



AURORA'S POST-GRADUATE COLLEGE (MBA)

Accredited with A Grade by NAAC

Ramanthapur, Hyderabad – 500 013

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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

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

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

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

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

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

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

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

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

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