

1. Name of the Institution:  
**Matrusri Institute of Post Graduate Studies**  
 #16-1-486, Saidabad, Hyderabad – 500 059  
 Ph: 040 24072764, Email: [principalmipgs@gmail.com](mailto:principalmipgs@gmail.com)
2. Name and Address of the Society:  
 Matrusri Education Society  
 3-6-653, Flat No. 101, Maturi Subhash Residency Himayatnagar,  
 Hyderabad – 500029
3. Name and Address of the Principal:  
 Dr. S.TabassumSultana  
 Matrusri Institute of Post Graduate Studies  
 #16-1-486, Saidabad, Hyderabad – 500 059  
 principalmipgs@gmail.com, Ph: 9885587895
4. Name of the affiliating university:  
 Osmania University, Hyderabad.
5. Governance:  
 Members of the Governing Body

S No	Name	Composition of Members
1	Dr KP Srinivasa Rao	Chairman, Governing Body Member, MES
2	Sri J Sudhakar	Member, MES
3	Sri MV Vasudeva Rao	Member, MES
4	Sri K Krishna Kumar	Member, MES
5	Sri T Jitendranath	Member, MES
6	Sri MBS Purushottam	Member, MES
7	Dr K Radha Kishan Rao	Member, MES
8	Prof.M.Gopal Naik	OU-Nominee, Dept of Civil Engineering
9	Sri. Prof P.V.Raghu	DTE Nominee
10	Dr.S.Tabassum Sultana	Principal, MIPGS
11.	Sri.R.D.Venkaresh Assoc.Prof, MBA Dept.,	Faculty Member
12	Dr.G.V.Vijaya Kumar Asst.Prof, MBA Dept.,	Faculty Member

5.2.Members of Academic Advisory Body/College Academic Council (CAC):

The Council constitutes management member, Principal, Industry Nominee, and Senior Academician from other Institution/University, Head of the Institution and CAC Coordinator. The Composition is valid for three academic years and meets at least twice in a semester.

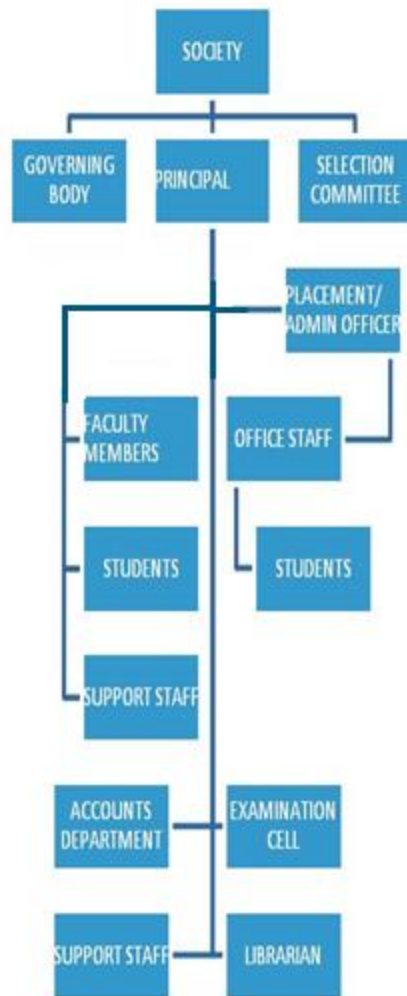
The council is constituted to discuss Academic activities, budgetary proposals, Research, Results and approving minutes of Department Advisory Committee (DAC).

S.No.	Name of Committee Member	Position
1.	Sri. M.Krishna Kumar, Vice-Chairman,MES	Chairman
2.	Dr.S.Tabassum Sultana,Principal,MIPGS	Director
3.	Sri. J.Sudhakar, Secretary, MES	Member
4.	Sri M.V.Vasudeva Rao, Treasurer, MES	Member

### 5.3 Frequency of Board Meeting and Academic Advisory Body meeting:

Members of Governing Body meet twice in each Academic Year and Members of Academic Advisory Body/College Academic Council meet 4 times in an Academic Year.

Organizational Chart and Process:



Nature and Extent of Involvement of faculty and students in academic affairs/improvements.

Faculty: Faculty are members of Governing Body, and College Academic Council (CAC) to discuss about the academic activities.

