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 Catholic Christian Minority Institution (Co-Education)
A "College with Potential for Excellence" by UGC
www.loyolaacademy.edu.in Ph: 040-27862363/27860077

No.01 / LA-Admin / 2024-25 Date: 12-06-2024

NOTICE

INTERNAL ACADEMIC AUDIT

All the departments are here by informed that the Internal Academic Audit will be held from June 14th onwards as per the given schedule for the year 2023-24.

TEAM 1	Dr. Shakira Sultana-**Coordinator** Mrs. M.V.B Sailaja Mrs. M.H. Mary Patricia	B.Sc. CS, CE, Cognitive Systems, CDS, BT, I.O.T, Cloud Computing
TEAM 2	Dr. M. Veeraswamy-**Coordinator** Mrs. Shivaranjani Yadav Mrs. Hima Bindu (CS)	B.Com. Honours, Computers, IF, Business Studies, BBA ED, ROM, Tourism
TEAM 3	Mrs. D. Sarita-**Coordinator** Mrs. Hilda Margaret Mr. P. Bala Praveen	B.Sc. FT, FSN, Animation, BA Mass Comm, Psy, Economics
TEAM 4	Mrs. N. Kavitha-**Coordinator** Mrs. T. Swarna Ms. Hebsiba	B.Com. Marketing, SF, BPM, Business Analytics, IS
TEAM 5	Dr. Ch. Sirisha-**Coordinator** Mrs. P. Bala Seshu Kumari Mrs. M. Sailaja	All PG Depts
TEAM 6	Mrs. P. Naga Durga-**Coordinator** Mrs. A. Jaya Madhuri Latha Mrs. D. Sravani	B.Sc. ET, MSCS, CT, AG, Cyber Security, AI, IT

(Fr Dr L. Joji Reddy SJ)

Minutes of Internal Academic Audit

Date: 13th June 2024
Time: 10:30 Am
Location: Xavier Hall, Loyola Academy.

Agenda:

1. Opening Remarks
2. Review of Individual Academic Audit Reports.
3. Review of Departmental Academic Audit Reports.
4. Next Steps and Action Items.
5. Closing Remarks.

Meeting Proceedings:

- The purpose of the meeting was outlined: to review and discuss the academic audit reports submitted by faculty members and departments.
- Discussions were held on the completion status and accuracy of the records.
- It is instructed that Each Faculty member's audit report is to be reviewed based on the provided format.
- Discussion points included:
  1. Completion and accuracy of records (Soft and hard copies)
  2. Compliance with academic and administrative requirements.

- Specific attention was given to the following points:

  - Consultancy Services provided (C1).
  - Resource Person engagements with other colleges (C1).
  - Projects worked on, categorized under C! & C3
  - Review of Certificate Courses offered (C1).
  - Ensuring completeness of Teaching Diaries (C2).
  - Approval of Lesson Plans (C2).
  - Faculty Internal Marks Entry procedures (C2).
  - List of Individual YOU-TUBE Videos created by faculty (C2).
  - Confirmation of CO-PO Mapping Attainment Levels (C2, Soft Copy).

- Ddepartmental activities for 2023-24.
- Detailed discussion ensued on:

  - Certificate courses data maintained (C1).
  - Updates on revised and new courses introduced (C1).
  - Projects undertaken by students with supporting evidence (C1).
  - Feedback collated from Parents, staff, and students (C1).
  - Experiential learning courses through projects (C1).
  - Remedial Classes and support for Slow learners & Advanced learners (C2).
  - Faculty achievements and recognitions (C3).
  - Parent Teacher meet records (C1).
  - Mentor-Mentee interactions and progress (C2).

- Semester-wise marks entry and maintenance (C2).
- Departmental MOUs and collaborations (C3).
- Faculty and Student participation in seminars and workshops (C3).
- Management of Internal library data and resources (C4).
- Student achievements, placements, and higher education pursuits (C5).
- Competitive exams attempted by students with verifiable proofs (C5).
- College representation in various events (C5).
- Identification and sharing of 2 Best Practices/Dept. Distinctiveness (C7).
- Organizational and Industrial tours facilitated (C7).
- Record of ICT Usage across the department (C2).

