

## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 24<sup>th</sup> July, 2021  
Time: 04:00pm  
Venue: Conference Room

Presided over by  
Dr. M. Madhavi  
Director

#### Members present:

Dr. M. Madhavi, Director, Chairperson, IQAC  
Dr. P. Hima Jagathi, Coordinator  
Dr. Ramesh B Nimmatoori, Secretary  
Dr. Md. Layaq Ahmed, Professor  
Mr.Ch. Satish Kumar, Head, Department of Management  
Ms. P. Saritha, Head, Department of Computer Applications  
Ms. Uma Rani, Librarian  
Mr. M. Rama Rao (AR)  
Mr. G. Naresh, Alumnus  
Mr. G.M.Joshi (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. P. Hima Jagathi, IQAC Coordinator and she presented action taken report on the decision of the IQAC meeting held on 27<sup>th</sup> June, 2021. She informed the cell members that the IQAC has incorporated the suggestions provided by cell members relating to NAAC work.
2. The Chairperson Dr. M. Madhavi, 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, 2021 and a six week training program on Six Sigma Principles has been commenced on 8<sup>th</sup> July 2021 which will be completed by 4<sup>th</sup> August 2021.
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

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

Accredited with A Grade by NAAC

Ramanthapur, Hyderabad – 500 013



S. No.	Name of the Member	Designation	Position	Signature
1	Dr. M. Madhavi	Director	Chairperson	<i>M. Madhavi</i>
2	Dr. P. HimaJagathi	Professor	Coordinator	<i>P. HimaJagathi</i>
3	Dr. Ramesh B. Nimmatoori	Secretary	Member	<i>Ramesh</i>
4	Dr. S. Pushpalatha	Professor	Member	<i>Pushpa</i>
5	Mr. Ch. Satish Kumar	Head, Dept of MBA	Member	<i>Satish</i>
6	Ms. P. Saritha	Head, Dept of MCA	Member	<i>Saritha</i>
7	Ms. M. Uma Rani	Librarian	Member	<i>Uma Rani</i>
8	Mr. M. Rama Rao	Admin. Officer	Member	<i>M. Rama Rao</i>
9	Mr. Ranadeesh Reddy	Alumnus	Member	<i>Ranadeesh</i>
10	Mr. G. M. Joshi	Industry Nominee	Member	<i>G. M. Joshi</i>

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

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

- suggested Heads of the Departments to collect weekly teaching reports conducted 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, 2021.
  6. Dr. Ramesh B Nimmatoori, Secretary suggested to conduct online classes through Oleads – online learning platform from the month of September.
  7. Mr.Ch. Satish Kumar, informed the cell members that both the departments have collected subject preferences from 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, 2021.
  8. Dr. Md. Layaq Ahmed, 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 2021.
  9. Ms. P. Saritha, 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. G. Naresh, suggested to organize a training program on MS office for MBA students.
  11. Mr. Joshi, 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.
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. P. Hima Jagathi.

S. No.	Name of the Member	Designation	Position	Signature
1	Dr. M. Madhavi	Director	Chairperson	<i>M. Madhavi</i>
2	Dr. P. Himajagathi	Professor	Coordinator	<i>H. Jagathi</i>
3	Dr. Ramesh B. Nimmatoori	Secretary	Member	<i>Ramesh</i>
4	Dr. S. Pushpalatha	Professor	Member	<i>Pushpa</i>
5	Mr. Ch. Satish Kumar	Head, Dept of MBA	Member	<i>Satish</i>
6	Ms. P. Saritha	Head, Dept of MCA	Member	<i>Saritha</i>
7	Ms. M. Uma Rani	Librarian	Member	<i>Uma</i>
8	Mr. M. Rama Rao	Admin. Officer	Member	<i>M. Rama Rao</i>
9	Mr. Ranadeesh Reddy	Alumnus	Member	<i>Ranadeesh</i>
10	Mr. G. M. Joshi	Industry Nominee	Member	<i>G. M. Joshi</i>

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

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

## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 27<sup>th</sup> November, 2021

Time: 04:00pm

Venue: Online Platform

Presided over by

Dr. M. Madhavi

Director

#### Members present:

Dr. M. Madhavi, Director, Chairperson, IQAC

Dr. P. Hima Jagathi, Coordinator

Dr. Ramesh B Nimmatoori, Secretary

Dr. Ch. Swathi, Professor

Mr.Ch. Satish Kumar, Head, Department of Management

Ms. P. Saritha, Head, Department of Computer Applications

Ms.M. Uma Rani, Librarian

Mr. M. Rama Rao (AR)

Mr. G. Naresh, Alumnus

Mr. G. M. Joshi, 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.




