AICTE - MANDATORY DISCLOSURE
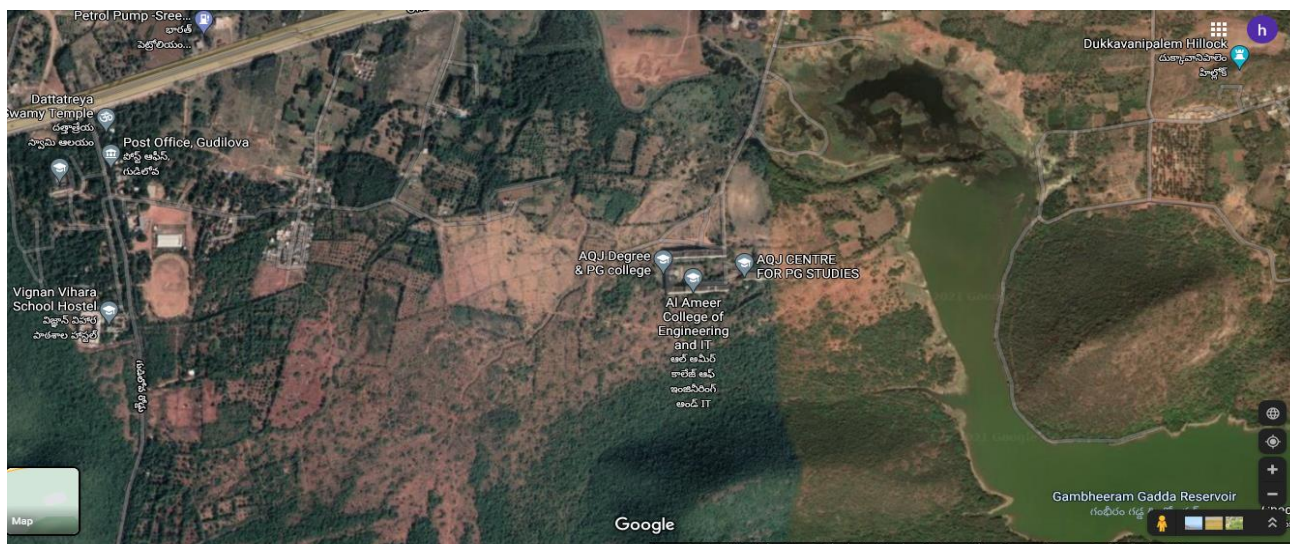
1. **Name of the Institution:**

   Abdul Qadir Jeelani Centre for Post Graduate Studies

   Address: Gudilova, Anandapuram, Visakhapatnam, Andhra Pradesh 531173.

   Mobile: +91 - 7702832995

   E-Mail: aqjmba@gmail.com

2. **Name and address of the Society**

   Maqbool Hussain Educational Welfare Society

   Address: #49-55-1A, Beside Port Stadium, Vidhyuthnagar, Akkayyapalem, Visakhapatnam, Pin: 530016.

   Telephone: 0891- 2523419,21

   E-Mail: aqj2001@gmail.com

3. **Name and Address of the Director**

   Name of the Director: Dr. P sudha Rani

   Address: #43-9-145, TSN Colony, Visakhapatnam-530016.

   Mobile: +91 - 9848171640

   E-Mail: psudhar2@gmail.com

4. **Name of the affiliating University:** ANDHRA UNIVERSITY, Visakhapatnam.

5. **Governance**

   - Members of the Board and their brief background: ANNEXURE - 1
   - Members of Academic Advisory Body: ANNEXURE - 2
   - Frequency of the Board Meeting and Academic Advisory Body: YEARLY ONCE/TWICE

- Organizational chart and processes: ANNEXURE - 3
- Nature and Extent of involvement of Faculty and students in academic affairs/ improvements: ANNEXURE - 4
- Mechanism/ Norms and Procedure for democratic/ good Governance: ANNEXURE -5
- Student Feedback on Institutional Governance/ Faculty performance: YES

  Link: https://forms.gle/qE6BbHeXv9BCZTgYA for MBA Students,

  https://forms.gle/akpuAGEJf79vqjdu5 for MCA Students
- Grievance Redressal mechanism for Faculty, staff and students: YES

  ANNEXURE - 6
- Establishment of Anti Ragging Committee: YES

  ANNEXURE - 7
- Establishment of Online Grievance Redressal Mechanism: YES

  Link: https://aqjpgstudies.edugrievance.com/
- Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University: YES
- Establishment of Internal Complaint Committee (ICC): YES

