

# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**AURORA'S DEGREE & PG COLLEGE**

H.NO 1-8-168/2/1 12TH LANE CHIKKADPALLY

500020

[www.adc.edu.in](http://www.adc.edu.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**February 2018**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

The institution was established in the year 1989 under the leadership of Dr. Ramesh Nimmatoori, the Secretary for Aurora's Group of Institutions. The seed was sown for an educational institution affiliated to Osmania University at the undergraduate level. The foundation batch had 37 students in the two pilot programs MPCs (Mathematics, Physics, Computer Sciences) and MPE (Mathematics, Physics and Electronics). Growing from strength to strength, the institution scripted a success story by embarking on a journey by offering programs in various disciplines at the undergraduate level with more than 2000 students by the year 1998. Paralleled with growth in UG programs, the college enhanced its educational pursuit by launching various post graduate programs. The brand '**Aurora**' benchmarks today by imparting education that is complete and egalitarian—innovative teaching and learning techniques, events and activities, community service being few of the strengths that enable the institution to grow substantially.

Functioning in the heart of the city, the institution has more than 4000 students studying in various programs across B.Com, B.Sc and B.A. The college functions under the aegis of Osmania University promoting an educational system that is value and skill-based. It has several support systems in place—the statutory bodies, committees and cells that promote education blended with the global demands. Its strong network enhances stakeholder relationship by liaising with industry, academics and research institutes. With the existing credibility, and sustained efforts for quality improvement, the institution strives hard to seek assessment and accreditation through NAAC.

### Vision

**Making Aurora synonymous with learning.**

### Mission

**To serve the nation as a Centre of Learning for the advancement and preservation of knowledge.**

- To deploy democratic ways of management by indulging veterans from academia and industry, faculty and student representatives for an educational platform that is multi-dimensional and leveraging all societal domains.
- To cater to the academic needs and also instill values, morals and a code of conduct that enable the students to gain an appealing and robust personality.
- To execute the curriculum that imparts knowledge to have an edge in the domain discipline, while providing an ambit for practical exposure.
- To facilitate learning beyond the classroom while instituting various cells, clubs and committees and embark on activities that build the institution with its core values.
- To bridge the gap between academics and industry, and also foster preparedness for innovation and creativity.
- To build a strong network through its student council and alumni network by leveraging the growth of the institution through their participation fostering cross-sectional and bottom top approach of

governance.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- The institution has situational advantage--located in the heart of the city, it caters to the education of 3,500-4,500 students each year in UG and PG programs, and graduating close to 1200-1500 students every year.
- Full-fledged admissions into Commerce and Physical Sciences programs offered by the institution at UG level because of the brand **Aurora**.
- Student-centric teaching methods employed with a view to inculcate experiential, collaborative and inclusive learning atmosphere.
- An all-round development of the student with a multi-pronged approach while imparting values and facilitating skills.
- --Aurora's Continuous Evaluation System enables an evaluation system that is continuous, robust and transparent.
- Offers education to all segments of the society while promoting a democratic and secular teaching and learning atmosphere.
- A robust and transparent mechanism of examination system catering to internal, university and other external and competitive examinations.
- An incubation center created for research and development through myriad initiatives and support schemes for faculty.
- State-of-art infrastructural amenities like ICT classes, CCTV surveillance, laboratories and library.
- A governance that is decentralized and participatory to strengthen support and stakeholder relationship.
- Interdisciplinary and interdepartmental academic and non-academic activities that foster a culture of togetherness amongst students and staff.
- A **Student Council** that actively catalyzes effective functioning of the institution.
- Several faculty development programs, workshops and conferences hosted to pursue knowledge exchange.
- Synchronization of curriculum with community development schemes for character building.
- Institutionalizing best practices reflective of the vision and mission of the institution.

### Institutional Weakness

- Institution is not a Degree Awarding Body.
- Academic offering is limited as the institute is not authorized to frame its own.
- Lack of flexibility in introducing job/entrepreneurial development degree programs.
- Constraint of infrastructural space for major extra-curricular and co-curricular endeavors.
- Having an advantage of being located in the heart of the city, it also comes with the drawback of lack of space for playgrounds for sports.
- Overwhelming demand for Commerce courses incapacitates the institution to admit all eligible students.

### Institutional Opportunity

- To secure outstanding grading through NAAC accreditation while continuously striving for sustaining and enhancing quality at all levels.
- To gain ranking through NIRF (National Institutional Ranking Framework)
- To gain the status of autonomy.
- To introduce wider range of inter- disciplinary courses.
- To facilitate the college journal 'Antharmukha' gain UGC recognition.
- To initiate UGC funding for the FDPs, workshops and conferences.
- To initiate scholarships from non-govt. schemes.
- To promote more number of teachers towards Doctoral programs.
- To strive for greater mobilization of students in socially relevant programs such as blood donation camps, awareness campaigning in association with Hospitals, NGOs, and Police Department in the near future.
- To sign more number of MoUs to augment industry academia relationship.
- To leverage the available technical resources to acquire academic excellence and make learning more empirical.

### **Institutional Challenge**

- Admissions of students from places surrounding Hyderabad.
- Handling students coming from varied culture backgrounds.
- To balance between the old Annual System and the new Choice Based Credit System, as the institute handles both the systems.
- Infrastructural constraints restrict promotion of green initiatives within the campus.
- Creation of space within the college premises is a major challenge that the institute has to deal in urgency.
- Achieving results that commensurate with program and course outcomes.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The College affiliated to Osmania University follows the curriculum prescribed by the university; it has programs across various disciplines, vis-à-vis Commerce, Arts, Physical Sciences and Life Sciences providing 5 programmes in Commerce, 2 programs in Arts, 3 programmes in Physical Sciences and 3 programmes in Life Sciences; at the Post Graduate level it has 7 programmes in all: 1 in Commerce, 3 in Physical Sciences and 3 in Life Sciences. Through symbiotic liaising with the Curriculum Designers, the Governing Body, the IQAC, Subject Experts, an implementation strategy of the prescribed curriculum is prepared to make teaching and learning a wholesome process. The college prepares the '**Academic Year Calendar**' according to the almanac sent by the university that displays schedules of academic sessions: Unit Tests, Internal Exams, Parent Teacher Meetings, Exam Schedules and also other important dates relevant to the curriculum. Review meetings are held department-wise, in the beginning of each semester/year on the curricular aspects and implementation strategies to invite improvisation and effective program outcome. In concurrence with the skill enhancement courses prescribed by the university, courses such as Human values, Environmental Science, and Gender Sensitization have been introduced. A multi-pronged approach is followed to foster learning that drives students' understanding towards the major societal concerns. It is a proper symbiotic relationship between

academic excellence and skill development that the institution strives for—‘**an education that is holistic and value- driven**’.

### **Teaching-learning and Evaluation**

Admissions of students into various UG programs are processed based on merit, interview and counselling done by the ‘**Admissions Committee**’ of the college. Admission process into PG programs is through OU-CET followed by counselling held by the university. The institution follows the statutes of the University for Reservation Policy for the socially and economically backward sections, physically challenged students, sports persons, children of ex-servicemen, students from other states and foreign countries to provide education across all sections of society.

The college facilitates effective learning by providing special learning assignments and bridge programs to cater to the learning needs of the mediocre and advanced learners. ‘**Parichay**’- **The Induction Programme** introduces the culture of the college, the teaching fraternity and various support systems to the new inductees, while providing orientation on the various realms that integrates academics with skill enhancement programs. Innovative and student-centric teaching approaches enable students to participate in Research Projects, Experiential Learning, Case Studies, Internships to foster critical thinking, creative and scientific skills.

‘**ACES**’ (**Aurora’s Continuous Evaluation System**) fosters a competitive spirit amongst the students, giving equal weightage to academics, co and extra- curricular participation, discipline, character building and leadership skills. There is an **Examination Cell** that upholds the examination policies while conducting in-house exams and also hosting other university, state and different other competitive exams. All communication to the students regarding academics and administration is through the college website [www.adc.edu.in](http://www.adc.edu.in) and official email ids created for them.

### **Research, Innovations and Extension**

To make learning leverage with inquisitiveness, the college has created an ecosystem for research-- for creation and transfer of knowledge. Experiential and experimental learning of all faculty and students are empowered to take up projects and research activities for future career prospects. The college has a **Research and Development Cell** to monitor the progress and address all the aspects of research. Also, departments are supported to organize conferences, seminars and faculty development programs. The college research journal ‘**Antharmukha**’ gives ample platform for teachers and students across all disciplines to exhibit their fervor for research through article publication. The journal also serves as an ambit for experts from industry and academics towards innovation and inquisitiveness. The college also provides special on-duty provision for those pursuing research as per the norms of the cell. There are 10 Ph. D holders, 11 M.Phil holders, and 10 faculty pursuing Ph. Ds. Through various support systems like library and subscription in INFLIBNET, research is promoted. The college benchmarks through its myriad community development activities; the NCC and NSS units, two each, have complemented the education process in Aurora to provide education that is wholesome while promoting social enterprising skills. Our students have been ever-enthusiastic in sustaining the platform created for social responsibility through its participation in various camps at the state and national level, and also in the Republic Day Parade.

### **Infrastructure and Learning Resources**

The college has an effective strategic plan in place to provide/ enhance the infrastructure that facilitates effective teaching and learning process. This plan ensures optimum utilization of space and infrastructural facilities so that the end user can obtain the maximum benefit. For an effective curricular, co-curricular and extra-curricular activities outcome, the institution houses:

- 10 ICT enabled classrooms with high internet speed. 68 class rooms with LCD projectors.
- Principal's room equipped with WI-FI facility, CCTV.
- An air-conditioned conference room that accommodates 20 staff members.
- One air conditioned auditorium to accommodate 550-600 people.
- 16 number of staff rooms, one for each department.
- One room for examination branch and two rooms for storage.
- For 2 NSS units, two rooms and for NCC one room space, for yoga one room.
- The library houses 10,375 number of books for UG programs and 3,815 number of books for PG programs, subscription for 18 journals and 23 magazines, 182 CDs and access to 6,000 e-journals and 1,35,000 e-books.
- 26 laboratories in all, 2 Biotechnology, 4 Biochemistry, 4 Microbiology, 2 Genetics, 4 Chemistry, 4 Electronics, 2 Physics and 4 Computer Labs for both UG and PG programs.
- 4 well-equipped computer labs with 230 systems with high speed Wi-Fi connectivity with lan connectivity of 100mbps speed.
- To ensure safety and strict surveillance there are 148 CCTV cameras, 41 fire extinguishers, 1 lift and parking\_space for 800 vehicles.
- 3 store-rooms for records, files, registers etc., one large room for exam branch.

### **Student Support and Progression**

The institution provides necessary assistance and guidance for better stakeholder relationships with students to enable learning that is democratic and holistic. For the same, it has in place several cells and committees that function as launch pads for students to excel in academics, placements and research. **Student Grievance Cell, Discipline Cell, Anti-Ragging cell** are a few of the cells that enable a safe and conducive atmosphere in the college. To enable learning across all sections of the society, the college provides access to the state scholarship scheme to its students following the scholarship policy for the socially and economically backward section.

The institution has an active **Placement Cell** with two Faculty Placement Coordinators and Student Placement Coordinators to foster placement and internship programs. Placement, Aptitude and Soft Skills training is provided to registered students with a view to equip students face the drive confidently. The **Student Council** is the official voice of the entire student population, as stakeholders, they are participatory of every academic, extra-curricular & co-curricular activity which happens in the college as participants, promoters, organizers and volunteers. The council is involved in planning and executing many college festivals like '**Parichay**'- **The Induction Ceremony**, '**Samavarthan**'-**The Mini-Convocation**, **Abhiyaan**- **The College Fest**, '**Anubandh**'-**The Alumni Meet**, and '**Apoorva**'-**The Annual day**. Alumni Association is the planned and sustained effort of the institution to establish and maintain goodwill and mutual cooperation between an organization and its alumni

## Governance, Leadership and Management

Keeping in view the vision, mission statement of the college, the institution deploys democratic ways of management by indulging veterans from academia and industry, faculty and also student representatives, with a view to make decision making participatory and inclusive. Regular open forums with Heads of the Departments, Faculty, Student Council and Parents create a transparent and robust functioning. The college believes that decentralization has a potential to improve quality of education and also monitor the learning outcomes. Keeping in view the educational and societal demands, and also suggestions from the **Internal Quality Enhancement Cell**, the college aims at bringing about nuances in its approach towards imparting education that is multifaceted. The various cells, committees, clubs are instituted that endeavor collectively for an effective and smooth functioning of the institution. **Women Empowerment Cell, Foreign Students' Cell Gender Sensitization Cell** and other cells and committees create a healthy, hassle free and safe zone. The administration is also smooth while indulging these committees and cells through cross sectional communication and governance.

The institution has a well-structured '**Performance Appraisal System**' with an intention to keep consistency and improvement for all academic, non-academic and administrative purpose. The college also supports part or in full the financial needs of staff members and extends the various benefit schemes and welfare measures. Welfare schemes like Provident Fund, Employees State Insurance, Free Education for in-house employees' children, Sabbaticals for Researchers etc. are in place.

## Institutional Values and Best Practices

The institution gives highest priority to inculcate value-driven education, hence safety and security of students of both genders to feel free to pursue their educational interests is a priority. Many initiatives have been taken by the college to foster gender equity and mutual respect. The college has a well-established practice of counselling, both Personal as well as Professional Counselling to the students to explore their concerns in a supportive and non-judgmental environment. The institution is indulged in many community development activities and has several green practices like '**Harithaharam**', '**Green Ganesha Celebrations**', '**Swachh Bharat**', '**Blood Donation Camp**' and many more. Also, to make paper free office, most of the communication like, Question Banks, Assignments, Time-Tables, Feedback System, Alumni Registrations are accessible through student e-mails.

