



LOYOLA ACADEMY

DEGREE & PG COLLEGE (AUTONOMOUS)
OLD ALWAL, SECUNDERABAD 500 010, TELANGANA, INDIA
(An autonomous Institution affiliated to Osmania University)
Re-accredited with 'A' Grade (III Cycle) by NAAC
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2024-25

Minutes of the Meeting-I

Date : 10-06-2024

Venue : Conference Room

The IQAC was convened to plan and discuss activities and initiatives to be carried out during the first quarter of the academic year 2024-2025 (June-August 2024).

The following points were discussed and proposed for implementation:

1. Internal Academic Audit

An Internal Academic Audit will be conducted to evaluate the teaching-learning process and adherence to institutional quality benchmarks.

Action taken: It is scheduled to start on 13th June 2024, with six teams, each of three members assigned to assess the data of the 2023-2024 academic year for all the departments.

2. Faculty Orientation Program

A Faculty Orientation Program for all staff will be conducted to align with the academic goals and teaching strategies for the new academic year.

Action taken: The Faculty Orientation Program was held on the 18th and 19th of June 2024, in Xavier Hall. Dr. J.A. Charles, Deputy Principal, Loyola College, Chennai, and Dr. V. Radhika Devi, Vice-Principal, Dean, Department of S & H and IQAC, Malla Reddy Institute of Technology, Hyderabad, were the resource persons.

3. Faculty Induction Program

A Faculty Induction Program is planned for newly recruited faculty to orient them to the institution's vision, mission, and academic culture.



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Action taken: The Faculty Induction Program was held on the 13th and 14th of June 2024, in which Dr. K. Rama, Dean, IQAC, and Dr. T. Suchitra Naidu, Dean of Academics, briefed on the NAAC attributes and Academic activities, respectively.

4. A Budget Meeting will be conducted on the 23rd of June 2024 to allocate resources across departments efficiently.

Action taken: A Budget Meeting was held in the conference room, where all the deans and management members discussed the proposed budgets from various cells and departments.

5. Orientation sessions for newly admitted first-year students will be organized to familiarize them with academic structures, institutional resources, and student-support services.

Action taken: The Student Orientation was held on the 28th and 29th of June 2024 for the first-year students in Inigo Hall to orient them on the rules and regulations of the college, discipline, examination system, ERP, etc.

6. A film screening will be organised for the Department of Mass Communication students.

Action taken: The short film, Pekamedalu, was screened on the 11th of July 2024, at Xavier Hall for B.A. Mass Communication students.

7. The Department of B.Sc. Cyber Security plans to organize an Ethical Hacking Workshop in collaboration with an industry partner.

Action taken: The Ethical Hacking Workshop was organised by the Department of Cyber Security from 7th to 10th August 2024, along with Supraja Technologies.

8. A placement drive will be organized to provide final-year students with job opportunities.

Action taken: Placement drives were conducted as per the companies' given schedule, and nearly 379 students were selected by various companies.

9. Industry Collaboration Initiatives

Collaboration meetings and MoUs with external organizations such as PRCI, TCS (BPM), and RASCI are proposed to strengthen industry-academia linkages.

Action taken: A Meeting was held with RASCI on the 27th of August 2025, by the Department of B.B.A ROM to discuss internships offered to students.



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10. Guest Lectures and Technical Events

Departments will conduct various guest lectures, including sessions on Naturopathy and by experts from IMS, aimed at enhancing subject knowledge and interdisciplinary learning. Technical events such as ARTILLENGENZIA and Emerging Technologies workshops are also planned.

Action taken: Guest lectures, including sessions on Naturopathy, were held on the 4th of July 2024, by the Department of Food Technology. ARTILLENGENZIA, a technical event, was held on 15th and 16th July 2024, to foster innovation and technical excellence.


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Minutes of the Meeting-II

Date : 26-07-2024

Venue : Boardroom

The following points were discussed and proposed for implementation:

1. Student Skill Development and Training Programs

Multiple skill enhancement sessions were planned, including IBM Skill Build Training and the Emporia Student Development Program, to enhance employability and practical knowledge among students.

