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Internal Quality Assurance Cell

Academic Year 2025-26

Minutes of the Meeting-I

Date : 13th June, 2025
Venue : Conference Room
Chairperson : Dr. K Rama

Minutes of the Meeting

The meeting was presided over by the Chairperson to strategize the quality initiatives for the Academic Year 2025-26. The primary focus was on aligning institutional processes with NAAC's Revised Accreditation Framework (RAF).

Faculty Orientation & Induction

Orientation programs are required to align faculty with the new academic year's goals, alongside a specific induction for new recruits.

Action taken: The New Faculty Orientation was held on June 4-6, 2025, followed by the general Faculty Orientation on June 9-10. The Faculty Induction Program was completed on June 14, 2025.

Placement Training

The commencement of the Campus Recruitment Training (CRT) for third year students.

Action taken: The CRT program started from June 9 to 16th, 2025 for third year students to prepare them for placements and reasoning skills.

Internal Academic Audit

An Internal Academic Audit will be conducted to evaluate the teaching-learning process and adherence to institutional quality benchmarks for the data collected for 2024-25 academic year.

Action taken: The audit is scheduled to begin on 16th June 2025. Specialized teams have been assigned to assess department-wise data verification.

Student Orientation

The students of 1st, 2nd, 3rd years were given orientation about the rules and regulations.

Action taken: Orientation for students was conducted on 18th, 19th, 20th of June, 2025 to explain and refresh the examination rules, discipline, ERP portal, NAAC expectations etc. for all the students at various schools.

Mentoring & Holistic student support

The procedures and protocol for mentoring students on weekly basis.

Action taken: A faculty training session on student mentoring protocols was held on June 23, 2025, equipping 189 educators with standard counseling tools.

Professional Development and Seminars

Discussion on organizing national-level seminars to bridge the gap between industry and academia.

Action taken: National Seminar on 'Empowering India's Research Future' was conducted on July 9-10, 2025, featuring knowledge-sharing panels with external domain experts.

Industrial visits

It was decided to instruct HODs to plan industrial visits in their respective departments to explore practical skills for students in their fields.

Action taken: Industrial visits for M.Sc. Biotech (Sowbhagya Biotech) and Food Technology were executed. Students of school of Information technology went to T Hub on 10th July 2025, Additionally, students from the Department of Mass Communication underwent field studies at the Deccan Development Society on July 11, 2025.

Mental health & Student Counselling

It was decided to create awareness and guide the students of various programme on Stress management.

Action taken: Dedicated institutional counselors held specialized stress management and healthy living workshops for B.Sc. Computer Science & ML, as well as Computer Science & Engineering batches on July 25–26, 2025.

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Faculty Development Programme (FDP)

A 5-day FDP was proposed to enhance research capabilities and academic writing among the faculty.

Action taken: In collaboration with the institutional Research Committee, a 5-day Faculty Development Programme was conducted between July 26 and July 30, 2025.

Institutional Strategic Plan and Deployment

The committee discussed the deployment of the strategic plan for the current year, focusing on Governance, Leadership, and Management. It was resolved to prioritize digital documentation for all departmental activities.

Action taken: The Strategic Plan for 2025-26 was officially approved, with explicit mandates issued to all HODs for immediate submission of localized departmental road maps.

IQAC Meeting I

The following members attended a meeting on 13.06.2025 in the conference room at 2.00 pm

S.No	Name	Designation	Signature
1	Fr. Dr. A. Francis Xavier, SJ	Correspondent	
2	Fr. Dr. N.B. Babu, SJ	Principal	
3	Fr. Dr. A.M. Joseph Kumar, SJ	Vice-Principal	
4	Fr. M. Arul Jothi, SJ	Vice-Principal	
5	Fr. B. Peter, SJ	Vice-Principal	
6	Fr. Dr. M.L. Thomas, SJ	Controller of Examinations	
7	Dr. K. Rama	IQAC Coordinator	
8	Dr. T. Suchitra Naidu	Attribute I Coordinator	
9	Ms. Y. Anjani Kumari	Attribute I Coordinator	
10	Ms. P. Naga Durga	Attribute II, V Coordinator	
11	Mr. M.V. Rajagopal	Attribute III Coordinator	
12	Dr. M. Veera Swamy	Attribute IV Coordinator	
13	Ms. K. Anitha	Attribute VI Coordinator	
14	Dr. P. Suresh Kumar	Attribute VI Coordinator	
15	Dr. T Rachel Shalini	Attribute VII Coordinator	
16	Dr. S.P. Mydhili	Attribute VIII Coordinator	
17	Dr. Zakir Hussain	Attribute IX Coordinator	
18	Dr. Shakira Sultana	Attribute X Coordinator	

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Minutes of the Meeting-II

Date : 29th July 2025
Venue : Conference Room
Chairperson : Dr. K Rama

Minutes of the Meeting

The second meeting of the IQAC focused on Criterion 3 (Research, Innovations, and Extension) to promote a research culture and community engagement.

