

# MANDATORY DISCLOSURE

## Academic Year 2024-25

*Name of the Institution* : **Aurora's Degree and PG College**  
Chikkadpally, Hyderabad 500020.

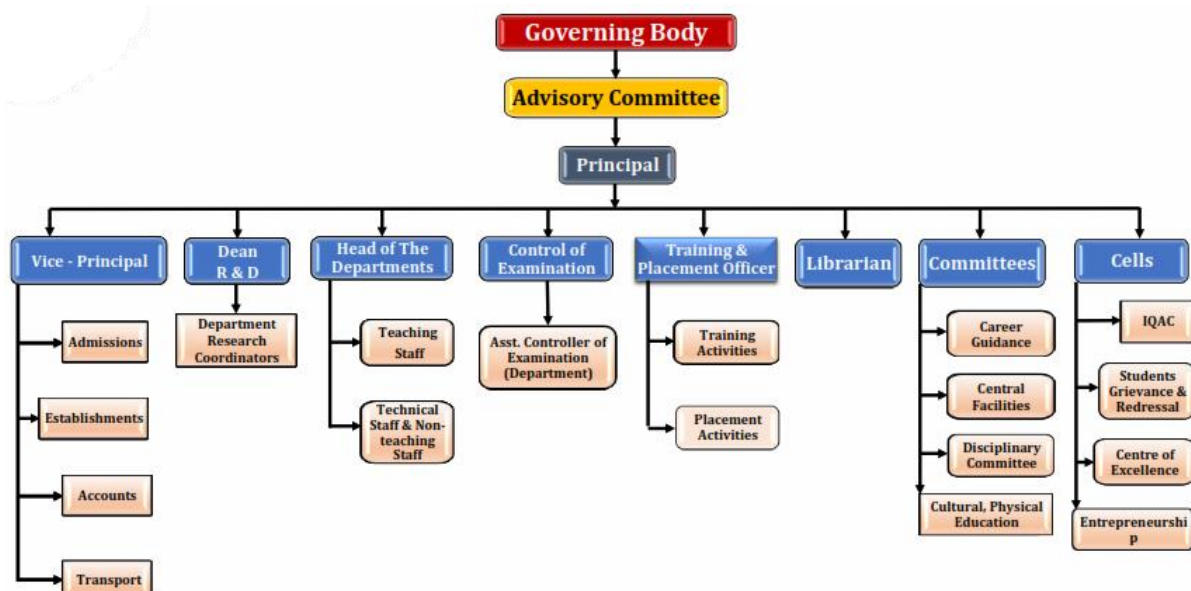
*Name and address of Society* : Aurora Educational Society  
G2, SBI Colony, Bagh Amberpet, Hyderabad.

*Name and address of Principal* : Dr. T. Suhashini

*Name of the affiliating university* : Osmania University, Hyderabad

### Governance

i. *Organizational chart*



### Governing Body

S.No	Name	Affiliation	Role
1	Dr. T. Suhashini	Principal, Aurora Degree and PG College	Member Secretary
2	Prof. K. Shyamala	Dean faculty of Informatics, Osmania University	University Nominee
3	Dr. Ramesh Nimmatoori	Secretary, Aurora educational Society	Management Representative
4	Mr. Anudeep Nimmatoori	Chairman, Aurora educational Society	Management Representative
5	Dr.C. Srilatha	Vice Chancellor, Aurora University	Management Nominee
6	Mr. R. Arjun Rao	Head Department of Computer Applications, Aurora Degree and PG College	Faculty Nominee
7	Dr. A. K. Shalini	Associate Professor, Aurora Degree and PG College	Faculty Nominee
8	Dr. C. Suvarna Lakshmi	Associate Professor, Aurora Degree and PG College	Faculty Nominee

ii. *Grievance Redressal mechanism for Faculty, staff and students*

**a. Grievance Cell for Teaching and Non-Teaching Staff**



Procedure of Grievance Cell for the Teaching and Non-Teaching Staff

**Stage I:**

The grievance can be addressed to Grievance Cell Committee of the College.

**Stage II:**

Principal undertakes the matter which could not be redressed at Stage I.