- Actions were outlined for pending submissions and corrections needed.



Next Steps:

- Complete pending data entries and validations.
- Ensure accuracy in all submitted records.
- Prepare for external audit review.







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INTERNAL ACADEMIC AUDIT ATTENDANCE SHEET

The following members were present for the Internal Audit Meeting held on 13-06-2024 in Xavier Hall, Admin Block.

Name		Signature
Fr. Dr. L. Joji Reddy, SJ	Principal	
Dr. K. Rama	IQAC Coordinator	
Dr. T. Suchitra Naidu	Dean of Academics	
Dr. K. Vijayalakshmi	Dean of Research	
Dr. Shakira Sultana-**Coordinator**	B.Sc. CS, CE, Cognitive Systems, CDS, BT, I.O.T, Cloud Computing	
Mrs. M.V.B Sailaja		
Mrs. M.H. Mary Patricia		
Dr. M. Veeraswamy-**Coordinator**	B.Com. Honours, Computers, IF, Business Studies, BBA ED, ROM, Tourism	
Mrs. Shivaranjani Yadav		
Mrs. Hima Bindu (CS)		
Mrs. D. Sarita-**Coordinator**	B.Sc. FT, FSN, Animation, BA Mass Comm, Psy, Economics	
Mrs. Hilda Margaret		13/6/24
Mr. P. Bala Praveen		
Mrs. N. Kavitha-**Coordinator**	B.Com. Marketing, SF, BPM, Business Analytics, IS	
Mrs. T. Swarna		13/6/24
Ms. Hebsiba		
Dr. Ch. Sirisha-**Coordinator**	All PG Depts	
Mrs. P. Bala Seshu Kumari		
Mrs. M. Sailaja		
Mrs. P. Naga Durga-**Coordinator**	B.Sc. ET, MSCS, CT, AG, Cyber Security, AI, IT	
Mrs. A. Jaya Madhuri Latha		
Mrs. D. Sravani		

Team -1

INTERNAL AUDIT REPORT

Date: 24th August 2024.

Submitted to Dr. K. Rama, Dean IQAC

From **Team 1**: AUDITORS

Coordinator: Dr. Shakira Sultana

Mrs. M. H. Mary Patricia

Mrs. M.V.B. Sailaja

Internal Audit was conducted for the following Departments:

S.no	Department	Date	Timings
1	B.Sc. Computer Science & Engineering	24-06-2024	3:00pm -4:30pm
2	B.Sc. Computer Data Science & Data Analytics Engg.	25-06-2024	3:00pm -4:30pm
3	B.Sc. Computer Science & Cognitive Systems	26-06-2024	3:00pm -4:30pm
4	B.Sc. Computer Science & Cloud Computing	27-06-2024	3:00pm -4:30pm
5	B.Sc. Computer Science & Internet of Things	28-06-2024	3:00pm -4:30pm
6	B.Sc. Bio Technology	01-07-2024	3:00pm -4:30pm
7	B.Sc. Computer science and Information Technology	10-07-2024	3:00pm - 4:30 pm

This audit covered the following areas:

- Certificate courses data –C1
- Revised subjects-C1
- New courses/subjects introduced-C1
- List of the students Projects with proofs-C1
- Feedback from Parents, staff&students-C1
- List of the courses which are experiential learning through projects-C1
- Remedial Classes data –C2
- Report on Slow learners &Advanced learners-C2
- Faculty achievements –C3
- Parent Teacher meet data –C1
- Report on Mentor-Mentee data –C2

- Semester wise marks entry in the record –C2
- Dept. MOU data –C3
- Seminars attended by faculty – C3
- Seminars attended by Students –C3
- Seminars Conducted by the Departments–C3
- Workshops organised –C3
- Guest lecturers' data –C3
- Internal library data book-C4
- Student achievement info –C5
- Placement's information –C5
- Higher Education Data –C5
- Competitive exams attempted by students – Data with proofs C-5
- Students participation (College representation) – Data with proofs C-5
- 2-Best Practices/Dept.Distinctiveness-C7
- Industrial tours info-C7
- ICT Usage Record- C2

For both Department and Individual Activities .