  ANNEXURE - 8
- Establishment of Committee for SC/ ST: YES

  ANNEXURE - 9
- Internal Quality Assurance Cell: YES

  ANNEXURE - 10

6. **Programmes**
   - Name of Programmes approved by AICTE:
     - Master of Business Administration (MBA)
     - Master of Computer Applications (MCA)
   - Name of Programmes Accredited by AICTE: **NIL**
   - Status of Accreditation of the Courses: **NIL**
   - Total number of Courses: **TWO**
   - No. of Courses for which applied for Accreditation: **NIL**
   - Status of Accreditation – Preliminary/ Applied for SAR and results awaited/ Applied for SAR and visits completed/ Results of the visits awaited/ Rejected/ Approved for ….. Courses

     NIL

- **For each Programme the following details are to be given:**

Department of Management Studies [MBA Program]

- Name: **MBA**

- Number of seats: **120**

- Duration: **TWO YEARS**

- Cut off marks/rank of admission during the last four years:

Academic year	Cut off marks/rank of admission
2020-21	
2019-20	**41699**
2018-19	**47861**
2017-18	**52422**

- Fee: **INR.27,000/- per year**

- Placement Facilities: **YES**

- Campus placement in last six years with minimum salary, maximum salary and average salary in LAKHS

Academic year	minimum salary	maximum salary	average salary
2020-21			
2019-20			
2018-19	**2.20**	**5.00**	**3.60**
2017-18	**1.40**	**4.80**	**3.10**
2016-17	**1.30**	**4.20**	**2.75**
2015-16	**1.20**	**4.00**	**2.60**

Department of Computer Science [MCA Program]

- Name: **MCA**

- Number of seats: **60**

- Duration: **TWO YEARS**

- Cut off marks/rank of admission during the last four years:

Academic year	Cut off marks/rank of admission
2020-21	
2019-20	**37487**
2018-19	**43124**
2017-18	**44377**

- Fee: **INR.35,400/- per year**
- Placement Facilities: **YES**

7. Faculty

- Course wise Faculty members list: ANNEXURE - 11
- Permanent Faculty: 15
- Permanent Faculty: Student Ratio: **1:20**
- Number of Faculty employed and left during the last four years:

YEAR	Number of Faculty Employed	Number of Faculty Left
2020-21		
2019-20	18	--
2018-19	18	--
2017-18	18	2

8. Profile of Director:

PROGRAM	MBA	
Name:	Dr. P Sudha Rani	
Designation	Professor and Director	
Date of Birth:	11-11-1973	
Unique ID:	1-467571515	
Education Qualifications:	MBA,MPhil, PhD, SLET	
Work Experience (Total Years)	22	
	Teaching:	22
	Research:	15
	Industry:	01
	Others:	00
Area of Specialization	Finance	
Courses taught at Post Graduate level	Security Analysis & Portfolio Management, Strategic Financial Management, Organizational Behaviour, Business Policy and Strategic Management	
Research:	PhD guiding	00
	National Journals:	03

	International Journals:	03	
	National Conferences:	10	
	Intl Conferences:	03	
	Master Thesis guidance:	130	
	Ph.D. Awarded:	00	
Research Publications:	07		
International Certification	UKIERI (Level-5)		

9. **Fee**

- Details of fee, as approved by State Fee Committee, for the Institution:
    - **INR 27,000/- per year for MBA**
    - **INR 35,400/- per year for MCA**
- Time schedule for payment of fee for the entire programme: **2 installments**
- No. of Fee waivers granted with amount and name of students: **NIL**
- Number of scholarships offered by the Institution, duration and amount: **NIL**
- Criteria for fee waivers/scholarship: **NIL**

10. Admission Details:

- **MBA Department:**
- Number of seats sanctioned with the year of approval: **60**
- Number of Students admitted under various categories each year in the last four years:

Year	General Male	General Female	OBC (M)	OBC (F)	SC (M)	SC (F)	ST (M)	ST (F)	PH (M)	PH (F)	Minority (M)	Minority (F)	TOTAL
2020-21													
2019-20	05	02	12	15	00	01	00	00	00	00	02	04	42
2018-19	03	03	13	19	00	01	00	00	00	00	02	01	42
2017-18	04	02	08	11	03	00	00	00	00	00	00	00	28

- Number of applications received during last four years for admission under Management Quota and number admitted:

Year	Number of applications received during last two years for admission under Management Quota	Number of students admitted during last two years under Management
2020-21		
2019-20	23	18
2018-19	19	16
2017-18	20	16

Admission Details:

- **MCA Department:**
- Number of seats sanctioned with the year of approval: **60**
- Number of Students admitted under various categories each year in the last four years:

Year	General Male	General Female	OBC (M)	OBC (F)	SC (M)	SC (F)	ST (M)	ST (F)	PH (M)	PH (F)	Minority (M)	Minority (F)	TOTAL
2020-21													
2019-20	02	03	12	02	01	00	00	00	00	00	00	00	20
2018-19	02	03	04	09	00	00	00	00	00	00	00	00	18
2017-18	02	02	04	08	01	01	00	00	00	00	00	00	18

- Number of applications received during last four years for admission under Management Quota and number admitted:

Year	Number of applications received during last two years for admission under Management Quota	Number of students admitted during last two years under Management
2020-21		NIL
2019-20		NIL
2018-19		NIL
2017-18		NIL

11. Admission Procedure

- Mention the admission test being followed, name and address of the Test Agency and its URL (website): APICET, https://apicet.nic.in/Default.aspx
- Calendar for admission against Management/vacant seats:
- Last date of request for applications:
- Last date of submission of applications: 24-9-19
- Dates for announcing final results:
- Release of admission list: 1st list – 28-19-2019, 2nd List 30-9-2019
- Date for acceptance by the candidate: 03-10-2019
- Last date for closing of admission: 10-10-2019
- Starting of the Academic session: 06-09-2019
- The waiting list shall be activated only on the expiry of date of main list:
- The policy of refund of the fee, in case of withdrawal, shall be clearly notified:

12. Criteria and Weightages for Admission under Category-A

- Eligibility in the qualifying test i.e., ICET (Integrated Common Entrance Test)
- Securing not less than 50% for OC and 45% for reserved category (SC/ST/BC) in qualifying degree with 10+2+3 mode.
- Left over seats after allotment by ICET Convener will be filled through Spot Admissions

13. Admission Under Management seats/Vacant seats

- Composition of selection team for admission under Management Quota with the brief profile of members (This information be made available in the public domain after the admission process is over)
- The selection team consists of One Member of Management, Director of the college, Head of the Department – MBA and MCA
- Score of the individual candidate admitted arranged in order of merit list of candidate who have been offered admission
- Waiting list of the candidate in order of merit to be operative from the last date of joining

14. Reservation Policy for 2021-2022

- 50% seats will be filled by Muslim Minority students and remaining offered to open category. Meritorious Muslim Students will be given 100% scholarships.

15. Information of Infrastructure and Other Resources Available

- Number of Class Rooms and size of each

- Number of Tutorial rooms and size of each

- Number of Laboratories and size of each

- Number of Computer Centres with capacity of each

- Central Examination Facility, Number of rooms and capacity of each

S.No	Room No	Room Type	Carpet Area in sqm
		Instructional Area (sqm) MBA (2 sec) - 120 INTAKE	
1	F2	class room 1 (I MBA A)	97
2	F3	class room 2 (I MBA B)	97
3	F4	class room 3 (II MBA A)	97
4	F8	class room 4 (II MBA B)	97
5	T2	class room 1 (I MCA)	97
6	T3	class room 2 (II MCA)	97
7	S5	Tutorial 1 MBA	34
8	S5	Tutorial 2 MCA	34
9	G7	MBA Computer Centre	147
10	S3	Library & Reading room MBA	181
11	F9	MBA Seminar Hall 1	147
12	T1	MBA Seminar Hall 2	147
13	T8	MCA Library	100

S.No	Room No	Room Type	Carpet Area in sqm
		Administrative Area (sqm) MBA (Specific)	
1	F7	Directors room	30
2	S6	Board Room	97
3	F1	Staff room 1 MBA	97
4	T6	Staff room 1 MCA	97
5	S1	Computer/Central Stores	97
6	F9	Maintenance	15
7	F9	Housekeeping	15
8	F9	Exam Cell	30
9	F9	Placement Cell	30
10	F7	Office All Exclusive	98

Amenities Area (sqm)			
S.No	Room No	Room Type	Carpet Area in sqm
1	F5	toilets 1 (MBA)	56
2	F6	toilets 2 (MBA) Ladies	106
3	T5	toilets 3 (MBA)	56
4	T4	boys common room	71
5	S4	girls common room	71
6	F9	stationary room	20
7	G5	first aid room	30

- Barrier Free Built Environment for disabled and elderly persons: YES
- Occupancy Certificate: YES
- Fire and Safety Certificate: YES
- Hostel Facilities: NO
- Library: YES

Room Description	Available Number	Dimensions with Area	Equipped with
Library & reading room	2	195 sqm + 150 sqm	Books, Journals, News Papers, e-resources, Wi-Fi enabled, reading room with furniture. 5 Computers

- Number of Library books/ Titles/ Journals available (program-wise):

  For MBA Program exclusively

Number of titles	:	775
Number of volumes	:	7630
JOURNALS		
Number of International Journals	:	05
Number of National Journals	:	10

  For MCA Program exclusively

Number of titles	:	540
Number of volumes	:	3970
JOURNALS		
Number of International Journals	:	05
Number of National Journals	:	10

- Computing Facilities: Yes
- Internet Bandwidth: 10 mbps
- Number and configuration of System: 125 systems
- Total number of system connected by LAN: 100
- Total number of system connected by WAN: 100
- Innovation Cell: Yes
- Social Media Cell: Yes
- Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments: No
- List of facilities available

  The institution subscribes to the following e-learning resources which provide access to 1,25,000 e-books, 69 NPTEL video lectures in management subjects, about 6,000 e-journals for the students.

