and journals in the institution's virtual library.
- Access to online resources like NPTEL and INFLIBNET.
- Installation of web cameras during online tests and interviews.
- CCTV cameras have been installed.
- New editions of books are added to the stock of books.
- The computer lab has systems with latest versions of operating systems and soft wares.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 61

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

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

File Description	Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

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

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

Response:

The institution imparts quality education to develop women leaders and professionals academically and technically competent with strong professional ethics. It organizes special programs for gender sensitization. Due to the gender sensitivity the college attracts high number of girl students. The college student gender ratio stands at 3:2 (195 M to 130 F). The college also has high female ratio in teaching faculty including the principal. The Governing Council also includes three women members.

The institute strictly follows the state government directive in implementing 33 percent reservation for the women. The girl students notched top university ranks displaying their strength in academics.

The Institution shows gender sensitivity in providing facilities such as:

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

1. Safety and Security

- The Institution focuses on providing safety and security to the female gender by addressing the classroom dynamics in such a way that the girl students feel comfortable in moving around. The importance of both genders is being considered and accordingly roles of each are made aware to the other by awareness programs .
- The Institution provides equal opportunity for female students along with male students thereby focusing on equal participation and encouragement in academics, co-curricular and extra-curricular activities.
- Safety of the girl students is given top priority , hence the institute conducts several security awareness sessions in the campus and has engaged with the SHE teams with the help of the State Police Department.
- Internal Complaint Cell is functional in the institute to look after the prevention of sexual harassment against girls and women employees. Since the inception of the Institution there has been no such incident recorded, which itself is an indication of the safe environment for both the genders.

1. Counseling

- The Institute has a Women's Empowerment cell which provides counseling assistance to students to resolve any difficult issues by keeping a close watch and giving parental guidance to the girl students.
- The Cell has been active since its inception in holding talks, competitions and organizing awareness drives on women issues. The key functional areas of the cell include individual counseling, group counseling, motivation, educational guidance and resolving depression, etc.
- Health awareness programs on the issues specifically related to women are organized for the staff and students. Further, for any assistance required, qualified female psychological counselor is available.

1. Common Room Facilities

- To facilitate female students, the institution provides a spacious and comfortable common room for girl students in the campus with facilities for sitting, reading and first aid.
- It also serves as an open space for relaxation and socializing. Healthy reading material and books are available for the students to relax.
- Besides books, daily newspapers and monthly magazine are also provided to the students. Facilities for relaxation of students with minor ailments is also provided in the common room.
- A dedicated female attendant is provided to assist the students.
- Sanitary napkin vending machines is made available.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

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

Response: 57.2

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

Response: 55800

7.1.3.2 Total annual power requirement (in KWH)

Response: 97548

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

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 50

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

Response: 2100

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 4200

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

7.1.5 Waste Management steps including:

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

Response:**WASTE MANAGEMENT**

Waste management is to manage waste from its origin to its final disposal. This includes collection, transport, treatment and disposal of waste.

The Institution works to

- a. Reduce the waste
- b. Reuse or recycle when possible, and
- c. Manage solid, liquid and e-waste effectively

Solid Waste management

- Separate bins are set up for different kinds of waste by clearly labeling bins for glass, paper, plastic, cans and for organic waste.
- Glass, paper and card board, cans and plastic are sent to recycling.
- Staff and Students are educated about recycling, reusing and composting.
- Organic waste, like food scraps, plants, paper and lawn clippings, from other rubbish is separated and used in gardens.

The college utilizes the services of Toter (<https://toter.in> - Online Kabadiwalla) to collect the solid waste.

Liquid Waste Management: In our institution, the liquid waste is mostly the sewage water. The outlets are connected to public sewerage system.

E-Waste Management

- The Institution disposes electronic wastes with utmost care.
- Electronic wastes like printer cartridges, obsolete computer systems, UPS batteries, peripherals and others are returned to the manufacturer.
- The institution is tied up with escrapzone (<http://www.escrapzone.com>) which collects and recycles e-waste.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain water harvesting is one of the most effective methods of water management and water conservation. It involves collection and storage of rain water at surface or in sub-surface aquifer, before it is lost as surface run off. This also helps in regenerating the ground water level.