The college has the culture of celebrating '**Samavartan**'- **The Mini Convocation** as one of the best practices since the year 2009. The college conducts the programme in a very solemn manner following the procedural functions that sanctifies culmination of all learning of the students ready to explore new pastures. '**My India Project**' is an interdisciplinary project for the students that synchronize knowledge and skill development through practical learning approach. Students get an opportunity to work intensely in the field relating to social issues or with social enterprises engaged in areas that the college focuses on. '**Antharmukha**'—The College Research Journal, bearing an **ISSN number: 2348-2591**, makes research and development a launch pad and ambit to assimilate learning from multidimensional disciplines and perspectives.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	AURORA'S DEGREE & PG COLLEGE
Address	H.No 1-8-168/2/1 12th Lane chikkadpally
City	Hyderabad
State	Telangana
Pin	500020
Website	<a href="http://www.adc.edu.in">www.adc.edu.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Viswanadham Bulusu	040-27662668	9100555555	040-27654568	naac@adc.edu.in
Associate Professor	Maithry Shinde	-	9100000057	-	maithryshinde@adc.edu.in

Status of the Institution	
Institution Status	Private and Self Financing

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

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	20-10-1989



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

State	University name	Document
Telangana	Osmania University	<a href="#">View Document</a>

**Details of UGC recognition**

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

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

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

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

**Recognitions**

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	H.No 1-8-168/2/1 12th Lane chikkadpally	Urban	0.185	752.515

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BSc,Physical Sciences	36	IPE	English	150	150
UG	BSc,Physical Sciences	36	IPE	English	150	150
UG	BSc,Physical Sciences	36	IPE	English	150	150
UG	BSc,Life Sciences	36	IPE	English	100	48
UG	BSc,Life Sciences	36	IPE	English	100	100
UG	BSc,Life Sciences	36	IPE	English	100	97
UG	BCom,Com merce	36	IPE	English	300	300
UG	BCom,Com merce	36	IPE	English	122	120
UG	BCom,Com merce	36	IPE	English	240	239
UG	BCom,Com merce	36	IPE	English	60	60
UG	BBA,Manag ement	36	IPE	English	126	125
UG	BA,Social Sciences	36	IPE	English	60	32

UG	BA,Social Sciences	36	IPE	English	60	0
PG	MSc,Physical Sciences	24	Graduation with Computers Science Subject	English	48	33
PG	MSc,Physical Sciences	24	Graduation with Statistics as Subject	English	36	31
PG	MSc,Physical Sciences	24	Graduation with Mathametics as Subject	English	48	26
PG	MSc,Life Sciences	24	Graduation with any Life Science	English	36	28
PG	MSc,Life Sciences	24	Graduation with any Life Science	English	36	30
PG	MSc,Life Sciences	24	Graduate with any Life Science	English	36	24
PG	MCom,Commerce	24	B.Com Generals	English	48	28

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	5				47				172			
Recruited	5	0	0	5	11	20	0	31	45	87	0	132
Yet to Recruit	0				16				40			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				200
Recruited	90	110	0	200
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				13
Recruited	8	5	0	13
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	3	0	0	1	4	0	1	1	0	10
M.Phil.	1	0	0	3	5	0	1	1	0	11
PG	1	0	0	7	11	0	43	85	0	147

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	9	7	0	17	23	0	56

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

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	6		0		6

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	2729	40	0	0	2769
	Female	1559	12	0	0	1571
	Others	0	0	0	0	0
PG	Male	142	5	0	0	147
	Female	234	7	0	0	241
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	54	57	49	58
	Female	41	39	21	22
	Others	0	0	0	0
ST	Male	15	19	12	13
	Female	6	5	3	4
	Others	0	0	0	0
OBC	Male	449	483	401	364
	Female	242	208	166	148
	Others	0	0	0	0
General	Male	408	414	437	411
	Female	227	221	196	200
	Others	0	0	0	0
Others	Male	26	29	28	20
	Female	13	7	6	4
	Others	0	0	0	0
Total		1481	1482	1319	1244

### 3. Extended Profile

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#### 3.1 Program

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

Response : 54

Number of self-financed Programs offered by college

Response : 0

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

Response : 5

#### 3.2 Students

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1682	1649	1515	1449	1025

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

2016-17	2015-16	2014-15	2013-14	2012-13
1640	1658	1598	1440	1162

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

2016-17	2015-16	2014-15	2013-14	2012-13
1235	1135	967	748	884

Total number of outgoing / final year students

Response : 4969

#### 3.3 Teachers



**Number of teachers year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
104	93	93	75	70

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

2016-17	2015-16	2014-15	2013-14	2012-13
104	93	93	75	70

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

2016-17	2015-16	2014-15	2013-14	2012-13
256	242	236	217	140

**Total experience of full-time teachers****Response : 1158****Number of teachers recognized as guides during the last five years****Response : 15****Number of full time teachers worked in the institution during the last 5 years****Response : 435****3.4 Institution****Total number of classrooms and seminar halls****Response : 70****Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
650	503	124	650	552

**Number of computers**

**Response : 200**

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

**Response : 14**

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

**Response : 8**

NAAC

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

###### Response:

*As the college is affiliated to Osmania University, it follows the curriculum prescribed by the university. A structured and comprehensive curriculum execution pattern is designed to suit the year and semester needs through symbiotic liaising with the curriculum designers, experts, the academic counsel, and also with the integration and support of the stake holders of the institution. The college prepares the 'Academic Year Calendar' in line with the almanac sent by the university. The following are the stages involved in the implementation of the curriculum:*

Stage 1: A meeting is held at the beginning of the semester/year by the Head of the institution with each department to discuss the curricular aspects and implementation strategies. A review and feedback on the previous semester is considered for improvisation. All the merits, demerits, program objectives and outcomes, scope for introducing new teaching methodologies is deliberated. In the process, all the Heads of the Departments give a feedback on the faculty expertise, their performance, syllabus completion status and student satisfaction to the Head of the institution. To enhance and ensure quality, modifications and improvements are discussed and suggested.

Stage 2: Then Time Tables and Lesson Plans are prepared based on the number of classes/credits allotted to each Programme, Course-wise. The lesson plans are reviewed to incorporate nuances and improvements. The Teaching Diaries provided to the teachers give a record of the classes taken. A syllabus completion report is also submitted periodically by the teachers to the Head of the Departments. Any discrepancies in the implementation and completion of the syllabus are discussed with the IQAC, Vice Principal, concerned Head of the Department for further perusal.

Stage 3: A comprehensive 'Academic Year Calendar' is prepared to ensure meticulous implementation of the curriculum which includes schedule for Unit Tests, Internal Exams, End Semester Exams, schedule for Parent Teacher Meetings and also other important dates relevant to the curriculum.

Stage 4: The IQAC of the institution believes in a transparent and meticulous mechanism of implementation of the curriculum design. Details of the curricular schedules, Time Tables and Lesson Plans are provided to the students in the beginning of the academic year through the college website and email ids created for them.

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

**Response: 0****1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

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

**File Description****Document**

Details of the certificate/Diploma programs

[View Document](#)**1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years****Response: 143.68****1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
37	34	25	22	7

**File Description****Document**

Details of participation of teachers in various bodies

[View Document](#)**1.2 Academic Flexibility****1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response: 9.26****1.2.1.1 How many new courses are introduced within the last five years**

Response: 5

**File Description****Document**

Details of the new courses introduced

[View Document](#)**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system**

**has been implemented**

**Response:** 100

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

Response: 20

**File Description**

**Document**

Name of the programs in which CBCS is implemented

[View Document](#)

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

**Response:** 0

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

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

**File Description**

**Document**

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

[View Document](#)

### 1.3 Curriculum Enrichment

**1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum**

**Response:**

Within the curriculum, the university provides certain add-on courses to instill value-based and skill-based teaching. These courses sensitize the students regarding the current pressing issues related to environmental awareness, moral values and gender sensitization; hence courses like Human values, Environmental Science, and Gender Sensitization have been introduced. A multi-pronged approach is followed to foster learning and drive students' understanding towards the major societal concerns and gain specific skills such as empathy and enterprising abilities. Our non-discriminative, unbiased and transparent rules motivate our students to participate in these programs more actively.

**Environment:**

- As per the University curriculum for UG 1st Semester, Environmental Studies is a mandatory AECC course (Ability Enhancement Compulsory Course) which is intended to help students gain awareness on biodiversity, and embark on an endeavor to understand the serious environmental concerns.
- At the college level, various programs like 'Harithaharam' and 'Vanamahotsav' are conducted every year to address issues related to environment.
- The NSS team of the college indulges in various environment and biodiversity programs including 'Swachh Bharat' and other community development schemes.
- Also interdisciplinary projects that cater to environmental issues are given to the students that cover issues related to environment, health, biodiversity etc.

### **Gender:**

- As per new CBCS Syllabus, Gender Sensitization is a course offered in UG 2nd Semester as part of SEC (Skill Enhancement Course). This course is intended to examine gender from a better perspective and promote reflective thinking by recognizing the challenges related to gender in the contemporary times.
- The college constituted '**Gender Sensitization Cell**' by looking at the vulnerability factor towards gender which raise a question on our culture and attitudes. Through this cell, the college makes an attempt to inculcate awareness on gender equality concerns.
- This cell works towards creating awareness amongst the students about gender related issues.
- Both the girl and boy students are encouraged to participate in the college programs with a view to refrain them from having prejudices on gender.
- The cell organizes various activities such as seminars, group discussions and debates through which students can comprehend the sensitivity of this issue.

### **Human Values:**

- With regard to inculcating good values amongst students, they are indulged in various co-curricular activities of the college.
- National festivals like Independence Day and Republic Day serve as a platform to enliven their patriotic and moral values.
- Days of national importance like Senior Citizens Day, National Literacy Day, Guru Poornima, Teachers' Day, Tagore's day, and many more are celebrated to instill good values, moral and ethics amongst students.
- Not just these, birthdays of veterans across all fields are celebrated to mark their achievements and contributions to the society.

**1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years****Response:** 22

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

Response: 22

**File Description****Document**

Details of the value-added courses imparting transferable and life skills

[View Document](#)**1.3.3 Percentage of students undertaking field projects / internships****Response:** 49.7

1.3.3.1 Number of students undertaking field projects or internships

Response: 836

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**1.4 Feedback System****1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** A. Any 4 of the above**1.4.2 Feedback processes of the institution may be classified as follows:****A. Feedback collected, analysed and action taken and feedback available on website**

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** C. Feedback collected and analysed

NAAC



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

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

**Response:** 1.22

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

2016-17	2015-16	2014-15	2013-14	2012-13
20	10	34	20	7

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 100

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

2016-17	2015-16	2014-15	2013-14	2012-13
1640	1521	1400	1270	980

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

2016-17	2015-16	2014-15	2013-14	2012-13
1640	1521	1400	1270	980

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 86.48

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

2016-17	2015-16	2014-15	2013-14	2012-13
1471	1469	1301	1223	1020

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

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

**Response:**

In concurrence with the university admission process, the college communicates and invites applications for admissions into various U.G programs.

Admissions into various programs are processed and students are shortlisted based on merit and reservation norms vis-à-vis OBC,SC,ST, GENERAL and others.

The college also admits students from other states and foreign countries as per the guidelines of the university.

After completing the admission process, the college conducts a counseling session and a preliminary test on the pre-requisites for a given program/course to assess the learning levels of the students. The students are graded into advanced, mediocre and slow learners.

**Strategies for Slow and Mediocre Learners:**

- The college gives special assignments to students who are mediocre and slow learners so that students develop clarity in the fundamental concepts related to the subject.
- Peer learning is encouraged by assigning a student mentor within the group.
- Seminar presentations are encouraged to enable learning for students of all levels and across all groups.
- Continuous assessment and monitoring is done for improvisation of the students' learning and for a thorough preparedness for the program.

- For slow learners extra study hours/remedial sessions are conducted to ensure that they improve their performance. They are made to study the concepts in the presence of meritorious students/ teacher so that they can clear their doubts on personal basis.

### **Strategies for Advanced Learners:**

- The college catalyzes the credentials of advanced learners and prepares them for higher accomplishments through project work and outbound activities.
- Internal and external mentors are provided from various fields--academic, research, Industry and NGOs to foster healthy learning.
- The academically strong students are guided towards summer research fellowships in top research institutes.
- The college gives guidance at every step for preparing students for entrance exams of premier institutes.

### **Catering to Student Diversity:**

- Foreign students are admitted through the university & college takes special care in making the students comfortable by enrolling them in '**Foreign Student Cell**'. The cell conducts regular meetings and addresses all issues of these students: language, academics etc. so that they are integrated into the system.
- The college also admits students from economically poor background & provides fee concessions for the deserving only after a thorough monitoring and authentication. It also provides '**Earn while your Learn**' opportunities to students within the college to cater to their financial requirements.
- The college takes special interest in admitting students who are extraordinary at sports, co-curricular and extra- curricular activities. It supports them in showcasing their skills & talents by giving opportunities to them in participating at various international, national & state level platforms.
- Each and every student is encouraged to participate in various schemes such as social activities, club activities, leadership training, technical know-how, outbound activities, sports and games.
- By identifying specific talents in each student, the college provides ample support and ambience for a multi-dimensional growth.

#### **2.2.2 Student - Full time teacher ratio**

**Response:** 16.17

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

<b>2.2.3 Percentage of differently abled students (Divyangjan) on rolls</b>	
<b>Response:</b> 0.18	
2.2.3.1 Number of differently abled students on rolls	
Response: 3	
<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

<p><b>2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</b></p> <p><b>Response:</b></p> <p><b>Innovative Teaching Methods</b></p> <p>Apart from the traditional “chalk-and-talk” teaching, innovative and multimedia teaching methods are encouraged to make the lessons more interesting, and also serve the purpose of imparting knowledge in an effective way. This teaching not only helps the student gain knowledge but also empowers, strengthens and stimulates one to reach heights and become better citizen and shape the country. We have been using methods like Group Discussion, Debate, JAM, Quiz, Role Play, PPT’s and many more. The college ‘<b>Talent Week</b>’ stirs the enthusiasm of both students and faculty to conduct and participate in all the co-curricular and extra-curricular activities. Also, the clubs like the ‘<b>Literary Club</b>’ and the ‘<b>Library Committee</b>’ of the college are active to facilitate all literary and curricular events that enable multidimensional teaching and learning.</p> <p><b>PARTICIPATIVE LEARNING</b></p> <p><b>Group Discussion:</b></p> <p>This is a challenging teaching process, which helps the students improve their creative thinking, analyzing, observatory and leadership abilities. For the teacher, while making a rapport with the students and involving them in the discussion, an atmosphere is created for them to think more and articulate their ideas. Topics on general issues and sometimes on specific political, social, scientific etc. are given.</p> <p><b>Debate:</b></p> <p>Debate helps to improve speaking, convincing and articulation skills and keeps the students engaged in the lesson. Students not only understand the information but also have the skills to research, critically analyze the information presented and form their own conclusions and arguments as a result. In the process, they</p>
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also gain confidence and overcome their speech and presentation fears. Debates on contemporary and specific topics across various disciplines are given.