  - DELNET
  - NPTEL
  - NDL

- Games and Sports Facilities:

  Indoor Sports Facilities:

  - Table tennis
  - Chess
  - Carroms

  Outdoor Sports Facilities:

  - Volley Ball Court -1
  - Basket Ball hard Court -1
  - Lawn Tennis Court -1
  - Hand Ball Court – 1
  - Throw Ball Court –1
  - TenniCoit Court-1
  - Cricket Ground -1

- Extra-Curricular Activities:

  Extension Activities:

  Students form into voluntary groups - NSS

  - Promotion of awareness on primary health and education in urban areas

- Blood donation camps
- Tree plantation
- Swatch Bharat Programs
- Campaign against drug abuse
- Beach clean –up drives

Soft Skill Development Facilities:
- Soft-skills trainers will provide continuous training in Language Lab

Teaching Learning Process:
- Teaching–learning methods adopted by the faculty members are student centric and include Project-based Learning, Computer-assisted Learning, Experiential Learning etc.

Club Activities:
- **GEMS CLUB:** This is an MBA student club, the objective of which is to encourage the students to form into groups and conduct management development activities among themselves. This helps the student to sharpen their communication skills and develop their public personalities and behaviour. Industrial visits are arranged and guest lectures are organized involving speakers from the industry as well as academics. This helps the student to get a practical insight into the contemporary business practices. The faculty also makes learning, interactive by motivating student participate in group discussion, role-play, subject quiz, news analysis, educational games, discussion and question answer sessions on current affairs.
- **BYTE CLUB:** This is an MCA student club oriented towards providing a practical exposure to the emerging IT professional and hone their communication and employability skills.

- Curricula and syllabus for each of the programmes as approved by the University:
  http://aqjpgstudies.org/mbasyllabus2019.pdf
  http://aqjpgstudies.org/mcasyllabus2020-21.pdf

- Academic Calendar of the University:
  http://aqjpgstudies.org/academiccalender24042021.pdf

- Laboratory facilities exclusive to the Post Graduate Course

Computer lab (MBA)	190 sqm	**Facilities** 90 Computers (with LED Monitors), Printers, Scanners, Head phones, Fans, Air Conditioned, Internet,LAN, Wi-Fi enabled, UPS.	**Usage** Used for conducting open elective classes like tally, advanced excel, Business Analytics. Also for students projects and online courses.
Computer Centre & Communication lab (MCA)	190 sqm	**Facilities** Computers, Printer, Audio/Visual Aids, Head phones, Fans, Air Conditioned, Internet, LAN, Wi-Fi enabled, UPS.	**Usage** Used to enhance the pronunciation skills, softskills, vocabulary and other language related skills.
Computer lab (MCA)	97 sqm	**List of Software** Turboc2, Turboc3, Java, Oracle, Editplus, Netbeans, Pycharm, Python, Staruml, Rationalrose, Macromedia flash, Ms-office, Hadoop, Vlc media player, Adobe pdf reader, Google chrome, Mozilla firefox, Pdf to word convetors, R software	**Usage** Curriculum Labs

- Institution Memberships in professional bodies:

S.No	Professional Body	Name of the Professional Body
1	AIMA	All India Management Association

- FACULTY Memberships in professional bodies:

S.No	Professional Body	Name of the Professional Body
1	UKIERI	UK & India Education & Research Initiative

- MoU's with Industries (minimum 3):

Organization with which MoU is signed	Name of the institution/ industry/ corporate house	Year of signing MoU	Document Link
Millennium Software Solutions Pvt. Ltd.	AQJ Centre for PG Studies	2021	http://aqjpgstudies.org/Millenium001.pdf
Management & marketing Research Consultancy	AQJ Centre for PG Studies	2021	http://aqjpgstudies.org/MMRC002.pdf
SHA Associates	AQJ Centre for PG Studies	2020	http://aqjpgstudies.org/SHA001.pdf
S&T Associates	AQJ Centre for PG Studies	2021	http://aqjpgstudies.org/s&tassociates.pdf

ANNEXURE – 1

Members of the Board:

GOVERNING BODY OF THE SOCIETY		
S.No.	Name of the Governing Body Member	Position
1	Mrs. Fathima Sultana	PRESIDENT
2	Mr. H A Jafri	VICE PRESIDENT
3	Mr. V A Siddiqui	SECRETARY
4	Mr. I H Farooqui	JOINT SECRETARY
5	Mr. J A Qureshi	TREASURER
6	Mrs. Taniyat Rasheed	MEMBER
7	Mrs. Qhudsia Fathima	MEMBER
8	Mrs. Naveed Ahmed	MEMBER
9	Mrs. Kounine Banu	MEMBER

ANNEXURE – 2

Academic Council:

The Academic Council shall comprise:

- Principal (Chairman).
- Directors/Deans (One of them shall be member secretary).
- Controller of Examinations.
- Four senior professors nominated by Principal.
- Not less than four experts/academicians from outside the college representing industry, commerce, law, education, medicine, engineering, sciences etc., nominated by the Governing Body.
- Two or Three nominees from the affiliating university.
- Two faculty members of other autonomous institutions nominated by the Chairman/Member Secretary, Governing Body.
- Nominee of the Government.