Extension & Social Outreach Activities

It was discussed to prepare a schedule for extension activities through PLANET programme or by NSS Volunteers.

Action taken: NSS volunteers successfully executed rural engagement campaigns, including an Independence Day self-defense program for women in adopted target villages on August 15 and 18, 2025.

Institutional Innovation Council (IIC) Activities

As a part of IIC activities it was discussed to instruct the IIC coordinator to conduct a meeting and prepare a plan for Quarter 1 activities of IIC.

Action taken: The Department of BBA (Entrepreneurship Development) successfully executed the 'Concetto 2K25' Hackathon on August 23, 2025, alongside consecutive technical symposiums and corporate leadership roundtables on September 17–18, 2025.

Guest lectures & External Expert engagements

All the departments should organize guest lectures on latest trends and innovations in their field, either by industry experts or by alumni, as per the requirement.

Action taken: Targeted technical expert sessions were hosted by the Department of B.Com. Digital Marketing on August 20, 2025, followed by the Department of B.A. Mass Communication on August 21, 2025.

Investiture & Badging Ceremony of student bodies

It was decided to select students from various departments for the smooth conduct of activities in the campus.

Action taken: A centralized Student Council consisting of 100 student leaders was inducted during a formal Investiture Ceremony on August 7, 2025. Official badging was completed for NSS on August 23, and for AICUF and Magic Youth on August 26, 2025.

Faculty Exchange Programs

It was decided to organize student and faculty exchange programs with MOU collaboration colleges.

Action taken: The B.Sc. Computer Science & Machine Learning department successfully conducted a reciprocal faculty exchange initiative with Nirmala College, Mumbai, on September 9, 2025.

Advanced Technical Faculty Development

It was discussed to organize various FDPs for faculty, on latest technology and on discipline specific technologies.

Action taken: A series of professional workshops and short-term FDPs specializing in Generative AI, Python, and Django frameworks were hosted from September 8 to September 12, 2025.

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IQAC Meeting II

The following members attended a meeting on 29.07.2025 in the conference room at 2.00 pm

S.No	Name	Designation	Signature
1	Fr. Dr. A. Francis Xavier, SJ	Correspondent	
2	Fr. Dr. N.B. Babu, SJ	Principal	
3	Fr. Dr. A.M. Joseph Kumar, SJ	Vice-Principal	
4	Fr. M. Arul Jothi, SJ	Vice-Principal	
5	Fr. B. Peter, SJ	Vice-Principal	
6	Fr. Dr. M.L. Thomas, SJ	Controller of Examinations	
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Minutes of the Meeting-III

Date : 13th October 2025
Venue : Conference Room
Chairperson : Dr. K Rama

Minutes of the Meeting

The meeting aimed at Evaluating student support frameworks (Criterion 5 metrics) and calculating the socio-economic footprint of community adoption plans.

Neighborhood Community Engagement

The IQAC discussed the impact of the Village Adoption program (UBA) and social sensitization of students.

Action taken: KVIC extension activities and community programs were deployed from October 13–18, 2025, with final analytical feedback logs recorded to satisfy Criterion 3.4.1.

Experience and Outbound Learning

To promote holistic development, the cell emphasized outbound learning activities for professional courses like MBA.

Action taken: The 'LUMINA 2025' outbound program for MBA students was successfully organized from Oct 23-25, 2025.

Career Counseling and Placement Support

Reviewing the effectiveness of guidance for competitive exams and career counseling.

Action taken: The comprehensive career navigation evaluations from Maslo Consulting were scrutinized, and recruitment drives for the graduating cohorts were finalized.

Capacity Building in Cyber Security

Considering the digital safety requirements, the cell proposed a technical workshop for students and staff.

Action taken: The 'DarknetRix' workshop was conducted on January 8-9, 2026, to enhance technical competency.

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Institutional Social Responsibility (ISR) - Digital Literacy

The committee discussed extending institutional resources for the benefit of the community.

Action taken: Digital Literacy Drive: Basic computer application and digital literacy training modules were delivered to regional school pupils and orphanages at Loyola College from January 29–31, 2026.