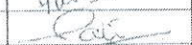
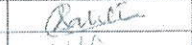

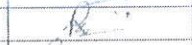



#### Discussions:


1. The meeting started with a welcome note by Prof. P. Hima Jagathi, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 26<sup>th</sup> September, 2021. She informed that International Girl Child Day was observed on 11<sup>th</sup> October, 2021. 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. M. Madhavi, 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, 2021 and a four weeks certificate program on Project Management from 4<sup>th</sup> to 28<sup>th</sup> November, 2021 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, 2021.


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S. No.	Name of the Member	Designation	Position	Signature
1.	Dr. M. Madhavi	Director	Chairperson	
2	Dr. P. Himajagathi	Professor	Coordinator	
3	Dr. Ramesh B. Nimmatoori	Secretary	Member	
4	Dr. S. Pushpalatha	Professor	Member	
5	Mr. Ch. Satish Kumar	Head, Dept of MBA	Member	
6	Ms. P. Saritha	Head, Dept of MCA	Member	
7	Ms. M. Uma Rani	Librarian	Member	
8	Mr. M. Rama Rao	Admin. Officer	Member	
9	Mr. Ranadeesh Reddy	Alumnus	Member	
10	Mr. G. M. Joshi	Industry Nominee	Member	

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

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

## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 25<sup>th</sup> September, 2021

Time: 04:00pm

Venue: Conference Room

Presided over by

Dr. M. Madhavi

Director

#### Members present:

Dr. M. Madhavi, Director, Chairperson, IQAC

Dr. P. Hima Jagathi, Coordinator

Dr. Ramesh B Nimmatoori, Secretary

Dr. Md. Layaq Ahmed, Professor

Mr. Ch. Satish Kumar, Head, Department of Management

Ms. P. Saritha, Head, Department of Computer Applications

Ms. M. Uma Rani, Librarian

Mr. M. Rama Rao (AR)

Mr. G. Naresh, Alumnus

Mr. G.M. Joshi (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. P. Hima Jagathi, IQAC Coordinator and she presented the action taken report on the decisions of the IQAC meeting held on 30<sup>th</sup> August, 2021. She informed the cell members that there is a four week training program on MATLAB from 7<sup>th</sup> September to 1<sup>st</sup> October, 2021 and a six week training program on Web Development from 9<sup>th</sup> September to 17<sup>th</sup> October, 2021 for MCA students. A four week training program on MS Office from 14<sup>th</sup> September to 8<sup>th</sup> October, 2021 for MBA students.
2. The Chairperson Dr. M. Madhavi 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, 2021.
3. She further informed that IQAC organized a webinar on Leadership and soft skills on 15<sup>th</sup> September, 2021. 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, 2021.

## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 29<sup>th</sup> January 2022  
Time: 04:00pm  
Venue: Conference Room

Presided over by  
Dr. M. Madhavi  
Director

#### Members present:

Dr. M. Madhavi, Director, Chairperson, IQAC  
Dr. P. Hima Jagathi, Coordinator  
Dr. Ramesh B Nimmatoori, Secretary  
Dr. Ch. Swathi, Professor  
Mr.Ch. Satish Kumar, Head, Department of Management  
Ms. P. Saritha, Head, Department of Computer Applications  
Ms.M. Uma Rani, Librarian  
Mr. M. Rama Rao (AR)  
Mr. G. Naresh, Alumnus  
Mr. G. M. Joshi, Industry Nominee

#### Agenda:






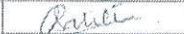




1. To review the actions initiated on the resolutions taken in the earlier meeting.
2. To discuss about curriculum gap analysis conducted for forthcoming semesters.
3. To discuss about the ATAL FDP to be conducted.
4. To discuss about the mode of online classes.
5. To discuss about certificate programs 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. P. Hima Jagathi, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 28<sup>th</sup> November, 2021. 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, 2021 and a four week certificate program on Entrepreneurial Skills from 18<sup>th</sup> January to 11<sup>th</sup> February, 2022 was conducted for MBA students.
2. The chairman, Dr. M. Madhavi, 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, 2022.