Observations:

All the 7 Departments B.Sc. Computer Science & Engineering, B.Sc. Computer science and Information Technology, B.Sc. Computer Science & Internet of Things, B.Sc. Computer Science & Cognitive Systems, B.Sc. Computer Data Science & Data Analytics Engg., B.Sc. Bio Technology & B.Sc. Computer Science & Cloud Computing , have maintained the requisites and data according to the requirement.

Department of **B.Sc. Computer Science & Engineering** has a very clear and arranged presentation of data. All the requisites were submitted.

Proofs for the record of internal individual teaching staff of the department was collected.

Department of **B.Sc. Computer Science & IOT**

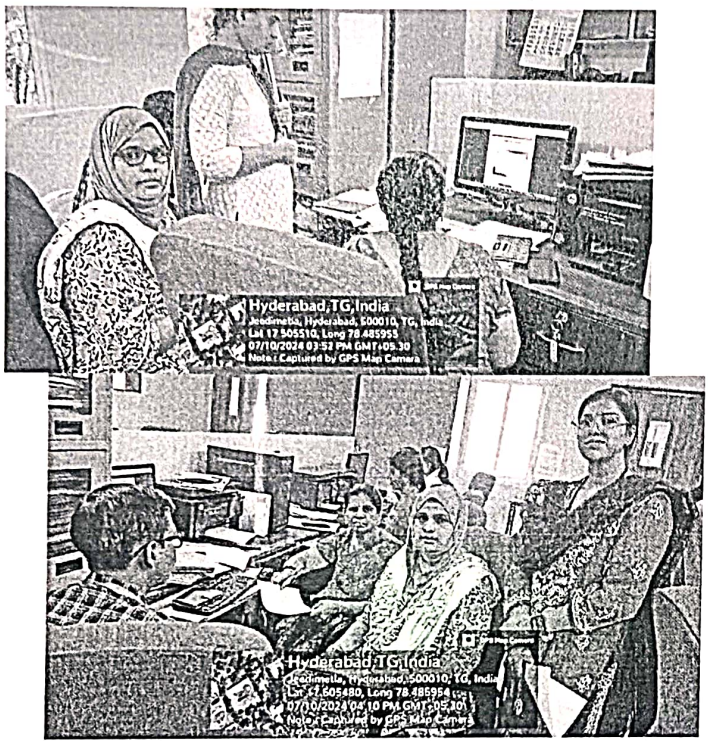
: ☐ Year of Inception : 2022-2023

The data with respect to first year is maintained as per the requirement.

Proofs submitted.

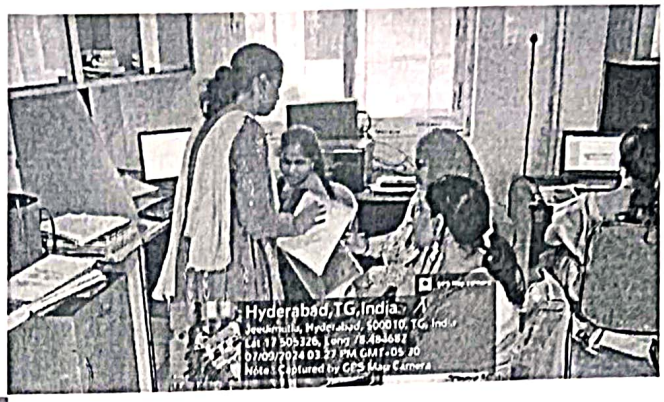


Department of **B.Sc. Cognitive Systems :** Requisites as per the scope exist. Co-Po mapping has to be done.



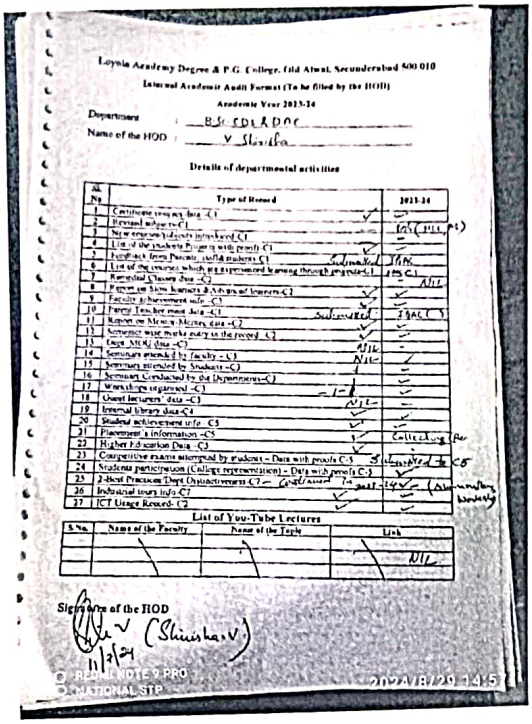
The Departments B.Sc. Computer Data Science & Data Analytics Engg maintained and submitted the data.

