



## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 29<sup>th</sup> July, 2020

Time: 04:00pm

Venue: Conference Room

Presided over by

Dr. B. Madhubala

Director

#### Members present:

Dr. B. Madhubala, Director, Chairperson, IQAC

Dr. S. Pratibha, Coordinator

Dr. Ramesh B Nimmatoori, Secretary

Dr. Ch.Swathi, Professor

Ms. R. Sushma, Head, Department of Management

Mr. E. Devender Rao, Head, Department of Computer Applications

Mr.P.Somaiah, Librarian

Mr. N. Simhadri (AR)

Mr. D. Pavan Kumar, Alumnus

Mr. N. Sridhar Chunduri (Industry Nominee)

#### Agenda:

1. To review the actions initiated on the resolutions taken in the earlier meeting.
2. To incorporate the suggestions provided by cell members relating to NAAC work.
3. To encourage the faculty and students to participate various webinars in the coming future.
4. To discuss about the webinar on J- Gate organized by the Department of Library during the month.
5. To discuss regarding internship of the students by allocating internal guides to them.
6. To discuss about certificate programs into be introduced for the forthcoming academic year.



### Discussions:

1. The meeting started with a welcome note by Prof. S. Pratibha, IQAC Coordinator and she presented action taken report on the decision of the IQAC meeting held on 27<sup>th</sup> June, 2020. She informed the cell members that the IQAC has incorporated the suggestions provided by cell members relating to NAAC work.
2. The Chairperson Dr. B. Madhubala, the cell members, a four week certificate program on Quality Management has been conducted for MBA 3<sup>rd</sup> semester students from 22<sup>nd</sup> June to 17<sup>th</sup> July, 2020 and a six week training program on Six Sigma Principles has been commenced on 8<sup>th</sup> July 2020 which will be completed by 4<sup>th</sup> August 2020.
3. Dr. Ramesh B Nimmatoori, Secretary suggested the faculty members to design the curriculum for certificate programs to be conducted for the students for the forthcoming academic year. And suggested to review the progress of NAAC all parameters.
4. Ms. R. Sushma, informed the cell members that internships were provided to the students and faculty have conducted student project seminars during this month.
5. Ms. P. Saritha, informed the cell members that a He also informed the cell members a six week training program on Cyber Security for MCA students from 15<sup>th</sup> July to 21<sup>st</sup> August 2021.
6. Dr. Ch. Swathi, informed and encouraged the faculty and students to participate various webinars and to conduct quiz through online platform.
7. Mr. P. Somaiah, Librarian, informed the cell members that a webinar on Effective Utilisation of J- Gate on research and project work for faculty has been organised by the Department of Library on 6<sup>th</sup> July 2020 through Microsoft Teams.
8. Mr. N. Sridhar Chunduri, opined that there is a need to provide more number of guest lectures for improving overall development of the students. He advised the cell members to conduct a certificate program on Digital Marketing to develop digital marketing skills among the students.

### Resolutions:

1. It is resolved to design the curriculum for certificate programs to be conducted for the students for the coming academic year.
2. It is decided to introduce a certificate program on Digital Marketing and Business Analytics in the next month.

**AURORA'S POST-GRADUATE COLLEGE (MCA)**

Accredited with A+ Grade by NAAC

Ramanthapur, Hyderabad – 500 013



3. It is resolved to conduct certificate programs on R and Python, Google Analytics and Business Analytics for MBA and MCA students in the month of August.
4. To review the progress of NAAC all parameters.
5. It is decided to conduct one-week online quiz on management for MBA students

The meeting was concluded with Vote of thanks proposed by IQAC Coordinator Dr. S. Pratibha.

**Coordinator**

Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



**Principal**

Aurora's P.G. College (MCA)  
Ramanthapur, Hyderabad-13



## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 30<sup>th</sup> August, 2020

Time: 04:00pm

Venue: Online Platform

Presided over by  
Dr. B. Madhubala  
Director

#### Members present:

Dr. B. Madhubala, Director, Chairperson, IQAC  
Dr. S. Pratibha, Coordinator  
Dr. Ramesh B Nimmatoori, Secretary  
Dr. Ch.Swathi, Professor  
Ms. R. Sushma, Head, Department of Management  
Mr. E. Devender Rao, Head, Department of Computer Applications  
Mr.P.Somaiah, Librarian  
Mr. N. Simhadri (AR)  
Mr. D. Pavan Kumar, Alumnus  
Mr. N. Sridhar Chunduri (Industry Nominee)

#### Agenda:

1. To review the actions initiated on the resolutions taken in the earlier meeting.
2. To discuss about certificate programs.
3. To review the progress of NACC all parameters.
4. To inform about the student certificate programs conducted during the month.
5. To discuss about the Oleads- online learning platform.

#### Discussions:

1. The meeting started with a welcome note by Prof. S. Pratibha, IQAC Coordinator and she presented action taken report on the decision of the IQAC meeting held on 25<sup>th</sup> August, 2020.
2. She further informed the cell members that a sixweek certificate program on Business Analytics from 5<sup>th</sup> August to 11<sup>th</sup> September, 2020 and asix week certificate program on Digital Marketing from 19<sup>th</sup> August to 25<sup>th</sup> September, 2020 for MIBA students. A four week training program on R and Python from 5<sup>th</sup> August to 28<sup>th</sup> August 2020 and a six week training program on Google Analytics from 24<sup>th</sup> August to 1<sup>st</sup> October 2020 for MCA students have been offered.