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

S. No.	Name of the Member	Designation	Position	Signature
1	Dr. M. Madhavi	Director	Chairperson	
2	Dr. P. HimaJagathi	Professor	Coordinator	
3	Dr. Ramesh B. Nimmatoori	Secretary	Member	
4	Dr. S. Pushpalatha	Professor	Member	
5	Mr. Ch. Satish Kumar	Head, Dept of MBA	Member	
6	Ms. P. Saritha	Head, Dept of MCA	Member	
7	Ms. M. Uma Rani	Librarian	Member	
8	Mr. M. Rama Rao	Admin. Officer	Member	
9	Mr. Ranadeesh Reddy	Alumnus	Member	
10	Mr. G. M. Joshi	Industry Nominee	Member	

  
IQAC Coordinator

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Principal

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

4. Dr. Ramesh B Nimmatoori, chairman appreciated IQAC for conducting ATAL sponsored Faculty Development Program.
- 5.
6. Mr. Ch. Satish Kumar, 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 2022. 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. Ms. P. Saritha, 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, 2022. 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. Ms.M. Uma Rani, informed that Litarery Club of the College -- Adhyayan has been celebrated International Mother Language Day on 21<sup>st</sup> February, 2022. On this occasion the IQAC has condected 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. G.M. Joshi, suggested to conduct a certificate program on Academic and Research writing for MBA and MCA students.
10. Mr. G. Naresh, 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.
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.

## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 23<sup>rd</sup> April, 2022  
Time: 04:00pm  
Venue: Conference Room

Presided over by  
Dr. M. Madhavi  
Director

#### Members present:

Dr. M. Madhavi, Director, Chairperson, IQAC  
Dr. P. Hima Jagathi, Coordinator  
Dr. Ramesh B Nimmatoori, Secretary  
Dr. Ch. Swathi, Professor  
Mr.Ch. Satish Kumar, Head, Department of Management  
Ms. P. Saritha, Head, Department of Computer Applications  
Ms.M. Uma Rani, Librarian  
Mr. M. Rama Rao (AR)  
Mr. G. Naresh, Alumnus  
Mr. G. M. Joshi, 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. P. Hima Jagathi, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 27<sup>th</sup> March, 2022. 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. M. Madhavi, informed the cell members that a training program on Virtual Cloud Computing from 7<sup>th</sup> April to 4<sup>th</sup> May 2022 has been offering for MCA students. from 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. Mr. Ch. Satish Kumar and Ms. P. Saritha 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

## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 26<sup>th</sup> March 2022

Time: 04:00pm

Venue: Conference Room

Presided over by

Dr. M. Madhavi

Director

#### Members present:

Dr. M. Madhavi, Director, Chairperson, IQAC

Dr. P. Hima Jagathi, Coordinator

Dr. Ramesh B Nimmatoori, Secretary

Dr. Ch. Swathi, Professor

Mr. Ch. Satish Kumar, Head, Department of Management

Ms. P. Saritha, Head, Department of Computer Applications

Ms. M. Uma Rani, Librarian

Mr. M. Rama Rao (AR)

Mr. G. Naresh, Alumnus

Mr. G. M. Joshi, 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. P. Hima Jagathi, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 27<sup>th</sup> February 2022. 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 2022.
2. Dr. M. Madhavi, 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 Mr. Ch. Satish Kumar, Head of the Department, MBA and Mr. Sanjay Kumar Padhy were awarded Ph.D from Rashtrasanth Tukadoji Maharaj, Nagpur University.
4. Ch. Satish Kumar, informed the cell members faculty of MBA department conducted MBA IV students project review seminars during the month of March and during the

## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 26<sup>th</sup> June, 2022

Time: 04:00pm

Venue: Online Plat form – Google Meet

Presided over by

Dr. M. Madhavi

Director

#### Members present:

Dr. M. Madhavi, Director, Chairperson, IQAC

Dr. P. Hima Jagathi, Coordinator

Dr. Ramesh B Nimmatoori, Secretary

Dr. Ch. Swathi, Professor

Mr. Ch. Satish Kumar, Head, Department of Management

Ms. P. Saritha, Head, Department of Computer Applications

Ms. M. Uma Rani, Librarian

Mr. M. Rama Rao (AR)

Mr. G. Naresh, Alumnus

Mr. G. M. Joshi, 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. P. Hima Jagathi, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 24<sup>th</sup> April, 2022.
2. The chairman, Dr. M. Madhavi, 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. Mr. Ch. Satish Kumar, 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 2022. He further informed that the both the MBA and MCA students have undergone summer internship to get practical experience.

5. Ms. P. Saritha 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 2021-21.
7. Mr. G.M. Goshi, 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.

S. No.	Name of the Member	Designation	Position	Signature
1	Dr. M. Madhavi	Director	Chairperson	
2	Dr. P. HimaJagathi	Professor	Coordinator	
3	Dr. Ramesh B. Nimmatoori	Secretary	Member	
4	Dr. S. Pushpalatha	Professor	Member	
5	Mr. Ch. Satish Kumar	Head, Dept of MBA	Member	
6	Ms. P. Saritha	Head, Dept of MCA	Member	
7	Ms. M. Uma Rani	Librarian	Member	
8	Mr. M. Rama Rao	Admin. Officer	Member	
9	Mr. Ranadeesh Reddy	Alumnus	Member	
10	Mr. G. M. Joshi	Industry Nominee	Member	

  
IQAC Coordinator

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

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




## **Action Taken Reports on decisions of IQAC meetings for the year 2021-22**

### Internal Quality Assurance Cell (IQAC)

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

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 prepare student academic manual I and IV semesters of MBA course.	Head of the departments collected the subject preferences from the faculty members for the forthcoming semester. Handbook coordinator has assigned the respective subjects to the faculty for session plan preparation.
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 and students by the Department of Library on 6th July 2021 through Microsoft Teams.
3.	It is resolved to conduct project seminars for final year students of MBA.	Project seminars were conducted 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 21st June to 15th July 2021 for MBA 3rd semester students</li> <li>• Four-week training program on Six Sigma Principles was conducted from 7th July to 31st July 2021.</li> </ul>
5.	It is resolved to conduct training program on Cyber Security for MCA students.	<ul style="list-style-type: none"> <li>• Six-week training program on Cyber Security was conducted from 15th July to 21st August 2021.</li> </ul>

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


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



**Internal Quality Assurance Cell (IQAC)****Action taken report on the decisions of the IQAC Meeting held on 28<sup>th</sup> August 2021**


S. No.	Discussion	Action Taken
1.	It is resolved to prepare the session plans of all the subjects according to the new syllabus.	The faculty members prepared the session plans for the forthcoming semesters of both MBA and MCA programs.
2.	It is decided to conduct certificate programs on Digital Marketing and Business Analytics for MBA students.	A Six Week Certificate program on Digital Marketing was organized from 19th August to 25th September 2021 for MBA students. A Six Week Certificate program on Business Analytics was conducted from 5th August to 11th September 2021 for MBA Students.
3.	It is resolved to conduct certificate programs on R and Python and Google Analytics for MCA students.	A four-week training program on R and Python was conducted from 4th August to 28th August 2021. A six-week training program on Google Analytics from was offered for MCA students form 23rd August to 29th September 2021.
4.	It is resolved to review the progress of NAAC work.	IQAC reviewed the progress of all parameters related to the NAAC work.
5.	It is decided to conduct online quiz on management	One Week 'Online Quiz on Management', was conducted from 9th to 15th August 2021 of MBA Students.


