



LOYOLA ACADEMY

(DEGREE & PG COLLEGE)

OLD ALWAL, SECUNDERABAD - 500 010, TELANGANA, INDIA

(Autonomous and affiliated to Osmania University)

Re-accredited with 'A' Grade (III Cycle) by NAAC

A "College with Potential for Excellence" by UGC

www.loyolaacademy.edu.in Ph: 040-27862363/27860077 Fax: 040-27867939

ACADEMIC YEAR 2021-22

IOAC MINUTES OF THE MEETING-I

The following members were present for the meeting held on 23rd July 2021 at 10.00 a.m. in the board room.

- Fr. Dr. L. Joji Reddy, Principal, Loyola Academy
- Mr. P.V.R. Sai Prasad, IQAC Coordinator
- Dr. K. Rama, Dean of Academics (UG)
- Dr. Ch. Sirisha, Dean of Academics (PG)
- Dr. K. Vijayalakshmi, Dean of Science
- Dr. Jacqueline Williams, Dean of Commerce
- Dr. G. Ratnavani, Dean of Arts
- Dr. T. Suchitra Naidu, Associate Dean of Academics
- Dr. N. Mariadas, Dean of Administration

The following Points were discussed in the meeting:

- Proposal to conduct TOT -Train the Trainer program for all the teaching faculty.
- Plan to conduct international FDP on research in online mode from 26th to 30th August, 2021 by IQAC.
- Proposal for offline orientation for 1st Year students of B.A. / B.Com. / B.B.A. on 1st September and for all BSC courses on 2nd September 2021.
- Proposal to conduct international FDP on Recent Trends in Transforming Life Sciences-Focus on Academia & Industry Symbiosis, from 13th to 18th September 2021 in collaboration with Nizam College and City College by the Biotechnology department of UG & PG Loyola Academy.
- Proposal to conduct orientation program for new teaching staff on 25th September 2021.
- Anti-ragging notices to be placed and faculty in charges for the same to be appointed.
- Celebration of non-teaching staff day.



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IOAC MINUTES OF THE MEETING-II

The following members were present for the meeting held on 25th September 2021 in the Board Room.

- Dr. Fr. L. Joji Reddy, Principal, Loyola Academy
- Rev. Fr. K. Anil Kumar, Vice-Principal, Loyola Academy
- Mr. P.V.R. Sai Prasad, IQAC Co-Ordinator
- Dr. K. Rama, Dean of Academics
- Mrs. A. Anjani, NAAC Criteria 1 Co-Ordinator
- Mrs. V. Theresa Vinayasheela, NAAC Criteria 2 Co-Ordinator
- Dr. K. Vijayalakshmi, NAAC Criteria 3 Co-Ordinator
- Dr. G. Sreeramulu, NAAC Criteria 3 Co-Ordinator
- Mr. P. Sudhakar Reddy, NAAC Criteria 4 Co-Ordinator
- Mrs. G. Sirisha, Additional Controller of Exams
- Dr. S.P. Mythili, NAAC Criterion 5 Co-Ordinator
- Dr. P. Suresh Kumar, NAAC Criteria 6 Co-Ordinator
- Dr. T. Suchitra Naidu, NAAC Criteria 7 Co-Ordinator
- Mrs. K. Saras Chandra, Dean of Student Affairs
- Dr. Ch. Sirisha, Dean of Academics (PG)

The following points were discussed in the meeting:

- A follow up with NAAC Co-Ordinator's regarding AQAR report submission was discussed, resolution reached.
- All the faculty to be included in the mentoring list and Mentee-Mentor work to be strengthened.
- Resolution made to document feedback of all events henceforth.
- Gender Equity Programs to be conducted by women empowerment cell were discussed.
- Proposal to conduct Resonance-College Fest as a National event.
- Resolution was made to make Incubation, Innovation, Entrepreneurship, Start-up team mandatory for all the departments in the college.



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IOAC MINUTES OF THE MEETING-III

The following members were present for the meeting held on 5th October 2021 in the conference room at 10:30 a.m.