**Stage III:**

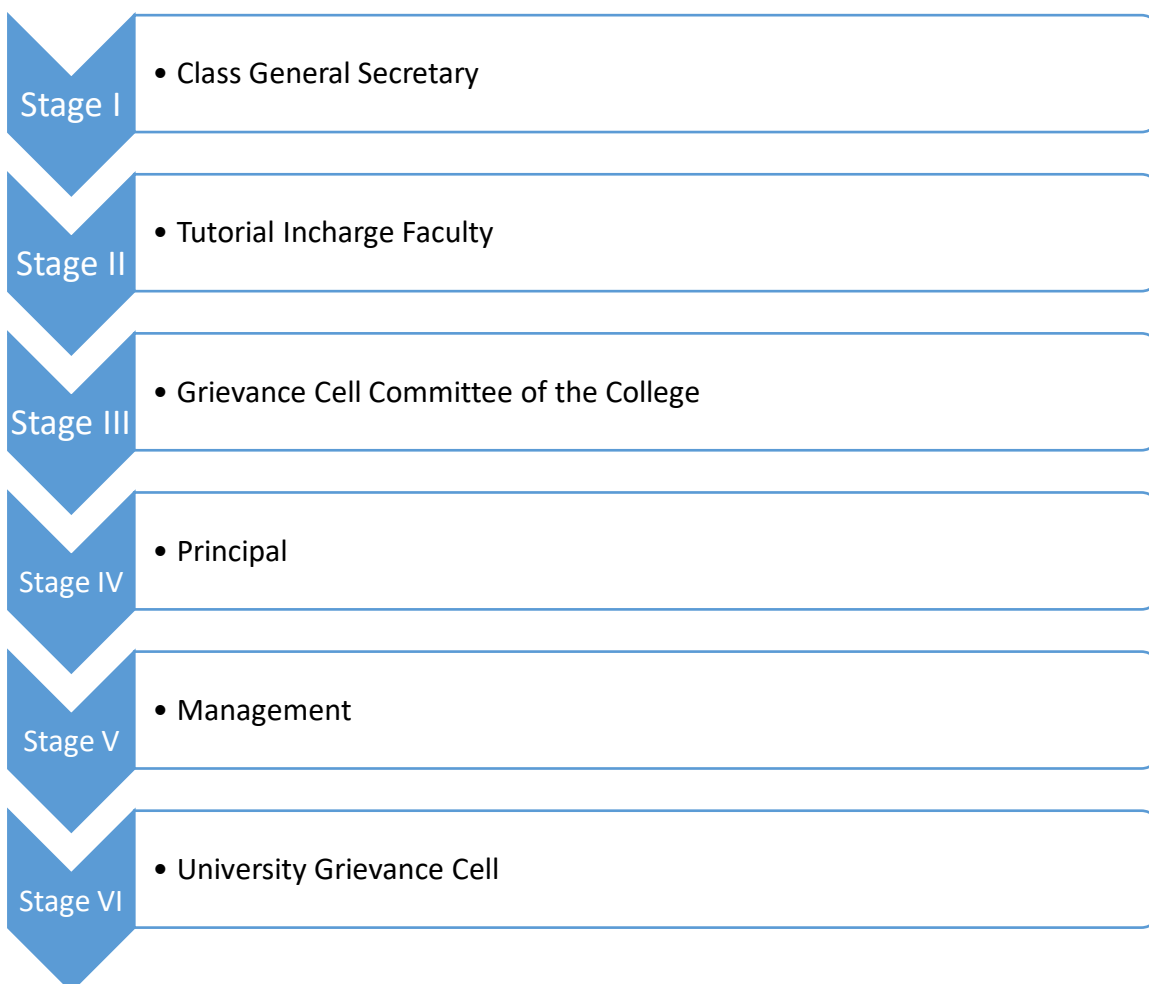
The grievance which could not be resolved at Stage III would be referred to Management for further procedure.

**Stage IV:**

The grievance that could not be sorted at Stage IV both Teaching and Non- Teaching Staff grievances can be resolved at University of Mumbai, Grievance Cell.

The above is the Step Ladder Method of Grievance redressal mechanism of the College apart from it Open door policy is also in place for both Teaching and Non- Teaching Staff to directly approach management.

**b. Grievance Cell for Students**



## Procedure of Grievance Cell for the Students

### **Stage I:**

Students can report their grievance to the Class General Secretary (GS).

### **Stage II:**

The grievance which could not be sorted out at Stage I can be further referred to the concerned Tutorial Incharge Teacher.

### **Stage III:**

The grievance which could not be redressed at Stage II can be addressed to Grievance Cell Committee of the College.

### **Stage IV:**

The Principal undertakes the grievance which could not be sorted at Stage III.

### **Stage V:**

The matter which could not be resolved at Stage IV would be referred to Management for further procedure.

### **Stage VI:**

If the grievance couldn't be redressed at Stage V it can be resolved at University of Mumbai, Grievance Cell.

