

## Internal Quality Assurance Cell (IQAC)- ACADEMIC YEAR 2023-24

### Minutes of the meeting I

A meeting was conducted by IQAC to discuss the activities to be monitored in the College for the academic year 2023-24 on 5<sup>th</sup> June 2023 in the conference room 11.00 a.m. The following members attended the meeting.

Sl.No.	Name	Designation
1.	Rev. Fr. Dr. L. Joji Reddy SJ	Principal
2.	Rev. Fr. Dr. AMJ. Kumar SJ	Vice Principal
3.	Rev. Fr. Arul Jothi SJ	Vice Principal
4.	Dr. N. Maria Das	Vice Principal
5.	Dr. C. Sirisha	Vice Principal
6.	Mr. P. Sudhakar Reddy	Controller of Examinations
7.	Dr. K. Rama	IQAC Coordinator
8.	Dr. T. Suchitra Naidu	Dean, Academics
9.	Mrs. Sudha Sundari	Dean, Agriculture
10.	Dr. Tirupathi	Dean, Sciences
11.	Dr. G. Anitha Mary	Dean, Informatics
12.	Dr. M. Veera swamy	Dean, Commerce
13.	Dr. G. Ratna Vani	Dean, Arts & Humanities
14.	Dr. T. Rachel Shalini	Dean, Management
15.	Mr. M.V. Rajagopal	Dean, Administration
16.	Dr. K. Vijayalakshmi	Dean, Research Cell
17.	Mrs. K. Saras Chandra	Dean, Student Affairs

- Discussion on preparation of almanac for the academic year 2023–24.

**Action taken:** Prepared almanac for the academic year 2023–24 and is incorporated in the

handbook.

- Discussion on various coordinators with deans and heads of the Departments.  
**Action taken:** Finalized the list of Coordinators for various committees and incorporated it in the handbook.
- Discussion about the commencement of two Undergraduate programs i.e. BSc (Computer Science and Machine Learning) and BBA(Tourism).  
**Action taken:** Two Undergraduate programs commenced in the Academic Year 23-24.
- Discussed on conduct of TOT program final round from 8<sup>th</sup> to 10<sup>th</sup> of June 2023.  
**Action taken:** Final round of TOT program was conducted from 8<sup>th</sup> to 10<sup>th</sup> June 2023.
- Discussed the logistics for the conduct of international conferences.  
**Action taken:** 6<sup>th</sup> International Conference on Advances in Agriculture Technology and Allied Sciences (ICAATAS 2023) was organized by all life science departments from 19<sup>th</sup> – 21<sup>st</sup> June 2023.
- Discussed about the various workshops/ FDPs to be organized by the school of Information Technology.  
**Action taken:** From the School of Information Technology various departments have organized workshops and One-Week National Level Faculty Development Program on Cloud Infrastructure in collaboration with Brain O Vision solutions India Pvt Ltd. and by AICTE and MSME from 21<sup>st</sup> – 25<sup>th</sup> August 2023.
- Discussed the conduct of online classes for students who are seriously ill, met with an accident etc.  
**Action taken:** Few students from BCom, BSc were asked to come online using MS Teams, classes were conducted.
- Deans were asked to submit the mentoring list of their schools.  
**Action taken:** Ms. Larissa Sequeira was appointed as mentoring coordinator and from each department deans submitted the mentoring list.
- All the deans of the schools were asked to prepare a newsletter for each department in their school.  
**Action taken:** Each department has prepared their departmental report and submitted it in the IQAC Office.
- Discussed conducting assessment test after completing each unit.
- **Action taken:** Assessment were conducted after each unit and the report was submitted by the deans of a schools.
- Discussed completing the activities for Institutions Innovation council for quarter III and

quarter IV.

**Action taken:** Activities for quarter III and Quarter IV were discussed, organized and uploaded in the portal.

- Discussed preparing academic calendar-Time table for Mid Exams, final theory, and practical exams etc. and Non-academic common events like NSS, NCC, Magic youth, investiture ceremony, Resonance, convocation day etc.

**Action taken:** Handbook was printed along with almanac of academic and nonacademic activities.

- Discussed monitoring of student attendance throughout the semester.

**Action taken:** Students were asked to maintain a minimum of 75% attendance and if not maintained undertaking forms were issued to the students.

- Discussed collecting unit wise syllabus completion report by each department.

**Action taken:** Unit wise syllabus completion report was taken from each department.

- Discussed the budget proposals by all coordinators from each cell.

**Action taken:** All the committee members and coordinators submitted the budget to the principal.

- Discussed about purchase of OBE software.

**Action taken:** Quotations were collected for OBE software it is in the process.

- Discussion on SEED money projects

**Action taken:** An amount of 8 lakhs was sanctioned and 24 seed money projects were submitted by faculty from various departments.

- Discussed about the organizing of HR Conclave to create awareness among the students about the requirements of various skills needed for companies to recruit them.

**Action taken:** HR Conclave was conducted on 19<sup>th</sup> of August 2023 by placements cell and HRS of various companies addressed the students.

- Discussed about conducting PTM on 2<sup>nd</sup> September 2023 for all Undergraduate programs

**Action taken:** PTM was conducted on 2<sup>nd</sup> September 2023.



  
**PRINCIPAL**  
**LOYOLA ACADEMY**  
OLD ALWAL, SECUNDERABAD-500 010  
TELANGANA, INDIA

## Minutes of the meeting II

The following members attended the IQAC meeting on 1<sup>st</sup> September 2023 in the conference room at 2.00 p.m.

Sl. No.	Name	Designation
1.	Rev. Fr. Dr. L. Joji Reddy SJ	Principal
2.	Rev. Fr. Dr. AMJ Kumar SJ	Vice Principal
3.	Rev. Fr. Arul Jothi SJ	Vice Principal
4.	Dr. N. Maria Das	Vice Principal
5.	Dr. C. Sirisha	Vice Principal
6.	Mr. P. Sudhakar Reddy	Controller of Examinations
7.	Dr. K. Rama	IQAC Coordinator
8.	Dr. T. Suchitra Naidu	Dean, Academics
9.	Mrs. Sudha Sundari	Dean, Agriculture
10.	Dr. Tirupathi	Dean, Sciences
11.	Dr. G. Anitha Mary	Dean, Informatics
12.	Dr. M. Veera swamy	Dean, Commerce
13.	Dr. G. Ratna Vani	Dean, Arts & Humanities
14.	Dr. T. Rachel Shalini	Dean, Management
15.	Mr. M.V. Rajagopal	Dean, Administration
16.	Dr. K. Vijayalakshmi	Dean, Research Cell
17.	Mrs. K. Saras Chandra	Dean, Student Affairs

- Proposed to organize a National Seminar on Skill enhancement.  
**Action taken:** Organized a national Seminar on Skill enhancement certificate courses on 12<sup>th</sup> & 13<sup>th</sup> September 2023, students exhibited their talents and won prizes in the exhibition conducted during these 2 days.
- Discussed about conduct of Academic, Environment and Green audits.  
**Action taken:** Academic audits were conducted by the assigned group for each department and environment and green audits were conducted by the external agencies and got certified.
- Discussed about submitting 2 sets of model question papers to COE for sending to external examiners  
**Action taken:** 2 sets of model question papers were submitted to COE by each faculty of their respective subjects.
- Discussed about conducting badging ceremony for NCC, NSS, Student Council, Magic Youth and AICUF.  
**Action taken:** Badging ceremony was conducted for the students of NCC, NSS, Student Council, Magic Youth and AICUF on 5<sup>th</sup> August 2023.
- Discussed about conducting of internal and external audits by the assigned team.  
**Action taken:** Internal and external audits were conducted by the assigned team
- Discussed about entry of 6<sup>th</sup> hour attendance into ERP by the respective faculty.  
**Action taken:** 6<sup>th</sup> hour attendance was posted in ERP by the respective faculty.
- Discussed about regular monitoring of student's attendance throughout the semester  
**Action taken:** Students were asked to maintain minimum of 75% attendance if not students were issued undertaking forms
- Discussed about API and CAS submission by faculty.  
**Action taken:** API and CAS were submitted by the faculty.
- Discussed about what action to be taken for late comers and monitoring of late comers by keeping them in separate classroom and giving them some work  
**Action taken:** Students were stopped at the gate and were asked to move in a separate room and assigning some work to them.
- Discussed about the assessment of quality parameter at school level.  
**Action taken:** All deans submitted the assessments taken by class teachers.
- Discussed on conduct of awareness on various schemes available for students to become entrepreneurs.

**Action taken:** Workshop on Schemes of Khadi & Village Industries Commission for Entrepreneurship Opportunity was organised on 4<sup>th</sup> October 2023.

- Discussed the Calendar activities of IIC activities of Institutions Innovation council for academic year 2023 24. A 3.5 rating was obtained for 2022 23.

**Action taken:** Activities for quarter I were discussed and organized.

- Discussed about organizing of Swachata Pakwada from 1<sup>st</sup> to 15<sup>th</sup> of September 2023.

**Action taken:** Swachata Pakwada was organized from 1<sup>st</sup> to 15<sup>th</sup> of September 2023.

- Discussed placement cell and measures to make it more active.

**Action taken:** A well-planned CRT schedule is prepared for students to get trained for placements and more companies were contacted with improved salary packages.

- Discussed mentoring and passing the information to the faculty regarding daily conduct of mentoring.

**Action taken:** Mentoring was conducted almost daily, and students were asked some questions and in case of any issue the student was counselled by the faculty and gave them suggestions.

- Discussed regarding the regularity of students for classes.

**Action taken:** Students were asked to come regularly and maintain a minimum of 75% of attendance and parents were informed through PTM.

- Discussed about Faculty Excellence in teaching & Scholar ship (FETS) an international professional development workshop in collaboration with AIACHE and Asia Network of the United States.

**Action taken:** FETS was conducted successfully on 18<sup>th</sup> and 19<sup>th</sup> October 2023 with more than 120 participants from various states.

- Discussed meeting with Star C industry expert recognized projects.

**Action taken:** More than 100 student projects were done under the guidance of Star C industry and these projects will be published in the next academic year.

- Discussed about Resonance cultural fest on 6<sup>th</sup> and 7<sup>th</sup> December

**Action taken:** Resonance cultural fest was conducted on 6<sup>th</sup> and 7<sup>th</sup> December.

- Discussed spiritual harmony for all students on 8<sup>th</sup> and 9<sup>th</sup> December.

**Action taken:** Online spiritual talks were given by a team of resource people.


- Discussed pre-BOS from 13<sup>th</sup> to 15<sup>th</sup> of December 2024.

**Action taken:** Pre BOS meetings were conducted for all the courses.

- Discussed about visit by St. Xavier College.

**Action taken:** An experienced faculty from St. Xavier College visited the college and provided guidelines for the betterment of the college.



  
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### Minutes of the meeting III

The following members attended the meeting on 2<sup>nd</sup> December 2023 in the conference room at 10.00 am.

Sl. No.	Name	Designation
1.	Rev. Fr. Dr. L. Joji Reddy SJ	Principal
2.	Rev. Fr. Dr. AMJ Kumar SJ	Vice Principal
3.	Rev. Fr. Arul Jothi SJ	Vice Principal
4.	Dr. N. Maria Das	Vice Principal
5.	Dr. C. Sirisha	Vice Principal
6.	Mr. P. Sudhakar Reddy	Controller of Examinations
7.	Dr. K. Rama	IQAC Coordinator
8.	Dr. T. Suchitra Naidu	Dean, Academics
9.	Mrs. Sudha Sundari	Dean, Agriculture
10.	Dr. Tirupathi	Dean, Sciences
11.	Dr. G. Anitha Mary	Dean, Informatics
12.	Dr. M. Veera swamy	Dean, Commerce
13.	Dr. G. Ratna Vani	Dean, Arts & Humanities
14.	Dr. T. Rachel Shalini	Dean, Management
15.	Mr. M.V. Rajagopal	Dean, Administration
16.	Dr. K. Vijayalakshmi	Dean, Research Cell
17.	Mrs. K. Saras Chandra	Dean, Student Affairs

- Discussed about initiation to increase NSS units.

**Action taken:** Two more NSS units were sanctioned by Osmania University.

- Discussed about conduct of remedial classes.  
**Action taken:** Remedial classes were conducted for students who are below average in some departments.
- Discussed about minor changes in mid semester question paper patterns.  
**Action taken:** Mid semester question paper is designed as per blooms taxonomy.
- Discussed about celebration of innovation day.  
**Action taken:** Conducted science exhibition and displayed innovative projects on March 2<sup>nd</sup> 2024.
- Discussed about convocation day and alumni meet on 11<sup>th</sup> November 2023.  
**Action taken:** Committees were formed for convocation day and decided to be organized in the morning session. Alumni day was organized in the evening.
- Discussed about new course of value education for 4-Year programs like life skills and universal values  
**Action taken:** The second paper on value education will be discussed in the Academic council meeting for implementing it from 2024-25.
- Discussed about issue of scholarship forms for students.  
**Action taken:** A sum of Rs. 1.2 crore was given as scholarships for students who are in need.
- Discussed about PTM for PG students from 6<sup>th</sup> January.  
**Action taken:** PTM was conducted and feed backs were collected from parents and students.
- Discussed about change of syllabus for English course (Communicative Competence).  
**Action taken:** Syllabus was changed.
- Discussed about CRT for students in Sem I & II.  
**Action taken:** CRT training started and more than 600 were benefited.
- Discussed about conduct of student's grievances meeting on 22<sup>nd</sup> January 2024.  
**Action taken:** Student's grievances meeting was held on 22<sup>nd</sup> January 2024 and a report was prepared and submitted to principal.
- Discussed about Awards Day celebration.  
**Action taken:** Awards Day to be celebrated on 2<sup>nd</sup> March and given awards for meritorious students along with sports awards.
- Discussed about external audit.  
**Action taken:** External audit was conducted on 11<sup>th</sup> December 2023.

- Discussed regarding applying for Green rankings.

**Action taken:** Applied for Green rankings and obtained gold band.

- Discussion on conducting alumni meeting and its preparation.


**Action taken:** Alumnae meet will be held on November 11<sup>th</sup> every year, so discussed the logistics for the conduct of that program.

- Discussed on organizing various workshops for our students of various departments and students at other colleges on Internet of Things.

**Action taken:** The following workshops were organized in collaboration with IQAC with Dr K Rama as Resource person.

- ✓ BOOT Camp on IOT Technology was organized for M.Sc. students at St. Pious Degree College on 16<sup>th</sup> February 2024.
- ✓ Workshop on Raspberry was organized for students of M.Sc. Data Science on 18<sup>th</sup> March 2024.



  
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### Minutes of the meeting IV

The following members attended the meeting on 2<sup>nd</sup> March 2024 in the conferenceroom.

Sl.No.	Name	Designation
1.	Rev. Fr. Dr. L. Joji Reddy SJ	Principal
2.	Rev. Fr. Dr. AMJ. Kumar SJ	Vice Principal
3.	Rev. Fr. Arul Jothi SJ	Vice Principal
4.	Dr. N. Maria Das	Vice Principal
5.	Dr. C. Sirisha	Vice Principal
6.	Mr. P. Sudhakar Reddy	Controller of Examinations
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- Discussed regarding preparation of OBE software given to M.Sc. Data Science students as a project to be used by faculty in CO-PO mapping.

**Action taken:** The project was explained to the faculty members and decided to implement from the academic year 2024 25.

- Discussed regarding improvement of coding skills for students and meeting has to be conducted on 29/4/24 with Mr. Satish Yellanki.

**Action taken:** Mr. Satish Yellanki came and addressed the students and enlightened them.


- Discussed to apply for Outcome based education ranking.

**Action Taken:** Applied for Outcome based education ranking and obtained diamond status words institutional ranking.

- Discussed regarding stock registers and infrastructure audit.

**Action taken:** Audit was carried out by a team of faculty and report was submitted.



  
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