Term: The term of the nominated members shall be three years except those nominated by the University/State Government.

Meeting Schedule of the Academic Council: Meetings: Meetings of the Academic Council usually be held a minimum of 2 times in an Academic Year.
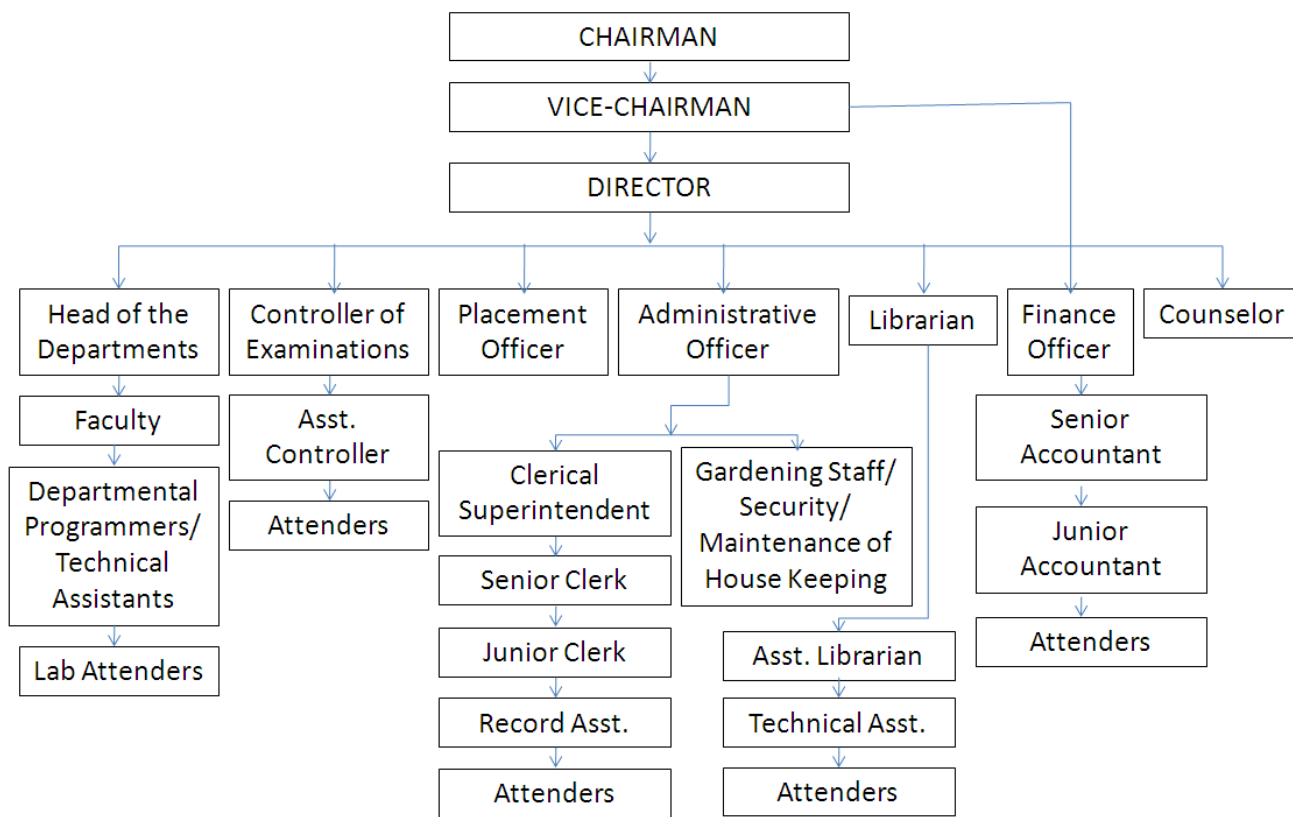
Council:

1.	Chairman	:	Director – Dr. P Sudha Rani
2.	Directors	:	Head of the Department, MBA – Mrs. Shanthi Raju
			Head of the Department, MCA – Mr. Gangadhar Doma
3.	Controller of Examinations	:	Dr. P Neeraja Santhan
4.	Senior Faculty	:	Mrs. Naveed Ahmed
			Mrs. Kounine Banu
5.	Industry Representative	:	Mr. Sridhar Reddy
			Director, Millenium Software Solutions.
6.	Placement Officer	:	Mr. P Joshi Vijay Kumar
7.	University Representatives	:	Prof. Visakha Rao, Dept. Of EEE
8.	Ombudsman	:	Prof. J V Prabhakar Rao
			Former Vice-Chancellor, Rayalaseema University.