- Rev. Fr. Dr. L. Joji Reddy, Principal, Loyola Academy
- Mr. P.V.R. Sai Prasad, IQAC Co-Ordinator
- Dr. K. Rama, Dean of Academics
- Dr. K. Vijayalakshmi, Dean of Sciences
- Dr. G. Ratnavani, Dean of Arts
- Mr. V. Jagadhish, Controller of Exams
- Mrs. T. Ramya, Head of Department
- Dr. T. Suchitra Naidu, Associate Dean of Academics
- Dr. Swaralipi Nandi, Asst. Lecturer
- Mrs. A. Anjani Kumari, SECC Co-Ordinator 1
- Mrs. V. Theresa Vinaysheela, Block In charge, Co-Ordinator 2
- Dr. K. Vijayalakshmi, Dean of Research
- Dr. G. Sreeramulu, NSS Co-Ordinator 3
- Mr. P. Sudhakar Reddy, Criterion 4 Co-Ordinator
- Dr. S.P. Mythili, Criterion 5 Co-Ordinator
- Dr. P. Suresh Kumar, Additional COE Criterion 6

The following points were discussed in the meeting:

- Proposal to prepare Question Banks according to Bloom's Taxonomy & mapping questions to course outcomes.
- Purchase of software for OBE was discussed with following benefits:
 - Objective and subjective questions can be given
 - Answer key not mandatory
 - Question papers can be restored, archived or stored in cloud
 - High security.
 - Different templates for different question paper patterns.
 - Faculty can assess if student is slow or advanced learner.
 - Reports at several levels can be generated for several administrative purposes.
- AQAR for academic year 2018-19, 2019-20 and 2020-21 to be submitted in the portal as per the prescribed format.
- All the NAAC Co-Ordinator's are informed regarding the new proforma of AQAR 2020-21 by IQAC Co-Ordinator.
- Proposal to conduct international conference on New Paradigms in Mathematics and Computer Science Research from Feb 1st to 5th 2022.
- Applying for Village adoption UBA scheme.



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IOAC MINUTES OF THE MEETING-IV

The following members were present for the meeting held on 10th January 2022 in the conference room at 2.00 p.m.

The following were the attendees of the meeting:

- Rev. Fr. Dr. L. Joji Reddy, Principal, Loyola Academy
- Dr. K. Rama, Dean / IQAC Co-Ordinator
- Dr. M.V.S. Ramprasad, Director, HAZON Tech
- Mr. S.K. Vajpayee, Head, Marketing
- Mrs. A. Anjani Kumari, Criterion 1 Co-Ordinator
- Mrs. V. Theresa Vinaysheela, Criterion 2 Co-Ordinator
- Dr. K. Vijayalakshmi, Dean of Research
- Mrs. K. Anitha, NSS & Criterion 3 Co-Ordinator
- Mr. P. Sudhakar Reddy, Criterion 4 Co-Ordinator
- Dr. S.P. Mythili, Criterion 5 Co-Ordinator
- Dr. P. Suresh Kumar, Additional COE and Criterion 6 Co-Ordinator
- Dr. T. Suchitra Naidu, Criterion 7 Co-Ordinator

The following points were discussed in the meeting:

- Dr. Ramprasad, reviewed the data to be uploaded by coordinators accepted to mentor relevant faculty with data and documentation process for NIRF, Week Magazine rating and AQAR report.
- Briefed in areas needing improvement like Placement and Higher Education.
- Focus on getting students training for placements under CRT (Campus recruitment Training Program).
- Dr. Tirupathi was appointed in charge for the process of associate professorship and guideship.
- Proposal to conduct ten days of training program for non-teaching staff on MS Office from 19th January 2022- 30th Jan 2022.
- Proposal to conduct 10 day training program for the supporting staff on basics in math, bank form filling etc. from 19th January 2022- 30th Jan 2022.
- Plan to conduct basics in computers for students from various Orphanages on March 12th and 13th 2022.



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IOAC MINUTES OF THE MEETING-V

The IQAC meeting was held on 19th April, 2022 in the conferenceroom.

- Rev. Fr. Dr. L. Joji Reddy SJ, Principal, Loyola Academy
- Rev. Fr. K. Anil Kumar, SJ, Vice Principal (UG)
- Mr. Raja Gopal, Block In charge, Inigo Block
- Dr. K. Rama, Dean of Academics & IQAC Co-Ordinator
- Dr. K. Vijayalakshmi, Dean of Science
- Dr. G. Ratnavani, Dean of Arts
- Dr. M. Veeraswamy, Dean of Commerce
- Dr. N. Maria Das, Dean of Administration
- Mrs. V. Theresa Vinayasheela, Block In charge, CS Block
- Mr. P. Sudhakar Reddy, Block In charge, Admin Block
- Dr. Ch. Sirisha, Dean of Academics (PG)
- Dr. T. Suchitra Naidu, Associate Dean of Academics

The following points were discussed in the meeting:

- AQARs of academic year 2018-19, 2019-20 & 2020-21 uploaded in the NAAC website.
- All the departments mandated to maintain E-Journals.
- Documentation of all activities to be done as per the AQAR and SSR.
- All the Stock registers (consumables & non-consumables) should be updated.
- Discussed on conduct of department alumni meet.
- Discussed on conduct of Parent Teacher Meeting on 23rd April 2022.
- Criteria wise points required as per NAAC manual were specified for each department.
- Discussed about discipline in the campus.
- Liba visit scheduled from 17th – 19th May 2022.
- The faculty were encouraged to conduct guest lectures on personality and development.
- Instructions to specify outcome of every program in the reports given.
- All the final year projects done by the students to be converted into a book with ISBN number.
- Faculty instructed to improve their API & CAS scores.
- Proposed to include ICC – Internal Complaints Committee
- Proposed to start shift system from the academic year 2022-2023, till the new building gets ready.
- Visit by LIBA team for external assessment of the college.



