

# Administrative and Academic Audit Report

(2023-24)

**Conducted by:**

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**Report submitted on:** 28th June 2024

## PART A : AUDIT PROCEDURE

### 1.0 INTRODUCTION

The Academic Audit process aims to continuously improve the quality of Management and Computer Application education by providing clear guidelines for both faculty and students. To ensure academic effectiveness and measure the contributions of faculty and students, various assessment tools have been developed. These include the evaluation of course delivery in alignment with Osmania University's curriculum and syllabus, monitoring co-curricular and extracurricular activities, ensuring discipline, and assessing the overall academic operations of the institution. Furthermore, the audit reviews faculty responsibilities, course progress, internal assessments, and student welfare.

This document outlines the academic audit process, which supports institutional success in Management and Computer education. It defines the audit's objectives, course delivery methods, internal and external evaluation processes, the handling of major projects and seminars, the roles of faculty, research activities, and the functioning of course committees.

### 2.0 OBJECTIVES OF ACADEMIC AUDITING:

The key objectives of academic auditing include:

- Ensuring academic accountability.
- Defining and maintaining quality standards across the academic system, especially in management education.
- Safeguarding the functionality of management education.
- Evaluating the effectiveness of the teaching-learning process to maximise outcomes from both faculty and students.



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### **3.0 COURSE DELIVERY**

The MBA program combines Lecture-Based Courses, Seminars, and Projects, while the MCA program integrates Lecture-Based Courses, Practical Courses, Seminars, Mini Projects, and Major Projects.

#### **3.1 Lecture-Based Courses**

On the first day, the faculty provides an overview of the course, including prerequisites, objectives, and learning outcomes, emphasising the course's relevance to the specialisation. A session plan along with study materials is documented in the course file. Course progress is monitored by the Internal Quality Assurance Cell (IQAC). Based on internal exam performance, remedial classes are conducted to support students.

#### **3.2 Practical Courses**

The MBA program includes a single practical course in the first semester, while the MCA program has two practical courses per semester. A detailed lab instruction manual covers theoretical background, procedures, and expected outcomes. In the first class, students are introduced to lab rules, course objectives, and expected outcomes. Students are expected to prepare for practical sessions by reviewing theoretical and practical content, and lab records must be completed and endorsed by the faculty. A brief viva is conducted to assess students' understanding, and marks are awarded for lab performance and records.

#### **3.3 Projects**

The MBA program includes one major project aligned with the student's specialisation, completed after the second semester during the summer break for 45 days. Attendance is maintained by supervisors, and project evaluations occur in two phases across the third and fourth semesters.

For MCA students, there are two projects: a mini project after the fourth semester and a major project during the sixth semester. Attendance is tracked, and day-to-day activities are recorded. Project evaluations are held at the end of the semester, and presentations, which include problem definition, methodology, analysis, and conclusions, are mandatory.

#### **3.4 Seminars**

Students present seminars on approved topics relevant to current trends in their field. The seminar lasts for 20 minutes, followed by a 5-minute question-and-answer session. Evaluation is based on presentation style, technical content, depth of knowledge, and overall quality.



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### **3.5 Evaluation**

The institution employs both continuous and end-semester evaluations. Continuous evaluation includes internal exams, assignments, mini-projects, and seminars, while end-semester evaluations are conducted through external exams. Internal exams ensure that questions are distributed uniformly across the course content, and two internal tests are mandatory for each course.

### **4.0 CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

The institution encourages student participation in co-curricular and extracurricular activities, such as department associations, professional bodies, student unions, and events organised by the institution. Workshops and lectures are conducted to foster professionalism among students.

### **5.0 DISCIPLINE AND ACADEMIC AMBIENCE**

Discipline and a conducive academic environment are maintained throughout the campus. Student grievances are promptly addressed. Various committees oversee discipline and academic standards, including:

- College Academic Committee
- Department Academic Committee
- Student Activity Committee
- Anti-Ragging Committee
- Internal Complaints Committee
- Student Discipline Committee
- Library Committee
- Project Review Committee
- Research & Development Cell
- Entrepreneurship Development Cell
- Women Empowerment Cell
- Extension Activities Cell
- Industry Institute Interaction Cell
- Training and Placement Cell
- Intellectual Property Rights Cell
- Alumni Cell

The college also has several professional, cultural, sports and community service clubs along with other committees and cells to support students, faculty and staff.