The Department of B.Sc. Bio Technology has maintained both softcopy and hard copy of the department activities and required data sumbitted.





The Department of B.Sc. Computer Science and Cloud Computing and B.Sc. Computer Science and Information Technology have submitted the required documents.



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Internal Academic Audit Format (To be filled by the HOD)

Academic Year 2023-24

Department : B.Sc EDA & DSC

Name of the HOD : V Shirisha

Details of departmental activities

Sl. No	Type of Record	2023-24
1	Certificate courses data -C1	✓
2	Revised subjects-C1	✓
3	New courses/subjects introduced-C1	—
4	List of the students Projects with proofs-C1	✓
5	Feedback from Parents, staff & alumni-C1	Submitted
6	List of the courses which are experienced learning through projects-C1	
7	Remedial Classes data -C2	—
8	Report on Slow learners & Advanced learners-C2	✓
9	Faculty achievement info -C3	✓
10	Parent Teacher meet data -C1	Submitted
11	Report on Mentor-Mentee data -C2	✓
12	Semester wise marks entry in the record -C2	✓
13	Dept. MOU data -C1	NIL
14	Seminars attended by faculty - C3	NIL
15	Seminars attended by Students -C3	—
16	Seminars Conducted by the Department-C3	—
17	Workshops organized -C3	—
18	Guest lecturers' data -C3	NIL
19	Internal library data-C4	✓
20	Student achievement info -C5	✓
21	Placement s information -C5	✓
22	Higher Education Data -C3	✓
23	Competitive exams attempted by students - Data with proofs C-5	Submitted to C5
24	Students participation (College representation) - Data with proofs C-5	✓
25	3-Best Practices Dept Distinctiveness-C7	Collecting (for 2022-23)
26	Industrial tours info-C7	✓
27	ICT Usage Record- C2	✓

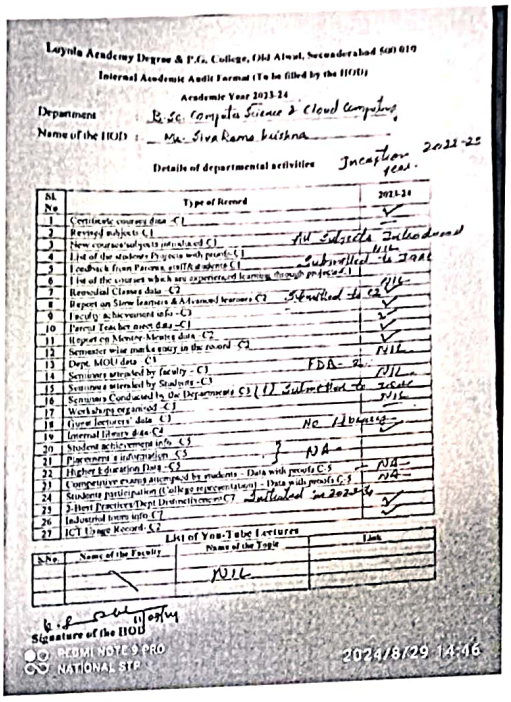
List of You-Tube Lectures

S.No.	Name of the Faculty	Name of the Topic	Link
			NIL

Signature of the HOD

11/2/24 (Shirisha.V)

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2024/8/29 14:45



Loyola Academy Degree & P.G. College, Old Alwal, Secunderabad 500 010

Internal Academic Audit Format (To be filled by the HOD)