Students: Student and Alumni Association members are involved for suggestions in improving co curricular and extracurricular activities.

Mechanism/Norms and Procedure for democratic/Good Governance.

For effective conduct of Academics, Research and Faculty/Student Development programs, various faculty members are designated under various administrative positions.

Name of the Faculty & Position	Position
Dr. S.Tabassum Sultana, Professor, MIPGS	Principal, Academic & Administrative & Anti Ragging
Sri.R.D.Venkatesh, Assoc.Prof	Course Monitoring Committee, Public Relations Committee
Dr.G.V.Vijaya Kumar, Asst.Prof	Library Committee, Stationery
Smt.C.Prasanthi, Asst.Prof	Co-Curricular activities & Extracurricular activities
Dr.P.Shilpa Roy, Asst.Prof	Placement Cell
Sri.K.N.Balaji Rao, Asst.Prof	Internal Examination Coordinator
Smt. P. Meera, Senior Assistant	Academic & Scholarships Section
Mr K Radhakrishna, Asst Superintendent	Accounts Section
Mr KVS Harish, Asst Physical Director	Physical Education Dept
Mr.P.Siva	System administrator

Students Feedback on Institutional Governance/Faculty Performance

Each semester students Feedback on faculty teaching and performance is taken. The students feedback grade the faculty through online application program.

Grievance Redressal mechanism for Faculty, staff and Students.

The college has constituted Grievance Redressal Committee to monitor and take actions as per the complaints received from faculty, staff and students through college website Grievance Redressal form available.

Name of the Committee	List of Members	
	Name	Designation
Grievance Redressal Committee	Dr.S.Tabassum Sultana, Principal	Chairman
	Sri.R.D.Venkatesh, Assoc.prof	Member
	Dr.G.V.Vijaya Kumar, Asst.Prof	Member
	Sri.K.N.Balaji Rao, Asst.Prof	Member

Online Grievance Redressal Form:

[https://docs.google.com/forms/d/e/1FAIpQLSdv9WUQ8gWXX3vsVHbTjjUn8bPXWsWKAHX1XbxWfbvd8LV3xw/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSdv9WUQ8gWXX3vsVHbTjjUn8bPXWsWKAHX1XbxWfbvd8LV3xw/viewform?usp=pp_url)

Establishment of Anti Ragging Committee:

The committee is constituted to provide ragging free campus. It meets after the completion of MBA I year admissions and discuss about various remedies/procedures to eradicate ragging.

SNO	Name of the Staff	Designation	Position
1.	Dr. S. Tabassum Sultana	Principal	Chairman
2.	Sri.R.D.Venkatesh	Assoc. Prof	Member
3.	Dr.G.V.Vijaya Kumar	Asst.Prof	Member

4.	Smt. C.Prasanthi	Asst.Prof	Member
5.	Ms.L.Tribhuvana	Student	Member
6.	Mr A.Naga Rohil	Student	Member

Establishment of Internal Complaint Committee (ICC):

An internal complaint committee has been constituted with the following office bearers and members in our college.

S. No	Name of Staff	Designation	Position
1	Dr. S. Tabassum Sultana	Principal	Chairman
2	Smt. C.Prasanthi	Asst.Prof	Member
3	Dr.P.Shilpa Roy	Asst.Prof	Member
4	Sri.K.N.Balaji Rao	Asst.Prof	Member

Establishment of Committee for SC/ST:

The Following Committee has been established to look into problems and needs of the students belonging to SC/ST category in our college

S. No	Name of Staff	Designation	Position
1	Dr. S.Tabassum Sultana	Professor & Principal	Chairman
2	Sri.R.D.Venkatesh	Assoc.Prof	Member
3	Dr.G.V.Viajya Kumar	Asst.Prof	Member
4	Smt.C.Prasanthi	Asst.Prof	Member
5	Dr.P.Shilpa Roy	Asst Prof	Member

Internal Quality Assurance Cell (IQAC):

IQAC has been constituted in 2018-19 academic year. The committee is framed to verify quality in academics, research and placements. The composition consists of Head of the Institution, Management Representative, Faculty Representatives, and Senior Administrative faculty,