  
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**Internal Quality Assurance Cell (IQAC)****Action taken report on the decisions of the IQAC Meeting held on 25<sup>th</sup> September, 2021**


S. No.	Discussion	Action Taken
1.	It is resolved to conduct project viva voce for MBA students.	Project viva voce for MBA final year students was conducted from 14th September to 21st September 2021.
2.	It is resolved to conduct certificate program on MATLAB and Web Development for MCA students.	Four-week training program on MATLAB was conducted for MCA Students from 6th September to 29th September, 2021. Six-week training program on Web Development was conducted for MCA students from 9th September to 16th October, 2021.
3.	It is resolved to conduct training program on MS- Office	Four-week training program on MS-Office was conducted for MBA students from 13th September to 7th October, 2021.
4.	It is resolved to organize guest lecture on Data Analytics for MBA and MCA students.	A Guest Lecture on Data Analytics was organized for MBA and MCA Students on 16th September, 2021.
5.	It is resolved to conduct CRT program for final year students.	The Training and Placement Cell has conducted Campus Recruitment Training (CRT) program for MBA and MCA students from 21st September to 3rd October, 2021.


  
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**Internal Quality Assurance Cell (IQAC)****Action taken report on the decisions of the IQAC Meeting held on 30<sup>th</sup> October, 2021**

S. No	Discussion	Action Taken
1.	It is resolved to conduct certificate programs on Corporate Finance and Project Management for MBA students.	A four-week certificate program on Corporate Finance was conducted for MBA students from 4th to 28th October, 2021.
2.	To celebrate International Girl Child Day	International Girl Child Day which was celebrated on 11th October, 2021. On this occasion Women Club – Anvitha has conducted Debate and Collage making activities for girl students.
4.	To celebrate National Library week celebrations.	The National Library week celebrations will be organized in the month of November 2021.
5.	To conduct various activities for the development of rural areas.	The Rural Development Cell has planned to conduct various activities for the development of rural areas in the month of November 2021.

  
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### Internal Quality Assurance Cell (IQAC)

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

S. No	Discussion	Action Taken
1.	It is resolved to conduct certificate programs on Project Management for MBA students.	A four-week certificate program on Project Management was conducted for MBA students from 4th November 28th November, 2021.
2.	It is discussed to celebrate Internet Day.	Internet Day was celebrated on 1st November 2021 in the campus.
3.	It is resolved to conduct activities by Rural Development Cell.	The Rural Development Cell organized a workshop to the faculty members on Rural Entrepreneurship and Rural Community Engagement on 7th November 2021.
4.	To celebrate National Library Week.	The National Library week celebrations were conducted from from 15 <sup>th</sup> to 21 <sup>st</sup> November, 2021.
5.	It is discussed to renew J-Gate and DELNET subscriptions.	J-Gate and DELNET subscriptions had been renewed.


  
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### Internal Quality Assurance Cell (IQAC)

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

S. No	Discussion	Action Taken
1.	It is resolved to review all the six parameters of NAAC work.	IQAC coordinator has reviewed all the six parameters of NAAC Work and gave suggestions to the coordinators of each parameter.
2.	It is resolved to conduct a certificate program on Qualitative Research Methods	A four-week certificate program on Qualitative Research Methods was conducted for MBA Students from 6 <sup>th</sup> December to 30 <sup>th</sup> December, 2021.
3.	It is resolved to organize guest lecture on Big Data Analytics.	Guest lecture on Big Data Analytics: A demand for Artificial Learning and Machine Learning on 21 <sup>st</sup> December, 2021 for MCA students.
4.	It is decided to organize training program on Computer skills for administrative staff members.	IQAC has conducted one week training program on computer skills for administrative staff members from 13 <sup>th</sup> to 18 <sup>th</sup> December 2021.
5.	To organize Orientation Program for newly admitted MBA and MCA students	Orientation Program for fresh batch of MBA and MCA students will be organized in the month of January 2022.