Academic Year 2023-24

Department : B.Sc. Computer Science & Cloud Computing

Name of the HOD : Mr. Siva Rama Krishna

Details of departmental activities Inception year 2022-23

Sl. No	Type of Record	2023-24
1	Certificate courses data -C1	✓
2	Revised subjects-C1	—
3	New courses/subjects introduced-C1	Not Introduced Introduced
4	List of the students Projects with proofs-C1	NIL
5	Feedback from Parents, staff & alumni-C1	Submitted to IQAC
6	List of the courses which are experienced learning through projects-C1	—
7	Remedial Classes data -C2	NIL
8	Report on Slow learners & Advanced learners-C2	Submitted to C2
9	Faculty achievement info -C3	✓
10	Parent Teacher meet data -C1	✓
11	Report on Mentor-Mentee data -C2	✓
12	Semester wise marks entry in the record -C2	✓
13	Dept. MOU data -C1	NIL
14	Seminars attended by faculty - C3	FDP - 2
15	Seminars attended by Students -C3	NIL
16	Seminars Conducted by the Department-C3	—
17	Workshops organized -C3	NIL
18	Guest lecturers' data -C3	—
19	Internal library data-C4	No Library
20	Student achievement info -C5	—
21	Placement s information -C5	NA
22	Higher Education Data -C3	—
23	Competitive exams attempted by students - Data with proofs C-5	NA
24	Students participation (College representation) - Data with proofs C-5	NA
25	3-Best Practices Dept Distinctiveness-C7	Initiated in 2023-24
26	Industrial tours info-C7	✓
27	ICT Usage Record- C2	✓

List of You-Tube Lectures

S.No	Name of the Faculty	Name of the Topic	Link
		NIL	

Signature of the HOD

REDMI NOTE 9 PRO
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2024/8/29 14:46

Coordinator

Dr. Shakira Sultana

Head, MSCS

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Team -2

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INTERNAL ACADEMIC AUDIT REPORT

Team

Dr. M. Veera Swamy - Coordinator

Mrs. K. Hima Bindu - Team Member

Mrs. Shiva Ranjani Yadav – Team Member

We visited the departments

1. **BBA Tourism,**
2. **BBA ED,**
3. **B Com Computers ,**
4. **B Com Business Studies,**
5. **B Com IAF,**
6. **B Com Honors,**
7. **BBA ROM,**
8. **BBA Regular**

Please note the below observations which made by team

1. **BBA- Tourism**

We had visited the department for audit on 20th June 2024 and these are the points which we verified and writing up summary of the department.

1. Certificate Course is not applicable for Tourism as this course started in the academic year of 2023-2024
2. The department is good at maintaining feedback from parents, staff and students & is been Submitted to IQAC Office
3. Department conducted remedial classes for this academic year & have maintained the record of same.
4. They have maintained the report of slow and advanced learners.

5. No faculty achievements.
6. PTM Reports are maintained
7. Mentor – mentee data is maintained.
8. Semester wise marks maintained by the faculty.
9. Department maintained the data of Seminar Attended by faculty and students.
10. **Department did not organized workshops and guest lecturers for Students.**
11. Placement & Higher Education details is not applicable for Tourism as this course started in the academic year of 2023-2024
12. Industrial tours reports are maintained and, ICT UGC record also maintained.

2. **BBA- ED**

We had visited the department for audit on 20th June 2024 and these are the points which we verified and writing up summary of the department.

1. They Maintained Certificate course data and revised the subject and have hard copy.
2. They have new revised subjects.
3. Student Projects, Higher education, Placement, not applicable as they don't have final year's.
4. They have the maintained the feedback from parents staff and students in hard copy & submitted to IQAC Office.
5. Department have conducted the Remedial class for students
6. The Department have maintained the report on slow learners and advanced learners
7. The department has shown faculty achievements.
8. Department have maintained the PTM Reports.
9. Mentor – mentee data is maintained properly.
10. The faculty of the department has maintained the Semester wise marks entry and result analysis
11. The department was maintaining the data of Seminars attended by faculty and data of seminars attended by the students.
12. Department has conducted seminars and guest lecturers for students
13. Work shop is conducted by the department and they have all witness.

14. Internal library data book maintained.
15. Department had maintained the industrial tours information and ICT usage record

3. B Com- Computers Applications

We had visited the department for audit on 20th June 2024 and these are the points which we verified and writing up summary of the department.