3. She informed that the IQAC has reviewed the progress of NAAC all parameters.
4. The Chairperson Dr.B. Madhubala informed the cell members 74<sup>th</sup> Independence Day has been celebrated on 15<sup>th</sup> August 2020. The faculty members, staff and students have participated in the celebrations. She also informed the cell members that the faculty members have been taking online classes through Google Meet. Further she suggested Heads of the Departments to collect weekly teaching reports conducts by the faculty till now.
5. She also informed the cell members that a webinar on Balancing Physical and Emotional Health through Yoga on 21<sup>st</sup> August, 2020.
6. Dr. Ramesh B Nimmatoori, Secretary suggested to conduct online classes through Oleads – online learning platform from the month of September.
7. Ms. R. Sushma, informed the cell members that both the departments have collected subject preferences form the faculty members for the forthcoming semesters. He also informed that the MBA department has organized “Online National Level Quiz on Management” for a period of one week from 9<sup>th</sup> to 15<sup>th</sup> August, 2020.
8. Dr.Ch. Swathi, informed the cell members that the MBA students have participated in the online workshop on Tally and GST organized by NSIC on 2<sup>nd</sup> September 2020.
9. Mr. E. Devender Rao, informed that a four week training program on MATLAB and a six week training program on Web development will be conducted for MCA students in the next month.
10. Mr. D. Pavan Kumar, suggested to organize a training program on MS office for MBA students.
11. Mr. N. Sridhar Chunduri, has appreciated the participation of students in webinar on Tally and GST. He also suggested to conduct a training session on Oleads for the faculty. He also suggested to conduct CRT for students.

**Resolutions:**

1. It is resolved to collect weekly teaching reports from the faculty.
2. It is decided to conduct the online classes through Oleads.
3. It is decided to conduct a training session for two days on Oleads in the next month.

**AURORA'S POST-GRADUATE COLLEGE (MCA)**

Accredited with A+ Grade by NAAC

Ramanthapur, Hyderabad – 500 013



4. It is resolved to conduct certificate program on MATLAB and Web Development for MCA students in the month of September.
5. It is resolved to organize a four week training program on MS Office for MBA students.
6. It is resolved to organize guest lectures in the next month.
7. It is resolved to conduct Campus Recruitment Training Program for students in the month of September.

The meeting was concluded with Vote of thanks proposed by IQAC Coordinator Dr. S. Pratibha.

**Coordinator**

Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



**Principal**

PRINCIPAL  
Aurora's P.G. College (MCA)  
Ramanthapur, Hyderabad-13



## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 26<sup>th</sup> September, 2020

Time: 04:00pm

Venue: Online platform

Presided over by

Dr. B. Madhubala

Director

#### Members present:

Dr. B. Madhubala, Director, Chairperson, IQAC

Dr. S. Pratibha, Coordinator

Dr. Ramesh B Nimmatoori, Secretary

Dr. Ch. Swathi, Professor

Ms. R. Sushma, Head, Department of Management

Mr. E. Devender Rao, Head, Department of Computer Applications

Mr. P. Somaiah, Librarian

Mr. N. Simhadri (AR)

Mr. D. Pavan Kumar, Alumnus

Mr. N. Sridhar Chunduri (Industry Nominee)

#### Agenda:

1. To discuss about the actions initiated on the resolutions taken in the earlier meeting.
2. To inform about online classes conducted through Oleads.
3. To discuss regarding a training session on Oleads in the month of September.
4. To discuss about certificate programs during the month.
5. To discuss about the CRT program for students during the month.
6. To discuss about the guest lectures organized during the month.

#### Discussions:

1. The meeting started with a welcome note by Prof. S. Pratibha, IQAC Coordinator and she presented the action taken report on the decisions of the IQAC meeting held on 30<sup>th</sup> August, 2020. She informed the cell members that the a four week training program on MATLAB from 7<sup>th</sup> September to 1<sup>st</sup> October, 2020 and a six week training program on Web Development from 9<sup>th</sup> September to 17<sup>th</sup> October, 2020 for MCA students. A four week training program on MS Office from 14<sup>th</sup> September to 8<sup>th</sup> October, 2020 for MBA students.

2. The Chairperson Dr.B. Madhubala informed the cell members that online classes were conducted through Oleads – online learning platform during the month. She also informed that the IQAC has organized a two day training session on Oleads for faculty during 21<sup>st</sup> and 22<sup>nd</sup> September, 2020.
3. She further informed that IQAC organized a webinar on Leadership and soft skills on 15<sup>th</sup> September, 2020. She informed that the Training and Placement Cell conducted CRT program for students from 21<sup>st</sup> September to 3<sup>rd</sup> October, 2020.
4. She proposed the establishment of Rural Development Cell in the month of November so as to conduct more number of service activities for the development of rural areas.
5. Dr. Ramesh B Nimmatoori, Secretary suggested to offer certificate program on Corporate Finance for finance specialization students.
6. Ms. R. Sushma informed the cell members that an external project viva was conducted from 4<sup>th</sup> to 14<sup>th</sup> September, 2020 for MBA final year students through online.
7. Mr. E. Devender Rao informed the IQAC has organized guest lecture on Data Analytics on 18<sup>th</sup> September, 2020 for students of MBA and MCA.
8. Mr.P.Somaiah informed the cell members that renewal of J-Gate and DELNET will be done in the next month.
9. Mr. N. Sridhar Chunduri suggested the cell members to conduct the certificate program on Project Management for MBA students.

**Resolutions:**


1. It is resolved to conduct certificate programs on Corporate Finance and Project Management for MBA students in the next month.
2. It is resolved to renew J- Gate and DELNET subscriptions.
3. It is decided to celebrate National Library Week in the next month.
4. It is resolved to celebrate International Girl Child Day in the next month.
5. It is decided to establish Rural Development Cell in the month of November.

The meeting was concluded with Vote of thanks proposed by IQAC Coordinator Dr. S. Pratibha.