The college has chosen the soak pit method for rain water harvesting. A well-sized soak pit is been used for the maintenance of harvesting in the college. A well porous-wall is been constructed that will allow water to slowly soak into the ground.

The soak pit is kept away from the parking so that the soil above and around it is not compacted. As the particles and biomass are eventually clogged by the pit, which will be cleaned in regular intervals. As when the performance of the soak pit is being deteriorated, the material inside the soak pit is been excavated and refilled regularly.

The ground water is at 1.5 m below the soak pit, there is no risk for flooding of water and the bore well is in a distance of 30 m.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

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

Response:

College has adopted various measures to maintain environmental friendly practices as indicated below.

The Green-Practices is carried out by the National Service Scheme and Nature Club.

The use of plastic bags is avoided in the campus and Students and staff are motivated to use jute bags or cotton bags

The college relies of E-message applications as the main medium of communication to reduce paper usage and emphasizes on paperless office.

The college participates in the Swacch Bharat and other programs conducted by the state government to signify cleanliness.

The institution participates in plantation of saplings in and around the campus through its NSS club every year.

An eco-friendly Ganesh idol is installed in the college campus during the Ganesh Chaturthi.

The institute observes International Earth Day every year on April 22nd by observing the Earth Hour. i.e, the campus turns off all electrical and electronic equipment from 11 a.m. to 12 p.m.

The faculty and students observe a No Vehicle Day once in every semester to reduce fuel usage. On this day, usage of bicycles and public transport is encouraged.

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

Response: 0.87

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

2016-17	2015-16	2014-15	2013-14	2012-13
14.5	1.75	1.35	1.2	1.12

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above**Response:** B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**Response:** 55

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

2016-17	2015-16	2014-15	2013-14	2012-13
13	11	10	11	10

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**Response:** 21

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	5	4	4	3

File Description	Document
Details of initiatives taken to engage with local community during the last five years	View Document

7.1.12 Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff	
Response: Yes	
File Description	Document
Any additional information	View Document

7.1.13 Display of core values in the institution and on its website	
Response: Yes	
File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations	
Response: Yes	
File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics	
Response: Yes	
File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions	
Response: Yes	
7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years	

Response: 74

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

7.1.18 Institution Organises National festivals and birth/death anniversaries of the great Indian personalities

The national festivals in our country are cherished as auspicious days and are celebrated with great enthusiasm.

Republic Day, Independence Day and Gandhi Jayanti are celebrated as National festivals and our Institute observes these events with flag-hoisting ceremonies, parades and cultural events. Thoughts of great Indian personalities are sowed into the young minds through exhibitions and programs conducted on these days.

Every year institution observes the birth / death anniversaries of the great Indian personalities. Such programs will raise awareness among the new generation and inspire them to contribute to the nation and society.

Gandhi Jayanti is marked by prayer services and tributes highlighting Gandhi's effort in the [Indian independence movement](#) and encouraging the student community to lead a non-violent way of life.

As an endeavor to solidify the bond of oneness and unification, the Birth Anniversary of Sardar Vallabhai Patel on 31st October as Rashtriya Ekta Diwas (National Unity Day) is celebrated. Rallies and Runs are organized to demonstrate the need for Unity in the country.

National Integration Day is observed on November 19th of every year as a tribute to the first Women Prime Minister of India, Mrs Indira Gandhi.

Babu Jagjivan Ram's birthday is observed on 5th April, in commemoration of his commitment towards development of downward classes.

Mahatma Jyotirao Govindrao Phule birthday is observed on 11 April as a tribute to his service to the downward classes.

To pay tributes to Dr BR Ambedkar who was committed to building an inclusive India through his contribution in Constitution development, his birthday is observed on April 14th every year.

National Youth Day is celebrated every year on 12th of January, the birth date of Swami Vivekananda, one of the most inspiring and wisest human beings.