1. They have ~~kept records~~ not maintained of certificate course data, updated the subjects, and have hard copies of these revisions.
2. New subjects have been introduced and updated.
3. As there are no final-year students, aspects like student projects, higher education, and placements are not applicable.
4. Feedback from parents, staff, and students has been recorded in hard copy and submitted to the IQAC Office.
5. Remedial classes have been organized for students by the department.
6. Reports on slow learners and advanced learners have been maintained by the department.
7. Faculty achievements have been documented by the department.
8. Parent-Teacher Meeting (PTM) reports have been kept up-to-date by the department.
9. Mentor-mentee records are well-maintained.
10. Semester-wise marks and result analyses have been properly maintained by the faculty.
11. The department has tracked data on seminars attended by both faculty and students.
12. Seminars and guest lecturers have been organized for students by the department.
13. Workshops have been conducted by the department, and documentation is available.
14. **An internal library record has not maintained.**
15. Information on industrial tours and ICT usage has been recorded by the department.

4. B Com- Business Studies

We had visited the department for audit on 20th June 2024 and these are the points which we verified and writing up summary of the department.

1. They maintained certificate course data and have revised the subjects during the academic year 2023-24.
2. Department Have introduced the new subjects.
3. The department is good at maintaining student's projects and feedback from parents, staff and students & Submitted to IQAC office.
4. Department have maintained the data of remedial classes and report on slow and advanced learners.
5. Faculty achievements are maintained.
6. The records of parent teacher meeting are maintained.
7. Semester wise marks maintained by the faculty.
8. Department has No MOU data and but maintained data of seminars attended by the students.
9. Department have maintained the record of seminars attended by the faculty and seminars conducted by the department.
10. The faculty of the department has organized workshops and maintained the Guest lecturer's data.
11. Internal Library data book is maintained and no competitive exams attempted by the students
12. They have maintained the students' achievements data, higher education details and students college representation but needs to show proof.
13. The department has maintained the data of industrial tours and ICT Usage record.
14. Department having YouTube lessons.
15. Best Practices is incomplete.

5.B Com-IAF

We had visited the department for audit on 20th June 2024 and these are the points which we verified and writing up summary of the department.

1. They maintained certificate course data and have revised the subjects during the academic year 2023-24.
2. Department Have introduced the new subjects.
3. Maintained the records of student projects.
4. They have maintained the feedback from parents, staff and students.

5. Department has maintained the data of the courses which are experimental learning through projects.
6. The records of remedial class and report on slow and advanced learners are maintained by the department.
7. They have maintained the data of faculty achievements and seminars attended by the faculty.
8. PTM Records and report on mentor – mentee data is maintained.
9. Semester wise marks entry in the record is maintained
10. The Department has MOU Data
11. They have data of seminars attended by the students.
12. The department has conducted seminars and workshops, and is maintaining records for guest lecturers and internal library data books.
13. Students Achievements data is maintained, placements information is available for this academic year of 2023-2024.
14. Department have maintained the data of the students participation – College Representation and have records of industrial visits.
15. The ICT usage Record is maintained by the department.
16. Maintaining the proper links of YouTube lectures.

6.B Com -Honors

We had visited the department for audit on 20th June 2024 and these are the points which we verified and writing up summary of the department.

1. They are maintaining lesson plans and PTM records and feedback forms submitted to IQAC office.
2. Mentor and mentee data is maintained.
3. Remedial classes not conducted as the department don't have any failures in internal & external.
4. Semester wise marks entry in the record is maintained and the result analysis it's pending.
5. Staff achievement and guest lecture record maintained
6. Department maintained the data of Seminar attended by faculty and students .
7. Student's projects & their data is maintained.
8. The ICT usage Record is maintained by the department.
9. Maintaining the proper links of YouTube lessons.