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## **6.0 DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS**

### **6.1 Academic Activities**

- Classroom and lab instruction.
- Curriculum development and resource creation.
- Student assessment, including examination duties.
- Organising co-curricular and extracurricular activities.
- Student guidance and counselling.
- Professional development through continuous education, research, and self-improvement.

### **6.2 Research and Consultancy**

- Conducting research and guiding students.
- Leading sponsored projects and consultancy services.
- Promoting collaboration between industry and academia.

### **6.3 Administration**

- Managing academic and administrative tasks at the institution.
- Policy planning, development of new programs, and preparing project proposals.
- Monitoring academic and research activities.
- Staff development and performance appraisals.

### **6.4 Extension Activities**

- Industry and community engagement.
- Providing non-formal education and promoting entrepreneurship.
- Supporting community-relevant technical initiatives.

## **7.0 STRUCTURE AND FUNCTIONING OF THE ACADEMIC AUDITING SYSTEM**

The Academic Auditing system consists of two bodies: the Internal Quality Assurance Cell (IQAC) at the institutional level and an External Auditor from other institutions. The IQAC acts as an internal auditor, assisting the External Auditor by preparing and submitting reports and required data.

### **7.1 Structure**

IQAC members are responsible for internal auditing and uploading reports such as the Annual Quality Assurance Report (AQAR). The External Auditor conducts visits to the institution once per semester or as required.



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## **7.2 Audit Procedures**

The Principal ensures that all relevant records and documents are maintained and accessible for both internal and external audits. Internal audits are conducted within departments, and the process is overseen by the IAC Coordinator.

## **8.0 DOCUMENTS PRODUCED FOR AUDIT**

The following documents are essential for academic audits:

1. Teaching diaries and course files.
2. Records of classwork completion.
3. Academic activities beyond regular coursework.
4. Project and internship records.
5. Placement statistics.
6. Alumni interactions.
7. Community Service activities.
8. Research and development documentation.
9. Examination results.
10. Certificates for bridge and certificate courses.
11. Training program reports.
12. Club activities.
13. Library usage and initiatives.
14. MOUs signed with external bodies.



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## **PART B : FINDINGS AND OBSERVATIONS**

The findings and observations on the 14 parameters based on the documents submitted are presented in this section.

### **1. Teaching Diary and Course Files**

#### **1.1 Teaching Diary:**

Each faculty member is required to maintain a teaching diary for every course they handle. This diary includes:

- A schedule of class timings.
- Topics covered, along with the teaching methodology.
- Record of any extra classes conducted.

#### **1.2 Course File:**

Faculty members maintain a comprehensive course file for lecture-based courses each semester. These files include essential documentation such as:

- Current and previous years' question papers.
- Course material and additional resources.

### **2. Completion of Classwork**

When the college was under university affiliation, it had limited flexibility in curriculum design. However, proactive steps were taken to provide an academic environment aligned with interdisciplinary studies, while adhering to university and Telangana government guidelines.

The academic year is split into two halves: the odd semesters (I & III) and the even semesters (II & IV). Before each semester, a committee led by the Head of Department (HOD) is appointed to prepare detailed course files, ensuring consistency across sections.

These course files break down the syllabus into units, topics, sub-topics, and the required number of lectures, ensuring that teaching materials and resources are well-prepared in advance. Faculty regularly document their progress in teaching diaries, which are reviewed weekly by the HOD and Principal to ensure syllabus completion.

In the 2023-24 academic year, data showed that all faculty members either met or exceeded the required teaching hours. Notably, 100% of the syllabus was covered across all subjects, with some faculty conducting extra sessions to better prepare students. A few teachers completed their syllabus ahead of schedule.