Martyr's day is observed remembering all those Martyrs who laid down their lives for our nation on 30th January, the death anniversary of Mahatma Gandhi.

Sadbhavana Divas is observed on 20th August as a tribute to the youngest Prime Minister of India, Rajiv Gandhi for his contributions toward communal harmony, national integrity and peace.

File Description	Document
Any additional information	View Document

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

Response:

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

Ethical and responsible conduct permeates the institution in every aspect of its functioning. Our institution believes in maintaining complete transparency in its financial, academic, administrative and auxiliary functions. To maintain transparency the institution communicates various reports to the stake holders at periodic intervals. The reports are communicated to the governing council and the management council regularly.

Academic Transparency

The academic calendar and workload is made known to teachers in advance. Monthly reviews of performance and attendance are made available to the parents and students. Regular meeting are held with various committees and cells and the minutes are communicated to the concerned members with a copy of resolution. Reports of assessment and results are displayed for the students to promote transparency in evaluation process. Feedback taken from students, parents, employers and alumni are communicated to the management along with reports.

Administrative Transparency

Institutional governance is maintained with utmost transparency. There are well defined policies and guidelines for recruitment, service and other HR activities in the institution. All the records of the institution are maintained in the college information system and are communicated to the management and other stake holders. Governing Council and Management Council ensure compliance with the statutes, ordinances and provisions regulating the institution, and takes all final decisions on matters of fundamental concern to the institution as per the regulations of affiliating university (Osmania University) and statutory regulatory authority(AICTE), State Government (Govt of Telangana). Transparency is maintained in career advancements and pay hikes.

Financial transparency

The institute appoints internal and external auditors every year for auditing the financial documents. Audited statements regarding financial activities are circulated to all the concerned members of the Governing Body. Through internal Academic and Administrative Audit (AAA) the transparency is maintained. All the stake holders are involved in A & A Audit. The information regarding the College is freely made available to the public through the institution website.

Auxiliary functions

The institute's auxiliary functions include students support and progression and faculty development.

While conducting various programs such as FDPs, Counseling programs, Career guidance programs, Exhibitions and technical events transparency is maintained through various committees and student bodies. The income and expenditure related to the events is communicated to the management and other stakeholders immediately after the completion of the event. The information related to conduct of various events is communicated to the students and parents well in advance.

The institution also maintains structured communication with alumni through its Alumni Association regularly. Alumni meetings are conducted twice in a year to maintain rapport with the alumni and provide interaction with the current batch of students.

7.2 Best Practices

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

Response:

Title of Practice: VILLAGE ADOPTION PROGRAM

Objective:

To encourage the students towards community service for social upliftment, peace and security, and towards improving the living conditions of the villagers

The context:

As a part of Unnat Bharat Abhiyan(UBA) inspired by the vision of transformational change in rural development processes,the college has formed an inter-disciplinary team with faculty members and students. UBA cell provides an opportunity to channelize energy with measurable outcomes with a common interest in the field of social upliftment, the college has adopted BollepallyVillage,under UBA .

The Practice:

The activities under UBA cell are two-fold, viz.

1. Regular activities which are undertaken during the working days

2. Special camping activities during vacation

Under this initiative, Students visit to the village every semester with a mentor to conduct various programs like

- Awareness drives through youth rallies.
- Health camps
- Community participation by involving member of the village and local institutions
- Organizing day camps on the weekends

Evidence of Success:

The Students have satisfaction beyond any scale that they are able to serve the people of adopted village to the extent possible. Women have become articulate and capable of taking leadership of the community to bring in decisive changes. Almost all the children are school-going. Children completing their education in the village school are now sent to other schools for further study. Also, all the infants in the village have been duly vaccinated.

Title of the practice: STUDENT DRIVEN CLUBS

Objective:

- Mould students for the new corporate environment needs by stretching and preparing to handle difficult situations and meet bench marks.

The Context:

The College ethos believes that true education can be accomplished not through imposition but through aspiration. Club activities had been initiated for the students to increase the level of adaptability and flexibility in the corporate environment.