  
Coordinator

Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



  
Principal  
Aurora's P.G. College (MCA)  
Ramanthapur, Hyderabad-13





## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 28<sup>th</sup> November, 2020

Time: 04:00pm

Venue: Online Platform

Presided over by

Dr. B. Madhubala

Director

#### Members present:

Dr. B. Madhubala, Director, Chairperson, IQAC

Dr. S. Pratibha, Coordinator

Dr. Ramesh B Nimmatoori, Secretary

Dr. Ch.Swathi, Professor

Ms. R. Sushma, Head, Department of Management

Mr. E. Devender Rao, Head, Department of Computer Applications

Mr.P.Somaiah, Librarian

Mr. N. Simhadri (AR)

Mr. D. Pavan Kumar, Alumnus

Mr. N. Sridhar Chunduri (Industry Nominee)

#### Agenda:

1. To review the actions initiated on the resolutions taken in the earlier meeting.
2. To discuss about the certificate programs.
3. To inform about the establishment of Rural Development Cell in the college.
4. To inform about the renewal of J- Gate and DELNET.
5. To discuss about National Library Week celebrations
6. To discuss about International Girl Child Day celebrated in the month of October.

#### Discussions:

1. The meeting started with a welcome note by Prof. S. Pratibha, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 26<sup>th</sup> September, 2020. She informed that International Girl Child Day was observed on 11<sup>th</sup> October, 2020. As a part of celebrations the students are informed to make poster presentations via online on the theme of “ My Voice – Our common Future”.
2. The Chairperson, Dr. B. Madhubala, informed the cell members, a four week certificate program on Corporate Finance was conducted from 5<sup>th</sup> to 29<sup>th</sup> October, 2020 and a four weeks certificate program on Project Management from 4<sup>th</sup> to 28<sup>th</sup> November, 2020 for MBA students.



3. She informed the cell members that the IQAC has applied for conducting Faculty Development Programme on Technology Management through Business Intelligence and Data Analytics to ATAL, AICTE and sent the proposal for conduct of FDP during the second week of November.
4. She informed the cell members that Rural Development Cell was established with the association of Mahatma Gandhi National Council for Rural Education, Hyderabad on 3<sup>rd</sup> November, 2020.
5. She also informed that as a part of Rural Development Cell activities faculty have participated in the workshop on Rural Entrepreneurship and Rural Community Engagement on 7<sup>th</sup> November, 2020.
6. She informed the cell members that the college has done 100% admissions for MBA and MCA programs for the current academic year. She informed to plan for conducting orientation program for the newly joined students.
7. Dr. Ramesh B Nimmatoori, suggested the IQAC coordinator to review progress of NAAC all parameters. He suggested to organize a certificate program on Entrepreneurial Skills for students.
8. Ms. R. Sushma informed the cell members, that the faculty were informed to upload Lecture Notes, PPTs, in EDMODO – LMS in the month of November.
9. Dr. Ch. Swathi, notified those five faculty members have completed online certificate courses of their interested areas from NPTEL.
10. Mr. E. Devender Rao proposed to organize a training program on computer skills for Administrative Staff in the month of December.
11. Mr.P.Somaiah informed that the J- Gate and DELNET subscriptions were renewed. Also informed, the Library week celebrations were held from 14<sup>th</sup> to 20<sup>th</sup> November, 2020. She informed the cell members, during the week long celebrations Essay writing competitions, Debate competitions and Book review activity were conducted for students through online.
12. Mr. Sridhar Chunduri, advised to conduct certificate program on Qualitative Research Methods for students.

**Resolutions:**

1. It is resolved to review the work of NAAC all six parameters.
2. It is resolved to organize more guest lectures in the month of December, 2020.
3. It is resolved to conduct a certificate program on Qualitative Research Methods.
4. It is decided to organize a training program on Computer Skills for administrative staff in the next month.
5. It is resolved to organize online orientation program for newly admitted students.

The meeting concluded with Vote of thanks proposed by IQAC Coordinator.



**Coordinator**

Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



**Principal**

PRINCIPAL  
Aurora's P.G. College (MCA)  
Ramanthapur, Hyderabad-13

## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 30<sup>th</sup> January 2021  
Time: 04:00pm  
Venue: Conference Room

Presided over by  
Dr. B. Madhubala  
Director

#### Members present:

Dr. B. Madhubala, Director, Chairperson, IQAC  
Dr. S. Pratibha, Coordinator  
Dr. Ramesh B Nimmatoori, Secretary  
Dr. Ch. Swathi, Professor  
Ms. R. Sushma, Head, Department of Management  
Mr. E. Devender Rao, Head, Department of Computer Applications  
Mr. P. Somaiah, Librarian  
Mr. N. Simhadri (AR)  
Mr. D. Pavan Kumar, Alumnus  
Mr. N. Sridhar Chunduri (Industry Nominee)

#### Agenda:

1. To review the actions initiated on the resolutions taken in the earlier meeting.
2. To discuss about curriculum gap analysis conducted for forthcoming semesters.
3. To discuss about the ATAL FDP to be conducted.
4. To discuss about the mode of online classes.
5. To discuss about certificate programs for students.
6. To discuss regarding training program on computer skills for administrative staff during the month of December.
7. To discuss regarding club activities to be organized in the month of January.

#### Discussions:

1. The meeting started with a welcome note by Prof. S. Pratibha, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 28<sup>th</sup> November, 2020. She informed the cell members that a four week certificate program on Qualitative Research Methods was organized from 1<sup>st</sup> to 29<sup>th</sup> December, 2020 and a four week certificate program on Entrepreneurial Skills from 18<sup>th</sup> January to 11<sup>th</sup> February, 2021 was conducted for MBA students.