## **EXPERIENTIAL LEARNING**

### **Role Play:**

This enables the students to put themselves in the place of the character and understand them better from the characters' perspective. They can think beyond the classroom setting without being confined and restricted. Both formal and informal situations, mostly in the English language classes are given to enable their dynamics in communication in specific situations.

### **Micro Presentation:**

This makes the students enhance their presentation skills while using technology and synchronizing in the content for a visual impact. The presenter also gains specific skills like organizing, presentation and speaking skills. This way the learners don't feel disinterested and be active in the class. Topics are given to the students before, so that they get enough time to make a presentation on them.

## **PROBLEM SOLVING**

### **Quiz:**

**It helps assess the effectiveness of teaching, as well as gauge students' understanding of the concepts taught. It is a two-way approach where student organizers and student learners are at the receiving and learning end. This method is also used to kindle the competitive spirit amongst the students and urge them to answer first.**

### **Case Study:**

**The case study way of connecting the theoretical concepts and relating them to real situations enable them to answer open-ended questions and also enhance their critical thinking abilities. They relate themselves to the real situation, understand, observe, analyze and arrive at feasible solutions.**

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

**Response: 104.81**

#### **2.3.2.1 Number of teachers using ICT**

**Response: 109**

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

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

**Response:** 7.51

#### 2.3.3.1 Number of mentors

Response: 224

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

Students are given an opportunity to explore their competencies by participating in various activities like Research Projects, Panel Discussions, Experimental Learning, Case Studies which help them gain critical thinking, creative and scientific skills. These initiatives impart hands-on experience to the students while preparing them for the curriculum. Various co-curricular activities like quiz, seminars, and micro presentations help to evaluate the interpersonal, analytical and reasoning skills of the students. Also, library related assignments and research projects are given to the students as part of their course curriculum to ensure the optimal usage of library.

Following are some of the innovative teaching learning methodologies

- Students are exposed to summer internships to apply knowledge to real life situations and decision making. Research projects in specialized functional areas of management and science help students write scholarly articles, reports and publish papers thereby enhancing inquisitiveness towards research. Students are made to associate themselves with professionals and veterans in their respective disciplines for mentoring.
- Clubs like **Genome club, Nutri club and Quiz clubs** are in place to create interest and zeal amongst students to fulfil their urge towards gaining specific skills and knowledge in various areas.
- Students are encouraged to be part of various cells like **Gender Sensitization Cell, Women Empowerment Cell, Student Activity Cell** etc. to gain useful insight towards the various important concerns of the society.
- Students are given an opportunity to hone their skills by participating in class room seminars, group discussions, quiz etc
- Interactive teaching learning process is encouraged through **Guest lecturers** which give an

opportunity to interact with scholars in various fields and get fresh perspectives and ideas.

- Students' participation in social activities through NSS and NCC to sensitize them towards burning issues of society like environmental issues, anti-corruption, women's rights etc. are encouraged. Inter-disciplinary projects are fostered.
- Competitive spirit in students is promoted by encouraging them to participate in various academic, co-curricular and extracurricular activities at intercollegiate, state and national level.
- Planned stage wise placement training like aptitude training, resume preparation, mock interviews, conceptual learning is provided to all the students from first year onwards to ensure successful placements in terms of numbers and quality.
- Students are given opportunities to involve in the process of managing and operating E-Newsletter which enhances skills like reviewing, editing, report writing competencies which provide robust opportunities in the era of mass communication.
- Role play and theatre develop understanding the complexity of professional practice and thought process. Literary activities like book & movie review, movie making, essay writing, word building, storytelling etc. are in practice to enhance creative skills.
- Alumni interaction is encouraged to foster and strengthen relationship to gain valuable inputs on industry and research trends to motivate the current students.

## 2.4 Teacher Profile and Quality

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

**Response:** 40.6

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>

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

**Response:** 7.77

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

2016-17	2015-16	2014-15	2013-14	2012-13
9	7	7	6	5

<b>File Description</b>	<b>Document</b>
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 11.13

<b>File Description</b>	<b>Document</b>
List of Teachers including their PAN, designation,dept and experience details	<a href="#">View Document</a>

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

**Response:** 9.2

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	2	0	0	1

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 1.27

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

2016-17	2015-16	2014-15	2013-14	2012-13
4	6	1	1	2



File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

#### Response:

With the introduction of CBCS, there are nuances in the evaluation system, following the norms of Osmania University. The almanac provided by the university guides the college in the preparation of a detailed and comprehensive year plan. The year plan incorporates academic schedules: teaching sessions, exams-internal and external, events, FDPS, Seminars etc. The scheme for testing and evaluation is communicated through the college 'Academic Year Calendar' and the same is informed at the time of admissions to the first year students and also to the senior students through official email ids of students and also through the college website. However, **ACES (Aurora's Continuous Evaluation System)** is an initiative of the college that propels continuous evaluation of students on multiple parameters for imparting a wholesome education.

The college ensures that a robust internal evaluation system is executed through the following initiatives:

- An orientation programme is conducted to the students by the student council on **ACES** before the beginning of the course work and also inputs on the weightage to continuous internal evaluation (CIE) are given.
- The students are also educated on the continuous evaluation system done on a fortnightly basis by the section-in-charge. This enables the students to be on guard about their internal marks and their eligibility for further ranking within the classroom. This instills competitive spirit amongst the students.
- Students are updated about the attendance requirements and grading system to acquire skills needed to excel in examination system.
- Students are also intimated about the syllabus for the assessment/ examinations, nature and format of question paper and weightage of marks for topics prescribed by the university, and a soft copy of it is sent to their mail ids.
- Constant reminders are also sent to the students through sms alerts and the parents are also intimated about the same during PTMs.
- Students are provided with question banks, university previous question papers, reference material/books.
- Scheme and solutions are prepared by the faculty, and a record is maintained in the respective departments.

- Assignments are also given to students to cater to the requirements of Choice Based Credit System.
- Enough room for creativity is given to the faculty to use innovative evaluation practices with a view to enable continuous evaluation in an effective way.

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

#### Response:

The Examination Cell prepares the examination schedule for UG internal examination conducted by the university and communicates the same through website, notice board and student emails. Tentative schedules of college internal exams like Unit Tests and Term exams are also reflected in the Academic Year Calendar and exams are conducted as per the schedule. The Examination Cell plans and schedules the exams meticulously in-line with the infrastructural needs, teaching staff requirement with the support of administrative staff. In-house faculty is duly assigned supervision work to ensure stringent vigilance during examination. The supervision chart is sent to respective departments well in advance.

The following steps are initiated by the Examination Cell to ensure smooth and robust implementation of internal examinations.

- The Heads of the Departments / coordinators monitor effective and timely implementation of the system and procedure of evaluation. Meetings are held with the department faculty as and when required.
- Assessment of students based on assignments, unit tests, seminars on the concepts are monitored by the respective faculty, Vice Principal and Heads of the Departments on a regular basis.
- Communication of students' performance to parents, at regular intervals is done through periodic posts, emails, sms and social groups.
- Answer scripts of all college internal assessments are given to the students with a view to review their performance and rectify them in the forthcoming exams.
- Parent-teacher meetings are also incorporated in the year calendar and the same is conducted twice a year to update the parents on their ward's performance in academics so that the parent also reviews it and a one-on-one discussion with the parent leverages better performance in the forthcoming exams- both internal and end-semester exams.
- If there are any grievances with regard to evaluation or marks, the **Examination Cell** addresses the issue coordinating with the Head of the institution, concerned Head of the Department to arrive at a fair solution.
- The college follows the practice of acknowledging students with academic excellence and leverages them with experts and veterans outside the college for achieving further laurels.

- The college encourages award and reward system; students achieving academic excellence are rewarded with appreciation letters and certificates; the same is communicated through posters within the college. The parents are also called by the college to appreciate and acknowledge the achievements of their wards.

- Infrastructural logistics are taken care of--photocopier machines, scanners, printers, computers are well-maintained to avoid any setbacks in conducting the exams.

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

#### Response:

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

- The college has a well-defined process for addressing the grievances with reference to the evaluation process. The **Examination Cell** addresses all issues related to exams, marks, hall-ticket, on-line application etc., Any discrepancies observed or found are brought to the notice of the cell and a protocol is followed to address and resolve them.

The following steps are taken to address grievances of students at the university level:

- Students having grievances related to the End semester/Annual exams conducted by the university are directed to approach the university by the **Examination Cell** educating them about the protocol to be followed .

- Issues of revaluation/ retrieving photocopy of the answer script are also taken care of.

- A follow-up is done by the cell once the grievance is submitted in the university.

- Timely updates are given to the students so that the issue is resolved at the earliest.

- Sometimes during exams, a delay in receiving the online end semester question paper from the university tends to create some disturbance by the students. The college equips all staff and has required infrastructure to handle such situations.

The following steps are taken to address grievances of students at the institutional level:

The **Examination Cell** address issues related to internal exams as well.

- Any grievance with respect to internal assessment will also be handled by the respective faculty member and Heads of the Departments if the complaint or grievance is minor.

- If the issue is a major one, beyond the purview of the faculty member and Head of the Department,

the issue is brought to the notice of the Examination Cell for proper redressal.

- All issues related to exam evaluation and other related issues are handled according to the norms set by the university.
- Parents are also called if the issue demands; they are also updated about the matter so that the matter is transparent.
- The issue is resolved within a day and if it is a serious issue a stipulated time is taken to resolve the case.

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

##### **Response:**

##### **The institution adheres to the academic calendar for the conduct of CIE (Continuous Internal Evaluation)**

The university almanac provides guidelines to prepare the college exam schedule for all internal and external exams.

All rules pertaining to the conduction of exams are meticulously followed for an appropriate programme and course outcome.

The college follows stringently the '**Academic Year Calendar**' for conducting all internal and external exams.

The schedule reflecting dates of all exams is circulated to the students and the same is displayed on the notice boards and also on the college website.

The college conducts the following internal exams to assess the students and adhere to the policies set by the university and the institution.

1. Weekly tests at class level
2. Unit tests
3. Semester-wise internal exams
4. Mid- term exams
5. Pre-final exams at the end of academic year
6. Pre-Practical examination

## 7. Semester-wise practical exams

After the exams are conducted, evaluation is done under strict surveillance of the Examinational Cell and the Principal.

- The evaluated marks are checked and rechecked to avoid discrepancies.
- The semester internal marks are then uploaded in the university website adhering strictly to the dates scheduled in the academic calendar.
- The answer scripts are collected by the examination branch and all semester-wise internal and practical answer sheets are submitted in the university according to the dates suggested by the exam branch of the university.
- If there are any changes in the schedule of the Internal Exams or End Semester Exams or Annual Exams, as per the directions of the university, the same is intimated to the students through the website and student mail ids.

## 2.6 Student Performance and Learning Outcomes

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

**Response:**

**Microbiology, Genetics & Chemistry (Mi. G. C)**

- Provides an understanding of biomolecules and their role in biochemical processes in the human body
- Develop competency in chromosome analysis.
- Understanding modern techniques of DNA and protein analysis.

**Microbiology, Biochemistry & Chemistry (Mi. Bi. C)**

- Understanding the basic principles and it's applications for diagnosis of diseases.
- Technical skills in diagnostics in Microbiology, Biochemistry and Chemistry.

### **Biotechnology, Biochemistry & Chemistry (Bt. Bi. C)**

- Helps gain knowledge in basics of all sciences which guides them to pursue innovative and interdisciplinary research.
- Equips with various practical skills with research aptitude in the areas of Analytical Biochemistry, Cell Biology, Genetics and Tissue Culture and Bioinformatics.

### **Mathematics, Statistics & Computer Science (M. S. Cs)**

- Develops problem solving skills which help in developing logical tools.
- Develop skills for pattern recognition, probability concepts and statistical models which are basics for statistical inference.
- Develops logical skills enabling them to get ready for high end technology oriented programmes.

### **Mathematics, Electronics & Computer Science (M. E. Cs)**

- Analysing and designing electronic circuits and innovating electronic appliances.
- Develop logical skills enabling them to prepare for high end technology oriented programmes.
- Students also get to learn about careers in software industry.

### **Mathematics, Physics & Computer Science (M. P. Cs)**

- Develop mathematical concepts and theorems that help in construction and deconstruction of mathematical models.
- Further study and research in physics.
- Develops logical skills enabling them to get ready for high end technology oriented programmes

**B.Com. (Honours)**

- Understand the legal formalities involved in a business contract.
- Helps to analyse the financial statements, capital structures, dividend policies of the companies, to understand the human resource policies and marketing strategies adopted by the companies.
- Foundation to pursue taxation as a profession.

**B.Com. (Computers)**

- Basic understanding of accounting policies with practical application such as filing tax returns, statistical applications in business analysis and marketing research
- Monitor and access changing accounting procedures.

**B.Com. (General)**

- Basic understanding of accounting policies with practical application.
- Learn to prepare cost sheets, enabling them to pursue a career in taxation.
- Enables to work with various practical dimensions of accounting, law and taxation.

**Bachelor of Business Administration (BBA)**

- Theoretical and practical knowledge in analysing and executing business decisions effectively.
- Grooming young managers to face globalization, consumerism etc.

**BA (Mass Communication, History, Geography)**

- Creates communicative materials that incorporate communication theory, audience analysis, and rhetorical and persuasive strategies.
- Concepts of social and legal regulation.
- Prepares them with inputs for competitive exams.

#### **BA (Mass Communication, Modern Language, Political Science)**

- Creates communicative materials that incorporate communication theory, audience analysis, and rhetorical and persuasive strategies.
- Prepares with concepts of literature.
- Equips them with the Political system of national and international standards.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

##### **Response:**

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

The college provides various resources to all the students to facilitate **Programme Outcomes, Program Specific Outcomes** and **Course Outcomes**. The Principal, HODs and Class in-charges review the progress every semester and suggest measures to improve the same.

The following are the ways in which the Program and Course Outcomes are evaluated by the institution:

- The Section-in-charges collect the result data of their concerned section/class from the university website and do the 'Result Analysis'.
- The results are then analysed course-wise, score-wise and a comprehensive and thorough analysis is made to understand the students' performance.
- Results Review Meeting is held by the Principal with the Heads of the Departments to discuss and evaluate the program and course outcomes.
- Explanation on reasons for failure or poor performance in every subject is taken and recorded from each subject teacher.
- The progress of the students is communicated through the college website, parent-teacher meetings and display on the notice boards.