Action taken: IBM Skill-Build training with certification was given from 6th to 12th August 2024 to all students on campus, on Generative AI. The Emporia Student Development Program was organised by the School of Commerce on the 29th of August 2024.

2. Co-curricular and Cultural Programs

Activities such as Venturo will be organized to encourage student creativity, leadership, and entrepreneurship. The investiture ceremony will be held to induct student leaders.

Action taken: Venturo was organized to encourage student creativity, leadership, and entrepreneurship on the 16th & 17th of August 2024. The investiture ceremony was held on the 10th of August 2024, with a student council strength of nearly 100.

3. Community Engagement and Social Responsibility

The IQAC proposes to organize community-focused programs, such as a village visit under UBA for hygiene awareness, NSS Orientation, and a solidarity walk in response to the Abhaya case, to promote civic responsibility among students.

Action taken: Students of the Department of B.Sc. Food Technology conducted awareness on hygiene and nutrition of food on the 14th of August 2024 in the UBA-adopted villages. NSS Orientation was held for all three units with 270 students on 24th and 25th September 2024, in Loyola Hall. A solidarity walk in response to the Abhaya case was conducted on the 24th of August 2024.



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4. National Observances and Celebrations


Independence Day and International Yoga Day will be celebrated with active participation from students and faculty to instil values of health, patriotism, and unity.

Action taken: Independence Day was celebrated on the 15th of August 2024. Ms. Veena, a representative from the Isha Foundation, was the instructor on the 21st of August 2024, for International Yoga Day.

5. Institutional Operations and Quality Assurance

Semester results declaration will be scheduled as per academic timelines. The Parent-Teacher Meeting (PTM) for the academic year will also be organized to engage parents in student progress.

Action taken: The Parent-Teacher Meeting (PTM) for the academic year was organised on the 31st of August 2024.


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Minutes of the Meeting-III

Date : 20th September 2024

Venue : Boardroom

To empower and enhance the roles and responsibilities of the NAAC Coordinators, a meeting was held on 20 September 2024 in the Boardroom at 3:00 pm. Rev. Fr. Dr. N.B. Babu, SJ, Principal, addressed the NAAC Coordinators on the various criteria. He underscored the importance of collecting, filing, and presenting data in the required format for the upcoming 4th cycle. Dr. K. Rama, Coordinator, IQAC, briefed on the status of the previous year's AQARs along with the AQAR of 2023–2024. At the outset, Rev. Fr. Dr. A. Francis Xavier, SJ, the correspondent, invited the forum to clearly spell out the challenges regarding the documentation.

The following points were discussed in the meeting:

1. The coordinator of Criterion VI explained in detail the areas the institution should focus on, especially ways to collect charitable contributions.

Action taken: Coordinators initiated a framework to collect and streamline data on charitable contributions for institutional development.

2. It was decided to provide TA and DA, along with the registration fee, to the teaching fraternity to attend conferences or seminars.

Action taken: Approval was granted to provide TA and DA, along with registration fees for faculty members attending academic conferences and seminars.

3. Members agreed to submit the OBE software for final checking to Mr. Ramprasad, Director, Hazon Technologies.

Action taken: The OBE software, prepared by an M.Sc. Data Science students, as part of their major project, submitted to Mr. Ramprasad, Director, Hazon Technologies, for final verification and review.



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4. Discussed focusing more on library automation and encouraging both students and faculty to visit the library and use NLIST and DELNET.

Action taken: The librarian has been instructed to strengthen automation, promote the usage of NLIST and DELNET, and encourage both faculty and students to maximize library resources.

5. Dr. K. Rama, Coordinator, IQAC, proposed conducting audits for this academic year.

Action taken: IQAC initiated green, environment, and energy audits for the academic year 2024-2025, and the college received certificates from the agency.

6. It was suggested to purchase battery-powered vehicles and arrange a crèche facility to support women faculty.

Action taken: Proposals were prepared for the purchase of battery-powered vehicles and the establishment of a crèche facility.

7. It was recommended to purchase software for blind students and to build specially designed washrooms and ramps for divyangjan students.

Action taken: Steps were initiated to procure assistive software for visually impaired students. Proposals for specially designed washrooms and ramps were submitted to the management.