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### 3. Academic Activities Beyond Regular Classes

The college emphasises learning beyond regular lectures, with academic activities grouped into remedial classes, tutorial/bridge courses, and Interactive Teaching-Learning (ITL) activities.

**Remedial Classes** were offered for challenging subjects such as Accounting, Managerial Economics, and Operations Research. Around 230 MBA and MCA students, primarily those below average, benefited from these classes. ITL activities, including group discussions, debates, case studies, and quizzes, provided additional learning opportunities for students, helping them improve communication and presentation skills.

**Bridge Courses** also helped students who lacked exposure to specific subjects during their undergraduate studies.

### 4. Projects and Internships

Projects and internships provide students with practical learning and valuable experience for future job opportunities. Faculty mentors guide students through these projects, ensuring they not only learn but also apply their knowledge.

In the 2023-24 academic year, companies such as Bajaj Alliance, HDFC, Coca-Cola, Toyota, and Wipro offered internship opportunities to 423 MBA and MCA students, allowing them to gain exposure in fields like marketing, finance, human resources, and IT.

### 5. Placements

The success of a professional educational institution is measured by the quality of its curriculum and the employment outcomes of its students. Aurora's PG College (MCA) consistently organises placement drives, attracting companies from diverse sectors.

During the 2023-24 academic year, 230 students were placed in various reputed organisations, translating to a 65.5% placement rate. Students were offered salary packages ranging from ₹2 lakh to ₹6.5 lakh per annum, with an average salary of ₹2.6 lakh.

### 6. Alumni Interaction

Aurora's PG College (MCA), Uppal, actively engages its alumni through regular meetings held at the end of each semester. Former students who have established themselves in various professional roles are invited to share their experiences and insights with current students. During the academic year 2023-24, 390 alumni enrolled in the Alumni Association.

Graduates from both the MBA and MCA programs participated in these meetings, offering valuable advice on current industry trends and market challenges. The feedback indicates that between 45% to 60% of the alumni (MBA & MCA) interacted with regular students significantly.

benefiting them through these engagements. In addition to alumni, the college also invited distinguished professionals from various industries as guest speakers to provide additional insights and inspiration to the students.

## **7. Community Service Activities**

Recognising the potential of youth as the driving force behind national progress, Aurora's PG College actively promotes social responsibility and community service through Extension Activities Cell, Samskruthi Foundation and Prakriti, Nature Club. The college organised a range of activities on and around the campus to raise social awareness and support underprivileged communities. These activities included Blood Donation Drives, National Youth Day, Annual Day celebrations, World Environment Day, Voter Awareness Campaigns, Sadbhavana Diwas, National Women's Day, and Human Rights Day, among others.

During the academic year 2023-24, MBA and MCA students enthusiastically volunteered in these initiatives. A total of 9 activities were conducted, involving both regular students and volunteers. Faculty members, alongside the coordinators, played an active role in making these programs highly participatory and impactful.

## **8. Research & Development Activities**

Research and Development (R&D) plays a central role in the academic and professional ecosystem at Aurora's PG College. The R&D cell oversees, coordinates, and manages all research activities, including academic research, sponsored projects, collaborative research initiatives, and consultancy work. Aurora's PG College is dedicated to shaping future managers and computer professionals by encouraging innovative ideas and research at the academic level. The institution works closely with key industries to train students and align their research skills with industry needs, helping produce job-ready managers.

The college's mission is to foster a creative and research-driven atmosphere, encouraging faculty and students to pursue higher studies and contribute meaningfully to the academic community. However, the academic year 2023-24 saw very little research requiring a lot of improvement in this area.

Faculty members need to contribute to the academic landscape by publishing various articles in prestigious national and international journals, and two books.

## **9. Students Academic Performance**

Aurora's PG College boasts a highly experienced faculty dedicated to sharing their expertise with students in the classroom. However, exam preparation can be a challenge for students, who often struggle with essential skills such as time management, comprehension, note-taking, and managing exam anxiety. Additional challenges arise from time constraints, a lack of preparation, and difficulties in understanding and applying theoretical concepts across different parts of the course. Many students rely on memorisation instead of analytical or interpretive learning, which can increase anxiety and result in poor exam performance.