S. No.	Name and Designation	Role in IQAC	Composition	Email/ Contact No.
1.	Dr.K.P.Srinivas rao Chairman, MES	Member	Management representative	srinivasrao@mvsrec.edu.in
1.	Dr. S.Tabassum Sultana	Chairperson	Head of the Institute	<a href="mailto:principalmipgs@gmail.com">principalmipgs@gmail.com/</a> 9703017707
2.	Sri.R.D.Venkatesh	Member	Faculty & representatives at all levels	<a href="mailto:Venkateshrd31@gmail.com">Venkateshrd31@gmail.com</a> 9959875050
3.	Dr.G.V.Vijaya Kumar	Member		<a href="mailto:gudipativijayakumar7@gmail.com">gudipativijayakumar7@gmail.com</a> 9440629668
4.	C.Prasanthi	Member		<a href="mailto:sesiprasanthi@gmail.com">sesiprasanthi@gmail.com</a> 9989557950
5.	G.Surendra Prasad	Member	Student Nominee	<a href="mailto:gattasurendraprasad@gmail.com">gattasurendraprasad@gmail.com</a> 9985822729

## 6. Programmes

Name of the Programs approved by AICTE.

S. No.	Program Name
1.	MBA

Name of the Programmes Accredited by AICTE: 01 Course.

S. No.	Program Name	Status
1.	MBA	NA

For each Program the following details are to be given:

MBA Program	2018-19	2017-18	2016-17	2015-16
Number of seats	60	60	60	60
Duration	2	2	2	2
Cut Off Ranks/Marks	766	2182	622 2	3742
Opening Rank	766	2182	6222	3742
Closing Rank	40336	21101	114450	93725
Fee	69800	69800	698 00	69800

Campus Placements in last 03 Academic Years.

Academic Year	2015-16		2016-17		2017-18*	
	No of students	No of students placed	No of students	No of students placed	No of students	No of students placed
MBA	52	24	46	24	50	25

Minimum and Maximum Packages:

Year	Highest Package offered by IT Sector	Highest Package offered by Core sector	Average Package
2015-16	-	Rs 2.7 LPA	Rs 2.5 L
2016-17	-	Rs.3.2LPA	Rs 2.5 L
2017-18	-	Rs.3.2LPA	Rs 2.5 L

- 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:  
Not Available
- For each Programme Collaborated provide the following:  
Not Applicable
- Whether the Collaboration Programme is approved by AICTE? If not whether the Domestic/Foreign University has applied to AICTE for approval  
Not Applicable

## 7. Faculty Details:

### A] MBA Department:

S. No.	Name of the Faculty	Designation
1	Dr.S.Tabassum sultana	Principal/Professor
2	R.D.venkatesh	Assoc. Prof
3	Dr.G.V.Vijaya Kumar	Asst. Prof
4	C.Prasanthi	Asst. Prof
5	Dr.P.Shilpa roy	Asst. Prof
6	K.N.Balaji Rao	Asst. Prof

### • Number of Faculty employed and left during the last three years :

No. of Faculty Employed: 8

No. of Faculty Left: 2

## 8. Profile of Principal:

Name: Dr. Syed Tabassum Sultana

i. Date of Birth: 24.07.1973

ii. Unique ID

iii. Education Qualifications: MBA, MPhil(Management), Ph.D(Management), UGC NET (Management), APSET(Management). MA(Economics), M Sc (Psychology).

iv. Work Experience:

- Teaching: 16
- Research: 13 (includes teaching)

v. Area of Specialization: Finance and Marketing

vi. Courses taught:

Post Graduate Level: Operations Research, Business Research Methods, Investment Management, Entrepreneurship Development, Managerial Economics, International Finance, Financial Systems & Services.