The above is the Step Ladder Method of Grievance redressal mechanism of the College apart from it Open door policy is also in place for students to directly approach management.

## **Grievance Redressal Mechanism for Student Faculties – Guidelines**

In order to redress individual as well as collective grievances of the College student Faculties, a grievance redressal mechanism has been devised.

### **What is a Grievance?**

A grievance may be any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with college that a student teacher thinks, or even feels, is unfair, unjust or inequitable. Any grievance / complaint relating to sexual harassment and ragging will also be included.

The grievances can be categorised under the following heads:

- ✓ Academic
- ✓ Non-academic
- ✓ Discrimination
- ✓ Harassment
- ✓ Any other

Please Note: While this platform allows all student faculties to voice their concerns in an open manner, it is imperative that the complainant exercises due diligence and care in deciding what he / she would qualify as a grievance that is serious enough to deserve the attention of this committee comprising of the Principal, faculty and student representatives.

### **Where is the Grievance box installed?**

The grievance box is installed in the College. Therefore, student teachers can either write their name or put anonymous grievances in the box during College hours.

**Can the Grievance be sent via any form?**

The appropriate grievance can also be sent by filling the form available in website

**Objectives of Grievance Redressal Committee**

- ✓ To provide a mechanism to address student-faculties grievances
- ✓ To take measures to solve the problems faced by student-faculties

**Activities conducted by the Grievance Redressal Cell are**

- ✓ Address the student-faculties grievances with teacher-educators in the Redressal Committee and the Principal
- ✓ Monthly check of the Suggestion box and conveying the suggestions / grievances to the grievance redressal committee
- ✓ Conduct Group as well as Personal Guidance / Counselling sessions
- ✓ Conduct regular Mentoring sessions
- ✓ Provide Personal Counselling sessions: Student teachers can reach 'POSITIVE VIBES' by mailing their concern for personal counselling session.

**Process for addressing the Grievance:**

Measures taken to solve the issues faced by student faculties with a definite time frame of 14 days or earlier as per the gravity of the situation.

Upon receipt of complaint, the faculty educators of the Committee will intimate the Principal

At this stage, based on the nature of the complaint and severity of its possible impact, the Principal will take action to proceed on addressing the concerns while keeping the ethos of the institution.

**The Composition of Student Grievance Redressal Committee**

- ✓ Principal of the College- Chairperson;
- ✓ Three senior members of the teaching faculty to be nominated by the Principal as Members and out of three one member shall be female and other from SC/ST/OBC category;
- ✓ A representative from among students of the College to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities- Special Invitee.
- ✓ The term of the members and the special invitee shall be of two years.
- ✓ The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- ✓ In considering the grievances before it, the SGRC shall follow principles of natural justice.
- ✓ The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy
- ✓ thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
- ✓ Any student aggrieved by the decision of the SGRC may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

iii. *Establishment of Anti Ragging Committee*

**Introduction**

The College Has Constituted the Anti Ragging Committee. The following instructions are framed to prevent the menace of ragging and foster healthy interpersonal relations among students in the campus. Ragging is strictly forbidden in or outside the college campus. All students shall familiarize themselves with rules/regulations/guidelines on code of conduct, anti-ragging measures and discipline College. All 'new comers' should attend counseling sessions organized for them from time to time by the college staff.

The Institutions has step up Anti-Ragging mechanism by way of adequate publicity through various mediums:

- i. Anti-Ragging Committee and Anti Ragging Squad;
- ii. Anti-Ragging Cell;
- iii. Installed CCTV cameras at vital points;
- iv. Anti-Ragging Workshops;
- v. Updating all Web sites with Nodal Officers complete details, alarm bells etc.;
- vi. Regular interaction and counselling with the students;
- vii. Identification of trouble-triggers;
- viii. Anti-Ragging warning in the Institution's prospectus and information Booklets/Brochures shall be ensured; and
- ix. Surprise inspection at student accommodation, canteens, rest cum recreational rooms, toilets and any other measures which would augur well in preventing/quelling ragging and any uncalled-for behavior / incident shall be undertaken.

**Objectives**

1. To aware the students of dehumanizing effect of ragging inherent in its perversity.
2. To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
3. To promptly and stringently deal with the incidents of ragging brought to our notice.

**Functions of Committee**

1. To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders;
2. Oversee the procedure of obtaining undertaking from the students in accordance with the provisions;
3. Conduct workshops against ragging menace and orient the students;
4. To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls;
5. To create awareness among the students about Anti ragging.
6. To take all necessary measures for prevention of Ragging inside the Campus.