8. Dr. S.P. Mythili, Coordinator, Criterion V, stressed the importance of collecting more funds from alumni and suggested focusing on marks obtained in the previous NAAC cycle and concentrating on the required areas.

Action taken: Criterion V coordinators began mobilizing alumni support for financial contributions and undertook an analysis of previous NAAC cycle scores to focus on weaker areas.

9. Rev. Fr. M. Arul Jothi, SJ, the Vice-Principal, suggested the need to evaluate the college's performance in NIRF rankings over the past three years and take appropriate measures.

Action taken: A committee was formed to evaluate the institution's NIRF performance over the past three years, with instructions to prepare a corrective action plan.



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10. Rev. Fr. Dr. M.L. Thomas, SJ, Controller of Examinations, suggested that faculty publish their scholarly articles in reputed journals with high impact factors and offered to assist with information regarding these journals. He also recommended preparing an institutional development plan until 2028.

Action taken: Faculty members were encouraged to publish in high-impact journals, and the Controller of Examinations circulated a list of reputed journals. Drafting of the Institutional Development Plan (IDP) up to 2028 was initiated.

11. Dr A. Bhavani, Coordinator (Attribute V), expressed concern that the quality of education is not on par with previous years and needs to be addressed in educational institutions. She added that non-teaching staff should be involved in NAAC work, as it requires additional support.

Action taken: Coordinators emphasized improving academic standards in the institution. Non-teaching staff were directed to assist in NAAC-related documentation.

12. It was decided to organize a two-day national seminar on the new NAAC attributes in December for IQAC coordinators of various colleges.

Action taken: A national seminar on the revised NAAC framework was held on 14th December 2024 for IQAC coordinators of various colleges. A total of 63 faculty attended.

13. It was decided that previous coordinators will continue working on AQAR 2023–24, while new coordinators will review SSRs of various A++ colleges to identify new points for discussion on 27th September 2024 at 3:00 pm.

Action taken: Previous coordinators continued working on AQAR 2023–24. New coordinators reviewed SSRs of A++ accredited institutions. Follow-up meeting scheduled for 27th September 2024 at 3:00 pm.

14. All the members decided to hold a review meeting with Mr. Ramprasad, Director, Hazon Technologies, on 30th September 2024 to analyse the reasons for the decline in NIRF rank and take steps to strengthen the required areas.

Action taken: A review meeting with Mr. Ramprasad was scheduled for 30th September 2024 to analyse reasons for the decline in NIRF ranking and identify corrective measures.



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15. Dr. Radhika Rani, Dean, School of Informatics, read out the new points in Attribute VIII, and Dr. K. Rama, Coordinator, IQAC, acknowledged and commended the exceptional work done by retired faculty Dr. K. Vijayalakshmi in Criterion III.

Action taken: Dr. L. Radhika Rani highlighted new aspects under Attribute VIII. The contributions of retired faculty Dr. K. Vijayalakshmi in Criterion III were formally acknowledged.

The Selected list of coordinators is attached below:

Criterion	Attribute	Name of the Coordinator
I	Curriculum	Rev. Fr. M. Arul Jothi, SJ, Ms. A. Anjani Kumari, Dr. T. Suchitra Naidu
II	Faculty Resources	Rev. Fr. M. Arul Jothi, SJ, Mr. V. Jagadhish
	Infrastructure	Rev. Fr. B. Sudhakar, SJ, Mr. P. Sudhakar Reddy, Mr. M.V. Raja Gopal
III	Financial Resources & Management	Rev. Fr. B. Sudhakar, SJ, Mr. P. Sudhakar Reddy, Dr. M. Veeraswamy
IV	Learning & Teaching	Rev. Fr. Dr. A.M. Joseph Kumar, SJ, Ms. P. Nagadurga
V	Extended Curriculum	Rev. Fr. Anthony Prabhu, SJ, Ms. K. Anitha, Dr. A. Bhavani
VI	Governance & Administration	Rev. Fr. Dr. N.B. Babu, SJ, Dr. P. Suresh Kumar, Dr. T. Rachel Shalini
VII	Student Outcomes	Rev. Fr. Dr. M.L. Thomas, SJ, Dr. S.P. Mythili
VIII	Research & Innovation	Rev. Fr. Dr. M.L. Thomas, SJ, Dr. L. Radhika Rani, Dr. Zakir Hussian
IX	Sustainability Outcomes Uniqueness Situatedness	Rev. Fr. Ch. Anand Kumar, SJ, Dr. Shakira Sultana