The Practice:

There are 12 active student clubs in the institute. Students are given an opportunity to select their preference for clubs .

1) TECHNICAL CLUBS

Technical Clubs are academically inclined, and give students "real-world" experiences and make learning easier and more fun. It creates environment for enhancing knowledge in various specializations apart from classroom learning and laboratory practical sessions.

FINANCE CLUB

MARKETING CLUB

HR CLUB

IT CLUB

2)TALENT CLUBS

Talent Clubs give a student the opportunity to take part in the fine arts, music, dance, theatre – everything that feeds the mind and spirit.

FINE ARTS CLUB

PERFORMING ARTS CLUB

SPORTS CLUB

3) GENERAL CLUBS

Apart from Technical Clubs and Talent Clubs, the institution is having General Clubs to bring out students interest and to encourage them in their interested areas.

NATURE CLUB

SOCIAL SERVICE CLUB

CULTURAL CLUB

LITERARY CLUB

WOMEN'S CLUB:

Evidence of success:

The students after active participation in clubs have developed the skills of adaptability and flexibility. The concept of Learning by doing came out with good values in students and also making students apt for the corporate life.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

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

Response:

7.3.1 Institution's Performance in distinctive to its vision

The Institution ensures high standards of excellence in Management and Computer Education. The college follows unique methodologies of Teaching Learning and student development.

The vision of the institution has been "Achieving high standards of excellence in management and computer applications by synergizing professional inputs, cutting edge technologies, learning ambience and social relevance."

The institution provides congenial academic environment. To achieve its vision the institution has gradually shifted from traditional method of teaching to student centric method. In addition to the regular class teaching, the college has introduced Interactive Teaching Learning Methodology through Case studies, Group discussions, Debates, Student Seminars, Role-plays and Quizzes.

The college academic committee analyses the curriculum before the commencement of each semester and identifies the gap between the skill set of students and industry requirements. To bridge the gap, various modules of content beyond syllabus are developed in the form of bridge courses, adjunct courses, certification programs and training programs. These are implemented in each semester as per a pre-determined schedule.

Students are provided with a comprehensive Academic Manual in the form of Student Academic Manual for every semester of instruction that contains Academic calendar, detailed session plans for all the courses along with student activity schedules for ITL.

The College lays adequate thrust on academics along with a strong foothold in extra-curricular and co-curricular activities such as Extension Lectures, Management Meets, IT Meets, Industry Analysis, Case Discussions, Personality Development Sessions, CRT Programs, Celebration of Festivals, Annual Days, etc., for the all-round grooming of the students.

The institute has established strong linkages with industry to enable regular interaction with industry experts through Guest Lectures and have Memorandum of Understanding (MoU) with Hyderabad Management Association, National Small Industries Corporation, Confederation of Women Entrepreneurs, Harrison Assessment International Limited and many others. It has a strong Alumni Association and student chapters of different professional bodies.

The College is always successful in accomplishment of educational goals with constant efforts in

developing the all-round personality of students. With the tremendous training they get in the institution, the students excel in every field of activity they enter into.

The performance of our students in the University Examinations indicates the academic excellence in pursuit of the vision of achieving high standards of excellence in management and computer applications. The pass percentage of our students is always more than 95% and this year it is remarkable achievement at 99.4%.

To emphasize the academic excellence further, the students are continuously securing a couple of University Ranks in the Top 20 Ranks of Osmania University Examinations both in MBA and MCA Courses over the past few years. This year, the College has made a mark, with students of MBA and MCA securing 2nd rank in MCA Program and 4th rank in MBA Program along with 7 ranks in the top 20 university ranks. The institution is recognised as the one among the Top 10 Business Schools in India.

File Description	Document
Any additional information	View Document

5. CONCLUSION

Additional Information :

At the beginning of every academic year, the Academic Committee discusses and develops the Program Outcomes, Program Specific Outcomes and Course Outcomes with the Heads of the Departments and the course faculty. These are made aware to the students and displayed in the website and published in the academic manuals of each semester.