**The Composition of Anti Ragging Committee**

- ✓ Principal of the College- Chairperson;
- ✓ Representatives of Civil and Police Administration
- ✓ Representatives of Local Media

- ✓ Representatives of Non-Government Organizations involved in youth activities
- ✓ Representatives of Faculty members
- ✓ Representatives of parents
- ✓ Representatives of students belonging to the freshers' category as well as senior students, non-teaching staff and shall have a diverse mix of membership in term of Level as well as gender.

iv. *Establishment of Online Grievance Redressal Mechanism*

As per the AICTE regulations 2019 vide F. No. 1-101/PGRC/AICTE/ Regulation/2019 dated 07.11.2019 and the Governing Body constituted Student Grievance Redressal Committee with the objective of resolving the grievances of students and their parents. Provision has been made available in the Institute website. The students and their parents may henceforth approach the Grievance Redressal Committee and submit / register any grievance online, which will be accessed by the Grievance Redressal Committee headed by the principal, and appropriate action taken and the decision of the Grievance Redressal Committee will be intimated to the complainant. The grievances include

- ✓ making admission contrary to merit
- ✓ irregularity in the admission process
- ✓ withhold or refuse to return any certificates
- ✓ demand of money in excess specified
- ✓ breach of the policy of reservation
- ✓ complaints of alleged discrimination (SC/ST, OBC, Women, minority or PH)
- ✓ non-payment or delay in payment of scholarships to students
- ✓ delay in conduct of examinations or declaration of results
- ✓ withholding student amenities
- ✓ denial of quality education
- ✓ non transparent or unfair evaluation practices
- ✓ harassment and victimization of students including sexual harassment
- ✓ Refund of fees on withdrawal of admissions, etc.

v. *Establishment of Internal Complaint Committee (ICC)*

**Introduction**

As per Vishakha guidelines given by Honorable Supreme Court and with reference to Section 4 All India Council for Technical Education Regulations, 2016 vide no. F AICTE/WH/2016 (Gender sensitization, prevention and prohibition of sexual harassment of women employees and students and Redressal of Grievances in Technical Institutions), Internal Complaint Committee (ICC) has been formed in FAMT to prevent sexual harassment of woman at work place.

Internal Complaint Committee sensitises the female faculty members and students on the prevention and prohibition of sexual harassment of woman at work place. According the Supreme Court's order, Sexual Harassment is any unwelcome:

- ✓ Physical contact and advances

- ✓ Demand or request for sexual favors
- ✓ Sexually coloured remarks
- ✓ Display of pornographic content in any form
- ✓ Any other unwelcome physical, verbal and non-verbal conduct of a sexual nature.

In keeping with the Supreme Court guidelines, College established ICC against sexual harassment and atrocities against women at the workplace.

### **Objectives**

- ✓ To promote awareness about sexual harassment through educational initiatives that encourages and fosters a dignified and safe environment for women on campus.
- ✓ To provide a neutral, confidential and supportive environment for the campus community who may have been sexually harassed.
- ✓ To ensure fair and timely resolution of complaints about sexual harassment.
- ✓ To provide information regarding counselling and support services on the campus.
- ✓ To ensure that students, faculty and staff are provided with current and comprehensive information on sexual harassment and assault.

### **The Composition of Internal Complaint Committee**

- ✓ A Presiding Officer will be a woman Faculty member employed at a senior Level.
- ✓ Two Faculty members and two non-teaching employees, who have experience in social work or have legal knowledge.
- ✓ Three students (comprising of at least one girl student) of Pre-Final/Final year at
- ✓ One member from amongst Non-government Organisation or Associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.
- ✓ At least one-half of the total members of the IC shall be women.

#### **vii. *Establishment of Committee for SC/ST***

As per AICTE guidelines, a committee is formed for prevention of atrocities against SC/ST students under the Act No. 33 of the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989. In case of any grievance in this regard, students can approach the committee for redressal. The committee will suggest measures to prevent atrocities, if any against any of the SC/ST students in the institute and to ensure the feeling of security amongst them as per the provisions in the said act.

### **Roles and Responsibilities:**

- ✓ To counsel and guide SC/ ST students and help them to manage academic and personal issues if any.
- ✓ To inform the SC/ST students regarding various scholarships / program of State Govt. and UGC.
- ✓ Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees of the college and render them necessary help in solving their academic as well as administrative problems.
- ✓ To ensure the Prevention of Atrocities on the SC, ST Staff, Faculty and Students.
- ✓ To hear and resolve the issues/complaints if any; of such nature of Atrocity reported/complained.