2. The chairman, Dr. B. Madhubala, informed the cell members that the faculty members were instructed to conduct online classes through Microsoft Teams from the Month of December. She also informed the cell members that she was selected as the reviewer of Emerald Data Base in Higher Education, USA.
3. She informed the cell members that the college got approval for conducting FDP from ATAL, AICTE. She informed that FDP will be conducted from 2<sup>nd</sup> to 6<sup>th</sup> February, 2021.
4. She informed the cell members that as the fresh batch of students of MBA and MCA programs have joined and the college has organized orientation program for three days i.e from 28<sup>th</sup> to 30<sup>th</sup> January, 2021.
5. She informed the cell members the cultural club of the college has organized Sankranthi Celebrations on 8<sup>th</sup> January, 2021.
6. Dr. Ramesh B Nimmatoori, suggested the IQAC to organize more number of guest lectures in the month of February, 2021.
7. Ms. R. Sushma , that the faculty were informed to conduct online remedial classes for weak students and also informed that student feedback has been collected about curriculum implementation for odd semesters of MBA and MCA programs.
8. He informed the cell members that on 6<sup>th</sup> January 2021, the college has organized a collage making competitions for the students on the occasion of National Technology Day. He informed that the college has observed National Youth Day on 12<sup>th</sup>, Republic Day on 26<sup>th</sup> and also Martyr's Day on 30<sup>th</sup> January, 2021.
9. Mr. E. Devender Rao, informed the cell members that curriculum gap analysis of MBA and MCA courses for the forthcoming semesters has been conducted by IQAC during the month of January and got approval by college level academic committee for introducing additional modules for students. She also informed about Sarojini Naidu birth anniversary will be celebrated on 13<sup>th</sup> February, 2021.
10. Mr.P.Somaiah, notified the cell members that more than 200 thesis related to Management and Computer Applications were downloaded from the Sodhganga and available in the digital library for faculty and students reference. She also inforemnd that Litarery Club of the College – Adhyayan has planned to celebrate International Mother Language Day on 21<sup>st</sup> Febrary, 2021.

11. Mr. M. Rama Rao (AR), informed the cell members that the IQAC has organized a training program on computer skills for administrative staff for three days from 21<sup>st</sup> to 23<sup>rd</sup> January, 2021.
12. Mr. Sridhar Chunduri, suggested to offer a Bridge courses on Accounting Principles and Economics for MBA students and C- language for MCA students .
13. Mr. D. Pavan Kumar, suggested IQAC members to collect alumni feedback on curriculum implementation from the current alumni batch of MBA and MCA courses.

**Resolutions:**

1. It is resolved to conduct Bridge courses on Accounting Principles, Economics and C- language the next month.
2. It is resolved to conduct a certificate program on Project Management.
3. To conduct the Faculty Development Program, sponsored by ATAL, AICTE in the month of February.
4. It is resolved to celebrate birth anniversary of Sarojini Naidu on 13<sup>th</sup> February, 2021.
5. It is planned to celebrate International Mother Language Day.
6. It is decided to organize more guest lectures in the next month.

The meeting concluded with Vote of thanks proposed by IQAC Coordinator.



**Coordinator**

Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



**Principal**

PRINCIPAL  
Aurora's P.G. College (MCA)  
Ramanthapur, Hyderabad-13



## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 27<sup>th</sup> February 2021

Time: 04:00pm

Venue: Conference Room

Presided over by  
Dr. B. Madhubala  
Director

#### Members present:

Dr. B. Madhubala, Director, Chairperson, IQAC  
Dr. S. Pratibha, Coordinator  
Dr. Ramesh B Nimmatoori, Secretary  
Dr. Ch. Swathi, Professor  
Ms. R. Sushma, Head, Department of Management  
Mr. E. Devender Rao, Head, Department of Computer Applications  
Mr. P. Somaiah, Librarian  
Mr. N. Simhadri (AR)  
Mr. D. Pavan Kumar, Alumnus  
Mr. N. Sridhar Chunduri (Industry Nominee)

#### Agenda:

1. To review the actions initiated on the resolutions taken in the earlier meeting.
2. To discuss regarding curriculum gap analysis of MBA and MCA courses for the forthcoming semesters.
3. To discuss about the FDP sponsored by ATAL, AICTE.
4. To discuss about the Bridge Courses on Accounting Principles, Economics and C-language.
5. To discuss about the certificate program on Project Management.
6. To discuss about the commencement of offline classes.

#### Discussions:

1. The meeting started with a welcome note by Prof. S. Pratibha, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 30<sup>th</sup> January 2021. She informed the cell members that a four week certificate program on Project Management for MBA students has been organizing from 17<sup>th</sup> to 31<sup>st</sup> February, 2021.
2. The chairman, Dr. B. Madhubala, informed the cell members that the IQAC of the Institution has conducted A five-day Faculty Development Programme on "Technology Management through Business Intelligence and Data Analytics" sponsored by ATAL,



AICTE from 2<sup>nd</sup> to 6<sup>th</sup> February, 2021. She informed that around 120 faculty members from various institutions have participated in the programme.

3. The cell members are informed that curriculum gap analysis of MBA and MCA courses for the forthcoming semesters has been conducted by IQAC during the month of January and got approval by college level academic committee for introducing additional modules for students.
4. Dr. Ramesh B Nimmatoori, chairman appreciated IQAC for conducting ATAL sponsored Faculty Development Program.
- 5.
6. Ms. R. Sushma, informed the cell members that bridge courses on Accounting Principles and Economics for MBA 1<sup>st</sup> year students and on C- language for MCA 1<sup>st</sup> year students were conducted from 1<sup>st</sup> to 25<sup>th</sup> February 2021. He informed that the faculty were instructed to take online classes from the campus from the month of February and he further informed the offline classes will be commenced for MBA and MCA students from the month of March.
7. Mr. E. Devender Rao, informed the cell members that the Anvitha- Women's club of the college celebrated birth anniversary of Sarojini Naidu on 13<sup>th</sup> February, 2021. She also informed the cell members that the Women's Club is planning for week long celebrations for International Women's Day in the next month.
8. Mr.P.Somaiah, informed that Litarery Club of the College – Adhyayan has been celebrated International Mother Language Day on 21<sup>st</sup> February, 2021.On this occasion the IQAC has condcuted an essay writing competition on Importance of Mother Language for Sustainable Development for students of MBA and MCA. And the students were awared with appreciation prizes.
9. Mr. Sridhar Chunduri, suggested to conduct a certificate program on Academic and Research writing for MBA and MCA students.
10. Mr. D. Pavan Kumar, suggested to conduct project review seminars in the next month for MBA IV semester students.

#### **Resolutions:**

1. It is resolved to conduct a certificate program on Academic and Research writing in the next month.
2. It is decided to celebrate International Women's Day for one week.