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ACTION TAKEN REPORT-ACADEMIC YEAR 2021-22

IOAC MINUTES OF THE MEETING-I

The following action is being taken for the meeting held on 23rd July 2021 at 10.00 a.m. in the board room.

- Proposal to conduct TOT -Train the Trainer program for all the teaching faculty.
Action taken: Organized faculty TOT program on 27th August 2021, 1st & 2nd September, 2021 and 18th September 2021.
- Plan to conduct international Faculty Development Program on research in online mode from 26th to 30th August 2021, by IQAC.
Action taken: Conducted the Faculty Development Programme on "Innovative research Techniques" from 26th to 30th August 2021 to enlighten the faculty about various research methodologies.
- Proposal for offline orientation for 1st Year students of B.A. / B.Com. / B.B.A. on 1st September and for all BSC courses on 2nd September 2021.
Action taken: Orientation was conducted as per the schedule.
- Proposal to conduct international FDP on Recent Trends in Transforming Life Sciences-Focus on Academia & Industry Symbiosis, from 13th to 18th September 2021 in collaboration with Nizam College and City College by the Biotechnology department of UG & PG Loyola Academy.
Action taken: Conducted the Faculty Development Program from 13th to 18th September 2021.
- Proposal to conduct orientation program for new teaching faculty on 25th September 2021.
Action taken: Conducted orientation for the newly appointed teaching faculty on 25th September 2021.
- Anti-ragging notices to be placed and faculty in charges for the same to be appointed.
Action taken: The anti-ragging committee headed by Dr. N Maridas along with the committee members has taken care of newly joined students on the campus.
- Celebration of non-teaching staff day.
Action taken: Non-teaching day was celebrated on 30th October & 1st November, 2021.



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IOAC MINUTES OF THE MEETING-II

The following action is being taken for the meeting held on 3rd September 2021 at 10.00 a.m. in the board room.

- A follow up with NAAC Coordinators regarding AQAR report submission was discussed, resolution reached.

Action taken: Review meetings were held on 25-9-2021, 5-10-2021, 2-12-2021, 26-3-22, 19-4-22 in the conference room for the discussion on AQAR reports.

- All the faculty to be included in the mentoring list and Mentee-Mentor work to be strengthened.

Action taken: SOP for mentoring students started from 18th September 2021 in the afternoon session. Informed all the faculty members to maintain mentoring registers and submit them at the end of the academic year.

- Resolution was made to document feedback of all events henceforth.

Action taken: After completion of the event student feedback was taken by event in charges. so that the quality of the events was improved.

- Gender Equity Programs to be conducted by women empowerment cell were discussed.

Action taken: The women empowerment cell conducted Gender Equity Programme in collaboration with voice for Girls.

- Proposal to conduct Resonance-College Fest as a National event.

Action taken: The College cultural Fest Resonance was conducted for one week which ended on 9th and 10th with final events.

- Resolution made to make Incubation, Innovation, Entrepreneur ship, Start-up team mandatory for all the departments in the college.

Action taken: To motivate the students towards startups, various talks were organized by eminent personalities on innovation, Entrepreneurship, Start-up in the college. Students of various departments have done innovative projects which were published as book chapters with ISBN Number



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IOAC Minutes of the Meeting-III

The following action is taken for the meeting held on 5th October 2021 in the conference room at 10:30 a.m.

- Proposal to prepare Question Banks according to Bloom's Taxonomy & mapping questions to course outcomes.

Action taken: Mapping was done by all the departments in all subjects to analyze course outcomes. Subject wise question bank preparation yet to be done.

- Purchase of software for Outcome Based Education (OBE) was discussed with following benefits:
 - Objective and subjective questions can be given.
 - Answer key not mandatory
 - Question papers can be restored, archived, or stored in cloud.
 - High security.
 - Different templates for different question paper patterns.
 - Faculty can assess if student is slow or advanced learner.
 - Reports at several levels can be generated for several administrative purposes.

Action taken: Purchase of software for OBE was discussed in the meeting which is yet to be finalized by the Management.