- Also the parents of the students are intimated about their wards' performance in exams through letters and registered posts. Attendance status of the students is also intimated through the same.
- Remedial classes are held for those students who did not fair well in the exams.
- Personal interaction or counselling is also done by the section-in-charges on a one-on-one basis to evaluate reasons for failure or poor performance.
- If students do not score the requisite percentage of marks in U.Ts, internal and end semester exams, they are abstained from taking part in other activities of the college vis-à-vis industrial tour, placement drive, college events etc.

The achievements of these outcomes are monitored by direct and indirect measures in the following ways:

**Direct Measures:**

- Performance in Unit tests and online tests
- Performance in Internal and End-semester examinations
- Assignments and project work
- ACES (Aurora's Continuous Evaluation System)

**Indirect Measures:**

- Performance in extra-curricular and co-curricular activities
- Number of students who got placed
- Feedback from HRs of various recruiters
- Performance during internships and Project field work.

The objectives and outcomes of specific courses are put up on the notice boards in each department, laboratories and on the college website.

### 2.6.3 Average pass percentage of Students

**Response:** 74.6

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

**Response:** 3707

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

Response: 4969

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 1.85

File Description	Document
Database of all currently enrolled students	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 0

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

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

File Description	Document
List of project and grant details	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 1.92

3.1.2.1 Number of teachers recognised as research guides

Response: 2

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 0

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

File Description	Document
List of research projects and funding details	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

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

#### Response:

#### **Institution has created an ecosystem for innovations including Incubation centre and other initiatives for creation and transfer of knowledge**

*The college has created an ecosystem for innovation including incubation centre and other initiatives for creation and transfer of knowledge.*

*The college has a **Research and Development Cell** to monitor the progress and address all the aspects of research.*

*This cell comprises Principal, Dean and senior faculty who constantly motivate and guide faculty as well as students towards quality research.*

#### **Functions of the Cell**

- To promote a culture for research among faculty and students.
- To encourage faculty to take up major and minor research projects.
- To provide guidance for publication of research papers /articles in reputed journals.
- To encourage faculty for Ph.D. programs. & encourage professional membership.
- To extend support for faculty and students to present papers at various national and international conferences.
- Identification and assisting for finance from management for small scale research projects
- To encourage various Departments to organize conferences, seminars and workshops
- To sign Memorandum of Understanding with various research institutes and organizations for mutual growth.

#### **Impact of Recommendations**

- Increase in participation and presentation of project and research work in various National and International Conferences.
- More number of faculty authored and co-authored subject books.
- Increase in the publication of articles and book chapters by faculty.
- Faculty took initiative to become members in various professional bodies.

**Entrepreneurship Cell** of Aurora's Degree & PG College is one of the very active Cells in the college.

The cell operates to complete and complement the three "E"s model of the college - 1). Education 2). Employability 3). Entrepreneurship.

#### **Functions of the Cell:**

- Creating awareness among students of the college regarding entrepreneurship as a career option.
- To inculcate a culture of innovation driven entrepreneurship through student projects.
- To facilitate budding entrepreneurs by **providing mentorship programs**
- To identify and motivate budding entrepreneurs and assist them in product development.
- To provide consultancy to agencies/institutions in the areas of market research and mapping.
- Providing Internship programs for our students, enabling them to gain hands on experience.

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

**Response:** 17

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

2016-17	2015-16	2014-15	2013-14	2012-13
6	4	4	2	1

#### **File Description**

#### **Document**

List of workshops/seminars during the last 5 years

[View Document](#)

### **3.3 Research Publications and Awards**

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

**Response:** No

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
List of Awardees and Award details	<a href="#">View Document</a>
e- copies of the letters of awards	<a href="#">View Document</a>

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

**Response:** 0

3.3.3.1 How many Ph.Ds awarded within last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>

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

**Response:** 0.38

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

2016-17	2015-16	2014-15	2013-14	2012-13
6	6	6	11	4

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

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

**Response:** 0.6

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

2016-17	2015-16	2014-15	2013-14	2012-13
23	14	11	1	3

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

### 3.4 Extension Activities

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

**Response:**

*Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development during the last five years.*

*The college has benchmarked through its community development activities and hence the two NSS units of the college have complemented the education process in Aurora.*

*National Service Scheme provides diversified opportunities to students in colleges and universities to develop their personality through community services.*

*The overall objective of National Service is educational, its motto being “Not me but you”. The cell has 400 NSS Volunteers and 2 Programme Officers linking between campus to community in various community welfare and awareness programmes.*

**Objectives of NSS:**

Understand themselves in relation to their community, develop a sense of social responsibility.

- Identify the needs and problems of the community and involve them in problem solving process.
- Utilize their knowledge in finding practical solution to individual and community problems.
- Develop competence required for community living and sharing of responsibilities.
- Acquire leadership qualities and democratic attitude.

- Develop capacity to meet emergencies and natural disaster.
- Render 240 hours of community service.
- Practice national integration and social harmony.

### **Implementation:**

#### **In Adopted Village**

**Community Development Projects:** Students conduct a survey in the village adopted by the college and understand the requirements of the local people with a view to cater to their immediate needs. Activities such as tree plantation, health awareness programme, cleanliness and sanitation programme, women development programmes are organized.

**Community Development Activities for Skill Development:** In the adopted village, they indulge in activities such as teaching basic English skills, conducting cultural competitions, and other skill development competitions like JAM and Public Speaking.

#### **In the Local Community**

**Blood Donation Camps:** Blood donation camps are organized each year in college and sometimes in collaboration with the university.

**Swachh Bharat Camp:** Swachh Bharat camp is conducted every year in the surrounding area awakening people on cleanliness to inculcate good practices amongst students.

**Pulse Polio Camp:** Pulse Polio Camp is conducted in the adopted village every year, students in large numbers participate towards eliminating this epidemic.

**Adult Education Camp:** Adult Education Programme is organized every year by our NSS coordinators to facilitate teaching basics in English and Maths.

**Donation of Articles:** Books, clothes, stationary are donated to the needy in the orphanages and old age homes.

**Yoga and Meditation:** On International Yoga Day, students participate in huge numbers in the event organized by the university to promote healthy and stress-free living.

**Anti-Drug Awareness Programme:** An anti-drug awareness programme was conducted for the students and lectures were organized in collaboration with the Police Department.

**Observing Days of National Importance:** AIDS Awareness Day, International Youth Day, NSS Day are observed every year to instil social values and moral responsibilities amongst students.

### **OUTCOMES:**



- Enhanced a sense of social responsibility and an opportunity to understand and find solutions to challenges in the society.
- Encouraged students to think out of the box and apply the knowledge in their work.
- Better networking and effective communication skills.

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

**Response:** 18

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

2016-17	2015-16	2014-15	2013-14	2012-13
9	4	3	1	1

#### File Description

#### Document

Number of awards for extension activities in last 5 years

[View Document](#)

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

**Response:** 72

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

2016-17	2015-16	2014-15	2013-14	2012-13
23	17	10	13	9

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

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

**Response:** 31.61

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

2016-17	2015-16	2014-15	2013-14	2012-13
493	200	970	550	150

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

## 3.5 Collaboration

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

**Response:** 76

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

2016-17	2015-16	2014-15	2013-14	2012-13
40	3	25	8	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>

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

**Response: 2**

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

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

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

**Infrastructure details:**

The college has an effective policy in place to provide/ enhance the infrastructure that facilitates effective teaching and learning process. This policy ensures optimum utilization of space and infrastructural facilities so that the end user can obtain the maximum benefit out of the available resources.

**Infrastructural facilities details:**

**Class Rooms:**

68 classrooms with LCD provision, and 10 ICT enabled classrooms with 1322 benches.

**Supporting Infrastructure:**

There are 3 copier machines, 1 special photocopying machine with scanner and printing facility, 6 printers and 5 scanners.

**Seminar Halls:**

Two conference halls, one admeasuring 600-800 sq ft approx. and the other air-conditioned hall admeasuring 3000 sq ft. approx. with LCD facility for meetings, formal gatherings, extra and co-curricular activities.

**Laboratories:**

**Computer lab:**

There are 4 labs for UG and 1lab for PG with 230 systems with updated version of software. Lab assistants are well-equipped to facilitate lab practical sessions.

Licensed Softwares: Microsoft Windows Professional, Microsoft Office 2010 Professional,

Tally Gold Version, Multi User 9.1.

**Electronics Lab**

The 3 Electronics laboratories provide hands-on practical training in the diversified fields of electronics like Analog & Digital Electronics, Microprocessors, Microcontrollers and Communications.

Major Equipment: Cathode Ray Oscilloscope ,Function Generators, Microprocessors kits, Microcontroller kits, Computers for software simulation.

### **Physics Lab**

The 2 physics labs provide practical training on various fields of Physics like Mechanics, Optics, Thermodynamics, Electro magnetism and Digital electronics.

*Major Equipment: Thermistor, Microscopes, Telescopes, Polarimeter, Spectrometers.*

### **Microbiology Laboratory**

The Department of Microbiology has well-maintained sterile conditioned lab, fumigated twice a year to ensure safety.

Major equipment: Autoclave, Hot-air-oven, Incubator, Laminar air flow, Microfuge, PCR machine, Centrifuge, Water bath and Regular lab requirements.

### **Chemistry laboratory:**

The Department is well established to cater to practical laboratory session for 30 – 40 students at a time. The chemicals, apparatus and equipment are updated and serviced on a regular basis.

*Major equipment: Potentiometer, Conductivity meter, colorimeter, digital balance, UV Photo-Spectrometer*

### **Genetics lab:**

*The Genetics lab is regularly monitored to conduct the practical sessions effectively. Agarose Gel electrophoresis and other regular experiments which deal with DNA and Protein separation are frequently conducted apart from the serological experiments. For molecular lab experiments students are taken to visit CCMB labs.*

### **Biochemistry & Biotechnology Lab:**

The Department has well established infrastructure and equipped laboratories to conduct experiments in the field of Molecular Biology, Immunology, Enzymology, Biophysical techniques and Instrumentation.

Equipment Present: UV-VIS Spectrophotometer, Flame Photometer, PCR, Electrophoresis (Unit and Power pack) (both Vertical and Horizontal), Refrigeration Centrifuge (Microcentrifuge), Water bath shaker, Cyclomixer, Laminar Air Flow, Table top Centrifuge, Fume Hood.

### **Specialized Facilities and Equipment for Teaching, Learning and Research:**

*Computers are provided for each department with internet facility. Laptops are also available for the staff at any given time for their use.*

Common facilities like staff room, vehicle parking area, clean drinking water facility, wash rooms are

available in the campus.

### **Health&Hygiene:**

Talks relating to the health & hygiene issues are also conducted in the auditorium. Health awareness camps on cancer, consuming nutritious food are conducted in the auditorium.

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

#### **Response:**

**institution has adequate facilities for sports, games and cultural activities.**

#### **Auditorium for Cultural Programs:**

*The college is equipped with an air-conditioned auditorium admeasuring 3000 sq. ft. which can accommodate around 550-600 people at one go. The Cultural Committee of the college works with the objective of enhancing the cultural fervor of the students while improving their capabilities to work as a team and raising their level of self-confidence in interacting with fellow students. In this regard, every year cultural committee identifies talented students from each class in different areas like singing, dancing, dramatics...etc., and takes registrations from each and every section with the help of respective class captains. After the registration process, members of the committee facilitate proper training while directing them to various competitions.*

List of instruments available for practice:

1. Keyboard
2. Drum kit ( including pedal)
3. Cajon
4. Congo
5. Dappu (tapri)
6. Tabla

#### **Sports and Games:**

College campus has adequate facilities to promote the sports activities of students. Under the supervision of a sports coordinator, the rich sports culture is evidenced by several medals grabbed by students as part of Sports competitions conducted by Osmania University, every year. Although the college is not equipped

with a proper ground, it hires grounds for all the outdoor games.

The college campus has adequate facilities for indoor games.

DEPARTMENT OF PHYSICAL EDUCATION GAMES AND SPORTS MATERIAL		
SL.NO	ITEM	QUANTITY
1	Chess Boards with Coins	15 Nos.
2	Chess Clocks	01 No.
3	Carrom Coins	18 Nos.
4	Carrom Strikers	20 Nos.
5	Carrom Boards	09 Nos.
6	Carrom Board Stands	10 Nos.
7	Cricket Bats	06 Nos.
8	Cricket Balls	11 Nos.
9	Cricket Wicket Keeping Pads	05 Pairs.
10	Cricket Batting Pads	08 Pairs.
11	Cricket Helmets	05 Nos.
12	Cricket Batting Gloves	08 Pairs.
13	Cricket Thigh Pads	06 Nos.
14	Cricket Wicket Keeping Gloves	04 Pairs.
15	Abdominal Guards	04 Nos.
16	Cricket Tennis Balls	10 Nos.
17	Cricket Inner Gloves	06 Nos.
18	Cricket Kit Bags	02 Nos.
19	Table Tennis Tables	02 Nos.
20	Table Tennis Bats	09 Nos.
21	Table Tennis Balls	180 Nos.
22	Table Tennis Nets	03 Nos.
23	Badminton Rackets	08 Nos.
24	Badminton Cocks	05 Boxes
25	Badminton Nets	02 Nos.
26	Ball Badminton Rackets	06 Nos.
27	Ball Badminton Nets	02 Nos.
28	Soft Ball Gloves	11 Nos.
29	Soft Ball Face Guard	01 No.
30	Soft Balls	03 Nos.
31	Soft Ball Sluggers	02 Nos.
32	Basket Balls	05 Nos.
33	Basket Ball Rings	02 Nos.
34	Volley Balls	06 Nos.
35	Volley Ball Net	01 No.
36	Hand Balls	02 Nos.
37	Tennis Rackets	02 Nos.
38	Korf Balls	02 Nos.
39	Throw Balls	03 Nos.

40	Foot Balls	05 Nos.
41	Net Balls	01 No.
42	Shot Put	02 Nos.
43	Discus	03 Nos.
44	Skipping Ropes	06 Nos.
45	Tennicoits	07 Nos.
46	Weighing Machines	02 Nos.
47	Cones & Markers	05 Dozens
48	Measuring Tape	01 No.
49	Whistles	08 Nos.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:** 100

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 70

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

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

**Response:** 26.02

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

2016-17	2015-16	2014-15	2013-14	2012-13
151	85	52	165	125



File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

The college believes in providing a flexible space with wide and inclusive range of information and knowledge resources to support the learning of the students and teachers throughout the year. The college has one main library in each block in addition to the departmental libraries maintained by the respective departments.