### Research Guidance

- KL University and JJTU recognized as research supervisor for Ph.D scholars in Management
- Ph.D. students being guided: 2
- No. of Ph.D.s guided: Nil
- MBA Student Projects guided: 13students/year

vii. Projects Carried out : 0

viii. Patents Technology Transfer: 0

ix. Research Publications :

No. of Technical Papers in International Journals: 14

No. of Research Papers in National Journals: 20

No. of Research Papers in International Conferences: 5

No. of Research Papers in National Conferences: 17

No. of Book Chapters: 3

x. No. of Books published : 1

9 FEE:-

- Details of fee, as approved by State Fee Committee, for the Institution

S.No		First Year (2018-19)	Second Year (2017-18)	Third Year (2016-17)	Fourth Year (2015-16)
1	MBA				
	Tuition Fee	69800/-	69800/-	69800/-	69800/-

- Time schedule for payment of fee for the entire programme: 14-07-2018 (at the beginning of academic year)
- No. of fee waivers granted with amount and name of students :- NA
- Number of scholarship offered by the Institution, duration and amount :- NA
- Criteria for fee waivers/scholarship :- NA
- Estimated cost of Boarding and lodging :- NA

10 ADMISSION:-

- Number of seats sanctioned with the year of approval :-

Course	No. of Seats sanctioned	Year of Approval
MBA	30	1997-2002
	60	2002-2007
	90	2007-2009
	120	2009-2010
	180	2010-2013
	120	2013-2015
	60	2015-2019 (till date)

- Number of students admitted under various categories each in the last three years

Course	MBA		
	2018-19	2017-18	2016-17
Sanctioned Intake	60	60	60
No. of students Admitted	51	60	58

- Number of applications received during last 2 yrs for admission under Management quota and number admitted

2018-2019 ---- Applications received :- 22Nos. , Students Admitted :- 9

2017-2018----- Applications received:- 43Nos. , Students Admitted :- 18

11 ADMISSION PROCEDURE:-

- Mention the admission test being followed, name and address of the Test Agency and its URL (website):
  - Name of the Admission Test: TSICET
  - Name and Address of the Test Agency: Telangana State Council for Higher Education (TSCHE), Govt. of Telangana, <https://www.tsche.ac.in>
  - TSICET: 70% of the approved intake
- Management Quota: 30%

- Calendar for admission against Management/vacant seats: 09
  - Last date of request for applications : 21-08-2018
  - Last date of submission of applications: 24-08-2018
  - Dates for announcing final results : 25-08-2018
  - Release of admission list (main list and waiting list shall be announced on the same day): 25-08-2018
  - Date for acceptance by the candidate (time given shall in no case be less than 15 days) No
  - Last date for closing of admission : 25-08-2018
  - Starting of the Academic session : 09-08-2018
  - The waiting list shall be activated only on the expiry of date of main list :yes
  - The policy of refund of the fee, in case of withdrawal, shall be clearly notified:yes

## 12. Criteria and Weightages for Admission

- Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc.

*Admission test TSICET qualified Marks in qualifying examination 45 % for General and 40% for SC/ST/BC*

- Mention the minimum level of acceptance, if any  
*According to guidelines of TSICET*
- Mention the cut-off levels of percentage and percentile score of the candidates in the admission test for the last three years : 45%

Display marks scored in Test etc. and in aggregate for all candidates who were admitted

Branch	Gender	2016-17 SR/ER	2017-18 SR/ER	2018-19 SR/ER
MBA	Boys	1851/23266	2322/17789	766/40336
	Girls	2209/52458	1353/52679	1186/35705

\*SR - Starting Rank \*ER- Ending Rank

## 13. List of Applicants

- List of candidate whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats.

The list is available with Convenor, TSICET

[List of candidate who have applied along with percentage and percentile score for Management quota seats](#)

## 14. Results of Admission Under Management seats/Vacant seats

- Composition of selection team for admission under Management Quota

S.No.	Name of the member	Composition
1	Dr.K.P.Srinivas Rao	Chairman, MES
2	Dr.Syed Tabassum Sultana	Principal
3	Sri R.D.Venkaatesh	Assoc.prof



2 [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 of the first list candidate : NIL
- List of the candidate who joined within the date, vacancy position in each category before operation of waiting list : NIL

**15. Information of Infrastructure and Other Resources Available**

**15.1 Number of Class Rooms and size of each**

S.No	Description	Number	Average area in ( Sqm)
1.	Class Rooms	4	66 each
2.	Tutorial Rooms	1	33 each
3.	Laboratories	NA	-
4.	Drawing Hall	NA	-
5.	Computer Centre	1	150
6.	Central Examination Facility	1	66

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

**15. 2 Library Details:**

➤ Relevance of available learning resources including e-resources

Availability of Resources (Hard Copies):