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Minutes of the Meeting-IV

Date : 24th September 2024

Venue : Boardroom

To discuss how to plan for various criteria, the Internal Quality Assurance Cell, Loyola Academy, conducted a meeting for all the Deans and Coordinators in the Boardroom from 3:00 pm. After the formal introductory speech by Fr. Dr. N.B. Babu, SJ, Principal, Dr. K. Rama, Coordinator, IQAC, gave a crystal-clear presentation on the to-do list for collecting and filing the information for NAAC.

The following proposals were put forward in the meeting:

1. The coordinators are requested to follow the criteria in collecting the reports for the academic years 2021–2022, 2022–2023, and 2023–2024. Coordinators were asked to carefully review whether they filed a notice, committee meeting minutes, report, signature sheets of faculty and students, and geotagged photos.

Action taken: Coordinators were instructed to ensure the submission of notices, minutes, reports, signature sheets, and geotagged photos. Verification checklists were distributed.

2. The Certificate Course Coordinators were asked to check whether the skill enhancement certificate courses were as per NCRF and aligned with NSQF and NHEQF. The coordinators were instructed to thoroughly ensure that the courses are in alignment with the above-mentioned frameworks.

Action taken: Certificate Course Coordinators began reviewing course alignment with NCRF/NSQF/NHEQF frameworks. A compliance matrix is under preparation.

3. As mentioned by NAAC, the courses offered by NPTEL should also be approved in the Board of Studies meetings.

Action taken: NPTEL courses were included in the upcoming Board of Studies (BoS) agenda for formal approval.



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4. It was proposed to include a government official in the Grievance Cell Committee, as per the rules specified by NAAC. Coordinators were asked to maintain a complete record of grievances addressed, including the complaint, action taken, result, and supporting evidence.

Action taken: The proposal to add a government official was accepted. The coordinator is maintaining grievance registers with the complaint, action taken, result, and evidence.

5. The UGC Activity Monitoring Cell Coordinator was instructed to review all the activities listed on the website, plan and conduct programmes, prepare reports, and post videos on social media.

Action taken: The coordinator has reviewed the activities on the website, planned programmes, provided feedback on various requested topics, prepared reports, and uploaded videos on official social media handles.

6. The coordinators were asked to focus on topics related to values, ethics, and morals, whereupon Rev. Fr. Dr. A. Francis Xavier, SJ, Correspondent, proposed that the MBA and MCA departments plan seminars on the above topics.

Action taken: The MBA department conducted an event on *The 7th Sense: Building a Strong Muscle for Emotional and Social Intelligence* on 21-09-2024 at Loyola Hall, in which 101 second-year MBA students participated.

7. It was suggested to appoint a technocrat to manage the college website and ensure that the information is properly maintained and regularly updated.

Action taken: The proposal to appoint a technocrat for the college website was approved in principle. Shortlisting of candidates has begun.

8. It was proposed to have paperless mentoring sessions. With respect to mentoring, Rev. Fr. Dr. A.M. Joseph Kumar, SJ, suggested that new faculty members should have a clear understanding of mentoring and instructed the Mentoring Cell Coordinator to conduct a meeting to provide a comprehensive overview of how to mentor their mentees.



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Action taken: The Mentoring Cell was instructed to explore ERP-based systems. A meeting with new faculty members was scheduled to provide orientation on mentoring practices.

- Ms. G. Sirisha, Assistant Controller of Examinations, suggested that mentoring can be conducted and recorded through the ERP system to reduce excessive paper usage.

Action taken: The Examination Cell initiated ERP-based mentoring registration to minimize paper usage.

- Dr. K. Rama instructed the coordinators to focus more on workshops related to life skills, personality, aptitude and communication development, job fairs, career counselling, employability, and related areas.

Action taken: Departments were instructed to plan workshops on life skills, aptitude, communication, job fairs, and career counselling. Proposals are being consolidated under IQAC.