IQAC Meeting III

The following members attended a meeting on 13.10.2025 in the conference room at 3.00 pm

S.No	Name	Designation	Signature
1	Fr. Dr. A. Francis Xavier, SJ	Correspondent	
2	Fr. Dr. N.B. Babu, SJ	Principal	
3	Fr. Dr. A.M. Joseph Kumar, SJ	Vice-Principal	
4	Fr. M. Arul Jothi, SJ	Vice-Principal	
5	Fr. B. Peter, SJ	Vice-Principal	
6	Fr. Dr. M.L. Thomas, SJ	Controller of Examinations	
7	Fr. B. Sudhakar, SJ	Treasurer	
8	Dr. K. Rama	IQAC Coordinator	
9	Dr. T. Suchitra Naidu	Attribute I Coordinator	
10	Ms. Y. Anjani Kumari	Attribute I Coordinator	
11	Ms. P. Naga Durga	Attribute II, V Coordinator	
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13	Dr. M. Veera Swamy	Attribute IV Coordinator	
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Minutes of the Meeting-IV

Date : 29th January 2026

Venue : Conference Room

Chairperson : Dr. K Rama

Minutes of the Meeting

NIRF Review Meeting was conducted on 29 January 2026 at 12:00 noon in the Conference Room prior to uploading data on the NIRF portal. The meeting focused on reviewing institutional preparedness, data accuracy, and identifying areas requiring improvement. The following points were discussed:

1.NIRF Categories Applied

The Institution has applied under the following NIRF categories: College, Agriculture, Innovation, and Overall. It was noted that ranking visibility is currently reflected under the College category and that the earlier ARIIA ranking has now been integrated under NIRF Innovation.

The principal categorized the data status to be explained by Dr K Rama, IQAC Coordinator, into three areas: Data not available, Data is available but updating, Data compilation completed.

2. Faculty–Student Ratio

The council recognized the need to strategically improve internal staffing matrices toward the ideal 1:20 NIRF threshold.

3. Financial Resources

Financial resource data is yet to be obtained from the Treasurer's Office.

4. Placement and Higher Education Data

It was informed that Placement and Higher Education data is expected to improve after the Convocation Day, as additional verified data will be available.

5. Student Intake (as per Affiliation Orders – AY 2024–25)

Verified registration metrics stand at 1,840 for UG 3-Year, 100 for UG 4-Year Agriculture, and 420 for PG 2-Year programs.

6. Review of Previous NIRF Performance

Fr. Joseph sought clarification regarding the Institution's previous NIRF ranking, areas for improvement, and year-wise progress. Dr. K. Rama explained that a gap exists between sanctioned strength and actual admissions in AY 2024–25 due to non-filling of seats and the detention system under Continuous Internal Assessment (CIA).

7. Faculty Experience

Total institutional faculty strength is verified at 287 active members. Moving forward, a balanced experience ratio (>15 yrs, 8-15 yrs, <8 yrs) will be prioritized to optimize scores.

8. Economically Weaker Section (EWS) Data

To address reporting omissions, the ERP platform has been fully upgraded to capture Economically Weaker Section (EWS) certificates seamlessly at the onboarding stage.

9. Scholarship Data Status

Scholarship data compilation is in progress and is being coordinated by Dr. Rachel and Dr. Suresh. Dr. K. Rama, IQAC Coordinator, informed that Management Scholarships in the form of full tuition fee reimbursement were extended to a limited number of students during AY 2024–25 and requested to give scholarships with full tuition fee reimbursement to a bigger number of students for the AY 2025-26.

10. Alumni and Placement Support

The IQAC Coordinator informed that alumni software of St. Francis College is being utilized to strengthen placement-related data.

11. Improvements and Concerns

The following points were noted:

- Financial expenditure per student is taken into consideration in NIRF. Optimum level is possible with the conduct of departmental seminars/ activities during the year. However, it was brought to the notice of the Management that there is a lack of motivation in the departments due to the approval procedures being tedious and confusing.
- Data related to economically, socially, and physically challenged students is currently unavailable and needs compilation on priority.

The meeting concluded with a consensus to strengthen data accuracy, ensure timely completion of pending information, and improve documentation before final submission on the NIRF portal.

NIRF MEETING

The NIRF meeting will be held on 29th January 2026 at 12.00 Noon in the Conference Room.

S.No	Name	Cell/Committee	Signature
1	Fr. Dr. Francis Xaxier SJ	Correspondent	
2	Fr. Dr.N.B.Babu SJ	Principal	
3	Fr. B. Sudhakar SJ	Treasurer	—
4	Fr. Dr. M.L.Thomas SJ	Controller of Examinations	
5	Fr. Dr. A.M.Joseph Kumar SJ	Vice-Principal	
6	Fr. M.Arul Jothi SJ	Vice-Principal	—
7	Fr. B.Peter SJ	Vice-Principal	
8	Dr. K.Rama	IQAC Coordinator	
9	Mrs. T.Suchitra Naidu	Dean of Academics	
10	Mrs. P.Naga Durga	Teaching& Learning (Attribute 5)	
11	Dr. S.P.Mydhilli	Students Outcome (Attribute 8)	
12	Dr. M.Veerasamy	Financial Resources & Management (Attribute 4)	—
13	Dr. T.Rachel Shalini	Governance & Administration (Attribute 7)	
14	Dr. P.Suresh Kumar	Governance & Administration (Attribute 7)	
15	Dr. Zakir Hussain	Research & Innovation Outcomes (Attribute 9)	—

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Minutes of the Meeting-V

Date : 7th February 2026
Venue : Conference Room
Chairperson : Dr. K Rama

Minutes of the Meeting

The members deliberated on institutional best practices and participation in national-level benchmarking events.