**AURORA'S POST-GRADUATE COLLEGE (MCA)**

Accredited with A+ Grade by NAAC

Ramanthapur, Hyderabad – 500 013



3. It also decided to conduct project review seminars.
4. It is decided to conduct offline classes from the next month.

The meeting concluded with Vote of thanks proposed by IQAC Coordinator.

**Coordinator**

Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



**Principal**

PRINCIPAL  
Aurora's P.G. College (MCA)  
Ramanthapur, Hyderabad-13.



## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 27<sup>th</sup> March 2021

Time: 04:00pm

Venue: Conference Room

Presided over by

Dr. B. Madhubala

Director

#### Members present:

Dr. B. Madhubala, Director, Chairperson, IQAC

Dr. S. Pratibha, Coordinator

Dr. Ramesh B Nimmatoori, Secretary

Dr. Ch. Swathi, Professor

Ms. R. Sushma, Head, Department of Management

Mr. E. Devender Rao, Head, Department of Computer Applications

Mr. P. Somaiah, Librarian

Mr. N. Simhadri (AR)

Mr. D. Pavan Kumar, Alumnus

Mr. N. Sridhar Chunduri (Industry Nominee)

#### Agenda:

1. To review the actions initiated on the resolutions taken in the earlier meeting.
2. To discuss about conducting offline classes during month of March.
3. To discuss about certificate program on Academic and Research writing for MBA and MCA students
4. To discuss about faculty achievements during the month of March
5. To discuss about project review seminars for MBA students.
6. To discuss about the feedback collected from alumni, parents and employers on curriculum implementation.

#### Discussions:

1. The meeting started with a welcome note by Prof. S. Pratibha, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 27<sup>th</sup> February 2021. She also informed the cell members that a four week certificate program on Academic Research writing has been offered for both MBA and MCA students from 3<sup>rd</sup> to 27<sup>th</sup> March 2021.
2. Dr. B. Madhubala, Chairperson, IQAC informed the cell members that the offline classes were commenced from the month of March. She also directed the departmental Heads to

give guidelines regarding protocol to be followed by faculty and students. She also directed them to collect feedback from Alumni, parents and employers on curriculum implementation.

3. She informed the cell members that Ms. R. Sushma, Head of the Department, MBA and Mr. Sanjay Kumar Padhy were awarded Ph.D from Rashtrasanth Tukadoji Maharaj, Nagpur University.
4. Ms.R.Sushma, informed the cell members faculty of MBA department conducted MBA IV students project review seminars during the month of March and during the month of April students will complete and submit their hard bound copies of Project reports to the department.
5. Mr. E. Devender Rao, informed about the cell members that International Women's' Day was celebrated by Women's' club of the college – Anvitha for one week from 3<sup>rd</sup> to 8<sup>th</sup> March, 2021. As a part of international women's day celebrations various competitions were conducted for girl students and for female faculty members and their talents were appreciated on International women's' day i.e., 8<sup>th</sup> March 2021.
6. Mr.P.Somaiah, proposed the celebrations of National Library Week during the month.
7. Mr. Sridhar Chunduri, suggested to offer a training program on **Virtual Cloud Computing for MCA students**.

**Resolutions:**

1. To conduct a training program on **Virtual Cloud Computing** for MCA students in the coming month.
2. It is resolved to organize National Library Week during the month of April.
3. It is resolved to collect feedback from Alumni, parents and employers on curriculum implementation.
4. It is resolved to conduct about Internal Audit during the month of April
5. To discuss about the services rendered by NSS cell.

The meeting concluded with Vote of thanks proposed by IQAC Coordinator.



**Coordinator**

Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



**Principal**

Aurora's P.G. College (MCA)  
Ramanthapur, Hyderabad-13



**Internal Quality Assurance Cell (IQAC)  
Minutes of the Meeting**

Date: 24<sup>th</sup> April, 2021

Time: 04:00pm

Venue: Conference Room

Presided over by

Dr. B. Madhubala

Director

**Members present:**

Dr. B. Madhubala, Director, Chairperson, IQAC

Dr. S. Pratibha, Coordinator

Dr. Ramesh B Nimmatoori, Secretary

Dr. Ch. Swathi, Professor

Ms. R. Sushma, Head, Department of Management

Mr. E. Devender Rao, Head, Department of Computer Applications

Mr. P. Somaiah, Librarian

Mr. N. Simhadri (AR)

Mr. D. Pavan Kumar, Alumnus

Mr. N. Sridhar Chunduri (Industry Nominee)

**Agenda:**

1. To review the actions initiated on the resolutions taken in the earlier meeting.
2. To inform the cell members about the feedback collected from Alumni, parents and employers.
3. To discuss about the training program on virtual Cloud Computing for MCA students.
4. To discuss about National Library Week
5. To discuss about Internal Audit during the month of April
6. To inform about the services rendered by NSS cell.

**Discussions:**

1. The meeting started with a welcome note by Prof. S. Pratibha, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 27<sup>th</sup> March, 2021. She also informed the cell members that the NSS cell of the college has distributed food, water, sanitizers and masks to the needy people during the month of April. The cell members have appreciated NSS cell for its social outreach.
2. The chairperson, Dr. B. Madhubala, informed the cell members that a training program on Virtual Cloud Computing from 7<sup>th</sup> April to 4<sup>th</sup> May 2021 has been offering for MCA students. She also instructed them to collect student feedback on curriculum implementation for MBA and MCA courses in the month of May. She further informed that the cell members online classes will be resumed from the month of May.