ANNEXURE – 3

Organization Chart

```
                              ┌──────────────┐
                              │   CHAIRMAN   │
                              └──────┬───────┘
                                     ▼
                              ┌──────────────┐
                              │ VICE-CHAIRMAN│───────────────────┐
                              └──────┬───────┘                   │
                                     ▼                           │
                              ┌──────────────┐                   │
                              │   DIRECTOR   │                   │
                              └──────┬───────┘                   │
```

Head of the Departments	Controller of Examinations	Placement Officer	Administrative Officer	Librarian	Finance Officer	Counselor
Faculty	Asst. Controller				Senior Accountant	
Departmental Programmers/ Technical Assistants	Attenders		Clerical Superintendent / Gardening Staff/ Security/ Maintenance of House Keeping		Junior Accountant	
Lab Attenders			Senior Clerk	Asst. Librarian	Attenders	
			Junior Clerk	Technical Asst.		
			Record Asst.	Attenders		
			Attenders			

ANNEXURE – 4

Nature and Extent of involvement of Faculty and students in academic affairs/improvements:

Department meetings are held by the Director every trimester to frame & discuss goals, objectives and achievements concerned to each department. Subject allotment, additional duties & responsibilities are assigned & reviewed in the meeting. HOD's are instructed and formed regulations for smooth flow of class-work, co-curricular activities including student clubs to ascertain performance & improvements to handle academic and overall development of the students. Review of student feedback is addressed every half yearly.

Faculty are assigned with one additional duty other than the class work which includes examination cell, industry-academic interface, grievance redressal, internal quality, conducting inter-collegiate competitions at regular intervals.

Faculty are encouraged to participate in various FDP's and involvement in research.

Mechanism/ Norms and Procedure for democratic/ good Governance:

Functions and Responsibilities of Governing Body: The Governing Body of the College formulates rules and regulations and bye-laws for the smooth conduct of the academic and administrative affairs of the College, nominates Members of the Academic Council, on the basis of recommendations of the Departments.

- Ensures the functioning of the College in a manner appropriate to achieve its Vision and Mission.
- Reviews the actions of the Academic Council, approves the proposals and sanctions funds to develop the infrastructure like buildings, laboratories, roads and other amenities.
- Approves and sanctions the financial budgets submitted by the Department.
- Approves perspective plans for the Department.
- Institutes scholarships, fellowships, studentships, medals, prizes and certificates.
- Approves the selection of teaching staff, appoints Directors, approves and amends service rules of teaching and non-teaching staff from time to time.
- Allots various budgets for the overall institution.

Powers of the Governing Body: The Governing Body of the College shall be the overall in- charge and exercise control over the administration of the College, subject to the rules and regulations of Andhra University, State Government, UGC & AICTE and gives directions to the Member Secretary (Principal) and the Directors of the College for this purpose from time to time to approve the appointment and
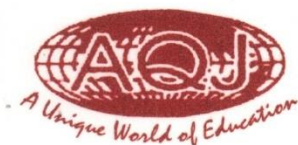
Governing Body exercises power

- To formulate Service Rules for different categories of staff of the College.
- To approve and confirm action against staff in all disciplinary matters.
- To review the Reports of the Academic Audit on the performance of the College.
- To fix the pay scale and other incentives of the staff working in the College by considering norms fixed by the affiliating
- To authorize the Chairman to take decisions and actions on any matter if so desired, and such decisions and actions shall be reported to the Governing Body of the College at its next meeting.

Bye-laws of AQJ: http://aqjpgstudies.org/bye-laws.pdf

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ANNEXURE – 6

Grievance Redressal Committee

ABDUL QADIR JEELANI
CENTRE FOR POST GRADUATE STUDIES

Approved by AICTE - Affiliated to Andhra University
(An Institute of Maqbool Hussain Educational Welfare Society)
Gudilova, Anandapuram, Visakhapatnam - 531 173.

City Office : # 49-55-1A, Beside Port Stadium, Vidhyuthnagar, Akkayyapalem,
VISAKHAPATNAM-530 016 Cell : 7702832995, Ph : 0891-2523419, 21
E-mail: aqj2001@gmail.com, Website : www.aqjpgstudies.org

Date: 29-10-2020.

A grievance redressal committee has been constituted with effect from 01-11-2020
with the members mentioned below.