  
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### Internal Quality Assurance Cell (IQAC)

#### Action taken report on the decisions of the IQAC Meeting held on 29<sup>th</sup> January, 2022

S. No	Discussion	Action Taken
1.	It is resolved to conduct a certificate program on Entrepreneurial Skills.	A four-week certificate program on Entrepreneurial Skills was conducted for MBA students from 17th January to 10th February, 2022.
2.	Discussed about conducting Bridge courses on Accounting Principles, Economics and C-language.	<ul style="list-style-type: none"> <li>• Bridge courses on Accounting Principles, Economics were conducted for MBA students from 3rd January to 27th January 2022.</li> <li>• Bridge course on C-language was conducted for MCA students from 3rd January to 27th January 2022.</li> </ul>
3.	To conduct curriculum gap analysis for forthcoming semesters.	IQAC has conducted curriculum gap analysis of MBA and MCA courses during the month of January and got approval by college level academic committee for introducing additional modules for students.
4.	To organize about the club activities to be organized in the month of January.	National Technology Day was celebrated on 6th January 2022. National Youth Day was observed on 12th January 2022. Republic Day and Martyr's Day was observed on 26th January and 30th January 2022 respectively.
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 from 28th to 30th January, 2022.

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### Internal Quality Assurance Cell (IQAC)

#### Action taken report on the decisions of the IQAC Meeting held on 26<sup>th</sup> February, 2022

S. No	Discussion	Action Taken
1.	It is planned to conduct the Faculty Development Program sponsored by ATAL, AICTE in February 2022.	IQAC has conducted a five-day Faculty Development Program on “Technology Management through Business Intelligence and Data Analytics” sponsored by ATAL, AICTE from 2nd to 6th February, 2022.
3.	To conduct a certificate program on Academic Research writing.	four-week certificate program on Academic Research Writing for both MBA and MCA students has been conducted from 7th February to 3rd March, 2022.
4.	It is resolved to celebrate Birth Anniversary of Sarojini Naidu.	Anvitha- Women’s Club has celebrated the Birth Anniversary of Sarojini Naidu on 13th February 2022.
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 21st February, 2022.</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>


  
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### Internal Quality Assurance Cell (IQAC)

#### Action taken report on the decisions of the IQAC Meeting held on 26<sup>th</sup> March, 2022

S. No	Discussion	Action Taken
1.	To conduct a certificate program on Virtual Cloud Computing.	Four-week certificate program on Virtual Cloud Computing has been offered for MCA students from 9th March to 2nd April 2022.
2.	To discuss about faculty achievements during the month of March.	Mr. Ch. Satish Kumar, Head of the Department, MBA and Mr. Sanjay Kumar Padhy were awarded Ph.D from Rashtrasanth Tukadoji Maharaj, Nagpur University. Ms. A.Sirisha was also awarded PhD from Vignan University, Guntur.
3.	Decided to organize week long celebrations on the occasion of International Women's Day 2022.	International Women's Day was celebrated by Anvitha-Womens' club for one week from 3rd to 8th March, 2022. On this occasion various competitions were conducted for girl students and for female faculty members and their talents were appreciated
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 Hard copies of the Project to the department by next month.
5.	To collect feedback on curriculum implementation from all the stakeholders of the Institution.	Head of the departments of both MBA and MCA had collected feedback from all the stakeholders including alumni, parents and teachers.

  
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### Internal Quality Assurance Cell (IQAC)

Action taken report on the decisions of the IQAC Meeting held on 23<sup>rd</sup> April, 2022

S. No	Discussion	Action Taken
1.	To conduct a training program on Web Designing for MCA students.	A training program on Virtual Cloud Computing was conducted for MCA students from 4th April to 11th May 2022.
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 4th to 10th 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.	To organize World Heritage Day	World Heritage Day was organized on 19th April 2022, with the theme of Complex Pasts: Diverse Futures, and the students actively participated in the event by exhibiting photographs related to the event.
4.	It is resolved to conduct about Internal Audit during the month of April	IQAC has conducted Internal Audit from 19th to 21st April 2022.
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.

  
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### Internal Quality Assurance Cell (IQAC)

Action taken report on the decisions of the IQAC Meeting held on 25<sup>th</sup> June, 2022

S. No	Discussion	Action Taken
1.	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.
2.	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.
3.	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.
4.	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 14th to 22nd July 2022.

  
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