3. Dr. Ramesh B Nimmatoori, Secretary suggested to review the progress of NAAC all parameters.
4. Ms. R. Sushma and Mr. E. Devender Rao informed the cell members have informed the cell members that the alumni, parents and employers' feedback has been collected on curriculum implementation for MBA and MCA courses. They informed the cell members that the stakeholders have given very good feedback on the curriculum implementation.
5. Ms. Ch. Swathi, Professor, the IQAC has conducted an internal Audit during the month April from 19<sup>th</sup> to 21<sup>st</sup> April 2021.
6. Mr. E. Devender Rao, informed the cell members the college has organized World Heritage Day with the theme of Complex Pasts: Diverse Futures on 19<sup>th</sup> April 2021. She acknowledged the cell members that the students have actively participated by exhibiting photographs related to the event.
7. Mr. P. Somaiah, informed the cell members that the Literary Club of the college has celebrated National Library week from 4<sup>th</sup> to 10<sup>th</sup> April 2021. She informed them that various competitions on essay writing, elocution, book review were conducted for students by the Literary Club and also organized a Book exhibition in the campus.
8. Mr. Sridhar Chunduri, suggested to encourage the faculty to participate in various training programs on latest teaching aids.

**Resolutions:**

1. It is resolved to encourage the faculty members to participate in training programs on related to use of ICT in teaching.
2. It is resolved to prepare student academic manual for the forthcoming semesters of MBA and MCA courses.
3. To review the progress of NAAC all parameters in the coming month.
4. To conduct online classes from the month of May.
5. To provide information about Project Viva voce to be conducted in the month of July.

The meeting concluded with Vote of thanks proposed by IQAC Coordinator.



**Coordinator**

Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



**Principal**

PRINCIPAL  
Aurora's P.G. College (MCA)  
Ramanthapur, Hyderabad-13



## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 26<sup>th</sup> June, 2021

Time: 04:00pm

Venue: Online Platform – Google Meet

Presided over by

Dr. B. Madhubala

Director

#### Members present:

Dr. B. Madhubala, Director, Chairperson, IQAC

Dr. S. Pratibha, Coordinator

Dr. Ramesh B Nimmatoori, Secretary

Dr. Ch. Swathi, Professor

Ms. R. Sushma, Head, Department of Management

Mr. E. Devender Rao, Head, Department of Computer Applications

Mr. P. Somaiah, Librarian

Mr. N. Simhadri (AR)

Mr. D. Pavan Kumar, Alumnus

Mr. N. Sridhar Chunduri (Industry Nominee)

#### Agenda:

1. To review the actions initiated on the resolutions taken in the earlier meeting
2. To review on the online classes conducted during the last month.
3. To discuss about the preparation of student academic manual for the forthcoming semesters.
4. To inform about the review of the progress of NAAC work of all parameters
5. To inform about Project viva voce to be conducted in the month of July.

#### Discussions:

1. The meeting started with a welcome note by Prof. S. Pratibha, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 24<sup>th</sup> April, 2021.
2. The chairman, Dr. B. Madhubala, informed the cell members that preparation of student academic manual for I and IV semesters of MBA course is in process. She also informed that the IQAC has conducted a meeting with all the parameter coordinators. She further informed that she has given suggestions to be incorporated for each parameter.
3. Dr. Ramesh Nimmatoori, suggested to renew the MOUs with the existing companies and training institutes for the next academic year.



4. Ms. R. Sushma, informed the cell members that Osmania University announced that the Project Viva-Voce for final year MBA students will be conducted in the next month from 14<sup>th</sup> to 22<sup>nd</sup> July 2021. He further informed that the both the MBA and MCA students have undergone summer internship to get practical experience.
5. Mr. E. Devender Rao briefed about the details of the placements conducted and internship programs organized for the students.
6. The cell members have decided to collect the data base relating to internship and student's placements for the academic year 2020-21.
7. Mr. N. Sridhar Chunduri, advised the faculty and students to participate in more webinars on various fields so as to enhance their knowledge and skills.

**Resolutions:**

1. It is resolved to incorporate the suggestions provided by cell members relating to NAAC work.
2. It is resolved to renew the MOUs for the next academic year.
3. To encourage the faculty and students to participate various webinars in the coming future.
4. It is resolved collect updated placements data by the training and placement cell.
5. To provide information Project Viva voce to be conducted in the next month.

The meeting concluded with Vote of thanks proposed by IQAC Coordinator.



**Coordinator**

Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



**Principal**

PRINCIPAL  
Aurora's P.G. College (MCA)  
Ramanthapur, Hyderabad-13



## **Action Taken Reports on decisions of IQAC meetings for the year 2020-21**



**Internal Quality Assurance Cell (IQAC)****Action taken report on the decisions of the IQAC Meeting held on 25<sup>th</sup> July, 2020**

S. No.	Discussion	Action Taken
1.	It is decided to incorporate the suggestions provided relating to NAAC work.	IQAC has incorporated the suggestions provided by cell members relating to NAAC work.
2.	It is decided to organize a webinar on J-Gate by the library.	A Webinar on Effective Utilisation of J- Gate on research and project work has been organised for the Faculty by the Department of Library on 6 <sup>th</sup> July 2020 through Microsoft Teams.
3.	It is resolved to conduct project seminars for final year students of MBA.	Faculty members conducted project seminars to the final year MBA Students.
4.	It is resolved to conduct certificate programs on Quality Management and Six Sigma Principles in the month of July.	<ul style="list-style-type: none"><li>• Four-week certificate program on Quality Management has been conducted from 22<sup>nd</sup> June to 17<sup>th</sup> July 2020 for MBA 3<sup>rd</sup> semester students</li><li>• Six-week training program on Six Sigma Principles has been conducted from 8<sup>th</sup> July to 4<sup>th</sup> August 2020.</li></ul>