Chairperson :   Prof. P Sudha Rani, Director
Members   :   Mrs. R Shanthi Raju, HOD, MBA Dept.
                    Mrs. Naveed Ahmed, Asso. Prof., MBA Dept.
                    Mrs. Tulasi Miriyala, Asst. Prof., MCA Dept.
                    Mr. Joshi Vijay Kumar Pandada, Asst. Prof., MBA Dept.
                    Mr. I H Farooqui, Secretary, Management Member
                    Mrs. A Uma Maheswari, Sr. Administrative Officer
                    Mrs. G Srivalli, Librarian
                    Mr. P V Pavan, Director, P S N Commercial
                    Ms. Shaheen Nisha, Student, II MBA
                    Ms. K V R R Priyanka, Nominee from Alumni
                    Mr. V Pavan, Professional CA

The committee will address issues related to

- Receiving Complaints from Faculty, Staff and Students
- Investing into the complaints
- Holding sessions with the complainant
- Resolving the issues

The committee shall meet twice a year to review the progress and submit a report to
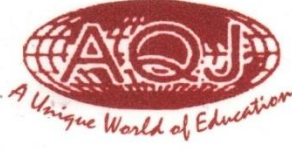the director.

Director
A.Q.J. CENTRE FOR P. G. STUDIES
GUDILOVA, ANANDAPURAM
VISAKHAPATNAM

ANNEXURE – 7

Anti – Ragging Committee

ABDUL QADIR JEELANI
CENTRE FOR POST GRADUATE STUDIES

Approved by AICTE - Affiliated to Andhra University
(An Institute of Maqbool Hussain Educational Welfare Society)
Gudilova, Anandapuram, Visakhapatnam - 531 173.

City Office : # 49-55-1A, Beside Port Stadium, Vidhyuthnagar, Akkayyapalem,
VISAKHAPATNAM-530 016 Cell : 7702832995, Ph : 0891-2523419, 21
E-mail: aqj2001@gmail.com, Website : www.aqjpgstudies.org

Date: 25-02-2021.

An Anti-Ragging committee has been constituted with effect from 27-02-2021 with the members mentioned below.

Chairman	:	Mr. Gangadhar Doma, HOD, MCA Dept.
Secretory	:	Mrs. Syed Kounine Banu, Asso. Prof., MBA Dept.
Members	:	Ms. Patnala Chandini Reddy, Student, II MCA
		Mr. Pydi Ajay Kumar, Student, II MBA
		Ms. Afthubay Kausar, Student, I MBA
		Mr. N Uma Maheswara Rao, Student, I MCA

The committee will address issues related to

- Addressing students on Anti-Ragging
- Conducting Anti-Ragging Awareness Programs in the Campus
- Displaying posters on Anti-Ragging in the campus
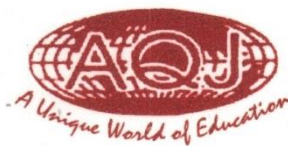- Addressing students issues immediately

The committee shall meet annually once to discuss Anti-Ragging measures and submit a report to the director.

Director

Internal Complaints Committee

ABDUL QADIR JEELANI
CENTRE FOR POST GRADUATE STUDIES
Approved by AICTE - Affiliated to Andhra University
(An Institute of Maqbool Hussain Educational Welfare Society)
Gudilova, Anandapuram, Visakhapatnam - 531 173.

City Office : # 49-55-1A, Beside Port Stadium, Vidhyuthnagar, Akkayyapalem,
VISAKHAPATNAM-530 016 Cell : 7702832995, Ph : 0891-2523419, 21
E-mail: aqj2001@gmail.com, Website : www.aqjpgstudies.org

Date: 02-01-2021.

An Internal Complaints Committee has been constituted with effect from 04-01-2021 with the members mentioned below.

Preceding Officer	:	Mrs. R ShanthiRaju, HOD, MBA Dept.
Members	:	Mrs. Qhudsia Fatima, Asso. Prof., MBA Dept.
		Mrs. Kurati Gowthami, Asst. Prof., MBA Dept.
		Mrs. A Uma Maheswari, Sr. Administrative Officer
		Mrs. G Srivalli, Librarian
		Ms. Yedla Sushmitha, Student, II MBA
		Ms. P Yamini, Student, I MCA
		Mrs. Madhavi Ganapathi, NGO

The committee will address issues related to

- Prevention of Sexual Harassment in the Campus
- Providing protection to women against Sexual Harassment in the Campus
- Receive complaints on Sexual Harassment in the campus
- Immediate Redressal of Complaints
- Inquire and make recommendations to the Management on the action required in-case of complaints
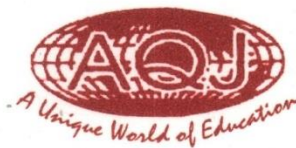- Periodic Sessions on educating Women on issues of Sexual Harassment

The committee shall meet thrice a year to review the progress and submit a report to the director.

Director

Committee for SC/ ST

ABDUL QADIR JEELANI
CENTRE FOR POST GRADUATE STUDIES

Approved by AICTE - Affiliated to Andhra University
(An Institute of Maqbool Hussain Educational Welfare Society)
Gudilova, Anandapuram, Visakhapatnam - 531 173.