### **The Composition of SC/ST Committee**

The Principal of the College is the Chairperson of the cell

One senior faculty from college is the Vice Chairman of the cell

Two ladies' representatives from the teaching staff

Three representatives from the College, one from teaching and two from non-teaching staff

#### viii. *Internal Quality Assurance Cell*

##### **1. Primary Goals of Quality Policy**

- i) To develop a quality system for conscious, consistent and Catalytic programmed action to improve the academic and administrative performance of the Institution.
- ii) To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

##### **2. Functions Of IQAC**

- i. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the HEI;
- ii. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- iii. Arrangement for feedback responses from students, parents and other stakeholder son quality-related institutional processes;
- iv. Dissemination of information on the various quality parameters of higher education.
- v. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- vi. Documentation of the various programmes/activities of the HEI, leading to quality improvement.
- vii. Acting as a nodal agency of the HEI for coordinating quality-related activities, including adoption and dissemination of good practices;

##### **3. The roles/duties of main stake holders such as students, Alumni, Faculty and college management are indicative in nature as given below:**

###### **I. Role of Students**

- ✓ Students are required to abide by norms, rules, guidelines related to discipline, punctuality, and regularity.
- ✓ They have to meet the benchmarks to maintain good attendance, results and to develop required presentation skills.
- ✓ Students to provide their feedback to remove any deficiencies in the course curriculum, teaching-learning process.

###### **II. Role of Alumni**

- ✓ The alumni should maintain good communication with faculty and the institution by providing market feedback, technology trends, and job opportunities.
- ✓ They will maintain goodwill of the college.

###### **III. Role of Faculty**

- ✓ Faculty should maintain discipline according to the institutions rules and guidelines.
- ✓ Faculty should ensure quality teaching and learning processes.



#### IV. Role of Management

- ✓ Embed quality as an important component of vision/mission of the institution.
- ✓ Faculty is encouraged to attend national and international conference and workshops to update their knowledge and skills
- ✓ Faculty is supported financially to go for higher studies and research
- ✓ Set up necessary empowered committees for maintaining / assuring highest levels of quality of Teaching, Infrastructure etc.
- ✓ Provide support in terms of infrastructure, manpower and financial support.

#### 4. Periodicity of the meeting of IQAC

The IQAC committee should meet on Quarterly basis or at least once in a semester.

#### ix. *Equal Opportunity facilities Cell*

As per UGC guidelines and AICTE guidelines the Equal Opportunity Cell of this college has been formed to assist under this scheme will be provided which have been included under section 2(f) and 12B of the UGC Act , 1956. The purpose of the committee is to ensure equity and equal opportunity to the community at large in the college and bring about social inclusion , enhance the diversity among students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination and to create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationship among the students coming from various social backgrounds. The committee will sit once in a month and submit report to the principal .

#### Programmes

- i. *Name of Programmes approved by AICTE*  
MBA and MCA
- ii. *Name of Programmes Accredited by NBA*  
NIL
- iii. *Status of Accreditation of the Courses*  
NA
- iv. *Total number of Courses*
  - a. MBA
  - b. MCA
- v. *Programme & Courses details*

S. No.	Course	Level	Intake	Mode of Admission
1	MCA	PG	180	TS ICET
2	MBA	PG	180	TS ICET
Total			360	

- vi. *Fee (as approved by the state government)*
- vii. *Name and duration of Programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details, if any:*  
NIL

**Faculty**

i. *Course/Branch wise list Faculty members:*

MBA - 18

MCA - 18

**Profile of Principal****Principal Name : Dr. T. Suhashini****Date of Birth : 14/11/1981****Ph.D obtained University : Vignan University Guntur**

<b>Educational Qualifications</b>	<b>Degree-Branch</b>	<b>Division</b>	<b>Year of Passing</b>
UG	BCA	1	2001
PG	MBA, Osmania University	1	2003
Ph.D.	MBA, Vignan University Guntur	1	2010

<b>Experience in Teaching/Research/Industry</b>	<b>Number of Years</b>	<b>Total Experience</b>
Asst. Professor	14	19
Associate Professor	4	
Principal	1.00	

<b>Number of Publications</b>	<b>Number</b>	<b>Total Publications</b>
International Journals	5	16
International Conferences	2	
National Journals	6	
National Conferences	3	

<b>Number of Ph.Ds Guided</b>	<b>Guided University</b>	<b>Number</b>	<b>Total Number</b>
Supervisor	-	-	-