Interactive Teaching Learning methods are implemented to enhance the participation of students in the teaching learning process and it is ensured that students actively involve in all the methods.

The institute also conducts add on certification and short term courses to improve the skill set of students and to make them more employable.

The Library Advisory committee of the institution identifies the need to add books, journals, and online sources and also prepares required Budget every year for Management's approval. There are online sources of journals like EBSCO, DELNET, J-Gate which provide access to thousands of Journals and thesis contents.

The institution organizes Campus Recruitment Training Programs for the students in association with leading training agencies in the areas of Verbal Ability, Arithmetic, and logical reasoning.

The NSS units of the institution which is recognized under the National Social Scheme of Osmania University conducts health camps, awareness programs on water conservation, environmental pollution, organize blood donation, blanket donation, donation of books and clothes to orphanages and old age home in the neighborhood areas.

Concluding Remarks :

The institutions is committed towards imparting excellence in academics along with contribution to the development of students with excellence in professional capabilities, human values and ethics.

Through its unique practices of discipline in all functions i.e curriculum implementation and evaluation, instructional design, robust and transparent evaluation system, the students progression is continuously monitored and measures are incorporated to improve their performance in all curricular, co-curricular, and extra-curricular aspects.

The Teaching Learning Process (TLP) is developed by integrating conventional teaching, Interactive teaching Learning, Experiential Learning and Supplementary teaching methods to develop the students in all areas.

The placements records indicate increasing number of students being placed in good companies and also our research shows a tough competition in the corporate.

The institution has a strong commitment towards research and innovation and encourages faculty and students

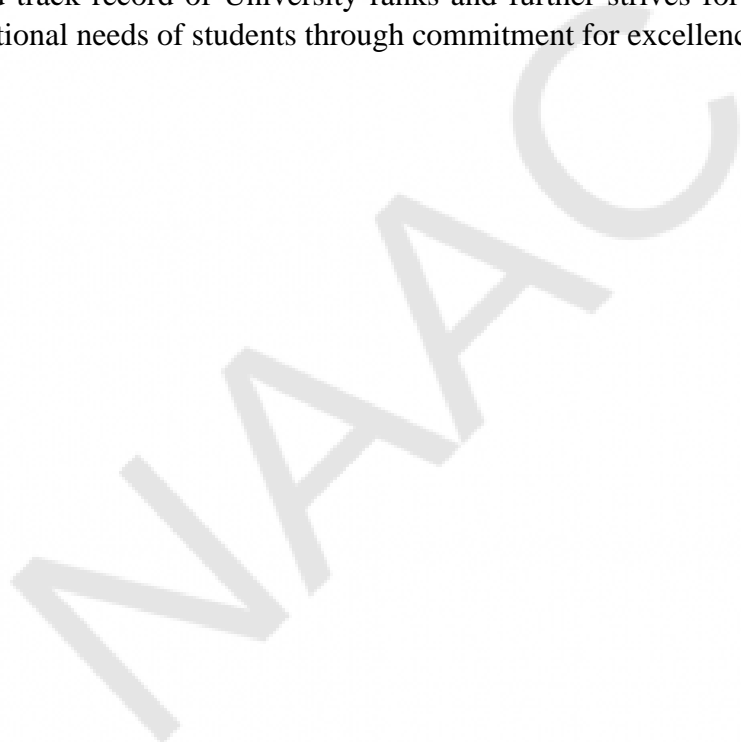
towards research which can be evidenced from the quantum of research publications and paper presentations of the faculty.

Service to the society is reiterated through NSS unit of the institution through continuous social engagement.

All the practices in the institution are carried out by various Committees and Cells which are reconstituted from time to time with a clear understanding of the roles and responsibilities to be carried out.

The Governance of the institution enables decentralization of the power and authority and facilitates independent thought and development.

Institution is having a good track record of University ranks and further strives for academic excellence by aptly identifying the instructional needs of students through commitment for excellence.