Benchmarking with National Standards

The cell discussed the insights gained from the JAAI National Congress to improve internal quality standards.

Action taken: Core learning takeaways from the JAAI National Congress (Goa, Feb 6–8) were formally integrated into the upcoming annual planning cycle.

Promotion of Gender Equity and Sports

Discussion on promoting gender equity through sports and cultural events.

Action taken: Women's Cricket and Volleyball tournaments were scheduled for late February to promote physical well-being.

Departmental Events

Facilitating international standard finance events and science day celebrations.

Action taken: The Department of B. Com International Finance executed the 'Fiducia 7.0' conclave on Feb 5–6, 2026 while preparations were finalized for the National Science Day exhibitions.

Consolidation of Documentation

The IQAC directed all Criterion coordinators to verify the evidentiary documents for all activities conducted during the academic year.

Action taken: Departmental activity files were collected for the final internal audit. Reports for 'Awaaz-E-Samvidhan' and 'LCON' were finalized.

Stakeholder Feedback Analysis

The cell discussed the collection and analysis of feedback from students, teachers, and employers.

Action taken: Automated evaluation links were deployed across portals, with formal analysis scheduled for May to guide continuous quality improvement.

CDC-BOG Documentation

The documentation for the Governing Body meeting was discussed, with a specific focus on the comprehensive questionnaire and the strategy for its completion.

Action Taken: The document was completed and presented during the GBM held on April 13, 2026.

IQAC Meeting V

The following members attended a meeting on 07.02.2026 in the conference room at 10.30 am

S.No	Name	Designation	Signature
1	Fr. Dr. A. Francis Xavier, SJ	Correspondent	
2	Fr. Dr. N.B. Babu, SJ	Principal	
3	Fr. Dr. A.M. Joseph Kumar, SJ	Vice-Principal	
4	Fr. M. Arul Jothi, SJ	Vice-Principal	
5	Fr. B. Peter, SJ	Vice-Principal	
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Minutes of the Meeting-VI

Date : 10th April 2026

Venue : Conference Room

Chairperson : Dr. K Rama

Minutes of the Meeting

The final meeting of the year was dedicated to the consolidation of data for the Annual Quality Assurance Report (AQAR) and end-of-semester reviews.

Admissions Planning 2026-2027

Review and finalization of structured 3 phase admission process for the academic year 2026-2027 admission for Loyola Academy.

Minutes:

Action Taken: The admission schedule and criteria were finalized and published as per the details; the admission process was executed in three phases:

- Phase I: Conducted from March 18 to April 5, 2026
- Phase II: Conducted from April 6 to May 15, 2026
- Phase III: Commenced on May 16, 2026

All admissions were processed in alignment with the merit-based, no-donations policy, with counselling support provided to applicants.

Placement Training

The students of second year will be undergoing placement training from 1st week of June 2026.

Action Taken: The institutional Campus Recruitment Training (CRT) program tailored for the third-year cohort was successfully launched on June 3, 2026. The program structure allocated a total of 90 training hours, strategically distributed across critical evaluation metrics, including logical reasoning, soft skills development, and personality enhancement.

Faculty Orientation

The faculty orientation program for the 2026–27 academic year is scheduled for June 8–9, 2026.

Action Taken: An operational budget of INR 2,00,000 has been formally approved to support the upcoming academic orientation programs.

Student Orientation

The student orientation for 2nd and 3rd year students for the academic year 2026-27 will be held on 10th, 11th and 12th June, 2026.

Action Taken: Phase-wise student orientation schedules were finalized by the Dean of Administration to guide returning student cohorts seamlessly.

IQAC Meeting VI

The following members attended a meeting on 10.04.2026 in the conference room at 11.00 am

S.No	Name	Designation	Signature
1	Fr. Dr. A. Francis Xavier, SJ	Correspondent	
2	Fr. Dr. N.B. Babu, SJ	Principal	
3	Fr. Dr. A. M. Joseph Kumar, SJ	Vice-Principal	
4	Fr. M. Arul Jothi, SJ	Vice-Principal	
5	Fr. B. Peter, SJ	Vice-Principal	
6	Fr. Dr. M.L. Thomas, SJ	Controller of Examinations	
7	Fr. B. Sudhakar, SJ	Treasurer	
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