AICTE –MANDATORY DISCLOSURE

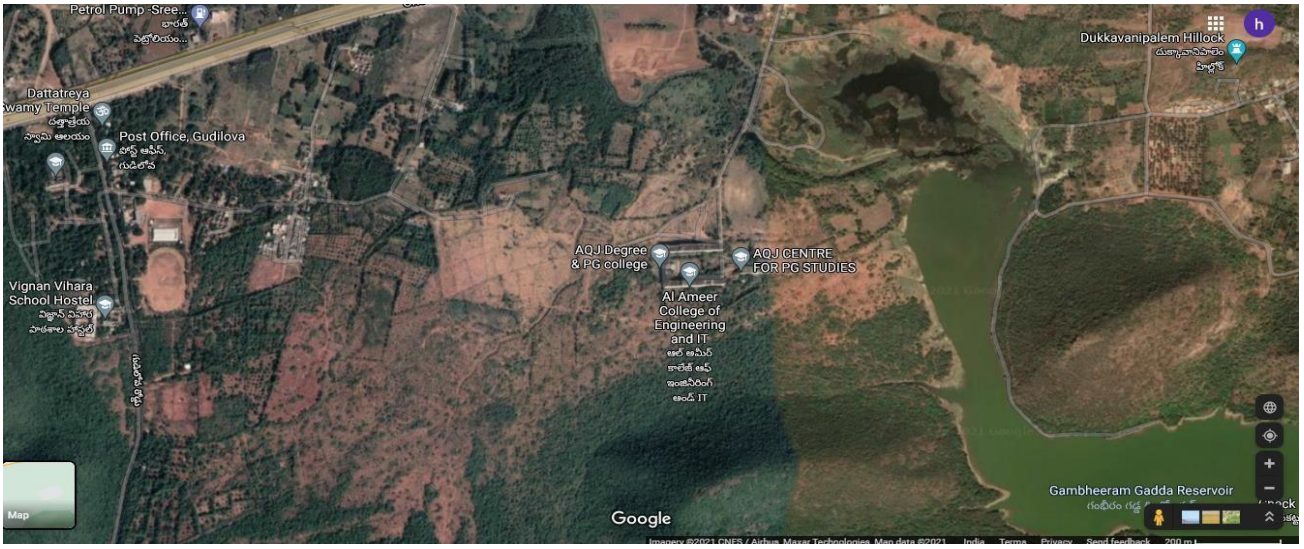
1. **Name of the Institution:**

A.Q.J. DEGREE & PG COLLEGE

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

Mobile:+91 -7702832995

E-Mail: aqjprincipal@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: 08912523419,21

E-Mail:aqj2001@gmail.com

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

Name of the Principal: Dr. P. KOTESWARA RAO

Address: # 4-60-5, Lawsons bay Colony

Visakhapatnam- 530017

Mobile:+91-9542115999

E-Mail:kotiau9@yahoo.com

Name of the affiliating University: ANDHRA UNIVERSITY, Visakhapatnam.

4. **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

- Establishment of Anti Ragging Committee:
  YES ANNEXURE-7
- 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

5. Programmes

- Name of Programmes approved by AICTE:
  - Master of Business Administration(BBA)
  - Master of Computer Applications (BCA)

- Total number of Courses: **TWO**

Department of Management Studies [BBA Program]

- Name: **BBA**
- Number of seats: **60**
- Duration: **THREE YEARS**
- Cut off marks/rank of admission during the last year:

Academic year	Last rank of admission
2024-25	2250

- Fee: **INR. 18,000/-per year**
- Placement Facilities: **NO**

Department of Computer Science [BCA Program]

- Name: **BCA**
- Number of seats: **50**
- Duration: **THREE YEARS**
- Cut off marks/rank of admission during the last year:

Academic year	Last rank of admission
2024-25	1540

- Fee: **INR. 18,000/- per year**
- Placement Facilities: **YES**

6. Faculty

- Course wise Faculty members list: ANNEXURE-11
- Permanent Faculty: 8
- PermanentFaculty:StudentRatio:**1:20**
- Number of Faculty employed and left during the last four years:

Year	Number of Faculty Employed	Number of Faculty Left
2023-24	6	--

7. Profile of Principal :

PROGRAM	**M.Sc**		
Name:	Dr. P KOTESWARA RAO		
Designation	Professor and Principal		
Date of Birth:	29-06-1979		
Unique ID:			
Education Qualifications:	M.Sc(Biochemistry), M.Tech(Biotechnology) M.Sc(Food & Nutritional Science, Ph.D of Biochemistry, POST- Doctral Research (Department of Biochemistry)		
Work Experience(Total Years)	22 Years		
	Teaching:	12	
	Research:	7	
	Industry:	2	
	Others:	2	
Area of Specialization	Biochemistry, Biotechnology & Food & Nutritional Science		
Courses taught at Post Graduate level	M.Sc- Microbiology, M.Sc- Biochemistry		
Research:	Ph.D Guiding		
	National Journals:		

	International Journals:	20	
	National Conferences:	5	
	Intl Conferences:	5	
	Master Thesis guidance:	20	
	Ph.D. Awarded:		
Research Publications:	20		
International Certification	2		

8. Fee

- Details of fee, as approved by State Fee Committee, for the Institution:
  - **INR.18,000/-per year for BBA**
  - **INR.18,000/-per year for BCA**
- Time schedule for payment of fee for the entire programme :**2 installments**

9. Admission Details:

BBA Department

- Number of seats sanctioned**: 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
2024-25	3	0	10	12	2	1	1	5			0	2	36

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

Year	Number of applications received During last One year for admission under Management Quota	Number of students admitted During last One year under Management Quota
2024-25	12	2

Admission Details:

BCA Department

- Number of seats sanctioned: **50**
- Number of Students admitted under various categories each year in the last ONE year:

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
2024-25	0	0	5	0	0	0	0	0	0	0	0	0	5

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

Year	Number of applications received During last One year for admission under Management Quota	Number of students admitted During last One year under Management Quota
2024-25	6	0

10. Admission Procedure

- Mention the admission test being followed, name and address of the Test Agency and its URL(website):https://OAMDC
- Calendar for admission against Management/vacant seats:
- Last date of request for applications:
- Last date of submission of applications:
- Dates for announcing final results:
- Release of admission list: 1st list– 19-07-24 2nd List 12-8-2024
- Date for acceptance by the candidate:
- Last date for closing of admission:
- Starting of the Academic session:
- 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:

11. Criteria and Weight ages for Admission under Category-A

- Eligibility in the qualifying test : Through OAMDC Registration
- Securing not less than50% for OC and 45% for reserved category (SC/ST/BC)in qualifying degree with 10+2+3mode.

- Left over seats after allotment by OAMDC will be filled through Spot Admissions

12. Admission under Management seats/vacant seats

- Composition of selection team for admission under Management Quota with the brief profile of members
- 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

13. Reservation Policy

- 50% seats will be filled by Muslim Minority student sand remaining offered to open category. Meritorious Muslim Students will be given100% scholarships.

14. Information of Infrastructure and Other Resources Available

Instructional Area(sq.mt) BBA & BCA			
S. No	Room No	Room Type	Carpet Area in sq.mt
1	F2	Classroom1(BBA)	97
2	F3	Classroom2(BBA)	97
3	F4	Classroom3(BBA)	97
4	S1	Classroom1(BCA)	97
5	S2	Classroom2(BCA)	97
6	S3	Classroom3(BCA)	97
7	F8	Tutorial1BBA	34
8	G1	Computer Centre	147
9	T3	Library & Reading Room	181
10	S5	Seminar Hall	147
11	S5	Library	100

Administrative Area(sqm)BBA(Specific)			
S. No	Room No	Room Type	Carpet Area in sqm
1	F7	Principal Room	30
2	S6	Board Room	97
3	F1	Staff Room -BBA	97
4	T6	Staff Room - BCA	97

Amenities Area (sqm)			
S. No	Room No	Room Type	Carpet Area in sqm
1	F5	Toilets	56
2	F6	Toilets - Ladies	106
3	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	1	150 sqm	Books ,Journals, News Papers, e-resources, Wi-Fi enabled, reading room with furniture. 1- Computer