**a. Books available in Library:**

Number of Titles : 9602  
 Number of Volumes : 3017 (as on 12-11-2018)

Year	Number of New Titles added	Number of New Editions Added	Number of New Volumes added
FY (2014-15)	0	0	0
FY (2015-16)	200	5	756
FY (2016-17)	20	2	164
FY (2017-18)	10	4	84
FY (2018-19) (Till October 2018)	5	3	137

**B. Scholarly Journal subscription**

Year	Numbers of Technical Magazines/ Periodicals	Numbers of Total Technical Journals subscribed	Internationally acclaimed titles in (Originals, reprints) (Hardcopy)
FY (2014-15)	-	-	7
FY (2015-16)	-	-	2
FY (2016-17)	-	-	2
FY (2017-18)	-	-	2
FY (2018-19)	-	-	2

Availability of Resources (Soft Copies):

List of E-Journals Available in Central Library:

IET: All-Society Periodicals Package (ASPP)

Access to 185 e-journals and back volumes from 2010 Access  
to 4 Bell Labs Technical e-Journal

ASCE

Access to 38 e- journals

ASME

Access to 32 e-journals

DELNET

Access to 2,50,00,000 + Books available for loan

40,000 + list of Journals

5,000 + Full-text E-journals

1,00,000 + Thesis/Dissertations

NDL: National Digital Library of India (IITKGP) 7

Lakh e- Lectures

3 Lakh Articles

95000+ Thesis

Manuscripts

18,000+ Video Lectures

NPTEL

e-Growth, Shodhganaga, and Librivex

4. Computing Facilities:

- Internet Bandwidth :145 Mbps
- Number and configuration of System:710 systems(Pentium IV,Core2duo,Dual core, core i3)
- Total number of system connected by LAN :60
- Total number of system connected by WAN:60
- Major software packages available: Microsoft cloud campus, IBM Rational Rose & Oracle software

Social Media Cell: The institution maintains website [www.mipgs.ac.in](http://www.mipgs.ac.in) and also maintains an institutional facebook account to dismate details of faculty, academic activities, upcoming activities, facilities and etc to all stake holders.

Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments : Not Applicable

List of facilities available

- Games and Sports Facilities

S.No	Name of the Facility	Units
1.	Basketball Court	1
2.	Volleyball Court	1
3.	Throwball Court	1
4.	Badminton Court	2
5.	Tennikoit Court	2
6.	Table Tennis	3
7.	Carrom Boards	8
8.	Chess Boards	8
9.	Cricket Nets	1

Teaching Learning Process:

- Curriculum and syllabus for each of the programmes as approved by the University
- Academic Calendar of the University
- Academic Time Table with the name of the Faculty members handling the Course
- Teaching Load of each Faculty

MBA- Teaching Load

S.No	Name of the faculty	Designation	Subject Name				Additional duties
			Theory	Class	Lab	Class	
1	Dr.S.Tabassum Sultana	Prof/Principal	OR(5),Projects(2),IM(4),Seminars(2)	II,III,IV Sem	-	-	Project coordinator,Seminar coordinator and all Administration work
2	R.D.Venkatesh	Assoc Prof.	MM(5),PBM(4)Ebusiness(5)SCM(5),CB(4)	I,II,III&IV SEM	-	-	AICTE,OU
3	Dr.G.V.Vijaya Kumar	Asst.Prof	BLE(4),BC(4),PDM(4),IM(4),BI(5),BRM(2),BPR(4)&SGM(4)	I,II,III&IV Sem	-	-	Internals,Attendance & Library
4	C.Prasanthi	Asst.Prof	MEA(3),MEA(3),AFM(5),FRM(2),MEA(3),MEA(3),BI(4),IB(2)	I,II,III&IV Sem	-	-	Website
5	Dr.P.Shilpa Roy	Asst. Prof	MOB(5),CRT(1),OM(5),SM(5),TQM(4),HRM(5)& IB(2)	I,II,III&IV Sem	CP S(2)	I Sem	Placements
6	K.N.Balaji Rao	Asst. Prof	ME(4),FRM(2),IF(4),EDP(4),MEA(3),SMA(4),BRM(3)& FM(5)	I,II, &III Sem			Internals

- Internal Continuous Evaluation System In Place For CBCS Scheme:

A model curriculum which has been introduced by AICTE is being followed from the academic year 2018-19.