**Coordinator**

Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



**Principal**  
PRINCIPAL

Aurora's P.G. College (MCA)  
Ramanthapur, Hyderabad-13




**Internal Quality Assurance Cell (IQAC)**

**Action taken report on the decisions of the IQAC Meeting held on 30<sup>th</sup> August 2020**

S. No.	Discussion	Action Taken
1.	It is resolved to design the curriculum for certificate programs to be conducted for the students for the coming academic year.	Designed the curriculum for 19 certificate programs to be conducted in the forthcoming academic year for both MBA and MCA Students.
2.	It is decided to conduct certificate programs on Digital Marketing and Business Analytics in the next month.	<ul style="list-style-type: none"> <li>• A Six Week Certificate program on Digital Marketing was organized from 19<sup>th</sup> August to 25<sup>th</sup> September 2020 for MBA students.</li> <li>• A Six Week Certificate program on Business Analytics was conducted from 5<sup>th</sup> August to 11<sup>th</sup> September 2020 for MBA Students.</li> </ul>
3.	It is resolved to review the progress of NAAC work.	IQAC reviewed the progress of all parameters related to the NAAC work.
4.	It is resolved to conduct certificate programs on R and Python, Google Analytics and for MBA and MCA students in the month of August.	<ul style="list-style-type: none"> <li>• A four-week training program on R and Python was conducted from 5th August to 28th August 2020.</li> <li>• A six-week training program on Google Analytics from was offered for MCA students form 24th August to 1st October 2020.</li> </ul>
5.	It is decided to conduct online quiz on management	One Week ' <b>Online Quiz on Management</b> ', was conducted from 9 <sup>th</sup> to 15 <sup>th</sup> August 2020 of MBA Students.

  
**Coordinator**



  
**Principal**  
Aurora's P.G. College (MCA)  
Ramanthapur, Hyderabad-13

intdina  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.

**Internal Quality Assurance Cell (IQAC)****Action taken report on the decisions of the IQAC Meeting held on 26<sup>th</sup> September, 2020**

S. No.	Discussion	Action Taken
1.	Decided to conduct a training session on Oleads for the faculty.	IQAC has conducted a two-day training session on Oleads for faculty on 21 <sup>st</sup> and 22 <sup>nd</sup> September, 2020.
2.	Discussed to conduct online classes to students through Oleads.	All the faculty members started taking Online classes to students through Oleads.
3.	It is resolved to conduct certificate program on MATLAB and Web Development for MCA students.	<ul style="list-style-type: none"> <li>• Four-week training program on MATLAB was conducted for MCA Students from 7<sup>th</sup> September to 1<sup>st</sup> October, 2020.</li> <li>• Six-week training program on Web Development was conducted for MCA students from 9<sup>th</sup> September to 17<sup>th</sup> October, 2020.</li> </ul>
4.	It is resolved to organize training program on MS Office for MBA students.	Four-week training program on MS-Office was conducted for MBA students from 14 <sup>th</sup> September to 8 <sup>th</sup> October, 2020.
5.	It is resolved to organize guest lecture on Data Analytics in the next month.	A Guest Lecture on Data Analytics was organized by the IQAC for MBA and MCA Students on 18 <sup>th</sup> September, 2020.
6.	It is decided to conduct Campus Recruitment Training (CRT) Program for MBA and MCA Students.	The Training and Placement Cell has conducted Campus Recruitment Training (CRT) program for MBA and MCA students from 21 <sup>st</sup> September to 3 <sup>rd</sup> October, 2020.


**Coordinator**

Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



**Principal**

Aurora's P.G. College (MCA)  
Ramanthapur, Hyderabad-13



**Internal Quality Assurance Cell (IQAC)**

**Action taken report on the decisions of the IQAC Meeting held on 28<sup>th</sup> November, 2020**

S. No	Discussion	Action Taken
1.	It is resolved to conduct certificate programs on Corporate Finance and Project Management for MBA students.	<ul style="list-style-type: none"> <li>A four-week certificate program on Corporate Finance was conducted for MBA students from 5th to 29th October, 2020.</li> <li>A four-week certificate program on Project Management was conducted from 4th to 28th November, 2020 for MBA students.</li> </ul>
2.	It is resolved to renew J-Gate and DELNET subscriptions	J-Gate and DELNET subscriptions has been renewed.
3.	To celebrate National Library Week.	The National Library week celebrations were conducted from 14 <sup>th</sup> to 20 <sup>th</sup> November, 2020.
4.	To celebrate International Girl Child Day	Students made Poster presentations via online on the theme “My Voice-Our Common Future” on the occasion of International Girl Child Day which was celebrated on 11 <sup>th</sup> October, 2020.
5.	To establish Rural Development Cell in the month of November 2020.	<ul style="list-style-type: none"> <li>Established Rural Development Cell in association with Mahatma Gandhi National Council for Rural Education, Hyderabad on 3rd November, 2020.</li> <li>As a part of Rural Development Cell activities Faculty had participated in a workshop on Rural Entrepreneurship and Rural Community Engagement on 7th November, 2020.</li> </ul>

**Coordinator**

Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



**Principal**

PRINCIPAL  
Aurora's P.G. College (MCA)  
Ramanthapur, Hyderabad-13

**Internal Quality Assurance Cell (IQAC)**

**Action taken report on the decisions of the IQAC Meeting held on 30<sup>th</sup> January, 2021**

S. No	Discussion	Action Taken
1.	It is resolved to review all the six parameter of NAAC work.	IQAC coordinator has reviewed all the six parameter of NAAC Work and gave suggestions.
2.	It is resolved to conduct a certificate program on Qualitative Research Methods and Entrepreneurial Skills.	<ul style="list-style-type: none"> <li>• A four-week certificate program on Qualitative Research Methods was conducted for MBA Students from 1st to 29th December, 2020.</li> <li>• A four-week certificate program on Entrepreneurial Skills was conducted for MBA students from 18th January to 11th February, 2021.</li> </ul>
3.	Decided to conduct online classes through Microsoft Teams from December 2020.	All the faculty members started taking online classes through Microsoft Teams from December 2020.
4.	It is decided to organize training program on Computer skills for administrative staff members.	IQAC has conducted a three-day training program on computer skills for administrative staff from 21 <sup>st</sup> to 23 <sup>rd</sup> January, 2021.
5.	To organize Orientation Program through Online for newly admitted MBA and MCA students	Orientation Program for fresh batch of MBA and MCA students has been organized for three days i.e from 28 <sup>th</sup> to 30 <sup>th</sup> January, 2021.