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

  For BBA Program exclusively

  Number of titles : 35

  Number of volumes : 700

  JOURNALS

  Number of International Journals : 0

  Number of National Journals : 6

  For BCA Program exclusively

  Number of titles : 108

  Number of volumes : 400

  JOURNALS

  Number of International Journals : 1

  Number of National Journals : 0

- Computing Facilities: Yes
- Internet Bandwidth: 30 mbps
- Number of Systems: 150 systems

- Total number of system connected by LAN:100
- Total number of system connected by WAN:100
- Innovation Cell: No
- Social Media Cell: Yes
- Compliance of the National Academic Depository(NAD), applicable to PGCM/PGDM Institutions and University Departments: No

- 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:

  - Promotion of awareness on primary health and education in urban areas
  - Blood donation camps
  - Tree plantation
  - Swatch Bharat Programs
  - Campaign against drug abuse
  - Celebration of Science Day

  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 ,and Experiential Learning etc.

- Curricular and syllabus for each of the program mesas approved by the University:

- Academic Calendar of the University:
- Laboratory facilities exclusive to the Graduate Course

Computer lab(BBA)	150	**Facilities** 150 Computers(withLEDMonitors),Printers, Scanners,Headphones,Fans,AirConditioned, Internet, LAN,Wi-Fi enabled,UPS.	**Usage** Used for conducting open elective classes like tally, advanced excel Business Analytics. Also for student Projects and online courses.
Computer Centre & Communication lab (BCA)	150	**Facilities** 150 Computers, Printer, Audio/Visual Aids, Head phones, Fans, Air Conditioned, Internet, LAN, Wi-Fi enabled, UPS.	**Usage** Used to enhance the pronunciation skills, soft skills, vocabulary and other language related skills.
	150	**List of Software** Turboc2,Turboc3,Java, Oracle, Editplus, Net beans, Pycharm, Python, Staruml, Rationalrose,Macromediaflash,Ms-office, Hadoop, VLC mediaplayer,Adobepdfreader, Googlechrome, Mozilla fire fox, Pdf to word convectors, R software	**Usage** Curriculum Labs

ANNEXURE– 1

GOVERNINGBODYOFTHESOCIETY		
S.No.	**Name of the Governing Body Member**	**Position**
1	Mr.V. A. Siddiqui	PRESIDENT
2	Mr.H. A. Jafri	VICEPRESIDENT
3	Mr.I. H. Farooqui	SECRETARY
4	Mr.J.A. Qureshi	TREASURER
5	Mrs..Taniyat. Rasheed	JOINTSECRETARY
6	Mrs..Qhudsia. Fathima	MEMBER
7	Mrs. Naveed. Ahmed	MEMBER
8	Mrs..Kounine.Banu	MEMBER
9	Mrs. Nazia Tabassum	MEMBER

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ANNEXURE– 2

Academic Council:

The Academic Councils hall comprise:

- Directors/Deans (One of them shall be member secretary).
- Controller of Examinations.
- Four senior professors nominated by Director
- 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 beheld a minimum of 2times in an AcademicYear.

Council:

1.	Chairman	:	Principal : Dr. P. Koteswara Rao
2.	Directors	:	Head of the Department ,BBA– Mr. M. YUGANDHAR Head of the Department, BCA–Mr. B. LIKITH KUMAR
3.	Controller of Examinations	:	Mrs. B. Theja
4.	Senior Faculty	:	Mrs. D. Sharmila Ms. P. Raju
5.	Placement Officer	:	Mrs. Md. Shaheda Arfath
6.	University Representatives	:	Prof. G. Sudhakar Department of Human Genetics, Andhra University