Weightage of Marks for CIE: SEE (CBCS & Model Curriculum)

Course	Internal Marks (CIE)	External Marks (SEE)	Total marks
Theory	20	80	100
Practical or drawing course for which 2 periods/week are provided in the scheme of instruction	-	25	25

Based on combined marks (i.e., CIE+SEE) obtained by the candidate, Letter grades are awarded as shown in below table and Corresponding Grade Points are also shown.

Letter grades with respect to academic performance (CBCS)

Range of Marks(%)	Letter Grade	Grade Points
85 to 100	O	8.5-10.0
70-84	A	7.0-8.49
60 to 69	B	6.0-6.99
55 to 59	C	5.5-5.99
50 to 54	D	5.0-5.49
40 to 49	E	4.0-4.99
Less than 40	F	-

### Continuous Internal Evaluation (CIE)

#### a. Internal Assessment:

Two internal tests are conducted per semester each of 15marks. As per University norms, the question paper consists 10 question of Choose the right answer each of ½ mark, 10 questions of Fill in the blanks each of ½ mark and 5 question of 1 mark each.. Student has to answer all questions. Thus, the question paper is set for 15 marks.

#### b. Assignment:

As per University Guidelines in CBCS system, at least one assignment is given in each semester. In Continuous Internal Evaluation, 5 marks are allotted for Assignment.

- Students' Assessment of Faculty System In Place:

Evaluation is an integral part of Management education. Although there are various methods of teachers' evaluation, students' feedback is considered as the most effective, reliable method and is being followed in our college.

Aim: The aim of this assessment is to improve the quality of teaching by introducing students' feed back as teachers' evaluation system and also contributing to the overall faculty development.

#### Material and Method:

A feedback of professional teachers will be obtained from the students at the end of every semester. This feedback will be obtained through a proforma which has been validated through peer review. Only those students having a minimum of 70% attendance are allowed to fill the proforma anonymously. Based on the feedback, teachers will be informed about their strengths and weaknesses in a confidential manner. This would give an opportunity to teachers to improve their teachingskills.

#### Students' Feedback Proforma (Theory)

S.No	Criteria (Question)	Rating
1	Comes fully prepared for the class and encourages participation & discussion in class	
2	Fundamental concepts and clarity of explanation	
3	Knowledge of the subject taught	
4	Ability to integrate subject with Engg. Applications	
5	Availability and approachability of the teacher after the class hours	

#### Students' Feedback Proforma (Laboratory)

S.No	Criteria (Question)	Rating
1	Explanation about experiment & procedure	
2	Ability to integrate experiments with theoretical concepts	
3	Guidance while doing experiment	
4	Content & quality of the lab manual supplied	
5	Availability throughout the lab session	

Rating: 1 – Poor 2-Average 3-Good 4-Excellent

Class Monitoring System: A committee constituted by Academic Audit Committee (AAC) called Class Monitoring Committee will keep track the student attendance and syllabus coverage and alert the parents about the performance of the students from time to time. The committee is also expected to bring about the

problems faced by the students to the notice of the Principal.

For each Post Graduate Courses give the following:

- Title of the Course : MBA
- Curriculam and Syllabi : By Osmania University
- Laboratory facilities exclusive to the Post Graduate Course : Yes

Special Purpose (PG Courses)

- Software, all design tools in case: Not Applicable
- Academic Calendar and frame work: As per Osmania University Almanac

16. Enrollment of students in the last 3 years.

Item	CAY (2018-19)	CAYm1 (2017-18)	CAYm2 (2016-17)
Total no. of boys	57	59	56
Total no. of girls	54	59	61
Total no. of students	111	118	117

17. List of Research Projects/ Consultancy Works-

- Number of Projects carried out, funding agency, Grant received -NA
- Publications (if any) out of research in last three years out of masters projects :4

18. LoA and subsequent EoA till the current Academic Year\_

<http://www.mipgs.ac.in/aictefiles.htm>

19. Accounted audited statement for the last three years\_

<http://www.mipgs.ac.in/auditreports.pdf>

20. Best practices adopted, if any.

Best practices in Teaching and Learning process adopted by faculty under OBE:

