



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.loyolaacademyugpg.ac.in Ph: 040-27862363/27860077 Fax: 040-27867939

IQAC MINUTES OF THE MEETING ACADEMIC YEAR 2022-23

IQAC Minutes of the meeting I

The following members attended the meeting on 25th June 2022 in the conference room 11.00 am.

1. Rev. Fr. Dr. L. Joji Reddy SJ	Principal
2. Dr.Fr. AMJ. Kumar SJ	Vice Principal
3. Fr. Arul Jothi SJ	Vice Principal
4. Dr. N. Maria Das	Vice Principal
5. Dr. C. Sirisha	Vice Principal
6. Dr. K. Rama	IQAC Coordinator
7. Dr. T. Suchitra Naidu	Dean, Academics
8. Mrs. Sudha Sundari	Dean, Agricultural
9. Dr. Tirupathi	Dean, Sciences
10. Dr. Anitha Mary	Dean, Informatics
11. Dr. M. Veera swamy	Dean, Commerce
12. Dr. Ratna Vani	Dean, Arts & Humanities
13. Dr. Rachel Shalini	Dean, Management
14. Mr. V. Rajagopal	Dean, Administration
15. Dr. K. Vijayalakshmi	Dean, Research Cell
16. Mrs. Saras Chandra	Dean, Student Affairs

- Discussion on preparation of almanac for Handbook
Action taken: Prepared almanac for handbook and is incorporated by deans and coordinators.
- Discussion on shift system to be followed due to insufficient classrooms for Semester 1 in the academic year 2022-23.
Action taken: Shift system was implemented-
Shift 1-School of commerce, School of Arts & Humanities, School of Management.
Timings 8.30 am to 1.50 pm.
Shift 2-School of Agriculture, School of sciences, School of Informatics. Timings 11.20 pm-5.10 pm.
- Discussed on the conduct of online classes for students who are seriously ill, met with an accident etc.



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Action taken: Few students from BCom, BSc were asked to come online using MS teams and classes were conducted.

- Deans are asked to submit the mentoring list of their schools.

Action taken: Ms. Jessica was appointed as mentoring coordinator and from each department deans submitted the mentoring list.

- It was discussed to publish good final year research projects in the form of ISBN book.

Action taken: A total of 6 books were published with ISBN number.

- 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.

- Discussion on providing information to website on time for all the events to be conducted in the college.

Action taken: New website is launched with added features.

- It was decided to organize International Conferences/seminars, one by each school.

Action taken: Dean, Agricultural

School of sciences -

School of Informatics-

School of Commerce-

School of Arts & Humanities-

School of Management-

- It was decided to start incubation cell.

Action taken: Ms Shanti C is appointed as the Coordinator for Incubation Cell.

- It was decided to organize calendar activities of the institution's innovation council for the academic year 2022-23.

Action taken: Activities were conducted as per IIC calendar and uploaded quarter wise data into the portal.

- Discussed preparing academic calendar-Time table for Mid Exams, final theory, and practical exams etc. and Nonacademic 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.



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IQAC Minutes of the meeting II

The following members attended the meeting on 18th July 2022 in the conference room at 2.00 pm.

1. Rev. Fr. Dr. L. Joji Reddy SJ	Principal
2. Dr. Fr. AMJ. Kumar SJ	Vice Principal
3. 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, Agricultural
10. Dr. Tirupathi	Dean, Sciences
11. Dr. Anitha Mary	Dean, Informatics
12. Dr. M. Veeraswamy	Dean, Commerce
13. Dr. Ratna Vani	Dean, Arts & Humanities
14. Dr. Rachel Shalini	Dean, Management
15. Mr. V. Rajagopal	Dean, Administration
16. Dr. K. Vijayalakshmi	Dean, Research Cell
17. Mrs. Saras Chandra	Dean, Student Affairs

- Deans of various schools discussed indents for purchase of equipment and requirements for the odd semester.

Action taken: Deans submitted the budget for various requirements of lab and were purchased.

- Discussed giving instructions to students regarding attendance, ERP portal usage. Also discussed regarding attendance monitoring, monthly attendance report and information to parents regarding their ward's percentage of attendance.

Action taken: Vice principals and deans had a meeting and discussed the measures to be taken with respect to students having less attendance percentage and decided to create a what's up parents' group to interact with parents directly.

- Conduct of remedial classes for students having backlogs. 15 hours of online or offline classes to be conducted and the report to be submitted.



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Action taken: Faculty from various departments conducted remedial classes in those subjects where the students failed.

- Bridge courses to be conducted for 1st year's,

Action taken: Bridge courses classes started from 21st August 2022 for 15 hours duration.

- Preparation of schedule for soft skills training for 1st year students.

Action taken: The soft skills training was held for BCom and BBA students in the first semester and BSc students in the second semester.



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IQAC Minutes of the meeting III

The following members attended the meeting on 30th August 2022 in the conference room at 10.00 am.

1. Rev. Fr. Dr. L. Joji Reddy SJ	Principal
2. Dr.Fr. AMJ. Kumar SJ	Vice Principal
3. 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
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11. Dr. Anitha Mary	Dean, Informatics
12. Dr. M. Veera swamy	Dean, Commerce
13. Dr. Ratna Vani	Dean, Arts & Humanities
14. Dr. Rachel Shalini	Dean, Management
15. Mr. V. Rajagopal	Dean, Administration
16. Dr. K. Vijaylakshmi	Dean, Research Cell
17. Mrs. Saraschandra	Dean, Student Affairs

- Instructed deans to inform faculty to use MS teams (handouts and notes) /for any correspondence with relation to college activities.

Action taken:

- Discussion on conducting alumni meeting and its preparation.

Action taken: Alumnae meet will be held on November 14 th every year, so discussed the logistics for the conduct of that program.

- Schedule for International conference by school of informatics and its logistics were discussed.

Action taken: The international conference was conducted on 21st to 25th November 2022.



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- Discussion on taking zero hour & 7th hour for 1st year students as the semester classes started late for them.

Action taken:

- Mentoring analysis report preparation.

Action taken:

- Conduct of religious harmony program through interfaith forum.

Action taken: Conducted spiritual celebrations on 16th and 17th December 2022.

- Campus Recruitment Training for 2nd year in 2nd semester and its almanac to be prepared.

Action taken: Discussed with placement coordinator and decided the almanac for CRT.



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IQAC Minutes of the meeting IV

The following members attended the meeting on 22nd November 2022 in the conference room.

1. Rev. Fr. Dr. L. Joji Reddy SJ	Principal
2. Dr.Fr. AMJ. Kumar SJ	Vice Principal
3. 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, Agricultural
10. Dr. Tirupathi	Dean, Sciences
11. Dr. Anitha Mary	Dean, Informatics
12. Dr. M.Veerawamy	Dean, Commerce
13. Dr. Ratna Vani	Dean, Arts & Humanities
14. Dr. Rachel Shalini	Dean, Management
15. Mr. V. Rajagopal	Dean, Administration
16. Dr. K.Vijayalakshmi	Dean, Research Cell
17. Mrs. Saras Chandra	Dean, Student Affairs

- Discussion on celebration of non-teaching staff day.

Action taken: Celebrated non-teaching day on 26th November 2022.

- Conducting constitution day and Christmas day celebrations were discussed.

Action taken:

- A leadership conference by the school of arts and management along with GELP was planned.

Action taken: The conference was organized on 1st and 2nd December 2022.

- Conduct of add-on courses and reports to be submitted were discussed.

Action taken: Conducted add on courses for all final year students and the reports were prepared.



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IQAC Minutes of the meeting V

The following members attended the meeting on 05th December 2022 in the conference room.

1. Rev. Fr. Dr. L. Joji Reddy SJ	Principal
2. Dr. Fr. AMJ. Kumar SJ	Vice Principal
3. 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, Agricultural
10. Dr. Tirupathi	Dean, Sciences
11. Dr. Anitha Mary	Dean, Informatics
12. Dr. M. Veeraswamy	Dean, Commerce
13. Dr. Ratna Vani	Dean, Arts & Humanities
14. Dr. Rachel Shalini	Dean, Management
15. Mr. V. Rajagopal	Dean, Administration
16. Dr. K. Vijayalakshmi	Dean, Research Cell
17. Mrs. Saras Chandra	Dean, Student Affairs

- Discussion on preparation of schedule for conduct of resonance, cultural fest was discussed. It was decided to have some events with national level competitions.
Action taken: Resonance, cultural fest of Loyola academy was conducted from 8th -10th December 2022, with some national level competitions.
- Discussion on status of AQAR, since NAAC portal has opened for editing.
Action taken: Aqar of 2019-20, 2020-21 was edited and preparation for 2021-22 Aqar began.
- Preparation of schedule for pre-BOS and final BOS meeting.
Action taken: BOS meetings started in the month of December 2022 and the final bos concluded at the end of January 2023.



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- Website maintenance has been taken up for updating.
Action taken: The new web site was launched in the first week of April 2023.
- Preparation for convocation day.
Action taken: The convocation day was held on 4th February 2023.
- Organized community service workshop.
Action taken: The community service workshop Let Us Dream was held on 24th and 25th of January 2023 in collaboration with Christ university, Bangalore.



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IQAC Minutes of the meeting VI

The following members attended the meeting on 1st January 2023 in the conference room.

1. Rev. Fr. Dr. L. Joji Reddy SJ	Principal
2. Dr.Fr. AMJ. Kumar SJ	Vice Principal
3. Fr. Arul Jothi SJ	Vice Principal
4. Dr. N. Maria Das	Vice Principal
5. Dr. C. Sirisha	Vice Principal
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13. Dr. Ratna Vani	Dean, Arts & Humanities
14. Dr. Rachel Shalini	Dean, Management
15. Mr. V. Rajagopal	Dean, Administration
16. Dr. K.Vijayalakshmi	Dean, Research Cell
17. Mrs. Saras Chandra	Dean, Student Affairs

- Preparation for Annual Day celebrations.
Action taken: College annual day was celebrated on March 17th, 2023.
- Publication of College magazine on college day.
Action taken: The college magazine with all activities was published and was released on the college day.
- E magazine from every department to be submitted by 3rd April 2023.
Action taken: The departmental E magazine was prepared for the academic year 2022-23.
- Academic/Governing body meeting schedules to be prepared.
Action taken: The academic council was held on 24-02-2023 and
The governing body meeting was held on 28-03-2023.



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- Submission of AQAR reports online for the academic year 2020-21.
Action taken: AQAR was submitted on 07-04-2022.
- Examination grievance redressal committee was formulated.
Action taken: Feedback was taken from students regarding their grievance on examinations.