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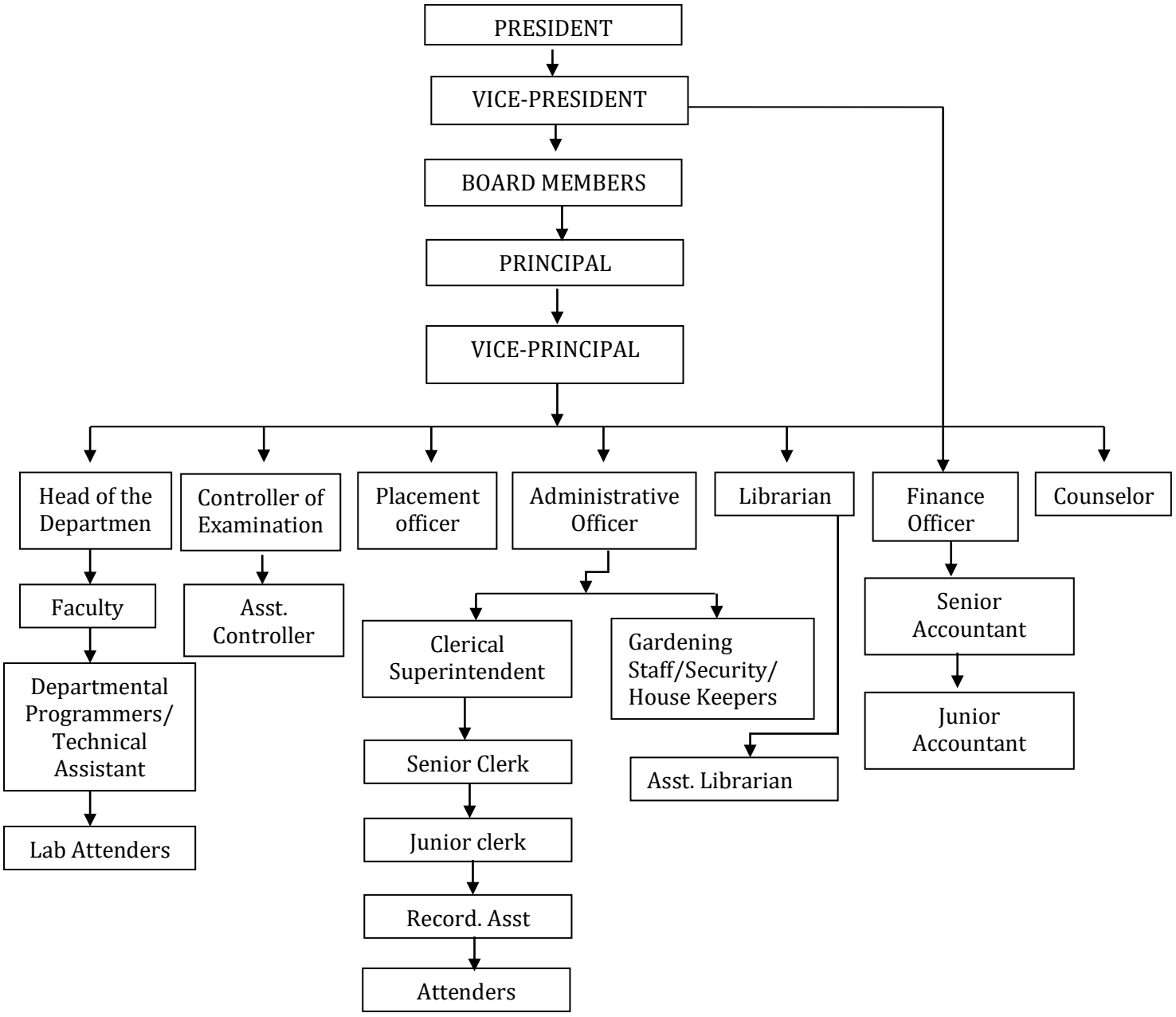
ANNEXURE– 3

Organization Chart



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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 students clubs to ascertain performance & improvements to handle academic and overall development the students .Review of student feed back 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.

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

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ANNEXURE-5

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 recommend actions 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 thes election 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 confirmation against staff in all disciplinary matters.
- To review the Reports of the Academic Audition 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 atits next meeting.

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ANNEXURE-11

Branch wise list of Faculty members:

BBA:

S.No	Name of the Faculty	Designation
1	M. YUGANDHAR	ASST. PROFESSOR
2	SK. JAMAL BI	ASST. PROFESSOR
3	B. LIKITH KUMAR	ASST. PROFESSOR
4		

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BCA:

S.No	Name of the Faculty	Designation
1	B. LIKITH KUMAR	ASST. PROFESSOR
2	SK. RAMZAN VALI	ASST. PROFESSOR
3	P. BALA SAI VAMSI KUMAR	ASST. PROFESSOR
4	P. SAGAR	ASST. PROFESSOR

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