**Coordinator**

Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



**Principal**

Principal  
Aurora's P.G. College (MCA)  
Ramanthapur, Hyderabad-13

### Internal Quality Assurance Cell (IQAC)

#### Action taken report on the decisions of the IQAC Meeting held on 27<sup>th</sup> February, 2021

S. No	Discussion	Action Taken
1.	To conduct Bridge courses on Accounting Principles, Economics and C-language in the next month.	Bridge courses on 'Accounting Principles' and 'Economics' for MBA 1 <sup>st</sup> year students and on 'C- language' for MCA 1 <sup>st</sup> year students were conducted from 1 <sup>st</sup> to 25 <sup>th</sup> February 2021.
2.	It is decided to conduct ATAL sponsored, Faculty Development Program in the 1 <sup>st</sup> week of February, 2021.	IQAC of the Institution has conducted ATAL sponsored, Five-day Faculty Development Program on "Technology Management through Business Intelligence and Data Analytics" from 2 <sup>nd</sup> to 6 <sup>th</sup> February, 2021.
3.	To conduct a certificate program on Project Management.	A four week certificate program on Project Management was conducted for MBA students from 17 <sup>th</sup> to 31 <sup>st</sup> February, 2021.
4.	It is resolved to celebrate Birth Anniversary of Sarojini Naidu.	Anvitha- Women's Club has celebrated the Birth Anniversary of Sarojini Naidu on 13 <sup>th</sup> February 2021.
5.	Discussed on to celebrate International Mother Language Day.	<ul style="list-style-type: none"> <li>• Adhyayan - The Literary Club of the College has celebrated International Mother Language Day on 21<sup>st</sup> February, 2021.</li> <li>• On this occasion IQAC has conducted an essay writing competition on 'Importance of Mother Language for Sustainable Development' for students for Students of MBA and MCA.</li> </ul>

  
**Coordinator**

Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



  
**Principal**

Principal  
Aurora's P.G. College (MCA)  
Ramanthapur, Hyderabad-13



**Internal Quality Assurance Cell (IQAC)**

**Action taken report on the decisions of the IQAC Meeting held on 27<sup>th</sup> March, 2021**

S. No	Discussion	Action Taken
1.	To conduct a certificate program on Academic Research writing.	Four-week certificate program on Academic Research writing was offered for both MBA and MCA students from 3 <sup>rd</sup> to 27 <sup>th</sup> March 2021.
2.	To discuss about faculty achievements during the month of March.	Mr. Ch. Satish Kumar, Head of the Department, MBA and Mr. Sanjay Kumar Padhywere awarded Ph.D from Rashtrasanthukadoji Maharaj, Nagpur University.
3.	Decided to organize week long celebrations on the occasion of International Women's Day 2021.	International Women's Day was celebrated by Anvitha-Womens' club for one week from 3 <sup>rd</sup> to 8 <sup>th</sup> March, 2021.
4.	It is decided to conduct project review seminars.	All the Faculty members had conducted project review seminars for MBA IV semester students and informed them to submit the Project Report hard copies to the department by next month.
5.	It is resolved to conduct offline classes from next month.	All the faculty members started taking classes through offline from March.  The faculty and students adhered to the guidelines regarding protocols given by the Institution during the offline classes.



**Coordinator**

Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.




**Principal**

Aurora's P.G. College (MCA)  
Ramanthapur, Hyderabad-13

**Internal Quality Assurance Cell (IQAC)**

**Action taken report on the decisions of the IQAC Meeting held on 24<sup>th</sup> April, 2021**

S. No	Discussion	Action Taken
1.	To conduct a training program on Virtual Cloud Computing for MCA students in the co	A training program on Virtual Cloud Computing was conducted for MCA students from 7 <sup>th</sup> April to 4 <sup>th</sup> May 202.
2.	To organize National Library Week during the month of April	<ul style="list-style-type: none"> <li>The college has celebrated National Library week from 4<sup>th</sup> to 10<sup>th</sup> April 2021.</li> <li>Literary Club has conducted competitions on essay writing, elocution, book review for the students and also organized Book exhibition in the campus.</li> </ul>
3.	It is resolved to collect feedback from Alumni, parents and employers on curriculum implementation.	Feedback has been collected for MBA and MCA courses from the alumni, parents and employers on curriculum implementation.
4.	It is resolved to conduct about Internal Audit during the month of April	IQAC has conducted Internal Audit from 19 <sup>th</sup> to 21 <sup>st</sup> April 2021.
5.	To discuss about the services rendered by NSS cell.	NSS cell of the college has distributed food, water, sanitizers and masks to the needy people as a part of Social Outreach program.

**Coordinator**  
Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



**Principal**  
PRINCIPAL  
Aurora's Post-Graduate College (MCA)  
Ramanthapur, Hyderabad-13



**Internal Quality Assurance Cell (IQAC)****Action taken report on the decisions of the IQAC Meeting held on 26<sup>th</sup> June, 2021**

S. No	Discussion	Action Taken
1.	It is decided to conduct online classes from May month.	The faculty members resumed with Online classes for the ongoing semesters.
2.	It is resolved to encourage the faculty members to participate in training programs in use of ICT methods in teaching.	The faculty members had participated in various training programs on latest teaching aids.
3.	It is resolved to prepare student academic manual for the forthcoming semesters of MBA and MCA courses.	The faculty members had started the preparation of Student Academic Manual for the I and IV semesters of MBA course.
4.	To review the progress of all parameter of NAAC in the next month.	The IQAC Coordinator reviewed the progress of all parameters of NAAC gave suggestions to be implemented for each parameter.
5.	To provide information Project Viva voce to be conducted in the next month.	The cell members were informed that Osmania University announced the schedule for Project Viva-Voce for final year MBA students in the next month i.e., from 14 <sup>th</sup> to 22 <sup>nd</sup> July 2021.


**Coordinator**

Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



**Principal**

PRINCIPAL  
Aurora's P.G. College (MCA)  
Ramanthapur, Hyderabad-13