- Many coordinators were of the impression that students should be encouraged to enrol in the Academic Bank of Credits, which is certainly the need of the hour.

Action taken: Coordinators agreed to promote ABC enrolment among students. Orientation sessions are being designed.

- Ms. P. Anjusree Krishnan, Coordinator of NPTEL courses, suggested introducing a credit transfer system for NPTEL courses.

Action taken: Proposal accepted. The Examination Cell was tasked with framing a mechanism for NPTEL credit transfers.

- Dr. Shivali Sharma, Head of the Department of English and Coordinator of Documentation, suggested continuing English as a subject in the second and third years, as recruiters have raised concerns about students' communication skills. She noted that a two-year gap hinders students' ability to crack final-year interviews. She also mentioned that three English classes in the first year are insufficient since most students communicate primarily in their vernacular languages; the initial UG days should focus on teaching the basics. Rev.



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14. Fr. Dr. A. Francis Xavier, SJ, advised rethinking and redesigning the syllabus to help students communicate fluently in English.

Action taken: Continuation of English into the 2nd and 3rd years was taken up for syllabus revision. The proposal to increase English classes in the 1st year is under review by the Academic Council.

15. Ms. Swarna, Head of the Department of Business Analytics, suggested that besides communication, students should also be strengthened in their quantitative and qualitative aptitudes, which individual departments should address to better support students' career needs.

Action taken: Departments were asked to design interventions to strengthen aptitude skills alongside communication.

Rev. Fr. Dr. N.B. Babu, SJ, Principal, urged the faculty to be more attentive and concerned about discipline, restricting mobile usage on campus, enforcing the dress code, punctuality, attendance, and students' academic performance.


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Minutes of the Meeting-V

Date : 02-11-2024

Venue : Conference Room

The IQAC meeting was conducted to discuss the roadmap of quality initiatives and activities for the academic year 2024–25. The principal welcomed the members and emphasized the importance of planning programs aligned with institutional goals and NAAC quality benchmarks.

The following points were discussed and finalized:

1. Participation in National-Level Conferences and Collaboration Programs

The committee proposed networking and collaboration with reputed institutions listed in the NAAC documentation, such as:

- Kristu Jayanti College, Bengaluru
- Scottish Church College, Kolkata
- S.S. Jain Subodh P.G. College, Jaipur
- PSMO College, Malappuram, etc.

Action taken: Initiated communication with reputed institutions such as Kristu Jayanti College (Bengaluru), Scottish Church College (Kolkata), S.S. Jain Subodh P.G. College (Jaipur), and PSMO College (Malappuram). Faculty members were nominated to participate in upcoming national-level conferences. Draft MoUs are being prepared to formalize academic collaborations and exchange programs.

2. Faculty Development and Induction Programs

It was resolved to organize induction and orientation programs for newly joined faculty and capacity-building workshops for existing staff.

Action taken: A Faculty Induction Program was organized in June 2024 for newly recruited faculty members.



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Workshops on pedagogy, research methodology, and ICT-enabled teaching were conducted for existing faculty.

A year-long calendar of Faculty Development Programs (FDPs) has been finalized under IQAC.

3. Academic Audit

An Internal Academic Audit was scheduled for June 2024 to ensure effective implementation of teaching-learning practices.

Action taken: The audit was conducted as scheduled in June 2024. Reports were prepared highlighting strengths and areas for improvement in teaching-learning processes. Recommendations were shared with departments for corrective measures and the adoption of best practices.

4. Celebration of National/International Days

Events like World Environment Day and International Yoga Day will be observed with student participation to create awareness and instil responsibility.

Action taken: World Environment Day was celebrated on the 5th of June, 2024, with tree plantation and awareness programs in collaboration with Magic Youth. International Yoga Day was observed on the 21st of June, 2024, with mass yoga sessions for students and staff. A year-round calendar of events for observing important days has been circulated.

5. Student Development Programs

Plans to organize life skills workshops, internships, and placement drives were discussed and approved.

Action taken: Workshops on life skills, personality development, and communication skills were conducted.

Internship opportunities were facilitated through the Placement Cell. Placement drives were organized in collaboration with industry partners; student participation and outcomes were documented.