Moreover, some students attempt to cram an entire year's worth of material into a few days of intense study, which often leads to poor results. These struggles stem from a lack of effective study habits and strategies, resulting in moderate understanding and moderate grades. Recognising these challenges, the Examination Cell at the college has implemented measures to ease the burden on students.

To address these issues, the Examination Cell conducts two internal exams per semester, providing students with opportunities to improve their understanding and enhance their performance in both internal and external exams. This approach has contributed to the success of the student body, with 99.3% of MBA and MCA students passing the external exams conducted by Osmania University during the 2023-24 academic year.

## **10. Certificate & Bridge Courses**

The institute regularly conducts Certificate Courses and Bridge Courses for students, faculty, and non-teaching staff, aimed at enhancing both their academic and professional skills. These programs are designed to provide supplementary knowledge, with Bridge Courses helping students who may not have covered certain subjects in their undergraduate or intermediate studies, allowing them to fill gaps in their curriculum.

The Certificate Courses cover a wide range of topics, offering training and workshops on skills such as Investment Risk Management, Python for IoT, Financial Modelling, Startup Marketing, Ethical Hacking, Google Cloud, Generative AI, Data Analytics, Business Analytics and Data Science. These programs lasted for 5 days, and participants received a certificate upon completion, which can be an added qualification on their resumes. In the academic year 2023-24, 699 MBA and MCA students benefited from these certificate courses.

Bridge Courses, particularly in subjects like Fundamental of Programming, are specifically designed to strengthen students' understanding in areas they may not have studied previously.

## **11. Training Programmes**

Training is a key focus at Aurora's PG College, ensuring that students develop into skilled human resources ready for the professional world. The college organises several mandatory training programs, aimed at preparing students to be both efficient employees and successful entrepreneurs. These programs are broadly categorised into Campus Recruitment Training (CRT), Skill Development (SD), and Competitive Exam (CE) preparation.

Under the CRT programs, 370 students participated and gained expertise in areas such as positive attitude, work-life balance, time management, stress management, creative thinking, problem-solving, emotional intelligence, gender sensitisation, personality development, and decision-making skills.

In the Skill Development category, nearly 216 students participated in programs focused on yoga, soft skills, communication, leadership, interpersonal skills, and eco-friendly practices, all conducted within the campus.



For those preparing for competitive exams, the institute also organised training programs covering general knowledge, quantitative aptitude, reasoning, English language, banking, computer science, environmental science, psychology, public administration, and current affairs.

## **12. Club Activities**

Aurora's PG College promotes active participation in various clubs, as recommended by Osmania University during its Annual Academic meeting. These clubs are designed to foster leadership, social awareness, and skill development alongside the regular academic curriculum. The college has established a variety of clubs, including Nature Club, Innovation Club, Dance Club, Music Club, Sports Club, Arts Club and Professional Clubs. These clubs focus on activities related to professional, cultural, sports, community development, and more.

The primary objective of these clubs is to identify and nurture students' hidden talents while promoting leadership and skill development. Activities organised by these clubs cover a wide range of areas, including social awareness, cultural appreciation, and literacy, especially among adults and women. Additionally, activities related to agriculture, industry, service sectors, and environmental protection are also conducted.

During the 2023-24 academic year, a total of 38 club activities were organised. These events addressed social issues, celebrated important days, and conducted surveys on heritage and culture. The college often invites external participants and experts to enrich these activities, fostering interaction between students and the wider society.

Through partnerships with professional institutes, human resource organisations, financial institutions, and other service sectors, the college ensures that these activities are successful and impactful for all participants.

## **13. Library Activities**

Effective communication is essential for exchanging ideas and sharing knowledge, and one of the most impactful forms is through written materials. A well-equipped library, often regarded as a temple of books, plays a pivotal role in any educational institution, serving as a hub for reading, learning, and research. With advances in technology, libraries have evolved to adopt modern methods to enhance their functionality and accessibility.