- The library has an Open Public Access Catalogue for students and staff. The reading room/section of the library can accommodate 125 students in Block 6 and 100 students in the main block library and is designed to provide quiet & comfortable environment to the readers.
- A separate visitor's book is maintained at the Library for the Faculty and the students. Visitors are required to sign the register both at the time of entry and exit points.
- Library rule book is maintained with the librarian and will be updated/ revised as and when the Library Committee feels the need and requirement for making any amendments/inclusions to the policy.
- 2 Library cards per student and 5 cards per faculty are issued by the library. Library security is ensured by installing CCTV cameras, 3 in the block 6 library and 5 in the block 1. The reference books are arranged in 11 open racks for better access and visibility for the students.
- The infrastructure also includes 32 closed racks, 3 magazine stands, 1 new arrivals rack and 4 newspaper racks. The college library maintains its day to day records by a total of four library staff members.

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

#### Response:

The following is the list of collection of rare books, manuscripts, special reports or any other knowledge resource for enrichment of library:

Title	Publisher	Authors(s) Editor(s)	/No.of copies	Year Publishing	ofPrice (Rs./-)	Subject
New Dictionary of Scientific Biography	Thomson New York	Gale,Koertge, Noretta..[etal...] (Eds.)	1 Set vols.	82008	47,760-00	General
Nobel Faces: Gallery of Nobel Prize Winners	AWiley-VCH & Co.	Badge, Peter	1	2008	4,672-00	General
The International Encyclopaedia of Education	Routledge & Francis, London	TaylorMc.Culloch, Gary & Crook,D,(Eds.)	1 &	2008	10,975-00	Education
Questionnaires – IV	ISage Publications, London	Bulmer, Martin (Ed.)	1 set of 4 vols.	2006	43,125-00	Research
Designing Qualitative Research	Sage Publications, London	Gibbons, J.D. & Chakrabarti, S.	1	2007	10,125-00	Research
Applying International Accounting Standards	John Australia	Wiley,Alfredson, K..[etal....]	1	2005	4,383-00	Commerce
Encyclopaedia Of Practical Management: Giving Great Presentations	Gemini New Delhi	Books,Olson, Jeff	1	2000	4,200-00	Commerce
An Introduction to Probability and Statistics using BASIC	Marcel New York	Dekker,Groeneveld, R.A.	1	1979	8,077-00	Statistics
A First Course in the Design of Experiments: A Linear Model Approach	CRE Washington	&Weber, D.C. & Skillings, J.H.	1	2000	5,355-00	Statistics
Computer Science Handbook	Chapman & Hall, USA	Tucker, Allen B. (Ed.)	1	2004	7,463-00	Computer Science
Security of systems and Computer Networks	e-CUP, Cambridge	Obaidat,M & Boudriga,N.A.	1	2007	3,512-00	Computer Science
Mathematical Events of the	Springer-Veriag, Berlin	Bolibruch,A.A. ..[etal....](Eds.)	1	2006	6,145-00	Mathematics

Twentieth Century							
A Century of Mathematics	The Mathematical Association, USA	Ewing, John	1	1994	3,926-00	Mathematics	
	CRC, USA	Raemer, Harold R.	1	1997	5,525-00	Physics	
Radar Systems Principles							
The Handbook of Fundamentals and Key Equations	Wiley – VCH & Co.	Poole, Charles	1	2007	5,117-00	Physics	
Lee's Essentials of Wireless Communications	MGH, New Delhi	Lee, William C.Y.	1	2001	2,483-00	Electronics	
Chromatography and Electronphoresis in Food Analysis	The Royal Society of Chemistry, UK	Sorensen, Hilmer..[etal....]	1	1999	6,146-00	Biochemistry	
Fundamentals of Virology	Lippincottwilliams, New York	Fields, BN; Knipe, DM & Howley, PM	1	1995	4,771-00	Biochemistry	
Biology & Biotechnology	ASM Press, Washington	Kreuzer, Helen & Massey, Adriane	1	2005	3,854-00	Bio-technology	
DNA Technology: The Awesome Skill	Harcourt, Boston	Alcamo, Edward	1	1999	3,102-00	Bio-technology	
CRC Handbook of Chemistry and Physics	CRC Press, London	Lide, David	1	2007-'08	6,760-00	Chemistry	
Organic Chemistry	University Science Book, California	Sorrel, Thomas N.	1	1999	5,882-00	Chemistry	
Current Topics in Human Genetics	World Scientific, New Jersey	Deng, Wen H..[etal....]	1	2007	7,476-00	Genetics	
From Biotechnology to Genomes: The Meaning of The Double Helix	World Scientific, Singapore	Goujon, Philippe	1	2001	6,825-00	Genetics	
Manual of Clinical Microbiology	ASM Press, Washington	Murray, Patrick..[etal....]	1	1999	7,710-00	Microbiology	
Principles of Virology: Molecular Biology	ASM Press, Washington	Flint, SJ..[etal....]	1	2000	4,777-00	Microbiology	

The KoutilyaMotilal Arthasastra	Banarasidass Publ., New Delhi	R.P.Kangle (Tr.) 1 set of 32000 vols.	1,300-00	General
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**4.2.3 Does the institution have the following:**

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

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

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<a href="#">View Document</a>

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

**Response:** 87285.4

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

2016-17	2015-16	2014-15	2013-14	2012-13
48816	98077	100000	100000	89534

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

**4.2.5 Availability of remote access to e-resources of the library****Response:** Yes

File Description	Document
Details of remote access to e-resources of the library	<a href="#">View Document</a>

**4.2.6 Percentage per day usage of library by teachers and students****Response:** 9.69**4.2.6.1 Average number of teachers and students using library per day over last one year**

Response: 173

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

The Computer lab has adequate facilities and required infrastructure to enable practical learning for both UG and PG students. All the softwares used in the lab are licensed and latest. Altogether there are 230 PCs and 3 servers and with Internet configuration.

COMPONENT NAME	COUNT
<b>CPU'S</b>	230
(Frontech:100 IBM:130 )	
<b>Monitors</b>	230
(Acer:100 IBM:130)	
<b>Keyboards</b>	230
(Frontech:104 ; lenovo:1 IBm:100 TVS:9	

Krystal:6; Havit:3 ; HP:7 )	
<b>Mouse</b>	<b>230</b>
Frontech:104;Ibm:100,Dell:14;Tvs:4 ; HP:4; Havit:4	
<b>LAN Switches</b>	<b>6</b>
<i>DLink LAN Switches 6 ports</i>	
<b>Routers</b>	<b>1</b>
TECHNICOLOR WI-FI Wireless	
<b>Fire Extinguisher</b>	<b>1</b>
Big Cylinder 5 kg	<b>1</b>
Small Cylinder 2 kg used	
<b>Chairs and Tables</b>	
Tables	<b>3</b>
Plastic Chairs	<b>200</b>
<b>Internet</b>	
<b>No. of Connections</b>	<b>2</b>
<b>Band width</b>	1) <b>100 mbps</b>
	2) <b>50 mbps</b>
<b>WiFi</b>	<b>2 Hotspot Connections</b>
	1) <b>2.5GHz</b>
	2) <b>5.4GHz</b>
<b>LAN Cable</b>	<b>CAT 6</b>
<b>Data transmission Speed</b>	<b>Upto 1000MBPS</b>

#### 4.3.2 Student - Computer ratio

**Response: 8.41**

File Description	Document
Student - Computer ratio	<a href="#">View Document</a>

<b>4.3.3 Available bandwidth of internet connection in the Institution (Lease line)</b> <b>&gt;=50 MBPS</b>  <b>35-50 MBPS</b>  <b>20-35 MBPS</b>  <b>5-20 MBPS</b>  <b>Response: &gt;=50 MBPS</b>	
File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

<b>4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)</b>  <b>Response: No</b>	
File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

<b>4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years</b>  <b>Response: 83.93</b>				
<b>4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)</b>				
2016-17	2015-16	2014-15	2013-14	2012-13
433	498	119	428	509

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>

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

##### **Response:**

##### **Purchase Policy:**

- Library circulates catalogues, reviews of books to the departments to keep them informed about new publications.
- The faculty and students recommendations for purchase are routed to the library through their respective HODs on the library requisition form. HODs discuss it with the Principal and after getting Principal's approval, it is sent to the Librarian.
- Library then checks the list with the library collection for duplication.
- The final list is prepared and the order is placed.
- After getting the books, library staff checks it with the order, books condition and rates.
- Then the books are entered into the Accession Register.
- The bills are presented for Principal's approval and after that the bills are submitted to the accounts section for payments.

##### **Maintenance :**

- Reference books and issue books are arranged in separate racks, subject wise with labels.
- Journals and magazines are arranged separately in magazine rack.
- CDs / DVDs are kept in separate boxes.
- Shelf maintenance, binding, rebinding and book repair are done by the end of each academic year.

##### **Discarding policy:**

- The outdated syllabus books, the titles with a circulation count of 0-1, all billed items that cannot be rebound or repaired are recommended to the Advisory Committee for discard.
- After the Advisory Committee and Principal's approval, library discards the same.



- The discarded books will be marked in the Accession Register.

### **Suggestions / Recommendations:**

- The suggestion and recommendation forms are available in the library. Any library user can take it from the library staff and fill it and drop it in the suggestion / recommendation box in the library.

### **Laboratory:**

The college has a policy of upgrading and improving the laboratory equipment and facilities according to curriculum and changing technology.

### **Purchase and Maintenance Policy**

- Annual estimates are prepared for the laboratory in advance and submitted to the concerned authorities. Purchase of components, new equipment, servicing of existing equipment is made in advance, before the academic year begins.
- All requirements are prepared in specified format, approved and counter signed by Principal and quotations are invited from vendors.
- The final purchase order is placed after considering the quality of the product, delivery time, warranties and guarantee.
- New equipment and materials being supplied to the laboratories is received by lab assistant after verification of specified quality and working condition in presence of the staff in charge and supplier representatives.
- All assembly, installation and demonstration of sophisticated equipment is carried out by technical experts authorized by the supplier. The newly purchased equipment is tested and certified for proper operation in the presence of the supplier's representative.
- Operating manuals, catalogues, test certificates and other documents are collected and kept in concerned files. Necessary entries are recored in stock registers.
- The 'Equipment Audit Cell' carries an audit every six months and a report is submitted to the Principal.
- Laboratory in-charge identifies equipment that requires periodic maintenance and schedules the same.

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

**Response:** 76.18

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

2016-17	2015-16	2014-15	2013-14	2012-13
1068	1555	1326	1064	637

#### File Description

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

#### Document

[View Document](#)

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

**Response:** 12.01

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

2016-17	2015-16	2014-15	2013-14	2012-13
98	68	146	316	191

#### File Description

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

#### Document

[View Document](#)

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

- 3. Soft skill development
- 4. Remedial coaching
- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>

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

**Response:** 18

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

2016-17	2015-16	2014-15	2013-14	2012-13
359	352	243	176	196

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

#### 5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

**Response:** 0

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

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

**File Description****Document**

Details of the students benefitted by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Details of student grievances including sexual harassment and ragging cases

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 26.07

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

2016-17	2015-16	2014-15	2013-14	2012-13
360	351	243	172	196

**File Description****Document**

Details of student placement during the last five years

[View Document](#)**5.2.2 Percentage of student progression to higher education (previous graduating batch)****Response:** 9.96

## 5.2.2.1 Number of outgoing students progressing to higher education

Response: 123

File Description	Document
Details of student progression to higher education	<a href="#">View Document</a>

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

**Response:** 0.25

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	3	2	1	2

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

2016-17	2015-16	2014-15	2013-14	2012-13
1235	1135	967	748	884

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

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

**Response:** 19

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

2016-17	2015-16	2014-15	2013-14	2012-13
7	10	0	2	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>

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

#### Response:

*Our Student Governance philosophy stems from our belief that student governance is a key body in improving efficiency and growth of the college, and indulging them in the decision making process enables towards building a strong leadership. The **Student Council** is the official voice for the entire student population at Aurora's Degree & PG College. As stakeholders, they are participatory of every academic, extra-curricular&co-curricular activity which happens in the college as participants, promoters, organizers and volunteers.*

#### Administrative Roles:

- The student council is the face of the student fraternity and strives in promoting institutional spirit amongst the students.
- It involves in decision making & suggesting various activities and measures which are essential for improving the quality of academic life.
- Each captain represents a class and puts forth all matters concerning the class- academic and non-academic to the section-in-charge, HoD and Principal.
- They are involved in planning and executing many college festivals and events like Parichay-The Induction Ceremony, Samavartan-The Mini-Convocation; they also assist in organising Abhiyaan-The College Fest, The Anubandh- The Alumni Meet, Apoorva-the Annual Day of the college.
- They play an important role in celebrating national festivals like Independence day, Republic day etc. The council takes the responsibility of celebrating Teachers' day on behalf of the student community in honour of teachers.
- The student council is responsible for maintaining discipline within the college premises and their membership in various committees and cells fosters vested interest in them towards better governance. The college has a transparent procedure in selecting the council.
- For selecting the student council, the interview panel involves the alumni who were members of the student council of the previous year. The interview panel consisting of Principal, Heads, Section in-charge and the Student Activity Facilitator, select the captain after thorough understanding of each representative from varied parameters.

**Academic Roles:**

- The student council organizes a talent week which is an in-house platform for showcasing the talents of students.
- The council helps in identification of talents, in domains of literary, cultural and other fun events that entail specific skills and abilities of students.
- The council members & Heads of the Departments meet regularly to discuss academic and non-academic issues like discipline, anti-ragging, events etc.
- The council also functions as a bridge between the management, teachers and students to convey all information of academic importance.

The college catalyses leadership activities by directing them to various leadership programs held at **Vivekananda Institute of Human Excellence** for developing team spirit, time management, importance of youth involving in community activities, importance of character & ethics in building the nation etc. The captains are given an opportunity to get activity based outbound leadership training at **PEGASUS Institute** to enhance team spirit, positive attitude, perseverance, determination and confidence.