City Office : # 49-55-1A, Beside Port Stadium, Vidhyuthnagar, Akkayyapalem,
VISAKHAPATNAM-530 016 Cell : 7702832995, Ph : 0891-2523419, 21
E-mail: aqj2001@gmail.com, Website : www.aqjpgstudies.org

Date: 25-01-2021.

A SC & ST committee has been constituted with effect from 28-01-2020 with the members mentioned below.

Chairperson :		Prof. P Sudha Rani, Director
Coordinator :		Mr. Joshi Vijay Kumar Pandada, Asst. Prof., MBA Dept.
Members	:	Mrs. G Sujatha, Asst. Prof., MBA Dept.
		Mrs. Gowthami Kurati, Asst. Prof., MBA Dept.
		Mr. B Bose Babu, Asst. Prof., MCA Dept.
		Ms. D Pavani, Student, II MBA
		Ms. Goli Merlind, Student, I MBA

The committee will address issues related to

- Counseling and guiding SC/ST students to help them manage academic and personal issues of college life effectively
- Ensure provision of an environment where SC/ST students feel safe and secure
- Provide prompt counseling for any emotional issue arising on account of any event in the college
- Provide mechanism to redress grievances of such students
- Inform SC/ST students regarding various scholarship programs of State Govt. and UGC
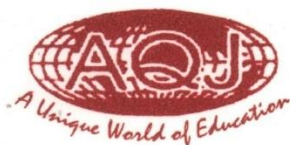
The committee shall meet twice a year to review the progress and submit a report to the director.

Director

A.Q.J. CENTRE FOR P.G. STUDIES
GUDILOVA, ANANDAPURAM
VISAKHAPATNAM

Internal Quality Assurance Cell

ABDUL QADIR JEELANI
CENTRE FOR POST GRADUATE STUDIES

Approved by AICTE - Affiliated to Andhra University
(An Institute of Maqbool Hussain Educational Welfare Society)
Gudilova, Anandapuram, Visakhapatnam - 531 173.

City Office : # 49-55-1A, Beside Port Stadium, Vidhyuthnagar, Akkayyapalem,
VISAKHAPATNAM-530 016 Cell : 7702832995, Ph : 0891-2523419, 21
E-mail: aqj2001@gmail.com, Website : www.aqjpgstudies.org

Date: 02-11-2020.

An Internal Quality Assurance Committee has been constituted with effect from 05-11-2020 with the members mentioned below.

Chairperson :	Dr. P Sudha Rani, Director
Coordinator :	Dr. P Neeraja Santhan, Asso. Prof., MBA Dept.
Members :	Mrs. R Shanthi Raju, HOD, MBA Dept.
	Mr. Gangadhar Doma, HOD, MCA Dept.
	Mrs. Qhudsia Fatima, Asso. Prof., MBA Dept.
	Mrs. Nazia Tabassum, Asst. Prof., MCA Dept.
	Mr. Suresh Kumar Patnaik, Asst. Prof., MCA Dept.
	Mr. V A Siddiqui, Management Member.
	Prof. R Vijaya, Director, Society Representative

The committee will address issues related to

- Developing parameters for academic and administrative activities of the institution.
- Organizing workshops and seminars on quality related themes and promotion of quality circles
- Providing a sound bases for decision making to improve institutional functioning
- Act as a change agent in the institution to improve internal communication
- Resolving the issues

The committee shall meet every month to discuss tangible results achieved in key areas which are specifically identified in the beginning of the academic year.

Director
A.Q.J. CENTRE FOR P.G. STUDIES
GUDILOVA, ANANDAPURAM
VISAKHAPATNAM

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<div align="center">**ANNEXURE -11**</div>

Branch wise list of Faculty members:

MBA:

S. No	Name of the Faculty	Designation
1	Dr. P Sudha Rani	Professor, Director
2	Dr. R Hepsiba	Professor
3	Mrs. R Shanthi Raju	Asso. Professor, HOD
4	Mrs. Syed Kounine Banu	Asso. Professor
5	Mrs. Naveed Ahmed	Asso. Professor
6	Mrs. Qhudsia Fatima	Asso. Professor
7	Mrs. Kurati Gowthami	Asst. Professor
8	Mr. Joshi Vijay Kumar Pandada	Asst. Professor
9	Mrs. G Sujatha	Asst. Professor

MCA:

S. No	Name of the Faculty	Designation
1	Mr. Gangadhar Doma	Asso. Professor, HOD
2	Mrs. Nazia Tabassum	Asso. Professor
3	Mrs. Tulasi Miriyala	Asst. Professor
4	Mr. Suresh Kumar Patnaik	Asst. Professor
5	Mr. Bosu Babu Botchina	Asst. Professor
6	Mr. Vamsi Krishna Chalacharla	Asst. Professor