- AQAR for academic year 2018-19, 2019-20 and 2020-21 to be submitted in the portal as per the prescribed format.

Action taken: AQAR for academic year 2018-19, 2019-20 and 2020-21 submitted in the portal according to the prescribed format with the help of data collected from all the departments.

- All the NAAC Coordinators are informed regarding the new proforma of AQAR 2020-21 by IQAC Coordinator.

Action taken: All the NAAC coordinators collected data as per new proforma.

- Proposal to conduct international conference on New Paradigms in Mathematics and Computer Science Research from Feb 1st to 5th 2022.

Action taken: International Conference was conducted on New Paradigms in Mathematics and Computer Science Research from Feb 1st to 5th 2022. Quality papers



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were published in UGC CARE journals.

- Applying for Village adoption Unnat Bharat Abhiyan (UBA) scheme.

Action taken: Five villages were adopted under UBA scheme. Village surveys and household surveys were carried out in these five villages.



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IOAC MINUTES OF THE MEETING-IV

The following action is being taken for the meeting held on 10th January 2022 in the conference room at 2.00 p.m.

- Dr. Ramprasad, an external evaluator reviewed the data to be uploaded by coordinators accepted to mentor relevant faculty with data and documentation process for NIRF, Week Magazine rating and AQAR report.

Action taken: A meeting was held with Dr. Ramprasad, Mentor along with IQAC and NAAC coordinators on 10-01-22. He has given suggestions about the areas of improvement especially in placements and Higher education.

- Focus on getting students training for placements under CRT (Campus recruitment Training Programme).

Action taken: Conducted CRT program for all second-year students in second semester.

- Proposal to conduct 10 day of training program for non-teaching staff on MS Office from 19th January 2022- 30th Jan 2022.

Action taken: organized 10-day training program for non-teaching staff on MS Office from 19th January 2022- 30th Jan 2022. Total 60 non-teaching staff participated in the program.

- Proposal to conduct a 10-day training program for the supporting staff on basics in math's, bankform filing etc. from 19th January 2022- 30th Jan 2022.

Action taken: Organized 10-day training program for the supporting staff on basics in math, bankform filing etc. from 19th January 2022- 30th Jan 2022. A total of 15 supporting staff participated in the program.

- Plan to conduct basics in computers for students from various Orphanages on March 12th and 13th 2022.

Action taken: Conducted a lab session on basics in computers for students from various Orphanages on March 12th and 13th 2022. A total of 30 students participated from orphanages like THARA, SANIHITA, Boys home, Bollaram, Nuthankal village government high school.



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IOAC MINUTES OF THE MEETING-V

The following action is being taken for the meeting held on 19th April 2022 in the conference room

- AQARs of academic year 2018-19, 2019-20 & 2020-21 uploaded in the NAAC website.
Action taken: Submitted all three AQAR reports by March 2023.
- All the departments mandated to maintain E-Journals.
Action taken: E-journals were prepared and maintained by each department.
- Documentation of all activities to be done as per the AQAR and SSR.
Action taken: Documentation for 2021-22 AQAR is done for uploading data in the portal.
- All the Stock registers (consumables & non-consumables) should be updated.
Action taken: It is informed to record assistants and all lab in charges.
- Discussed on conduct of department alumni meet.
Action taken: Departmental alumni meetings were organized, and reports were taken.
- Discussed on conduct of Parent Teacher Meeting on 23rd April 2022.
Action taken: Parent teacher meeting was conducted on 23rd April 2022 and 95% of parents turned up to check their wards performance in academics.
- Criteria wise points required as per NAAC manual were specified for each department.
Action taken: All the HODs of the department were called for a meeting and were instructed.
- Discussed about discipline in the campus.
Action taken: Departments were divided into schools and Deans were appointed to improve the discipline.
- Liba visit scheduled from 17th – 19th May 2022.
Action taken: Liba team visited, and assessed the college and the report was submitted.
- The faculty were encouraged to conduct guest lectures on personality and development.
Action taken: Personality Development programs were conducted by various



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departments.

- All the final year projects done by the students to be converted into a book with ISBN number.

Action taken: Six books were published from all the schools with student projects.

- Faculty was instructed to improve their API & CAS scores.

Action taken: Performance indicators become important as part of their promotions from the academic year 2022-23. The number of publications increased, and the quality of publications improved.

- Proposed to include ICC – Internal Complaints Committee

Action taken; Internal Complaints Committee started from the academic year 2022-23

- Proposed to start shift system from the academic year 2022-2023, till the new building gets ready.

Action taken: As the new building was under construction, a shift system will be implemented from Semester 1 for the academic year 2022-23.