**5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year****Response:** 25.4

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

2016-17	2015-16	2014-15	2013-14	2012-13
24	30	25	28	20

<b>File Description</b>	<b>Document</b>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

**5.4 Alumni Engagement**

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

**Response:****Alumni Association:**

It is the planned and sustained effort of the institution to establish and maintain goodwill and mutual understanding between an organization and its alumni. It is a strategic communication process that builds mutually beneficial relationships between the organization and its public. In cognizance, with the vision of the college, to nurture students towards becoming global citizens, Aurora nurtures its Alumni Association with a view to create its impact on the institution and society at large.

**Objectives of the Alumni Association:**

- To make our Alumni Association have the status of a statutory body with a view to involve them as stakeholders and be part of the college management and institution building process.
- It is to maintain a lifelong relationship with alumni through opportunities and benefits that promote interaction and engagement with the various committees and bodies of the college.
- To play a proactive and supportive role for the college, and be a liaison between industry and institution.
- To initiate various activities through the alumni that would promote placement training and recruiting.

**Contributions of our Alumni Association:** *Although, the college has a widened network through its alumni, the association is yet to be registered and hold office as per the mandate of the association. The following are a few of the contributions of our alumni association:*

**1. Personality Development Session:** *Alumni of our college have trained our final year students in enhancing their personalities for effective placements. Mr. Sharat Sharma, an alumnus from Physical Sciences, and the CEO of IAM-Human Capital Consultancy is a trainer with more than 10 years of experience. He took sessions on Personality Development for the final year students.*

**2 Motivational Lectures:** *Mr. Umesh V, an alumnus of MPCs, who has completed his Doctorate in Indian Academy of Science, Bangalore (Physics) and moving to TIFR for Post Doctral Study, interacted with the Physics students and motivated them towards Science education.*

**3.Social Work:** *A few of our alumni as members of various NGOs have indulged our students in a few of the social acitivities. Mr. Tejesh Pandey, an alumnus of MiCCa (Life Science) is an activist in the NGO – ARPF (Animal Rehabilitation & Protection Front and employee at Microsoft India R & D Pvt. Ltd.), and has conducted several events in ARPF including rehabilitation of snakes and tigers in collaboration with our students.*

**4. Recruitment Process:** *A few of our students got placed because of the alumni network built by the college. Our students as HR personal, facilitate placement drives placing our students in reputed companies like Amazon, Delloitte, Cognizant, TCS etc.*

**5. IQAC Member :** *Two of our student alumni are part of the Internal Quality Assessment Cell,*



contributing effectively towards building a healthy institution.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

**Response:** <1 Lakh

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

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

**Response:** 2

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

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

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

**Response:**

**VISION: Making Aurora synonymous with learning while facilitating education that is holistic and value- driven.**

**MISSION: To serve the nation as a Centre of Learning for the advancement and preservation of knowledge.**

- To deploy democratic ways of management by indulging veterans from academia and industry, faculty and student representatives for an educational platform that is multi-dimensional and leveraging all societal domains.
- To cater to the academic needs and also instill values, morals and a code of conduct that enables the students to gain an appealing and robust personality.
- To execute the curriculum that imparts knowledge to have an edge in the domain discipline, while providing an ambit for practical exposure.
- To facilitate learning beyond the classroom while instituting various cells, clubs and committees and embark on activities that build the institution with its core values.
- To bridge the gap between academics and industry, and also foster preparedness for innovation and creativity.
- To build a strong network through its student council and alumni network by leveraging the growth of the institution through their participation fostering cross-sectional and bottom top approach of governance.

The following are a few of the initiatives through which the institution builds governance that indulges a futuristic plan:

**IQAC & Governing Body:** The college IQAC and Governing Body are statutory wings that function as pillars to guide the college in all administrative, academic, value-added and societal endeavors for making the institution synonymous with a comprehensive knowledge center with a human touch. Members from industry, academia, corporate and fine arts field represent these support systems to provide inputs for an effective and smooth functioning of the college. Apart from veterans from leading sectors, the college also deposes faculty members and alumnus in them to make governance an 'inclusive process'.

**Principal's forum with HODs:** An open forum is held every week with the Principal, Vice Principal and HODs of various disciplines to discuss all issues related to academic, non-academic and administration. The HoDs represent their faculty and all deliberations, discussions and decisions taken in the forum are recorded in the 'Minutes of the Meeting' record book for further perusal. All the details of the meetings are conveyed by the HoDs to the faculty members and the same is recorded in the Departmental Minutes file.

**Captains' Forum:** The Captains' Forum is held every week by the Student Council Facilitator to discuss

academics, events, discipline, grievances etc. Decisions taken collectively in the meeting are conveyed to the students through their class captains. Students representing different wings like the NSS, NCC, Placement coordinators, and Student Council members are indulged in the execution process of major events like Induction, Convocation, Annual Day, College-Fest etc.

**Committees/Cells Forum:** The committees and the cells stand as the support pillars to liaison the academic, co-curricular and extra-curricular events of the college. Apart from the various mandate cells and committees proposed by the university, the college has certain committees like the library committee, literary committee, women empowerment cell and others to complement the process of complete education.

### 6.1.2 The institution practices decentralization and participative management

#### Response:

#### Decentralization:

The college believes in delegation of authority and also provides operational autonomy to all departments of the institution. As an extension to delegation of authority, the college also advocates decentralization consistently by integrating Heads of the Departments and the Student Council in the decision making process. The college believes that decentralization has a potential to improve quality of education and also monitor the learning outcomes.

The institution makes all the stakeholders of the college indulge in the following decision making processes to make administration an 'inclusive' and 'collaborative' process.

- The college gives freedom / autonomy to all individual departments to decide the distribution of workload, preparing & scheduling of the teaching/ lesson plans, deciding on the pedagogy of teaching, student assignments, paper setting and its evaluation and assessment.
- At the cross-sectional level, the department collaborates with various committees like the Discipline Committee, Students Council etc. in the achievement of the organizational goals.
- Regular meetings are conducted wherein issues related to the day- to- day functioning and other operational issues are discussed and solutions/ suggestions are sought in a very democratic manner.
- The staff are encouraged and empowered to discuss and/or recommend various measures for the overall improvement of the Institution.
- Periodical Review meetings are conducted both department wise as well as committee wise for obtaining feedback on various activities.

#### Case Study:

The college adheres strictly to the policies of attendance prescribed by Osmania University. To make maintenance and sustenance of attendance policy effective, robust, transparent and smooth, an '**Attendance Committee**' is formed choosing members stream-wise, vis-à-vis Commerce, Management, Physical Science, Humanities and Life Science. The college communicates all rules & guidelines pertaining to attendance to the students through official college email-Ids.

**The following are the objectives and policies of the committee.**

1. Cross-checking updating of attendance regularly in the registers and also monitoring updating them fortnightly in the class spreadsheets.
2. Monitoring preparation of a comprehensive report on the status of attendance of each class with the help of faculty and student in-charges.
3. Holding discussions and analyzing the comprehensive report with the Heads of concerned Departments, teachers and students.
4. Preparing an analytical report for reasons on absenteeism and filing them fortnightly for future perusal.
5. Cross-checking sending of attendance status of students through regular and registered posts to the parents and also sending attendance status regularly through SMS class-wise.
6. Holding regular meetings with the parents in the presence of HoD, Principal, Attendance Coordinators and Section-in-charge.
7. Guiding and suggesting measures as per university norms to students regarding participation in extra and co-curricular activities.
8. Monitoring preparation of a comprehensive student profile by a one-on-one interaction of the teacher with the students and filing all data needed.
9. Preparing a case sheet by each faculty in-charge where students are problematic with a view to have the document available for reference.

**6.2 Strategy Development and Deployment****6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution****Response:**

**Perspective/Strategic Plan:** Incessant changes in the education system are very apparent, and rote teaching and learning practices do not accommodate a robust and multidimensional approach towards bridging the gap between academics and industry.

**The following are a few of the strategic plans of the institution:**

- To aim at making the institution seek a place on the national and international map by building a robust network through students, researchers and the learned society.
- To make Aurora foster a research center through its Research and Development activities and contribute towards the advancement of the society.
- To strive to attain excellence by securing an outstanding position in the ranking system through NAAC, NIRF and other ranking bodies.
- To gain autonomy in the near future by benchmarking its modus operandi in teaching, learning and extension activities.
- To build a strong community through alumni network and leverage the same for mutual growth.

The institution aims at bringing about nuances in its approach towards imparting education that is multifaceted, and 'ACES' (Aurora's Continuous Evaluation System) is one such endeavour.

**Objectives of ACES:**

- To assimilate knowledge, skill and attitude through participatory learning and continuous evaluation process.
- To nurture every student, to attain a multifaceted personality by making them realize the latent talent.
- To measure the potential of a student in academics, extra- curricular, projects, social initiatives, etc.
- To provide an atmosphere that fosters leadership qualities.
- To facilitate an atmosphere of excellence, innovation and creativity by involving them in project work and other experiential learning practices.

**Implementation Procedure:**

The college has a well defined system which awards grade points to students who involve in activities outside the class room.

Based on the process document, every section in-charge gives the credit points to each and every student of their class depending upon the involvement of the student in activities at various levels and fields like co-curricular, extra-curricular, Sports, NCC, NSS, Social activity etc.

The students are given a proforma to submit the activities in which they are involved after getting it endorsed by the respective facilitator/ co-ordinator/convenor of the event or activity concerned every month.

The credits are collected by the cell & the data is verified and displayed on the notice board. The complete procedure is totally transparent and robust.

At the end of the academic year, the college selects the best performer and honors the student with '**Star of Aurora**' title from each class based on the cumulative score, and they are rewarded with certificates and medals on the 'College Annual Day'.

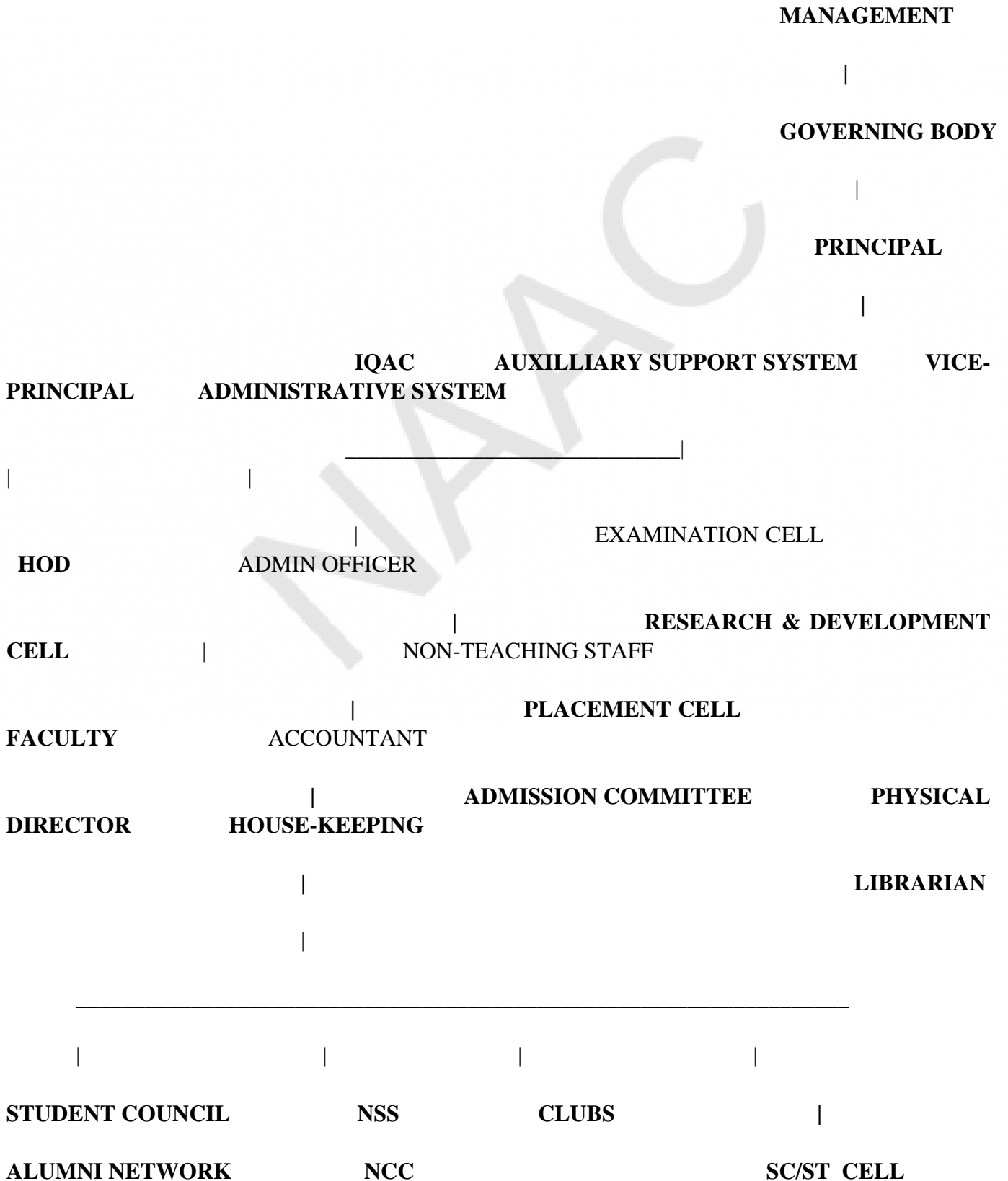
**Outcome:**

- The above process instilled competitive spirit amongst the students.
- Students' credentials have gained great mileage by participating in all academic, extra and co-curricular activities at the state, national and international level.
- Their acquired laurels have given them ample scope for performing better during placements and higher education.
- The process also gave them scope to indulge in community development activities and gain enterprising skills.

**6.2.2 Organizational structure of the institution including governing body, administrative setup, and**

functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:



CELL	MINORITY CELL
CELL	OBC CELL
CELL	ANTI RAGGING CELL
COMMITTEE	GENDER SENSITIZATION
DEVELOPMENT CELL	WOMEN EMPOWERMENT
	STUDENT GRIEVANCE
	INTERNAL COMPLAINT
	ENTREPRENEUR
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

**6.2.3 Implementation of e-governance in areas of operation**

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

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

**Response:** E. Any 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>

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

##### **Response:**

The various cells, committees, clubs are instituted that endeavour collectively for an effective and smooth functioning of the institution. The Student Discipline Committee, Student Grievance Redressal Committee, Gender Sensitization Cell and other cells and committees are formed for the purpose of creating a healthy and conducive atmosphere for teaching and learning. The purpose of these bodies is also to strive towards imparting education in a hassle free and safe zone. The administration is also smooth while indulging these committees and cells through cross sectional communication and the Anti-Ragging Cell is one such endeavour that has been formed for students to feel confident and safe to study in the institution.

This cell has been very forthcoming in creating a ragging free learning environment through the following endeavours:

##### **Anti-Ragging Cell**

The Anti-Ragging Cell in the college is constituted according to the Osmania University Anti-Ragging policy & also as per the instructions of the Governing Body & IQAC of the college.

The committee is formed as per the directives of Osmania University, consisting of Principal, Vice-Principal, Heads of Departments, senior faculty, MRO, Police official, personnel from an NGO, parents of seniors & juniors, student representatives etc.

##### **Implementation:**

The students are educated by the cell about the offence they are liable to if they indulge in any ragging activity. The students are made to take a pledge that they will not be involved directly or indirectly in any ragging activity.

The college also organizes an orientation programme for one week in the beginning of every academic year before the induction programme educating about various academic & non-academic activities and one of the parameters is anti-ragging.

The anti-ragging squads are on the move to curb any untowardly incident. Apart from this, the faculty members impart inputs on code of conduct and behavior, and also continuously counsel both juniors and seniors.

An undertaking is signed by each student for keeping themselves away from any ragging activity. A



similar undertaking is collected from parents of the students, teaching and non-teaching staff of the college.

The measures taken by the college anti-ragging cell are presented to the IQAC committee for their approval. A proforma of feedback along with minutes of meeting & a brief report are submitted to Osmania University every academic year.

With strict surveillance and vigilance implemented, the college feels proud to state that '**A Ragging Free Zone**' has been created.

#### **Outcome:**

The college has created a healthy ambience for learning and interaction.

Students are on-guard about the repercussions of indulging in the ragging activity.

The first years are made to feel inclusive of the system as a safe and secure environment is created.

The vested sense of responsibility in the seniors entails participation towards building an institution with rich moral values.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## **6.3 Faculty Empowerment Strategies**

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

#### **Response:**

The College supports in part or full, the financial needs of Teaching and Non-Teaching Staff members and extends the following benefits and welfare measures.

#### **Welfare measures in terms of monetary benefits**

- All the teaching staff are covered under Employees Provident Fund Scheme and non-teaching staff under ESI scheme
- Supporting faculty for attending National and International conferences, Workshops and Refresher courses in various reputed institutions
- Providing financial aid for medical treatment
- Free education to children of teaching and non-teaching staff.
- Providing Children Education Allowance for all the teaching staff
- Leave with pay for both teaching and non-teaching staff for their marriage.
- Yearly appraisal system with increments and allowances as per the performance of faculty

members.

- Retention Allowance has been implemented for all teaching staff who have put in a minimum of 5 years of service.

#### Welfare measures in terms of kind

- Encourage faculty to take up research projects and consultancy works
- Extending support for the faculty by providing **ON DUTY** to pursue their research and project works
- Providing timely training to all the staff.
- Vacation leave and Maternity leave benefits to both teaching and non-teaching staff.
- Sabbatical leave for professional development of faculty members to pursue higher studies.
- Availability of a '**Faculty Grievance Redressal Cell**' to address issues of faculty members.

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

**Response:** 20.98

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

2016-17	2015-16	2014-15	2013-14	2012-13
14	20	39	21	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	<a href="#">View Document</a>

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

**Response:** 8.4

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

2016-17	2015-16	2014-15	2013-14	2012-13
12	12	9	9	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

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

**Response:** 12.34

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

2016-17	2015-16	2014-15	2013-14	2012-13
32	8	2	13	2

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

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

**Response:**

The institution has a well-structured '**Performance Appraisal System**' with an intention to keep consistency and improvement for all academic, non-academic and administrative purposes. For academic purpose, it conducts review operations periodically through **IQAC** that gives information on the syllabus completion, faculty teaching methods, teaching aides used, catering to slow and above-average learners, faculty competency levels, student discipline, involvement in administrative activities etc.

- By the end of the semester/year an 'Online Feedback' is taken on the faculty from students to gauge the understanding and comprehension levels of the students, catering to their performance in academics. The faculty are rated on the following parameters:
  - Knowledge Factor
  - Ability to impart knowledge
  - Command over Class
  - Verbal Ability
- Based on the feedback received on faculty, a review session is held by the Principal by the end of the year with the Heads of the Departments and faculty of each discipline.

- Data collected is scrutinized thoroughly and faculty ranking and departmental ranking is done.
- The feedback letters along with Departmental Ranking is given to the concerned departments. The rating also reflects a comparative analysis of the faculty's performance in the previous semester/year.
- The top ten faculty of the college are acknowledged with appreciation letters and certificates as an act to sustain the efforts and practices of good teachers and also to aim for continuous improvement strategies.
- To run the educational programs smoothly and efficiently, the support system vis-à-vis the administrative and non-teaching staff are also rated periodically.
- Constant feedback from students, administrative officer, faculty and Principal catering to various needs like admission process, support during examinations, maintenance of accounts, applying for Transfer Certificates, issue of Memorandums of Marks, provision of support equipment for various purposes are taken into consideration .

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

Internal and external financial auditing has been recognized as an important function of an institution. Such investigation is considered essential and in order to provide useful feedback to the management of the institute, it regulates and facilitates the development of future policies and acts to strengthen its administration.

The role of the Internal and External financial audits of the Institute:

- To ascertain whether financial transaction is being managed properly in accordance with the accounting standard.
- To evaluate the operation of the agency in terms of efficiency, effectiveness and economic benefit.
- Provide the Head of the Institution, an independent report on a timely manner, with a view to make economic decision and channelize proper usage of funds.
- Regular auditing has helped the institute to monitor and evaluate the effectiveness of the organization's risk management system.

The institution has developed strategies for mobilizing resources and ensuring transparency in financial management of the institution. The income and expenditure of the institution are subjected to regular internal and external audit.

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

Response: 0

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

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

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

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

#### Response:

- The tuition fee collected from the students is the major financial resource for the college.
- Institution encourages the departments to obtain grants from research institutions and other funding agencies.
- Student entrepreneurs are encouraged to contribute for the students welfare programs and events conducted by the institution.
- Alumnus entrepreneurs also help in mobilizing resources.
- Funds are raised from domestic and multinational companies.
- Research projects are also planned where funding can be raised
- Institution receives support from mass media like promotions and media coverage
- Grants in kind such as venue, accommodation for the resource person, guests, dignitaries for conducting events and programs are invited.
- The college hosts several exams and the funds received are recorded and maintained in the form of

## 6.5 Internal Quality Assurance System

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

#### Response:

#### Abhideya – Achieving the Highest Goal

*Abhideya, an initiative by IQAC aims at leveraging academics with placement activity. It is celebrated to assimilate the placement activities pursued during the academic year and give a firm stand to the brand 'Aurora'. The top gun people of the reputed recruiting companies are felicitated to exchange and bridge the gap between academics and industry. The event also marks enhancement of stakeholder relationship with our recruiters for future mutual, intellectual and personnel exchange. The event this year felicitated close to 75 recruiters, their experiences and expectations from the student community catalyzed our*

*placement process a great deal.*

### **Reading Club**

*The **Reading Club** of the college helps in inculcating a strong reading culture amongst the students in order to make them enthusiastic and enthralled with the wonderful world of literature. It gives the students an opportunity to practice public speaking. It gives book lovers a place to feel safe, valued and knowledgeable. The Reading Club is dynamic and ensures that the audience's interest is maintained through activities like posting inspirational stories to all the faculty and students every week to their email ids while promoting newspaper reading.*

### **Mass Communication Club**

The **Mass Communication Club** nurtures students' skills needed in the field of communication and provide a platform to young talents for real time/hands on experience in media .The objective is to improve their understanding of media and communication and introduce them to various career options in media. The club educates students both theoretically as well as practically. It conducts workshops by eminent personalities on the current issues and issues related to media. Industrial visits are organized to media related places from time to time to observe how the industry works. This year, '**Drishya**' an intercollegiate event was conducted by the club inviting students from other colleges to participate in the events like Short-Film Making, Photography and Ad Zap. This gave great footage to the students pursuing interest in the field of arts and media.

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

### **Response:**

#### **Institutional Review through a Comprehensive Academic Year Calendar:**

- Keeping in view the Vision and Mission of the institution, the college facilitates a meticulous academic plan for the execution of the curriculum prescribed by Osmania University. In the process, it prepares an 'Academic Year Calendar' on the lines of the almanac sent by the university.
- Initially, a meeting is held at the beginning of the academic year/semester by the Principal and Vice Principal for all the Departments to decide on the various proposals for the forthcoming year/semester.
- Every proposal of each department is discussed in detail considering a review of the previous academic calendar, feedback of the Head of the Departments, feedback of faculty and also of the students through the student council.

- Taking into consideration the feedback from the IQAC, further discussions are held by the Head of the institution and Heads of the Departments for allocation of the course, faculty-wise, according to their expertise and experience. Allocation of the course is also done keeping into account the feedback report on each faculty.

#### Methodology of Operations and Monitoring Learning Outcomes:

- A comprehensive lesson plan is prepared keeping in view the curriculum, discipline wise keeping in view the credit points and the allotted number of classes for each course.
- Also elaborate discussions on approaches to teaching learning process are initiated. The lesson plan also ensures a detailed teaching methodology that reflects the course objectives and outcomes.
- The IQAC ensures that the lesson plans are given to each faculty class-wise to facilitate a centralized teaching and learning process. The lesson plans are verified fortnightly by the Head of the Departments and the same are submitted to the Vice-Principal and Principal in the form of '**Syllabus Completion Report**'. This enables an effective teaching pattern with immense scope for implementing creative teaching techniques.
- The '**Teaching Dairy**' is also given to the teachers to give relevant information on the lessons taught. The IQAC monitors the lesson plans, teaching dairies and syllabus completion reports periodically for ensuring meticulous implementation of the curriculum.
- Also the Section-in-charges maintain a '**Minutes of the Meeting Record**' that gives a report on the meetings held by each teacher with the respective subject teachers.

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

**Response:** 0.2

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

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

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>

#### 6.5.4 Quality assurance initiatives of the institution include:

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

**4.ISO Certification****5.NBA or any other quality audit****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

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

ICT aided smart classes began in the year 2016, and also projectors are installed in the classrooms. The adoption of ICT way of teaching has shifted the role of a teacher from an instructor to that of a facilitator. ICTs are used as tools to help teachers create more 'learner-centric' learning environment. ICTs are used to reinforce existing pedagogical practices as well as to change the way teachers and students interact.

**CCTVs**

Our college campus is equipped with CCTVs to reduce misdemeanor and have a safe and conducive environment. It helps in monitoring and keeping track of activities taking place in the college premises. CCTV surveillance helps in keeping a check on issues such as graffiti, vandalism, indiscipline behavior and unwanted visitors.

**REMEDIAL CLASSES**

Remedial classes are conducted for slow learners who are lagging in academic performance to shore up their basic skills and help them catch up with their peers. The slow learners are given special attention by the teachers to make them understand the lessons and score well in the examination.

**NUTRI CLUB**

Nutri club of the college which was initiated in 2013 is pro-active in educating and motivating the students and faculty on the role of leading a healthy and active life. Various activities like health awareness



programs, seminars, workshops and guest lectures are conducted. Biometric and clinical analysis is done on a regular basis and people are suggested further corrective health measures. During 'Nutri Week', competitions like Salad & Health Drink Preparation, Collage, Essay Writing, and Poster Presentation are conducted. Knowledge about Women nutrition and Body Fat Analysis is inculcated and students are educated about the adoption of diet related practices for disease prevention. Body fat check-up and BMI are done for faculty and students.

### **WOMEN EMPOWERMENT CELL**

The Women Empowerment Cell was incorporated in the year 2015 with an objective to create an environment where women can make independent decisions in their personal development as well as professional life. The initiative was taken to empower young girls to be assertive and guard themselves better, through self-defense techniques. Workshops, seminars and activities are conducted for students and faculty to develop confidence, promote independent thinking and to deal with sexual harassment. Professional counseling is constantly given to students that would help them take right decisions in life. Some of the programs conducted were on: Security for women and self-defense technique, managing stress and work life balance, cyber-crime and women safety.

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

**Response:** 6

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

2016-17	2015-16	2014-15	2013-14	2012-13
2	4	0	0	0

**File Description**

**Document**

List of gender equity promotion programs organized by the institution

[View Document](#)

Any additional information

[View Document](#)

**7.1.2**

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

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

**Response:**

Safety and Social Security: The institution gives highest priority to safety and security of students and staff and ensures a proper system in place so that both the genders feel safe and free to pursue their educational interests. The following initiatives have been taken by the college to foster gender equity.

- The institution has installed CC (Close Circuit) cameras at different places in the campus for a strict surveillance.
- Committees such as the **Discipline Committee, Anti-Ragging Committee, Students' Grievance Committee** are active and monitor continuously for a hassle free and conducive atmosphere for learning. As students also are members of these committees, it drives a sense of responsibility towards building and sustaining a secured environment.
- The **Student Council** is a forum where equal preference is given to both the genders with a view to sensitizing them towards building an institution that is free from gender prejudices.
- The institution has a network with the police administration and civil administration and organizes talks on gender related issues, ragging and other anti-social elements prevailing in the society.
- The **Women Empowerment Cell** in collaboration with **SHE** teams Hyderabad has organized

programs for all the girl students across the colleges in the twin cities on cybercrime and also on safety and defense mechanism techniques.

#### **b. Counselling:**

The college has established a **Counselling Cell** which includes both **Personal** as well as **Professional Counselling** to the students.

Personal Counselling provides an opportunity for teachers to explore students' attitudes and concerns in a supportive and non-judgmental environment. The section- in-charges would function as counsellors for issues on a day-to-day basis at the class level.

When it is identified that the issues/ concerns of the students need professional handling, they would be referred to the Professional counsellor, where cross talks and interaction would help towards a possible solution.

Students come for Professional Counselling when they are dealing with stress, losses, difficult relationships, feeling isolated or depressed, peer pressure, lack of ability to cope with academics, impractical expectations of the parents/ teachers and many others.

#### **C. Common Room:-**

- Student Council: Gender is not the criterion for selection of students as captains; effective leadership, ability to handle responsibilities and right attitude are the parameters based on which students are selected.
- Placement Coordinators: Student placement coordinators are chosen based on their ability to work with the placement office and act as a liaison between the placement committee and student community. Both girls and boys are chosen as members.
- Members of various committees and cells: Students as members of various committees and cells are chosen according to their commitment levels and nature of work.
- NCC and NSS: Selection of NCC and NSS volunteers is purely based on students' interest. No special preference to the male students is given. However, during camps safety is ensured by the NCC and NSS officers and also by student representatives through a strict surveillance.

#### **7.1.3 Alternate Energy initiatives such as:**

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

**Response: 0**

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

7.1.3.2 Total annual power requirement (in KWH)

Response: 100980

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

#### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0

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

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 100980

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

#### 7.1.5 Waste Management steps including:

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

Response:

##### Solid Waste Management:

“Kachra Daan Karo Kalyan” Do not waste, Donate waste” is a citizen driven waste management program initiated to instill the values of civic sense amongst students. This program is conducted in the college campus by setting up a counter to donate waste.

The reusable items collected from students and faculty are donated to a home for the disabled, an organization located in Secunderabad.

Paper, plastics, glass, food/garden waste, clothes, books, and toys are sent for recycling for further usage.

**Liquid waste Management:** Liquid waste from laboratories is disposed in drains at safe places.

##### E-Waste Management:

Students are educated regularly on the hazards of improper disposal of electronic waste.

The Institution shall channelize proper disposal of electronic waste by sending it to organizations that indulge in recycling E-waste.

### **7.1.6 Rain water harvesting structures and utilization in the campus**

**Response:**

The college is situated in a water-logged area and does not have a mechanism for rain water harvesting.

A few of the **My India Projects** done by our students in collaboration with 'SAVE' organization covered issues related to rain water harvesting to increase awareness on the importance of practicing rain water harvesting in the year 2012.

Students approached the local community and pasted posters while educating them on the importance of saving water and building a mechanism in their respective apartments for saving water.

The college would surely embark on more green initiatives and environment-friendly practices when it overcomes its infrastructural and space constraints.

### **7.1.7 Green Practices**

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

**Response:**

### **7.1.2 Green Practices**

#### **1. Environment friendly Ganesh idols:**

Free distribution of Ganesh idols to the students, faculty and staff of the college is being practiced since the year 2009 to educate them on the alarming issues of environment.

Idols are also distributed to the local community.

**2. Distribution of Plants:**

Free distribution of Rose, Aloe vera and Tulasi plants was initiated to inculcate the practice of planting trees.

Every faculty and a few of the interested students were given a plant of their choice.

**3. Free Distribution of Bonsai Plant Seeds:**

Free distribution of seeds of Bonsai Plants was done for faculty in the year 2015.

A lecture was also organized on ways and means to plant them and sustain their growth.

**4. Cycle Rally**

A cycle rally was organized to initiate healthy practices for commuting.

**5. Online Communication**

All information on the list mentioned below is communicated through the college website /email.

- ACES—CBCS
- NOTICES /CIRCULARS
- QUESTION BANKS
- ACADEMIC CALENDER
- PLACEMENT INFORMATION & REGISTRATION
- EVENT REPORTS
- RESULT ANALYSIS
- NCC,NSS AND SOCIAL INITIATIVES

**5. E-Newsletter/ Newsmagazine:**

To inculcate the practice of using less paper e-Newsletter and Newsmagazine are circulated online.

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

**Response:** 0.02

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

2016-17	2015-16	2014-15	2013-14	2012-13
0.35	0	0	0.23	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

**Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>

### 7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

**Response:** 10

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

2016-17	2015-16	2014-15	2013-14	2012-13
4	3	2	0	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

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

**Response:** 10

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

2016-17	2015-16	2014-15	2013-14	2012-13
4	3	2	0	1

File Description	Document
Details of initiatives taken to engage with local community during the last five years	<a href="#">View Document</a>

### 7.1.12

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** No

File Description	Document
Any additional information	<a href="#">View Document</a>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

### 7.1.13 Display of core values in the institution and on its website

**Response:** No

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide URL of website that displays core values	<a href="#">View Document</a>



**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response:** No

File Description	Document
Any additional information	<a href="#">View Document</a>

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response:** Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response:** 39

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

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

**Response:**

**List of Popular Events Celebrated in College**

<b>Historical Events</b>		
<b>S.No</b>	<b>Name of the Event</b>	<b>Date</b>
1	Subhas Chandra Bose, Indian politician	Jan.23,1897
2	Sarojini Naidu, Indian freedom fighter (d. 1949)	Feb.13,1879
3	Ramakrishna Paranma Hamsa	Feb.18,1836
4	Potti Sreeramulu – revolutionary, fasted to death in protest	Mar.16,1901
5	B. R. Ambedkar, Indian jurist (d.1956)	Apr.14,1891
6	Alluri Sita Rama Raju – revolutionary, led the Rampa Rebellion	Jun.04,1897
7	Durgabai Deshmukh	Jul.15,1909
8	Pingali Venkayya – designed the Indian National Flag (1963-07-04)	Aug.02,1876
9	Tanguturi Prakasam – known as Andhra Kesari	Aug.23,1872
10	Mother Teresa	Aug.27,1910
11	Sarvepalli Radhakrishan, president (India)/philosopher	Sep.05,1888
12	Mohandas Karamchand Gandhi, Porbandar Kathiawad India, pacifist and spiritual leader	Oct.02,1869
13	Shi Lal Bahadur Shastri, India premier (1964-66)	Oct.02,1904
14	Jawaharlal Nehru, 1st Indian PM (1947-64)	Nov.14,1889
15	Rabindranath Tagore, First Indian to win Nobel Prize for Literature. (d. 1941)	May.07,1861
16	M.S. Subbulakshmi, Indian singer (d. 2004)	Sep.16,1916
17	R.K. Narayan, Indian novelist (d. 2001)	Oct.10,1906
18	Srinivasa Ramanujan, Indian mathematician (d. 1920)	Dec.22,1887
19	Gurupoornima (Vyasa Poornima)	Changes according to Tithi
<b>National days</b>		
<b>S.No</b>	<b>Important Events</b>	<b>Date</b>
1	Independence day	Aug. 15th
2	Republic day	Jan. 26th

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

**Response:**

**Financial:** *The College has an equipped accounts department that is indulged in keeping in place all financial details.*

All auditing, maintenance and financial transactions are done through them, internal and external audit under the supervision of Management and Principal.

**Academic :** *The IQAC of the college ensures a transparent mechanism for a meticulous academic functioning.*

1. Display of all academic programs as per the university almanac and college year calendar in the college website.
2. Internal results, end-semester results, CBCS results are all displayed on the college website and the notice board.
3. Periodical reviews of syllabus completion reports, attendance registers minutes of the meeting report, lesson plan and teaching diaries.

**Administrative & Auxiliary:** *Administration of the college is participative, collaborative and cross-sectional with the indulgence of all the stakeholders making the system transparent and robust.*

1. All appointments are made as per the recruitment policy of the institution.
2. All data relating to leaves, permissions are well-maintained and communicated.
3. Students' admission list, scholarship details are displayed on the notice-boards
4. Interaction with the university for academic and other administrative purposes is recorded and maintained.

Timely monitoring of the administrative functions, the accounts department, the ayahs and security.

**7.2 Best Practices****7.2.1 Describe at least two institutional best practices (as per NAAC Format)****Response:****1.Samavartan: Aurora's Mini Convocation**

Aurora's Degree & PG College has the culture of celebrating '**Samavartan**'--The Mini Convocation following the procedural functions that sanctifies culmination of all learning of the new Graduates ready to explore new pastures.

### **Objectives:**

1. To promote students to the rolls of honour list of the college and Osmania University by conferring them Degrees.
2. To honour and assimilate all learning by presenting gold medals and certificates.

### **The Context:**

1. All ideas were discussed with the resource people and the statutory bodies
2. The event design was prepared which took shape as the **Convocation Booklet**.
3. Categorization of awards and gold medals and the eligibility criteria were discussed as per the university policy.

### **The Practice:**

1. The Convocation Booklet chronicles minute by minute procedural details; also assigns certain roles to the guests and the Principal.
2. The President announces them Graduates and confers the honours to the students.
3. Gold medals are awarded to the top ten students of the college and also to the top ten achievers of each Program.
4. The President gives his 'Convocational Address' that provides a sense of accomplishment and motivation to the Graduates.

### **Evidence of Success:**

1. The gold medals and certificates are bonafide accomplishments to leverage students' higher education and placement pursuits.
2. Graduates register themselves in the Alumni Association.
3. A positive feedback is received on the sanctity of the event from the guests and students.

### **Problems Encountered:**

1. Some students wouldn't attend because of time, travelling and other constraints.
2. Reassigning roles to the guests in case of absenteeism of any of the guests just before the event begins.

## **2. My India Project:**

It is an interdisciplinary project that catalyses knowledge and skill development through practical learning approach. It is undertaken by the student groups of second year where they get an opportunity to work in the field relating to social issues and find solutions to problems prevailing in the society.

### **Objectives**

- To train students to work and gain experience through an interdisciplinary learning ambience.
- To sensitize students towards environmental and social issues.

- To enable students gain first-hand experience of challenges faced in real time social enterprise work.
- To leverage students' experience for their placements and higher educational pursuits.

### **The Context**

- Managing close to 250-280 groups and guiding them for the project work.
- Approaching NGOs and Non-profit organizations relating to the concerned social issues.

### **The Practice:**

- Students choose a contemporary issue in government or non-governmental organizations.
- Students visit the project area and record the work as field notes.
- The data is studied and analysed further for a thorough understanding.
- A report is prepared and submitted to the project coordinator.

### **Evidence of Success:**

- Provides an opportunity to understand and find solutions to challenges in the society.
- Gain experience to learn beyond the classroom to cater to placements and higher education.

### **Problems Encountered:**

- Forming and supporting approximately 250-280 groups was a difficult task.
- Brainstorming on myriad topics on social issues.
- Sustenance of authenticity and uniqueness of the project.

## **7.3 Institutional Distinctiveness**

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

#### **Response:**

#### **Antarmukha: The Research Journal**

The main goal of research is to foster innovation and expose new learnings; this can be demonstrated by exploring new concepts and domains through peer review and also by debating challenges which prevail in the present competing society. This process of exposure entails communicating research findings to the knowledge world and presenting research details to the learned society for the purpose of attaining academic excellence and also inculcating inquisitiveness among the elite and the researchers. Therefore, the college embarks on a journey through '**Antharmukha**'—The College Research Journal, bearing an ISSN number: 2348-2591 that makes research and development a launch pad and ambit to assimilate learning from multidimensional disciplines and perspectives.

### **Objectives:**

- To create an ecosystem for innovation and inquisitiveness through an incubation center that catalyzes academic and research pursuits for creation and transfer of knowledge.
- To foster synchronization of theoretical and practical learning through new findings and exposures and finding its way in 'Antarmukha'-The College Research Journal.
- To enhance the quality of the journal by chronicling research at its best and gaining recognition as one of the UGC acknowledged journals.
- To contribute to the society a knowledge bank that can be leveraged for further academic and industry aggrandizements.
- To foster multidimensional and interdisciplinary approaches to learning and research for making the journal a platform for all disciplines.

### **The Practice:**

- Antharmukha is a quarterly journal which was designed to contain research articles in vital areas of Science, Technology, Management, Literature, Language, Social Sciences, Fine Arts and other disciplines that have a direct bearing on the society.
- Antharmukha gives a chance to teachers, scholars and students to improve their research temperament; it also helps fraternity from industry to promote a specific viewpoint and assimilate the same for theoretical and practical purposes.
- The journal follows all policies relating to plagiarism and copyright to sustain its authenticity and uniqueness.
- Articles are published in the journal only after a proper review of the research paper is done by veterans of concerned discipline chosen as members of the editorial team.
- The Journal publishes manuscripts which provides a platform to publish high-quality, peer-reviewed research, reports, review articles, company news, case studies, book review that serve to create a holistic understanding of the human dimension in the society.

### **Outcome:**

- The Journal with its 4 volumes (16 issues) so far, has chronicled in its pages innovations and findings of various research scholars, students, teachers and researchers from various domains and from different parts of the nation.
- The journal has also served an ambit for in-house teachers to chronicle their articles that gave them mileage as academicians and researchers.

- Through its knowledge sharing platform, the journal connects theoretical and practical knowledge for the purpose of enhancement of curricular aspects and improves society at large.

NAAC

## 5. CONCLUSION

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### Additional Information :

The institution is ever striving to foster growth from a multidimensional perspective. Initiatives like 'Anubandh' – The Placement Meet, 'Abhiyan'-The College Fest, 'Apoorva'-- The College Annual Day, and other initiatives like innovative assignments, new clubs, infra-structural augmentation display the institution thriving for imparting quality education. Also periodical review meetings of the IQAC give ample scope to monitor and review teaching and learning outcomes, syllabus completion, attendance, examinations and results in a comprehensive and transparent environment. The institution promotes cordial student-teacher relationship, aiming to inculcate excellence in academics along with character formation. Placement of students in eminent multinational and national companies is evident while continuously working to mileage the success rate. A cosmopolitan culture is ostensible in the institution while students, teachers and non-teaching staff conglomerate and work collectively amidst the existing social diversities and cultural pluralities.

### Concluding Remarks :

Keeping in view the state, national and global imperatives, the institution strives hard to create an ambience of learning and professional development for both its students and faculty through multiple endeavors. However, it has its students excelling in various entrepreneurial structures, social enterprises and research programs across the globe giving a fillip towards producing human resources of a high caliber. With its infrastructure augmentation in terms of space and resource facilities, ICT enabled teaching practices and evolving research practices the institute strives to demonstrate a teaching and learning atmosphere that is in sync with the global challenges. The institution's endeavor to serve the cause of social justice and instill values is evident in its umpteen number of community development services. Balancing the existing social diversities while keeping an edge in education with its core values is still a challenge to combat with. Still, the institute strives tremendously to reiterate its core priorities while emphasizing on creating a value-based knowledge contingent that makes the brand 'Aurora' conform to its vision and mission statements. Our endeavor towards NAAC accreditation demonstrates our drive towards seeking excellence while integrating knowledge creation and sustenance, skill development and attitudinal concerns, community service and social networking for an educational institution on par with the best standards.