6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 66 Answer after DVV Verification: 49</p> <p>Remark : It cant be greater than Que No.1</p>																				
1.3.3	<p>Percentage of students undertaking field projects / internships</p> <p>1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 718 Answer after DVV Verification: 717</p> <p>Remark : Total number of students cannot be less than students undertaking field projects.</p>																				
2.1.1	<p>Average percentage of students from other States and Countries during the last five years</p> <p>2.1.1.1. Number of students from other states and countries year-wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> <th>2012-13</th> </tr> </thead> <tbody> <tr> <td>62</td> <td>63</td> <td>42</td> <td>26</td> <td>44</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> <th>2012-13</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>26</td> <td>22</td> <td>4</td> <td>21</td> </tr> </tbody> </table>	2016-17	2015-16	2014-15	2013-14	2012-13	62	63	42	26	44	2016-17	2015-16	2014-15	2013-14	2012-13	20	26	22	4	21
2016-17	2015-16	2014-15	2013-14	2012-13																	
62	63	42	26	44																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
20	26	22	4	21																	
2.3.2	<p>Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.</p> <p>2.3.2.1. Number of teachers using ICT Answer before DVV Verification : 70 Answer after DVV Verification: 54</p>																				
2.3.3	<p>Ratio of students to mentor for academic and stress related issues</p> <p>2.3.3.1. Number of mentors Answer before DVV Verification : 70 Answer after DVV Verification: 54</p>																				

2.4.5	<p>Average percentage of full time teachers from other States against sanctioned posts during the last five years</p> <p>2.4.5.1. Number of full time teachers from other states year-wise during the last five years Answer before DVV Verification:</p> <table border="1" data-bbox="306 349 1046 483"> <thead> <tr> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> <th>2012-13</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>7</td> <td>5</td> <td>2</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 562 1046 696"> <thead> <tr> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> <th>2012-13</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>7</td> <td>5</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	2016-17	2015-16	2014-15	2013-14	2012-13	10	7	5	2	2	2016-17	2015-16	2014-15	2013-14	2012-13	8	7	5	1	1
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10	7	5	2	2																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
8	7	5	1	1																	
2.6.3	<p>Average pass percentage of Students</p> <p>2.6.3.1. Total number of final year students who passed the examination conducted by Institution. Answer before DVV Verification : 339 Answer after DVV Verification: 335</p> <p>2.6.3.2. Total number of final year students who appeared for the examination conducted by the institution Answer before DVV Verification : 344</p>																				
5.1.2	<p>Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years</p> <p>5.1.2.1. Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years Answer before DVV Verification:</p> <table border="1" data-bbox="306 1290 1046 1424"> <thead> <tr> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> <th>2012-13</th> </tr> </thead> <tbody> <tr> <td>42</td> <td>39</td> <td>38</td> <td>35</td> <td>32</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1503 1046 1637"> <thead> <tr> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> <th>2012-13</th> </tr> </thead> <tbody> <tr> <td>42</td> <td>39</td> <td>38</td> <td>35</td> <td>32</td> </tr> </tbody> </table>	2016-17	2015-16	2014-15	2013-14	2012-13	42	39	38	35	32	2016-17	2015-16	2014-15	2013-14	2012-13	42	39	38	35	32
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5.2.1	<p>Average percentage of placement of outgoing students during the last five years</p> <p>5.2.1.1. Number of outgoing students placed year-wise during the last five years Answer before DVV Verification:</p> <table border="1" data-bbox="306 1839 1046 1973"> <thead> <tr> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> <th>2012-13</th> </tr> </thead> <tbody> <tr> <td>273</td> <td>210</td> <td>198</td> <td>280</td> <td>182</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p>	2016-17	2015-16	2014-15	2013-14	2012-13	273	210	198	280	182										
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7.1.16	<p>The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: Yes</p>
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2.Extended Profile Deviations

ID	Extended Questions
1.1	<p>Number of courses offered by the institution across all programs during the last five years</p> <p>Answer before DVV Verification : 66 Answer after DVV Verification : 65</p>