At Aurora's PG College, the management has taken significant steps to enhance the library by allocating grants for its development. This has enabled the library to expand its resources and services to better support students and faculty.

In addition to its primary role of maintaining and providing access to resources, the library also organises a range of complementary activities. These include essay writing, debates, elocution, and quiz competitions, which encourage students to engage actively with the materials and sharpen their intellectual abilities. Furthermore, the library regularly hosts events to celebrate important national and international occasions, promoting a culture of learning and awareness beyond academics.

#### 14. Memorandum of Understanding (MOUs)

Aurora's PG College (MCA) has established partnerships with various national and international organisations and educational institutions. During the academic year 2023-24, the college has 23 functional Memorandums of Understanding (MOUs), Partnership Agreements, and Institutional Agreements with reputed institutions and organisations. These collaborations provide students with opportunities to enhance their academic and professional skills, including access to online courses in business and management.

Key features and benefits of these MOUs include:

1. **Student Engagement in National Events:** Students are encouraged to participate in activities and initiatives they conceptualise, as well as national events organised by the Young Indians (Yi) in various cities.
2. **Training in Financial Markets:** Students receive training in investment decision-making, forecasting, stock market trends, and commodity market analysis.
3. **Campus Employability Programs:** The MOUs focus on enhancing employability by offering job-oriented skill development courses, such as Tally, to prepare students for the workforce.
4. **Software Skills Development:** Students gain training to develop and enhance their software skills, improving their technical proficiency.
5. **Communication and Aptitude Training:** Programs are offered to improve communication techniques, aptitude, reasoning, and interview skills to prepare students for the job market.
6. **Investment and Market Forecasting Training:** Similar to other finance-related initiatives, students are trained on patterns of investment, stock market forecasting, and commodity market trends.
7. **Tally and Job-Oriented Training:** Specialised training is provided to make students more employable through Tally and other job-oriented courses.
8. **Women's Entrepreneurship and Social Awareness:** The MOUs include programs to support women entrepreneurs, focusing on site visits, job fairs, mentoring for business ideas, and social awareness initiatives targeted at girl students and female staff.
9. **Entrepreneurship Development:** Through these collaborations, students gain exposure to entrepreneurship development programs, conferences, exhibitions, and successful business models.
10. **Environmental Sustainability Training:** Staff and students are trained in waste segregation, dry waste collection, and recycling initiatives aimed at environmental protection.
11. **Online Management Courses:** The MOUs provide access to online management courses covering core and advanced topics in business and management, supporting the development of both students and faculty.



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## **PART C : SUMMARY OF FINDINGS AND RECOMMENDATIONS**

### **Academics:**

- The Institution caters to Master of Business Administration and Master of Computer Applications
- The Enrolment percentage is excellent
- The teacher to student ratio is good at 1:15
- The student to computer ratio is 1:4
- All class rooms are ICT enabled with projector facilities
- The college caters well to student diversity including various categories of students
- Academic calendar is strictly followed
- Teachers prepare teaching plans and work it out effectively
- The timetable is well executed and attendance is excellent
- Additional courses are offered to students. Students have the freedom to choose additional courses. 2 bridge courses, 7 certificate programs and 3 training programs were offered to the students.
- Internal assessment is fair and communicated to students through academic calendars and notices
- The results of the institution is good and have a high attainment ratio
- The Institution has a dynamic and active NSS unit which is contributing to the needs of the community
- The Institution has a registered Alumni Association. It is Active and functional. For the year 2023-24 the alumni association sponsored a total amount of 1,95,000.
- The placement cell is active and has a good placement record of 65.5%.
- Library is well equipped and regularly new books are purchased. The process of purchase of books is regulated by Library committee. The purchased books are entered in accession register and barcoded. The library has 19,837 volumes including 12,452 e-books and 26 journals.

### **Management:**

- The Principal of the organisation is qualified and regular full time post. His work style has created and maintained a healthy working environment of organisation.
- The college has a rich history with profound Vision, Mission and goals which are reflected in all its academic, managerial and administrative activities
- Both the College Academic Committee and IQAC have undertaken several important quality initiatives
- The website is updated and well maintained.
- The College has well designed ERP and it is active.
- The financial audits are conducted on a regular basis every year. There are no deficiencies.
- The college has submitted statistical information for an All India Survey of Higher Education and NIRF regularly.

### Administration:

- The administrative process are in place, well documented and functional.
- The administration is stakeholder friendly and prompt in its services.
- Sufficient technology and tools needed for administrative work are available with the most recent technology.

### Recommendations:

- **Enhance Faculty Development Programs:** Although the institution maintains a good teacher-to-student ratio, regular faculty development programs should be conducted to keep educators updated on emerging trends in management and computer applications, enabling them to improve their teaching methods and student engagement.
- **Expand Certificate and Bridge Courses:** While 2 bridge courses, 7 certificate and 3 training programs are currently offered, increasing the number and variety of these courses could better cater to evolving industry needs. Introducing courses on topics like artificial intelligence, data science, or fintech could further benefit students.
- **Strengthen Industry-Academia Collaborations:** To further boost the employability of students, the institution could establish more collaborations with industry partners. These partnerships could include internships, live projects, guest lectures from industry experts, and mentoring programs to bridge the gap between academic learning and practical application.
- **Upgrade ICT Infrastructure:** While all classrooms are ICT-enabled with projectors, integrating advanced tools like smartboards, interactive learning systems, and virtual labs could enhance the learning experience, especially in subjects like computer applications.
- **Expand Alumni Engagement:** The active alumni association is an asset. The institution can consider expanding alumni engagement by introducing mentorship programs, more frequent alumni-student interactions, and career guidance workshops to leverage the professional network and experiences of past students.
- **Increase Student Research Opportunities:** To foster innovation and a research-oriented mindset, the institution should encourage students to participate in research activities by providing funding for student research projects, hosting student research conferences, and promoting publication opportunities.
- **Enhance Placement Support:** With a current placement rate of 65.5%, the placement cell can further enhance its efforts by conducting industry-specific training, mock interviews, and job-oriented workshops. Additionally, diversifying the pool of recruiters and building stronger relationships with top companies could improve placement rates.

Copy to:

1. IQAC
2. Director, APGCU



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## Administrative and Academic Audit

(2023-24)

### Action Taken Report

**Date:** 29 July 2024

Based on the suggestions given in the Administrative and Academic Audit report conducted for the academic year 2023-24, the following actions are taken to address each suggestion.

1. **Student Support Services:**

The mentorship program is being streamlined for better efficiency, and expanded counselling services are being introduced to address both academic and psychological challenges faced by students.

2. **Curriculum Delivery Enhancements:**

Workshops will be organized for faculty to adopt innovative teaching methods and digital tools, aiming to make learning more engaging and effective.

3. **Infrastructure Improvements:**

Two additional smart boards have been installed in classrooms to modernize teaching tools and facilitate interactive learning.

4. **Continuous Feedback Integration:**

The existing feedback mechanism will be upgraded by incorporating a module into the ERP system to ensure ongoing collection and analysis of stakeholder input.

5. **Certification Programs:**

New industry-relevant certification courses are being identified and introduced to align with current job market demands and improve students' employability.

6. **Documentation and Record Maintenance:**

Starting September 2024, monthly audits will be conducted to ensure consistent and efficient record maintenance across all institutional support systems.

7. **Industry Collaboration Initiatives:**


Plans are underway to organize additional guest lectures, skill workshops, and live projects in partnership with industry professionals to strengthen the institution's ties with the corporate world.

8. **Faculty and Staff Development:**

A training session focused on administrative software usage is scheduled for the academic year, with the Department of Computer Applications overseeing its implementation.

Copy to:

1. IQAC
2. College Academic Committee
3. HoDs, MBA and MCA



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