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6. Feedback and Review Mechanisms


A Collection of structured feedback from stakeholders and regular review meetings will be conducted for quality enhancement.

Action taken: Structured feedback was collected from students, alumni, faculty, and employers.

Analysis reports were prepared and shared with respective departments.

IQAC conducted review meetings to ensure follow-up action on feedback for quality enhancement.

Resolution: All members agreed to the proposed plan. The coordinator was instructed to draft the action plan and circulate it among departments for implementation.


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Minutes of the Meeting-VI

Date : 06-02-2025

Venue : Boardroom

The IQAC meeting was conducted to discuss the planning and execution of various academic, co-curricular, and quality enhancement initiatives for March and April 2025. The meeting was presided over by the principal and attended by IQAC members, department heads, and coordinators of various cells.

The following points were discussed:

1. Royal Society of Chemistry Workshop (3rd to 5th March 2025)

Action taken: A 3-day Yusuf Hamied Chemistry Camp, sponsored by the Royal Society of Chemistry, was organized by the Department of Chemistry (PG) at Loyola Academy. This was the 72nd camp in India, the 3rd in the Telugu states, and the first in Telangana, aimed at promoting chemistry through hands-on activities for 9th-grade government school students. Eighty students, guided by six teacher-mentors and twelve student facilitators, were grouped into six teams and trained.

2. MAGICBUS India Foundation Training – CSR Initiative of Infosys

Action taken: Loyola Academy's School of IT organized a 5-day workshop for 300 students from February 10–14, 2025, in collaboration with Magic Bus India Foundation, led by Karuna (Soft Skills) and Likith (AI Training).

3. The Department of MBA conducted a one-week training program, "Connect with Work," from March 4 to 8, 2025, in the Seminar Hall, Commerce Block. This program aimed to enhance MBA students' technological skills, especially in AI, relevant to their specializations, helping them work smarter and stand out in industry interviews. Additionally, training sessions on leadership and life skills were organized for MBA 101 students.



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4. Career Orientation, Incubation Cell Programs

Action taken: A two-day Career Orientation Program on 6th and 7th March was organized for female students pursuing graduation or post-graduation in Bioscience. The event was a collaboration between Godrej Agrovet, Pasidi Panta Foundation, and IKKA Foundation. On 5th March 2025, the Incubation Cell organized a program titled Way Forward to Innovation and Entrepreneurship, aimed at inspiring and guiding aspiring entrepreneurs by fostering a deeper understanding of innovation, business incubation, and the essential steps to transform ideas into successful ventures.

5. English Fest, Outreach Activity

Action taken: The English Fest, organized by the Department of English, included literary competitions and debates. The outreach activity focused on community engagement and was documented with geotagged photos. Social media campaigns highlighted institutional achievements.

6. Accreditation-focused Event: "Accreditation Reimagined – NAAC's New Frontier"

Action taken: Expert-led sessions were organized for faculty to familiarize them with the revised NAAC framework. The event report was submitted to IQAC for documentation.

7. Departments were instructed to submit timely reports on events.

Action taken: Departments submitted reports of March events with photographs and supporting evidence.

8. Swachhta Awareness Program Report submission

Action taken: The Swachhta Awareness Program report was acknowledged and archived.

9. Review of internal reports and documentation for NAAC preparedness was discussed.

Action taken: Internal reports were reviewed, and NAAC preparedness documentation was updated.

10. Pre-CIA meeting planning

Action taken: Pre-CIA meeting plan was finalized and schedules circulated.



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11. Review meeting for Accreditation Reimagined

Action taken: A review meeting on "Accreditation Reimagined" was conducted with coordinators.

12. Coordination of expert sessions and training workshops

Action taken: Expert sessions and training workshops were coordinated and completed successfully.

13. A tailoring workshop was planned by the Women's Cell, in collaboration with IQAC.

Action taken: The Women's Cell, in collaboration with IQAC, successfully conducted the tailoring workshop from the 8th of March to the 4th of May, 2025. Supporting staff were trained in multiple phases.

Resolutions:

- All departments were advised to document event proceedings with supporting photographs and detailed reports.


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