12. **Seminars and workshops have not been conducted, and records of guest lecturers maintained and internal library data books are not available.**
13. Student achievements data is maintained
14. Placement information & higher education for the academic year 2023-2024 has not maintained as they don't have final years.
15. **Data on student participation, college representation not maintained** and industrial visits have been recorded.
16. ICT usage records have been maintained.
17. **Links to YouTube lectures have not been properly maintained.**

8.BBA- Regular

1. Certificate course data not maintained and subject revisions for the academic year 2023-24 have been properly maintained and documented.
2. No New subjects have been introduced
3. Records of student projects have been meticulously maintained.
4. Feedback from parents, staff, and students has been systematically collected and preserved & submitted to IQAC
5. Data related to experimental learning courses through projects has been not been maintained.
6. Records of remedial classes and reports on slow and advanced learners have been diligently kept.
7. Data on faculty achievements and seminars attended by the faculty has been accurately documented.
8. Parent-Teacher Meeting (PTM) records and mentor-mentee data reports have been maintained.
9. Semester-wise marks entries and result analysis have been systematically recorded.
10. Memorandum of Understanding (MOU) data has been comprehensively maintained.
11. Data on seminars attended by students has been accurately recorded.
12. The department has conducted seminars and workshops, and is maintaining comprehensive records for guest lecturers and internal library data books.
13. Data on student achievements and placement information for the academic year 2023-2024 has been thoroughly maintained & need to show proof

14. Records of student participation, college representation, and industrial visits have been diligently kept.
15. ICT usage records have been meticulously maintained.
16. Higher Education details & details of Competitive exams attended by students are not maintained.
17. YouTube lecture Links are not maintained.

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To: Dr. K. Rama Dean of IQAC

From: Mrs. D. Saritha – Coordinator
Mr. Bala Praveen
Mrs. Hilda

Subject: Internal Audit Report

This internal audit report provides an overview of our findings and observations based on the audit conducted from the following departments.

S. No	Department	Date
1	**B.Sc. Food Technology and Management**	25/9/24
2	**B.Sc. Food Science, Nutrition & Dietetics**	1/7/24
3	**B.Sc. Multimedia & Animation**	27/8/24
4	**B.A Mass Communication**	13/8/24
5	**B.A Psychology, English & Journalism**	16/08/24
6	**B.A Economics, Public Administration & Computer application**	1/7/24

Audit Objectives:

The purpose of this audit was to assess the effectiveness of internal controls, compliance with the Policies and regulations, and the overall operational efficiency of the audited area.

The primary objectives of this audit were as follows:

- Evaluate the adequacy and effectiveness of internal controls.
- Assess compliance with company policies and relevant regulations.
- Identify and report on any significant risks and areas of improvement.
- Review the efficiency of operations and suggest enhancements where necessary.

Scope:

The scope of this audit covered the following areas:(Both Department and Individual Activities)

- Certificate courses data –C1

- Revised subjects-C1
- New courses/subjects introduced-C1
- List of the students Projects with proofs-C1
- Feedback from Parents, staff&students-C1
- List of the courses which are experiential learning through projects-C1
- Remedial Classes data –C2
- Report on Slow learners &Advanced learners-C2
- Faculty achievements –C3
- Parent Teacher meet data –C1
- Report on Mentor-Mentee data –C2
- Semester wise marks entry in the record –C2
- Dept. MOU data –C3
- Seminars attended by faculty – C3
- Seminars attended by Students –C3
- Seminars Conducted by the Departments–C3
- Workshops organised –C3
- Guest lecturers' data –C3
- Internal library data book-C4
- Student achievement info –C5
- Placement's information –C5
- Higher Education Data –C5
- Competitive exams attempted by students – Data with proofs C-5
- Students participation (College representation) – Data with proofs C-5
- 2-Best Practices/Dept.Distinctiveness-C7
- Industrial tours info-C7
- ICT Usage Record- C2

Methodology:

Our audit was conducted in accordance with established audit standards and methodologies.

The audit process included:

- ❖ Reviewing relevant policies, procedures, and documentation. Interviewing key personnel.
- ❖ Testing and sampling of transactions and records. Analysing data and financial information.
- ❖ Identifying and assessing risks.

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1. **B. Sc Food Technology and Management:**



The audit was conducted on 25/9/24 in IG BLOCK Relevant individual and departmental documents were verified in the presence of the HOD and department members. However, the following documents were not available in the department:

- Seminars attended by students
- Student Participation (College Representation)
- YouTube videos that were not streamed

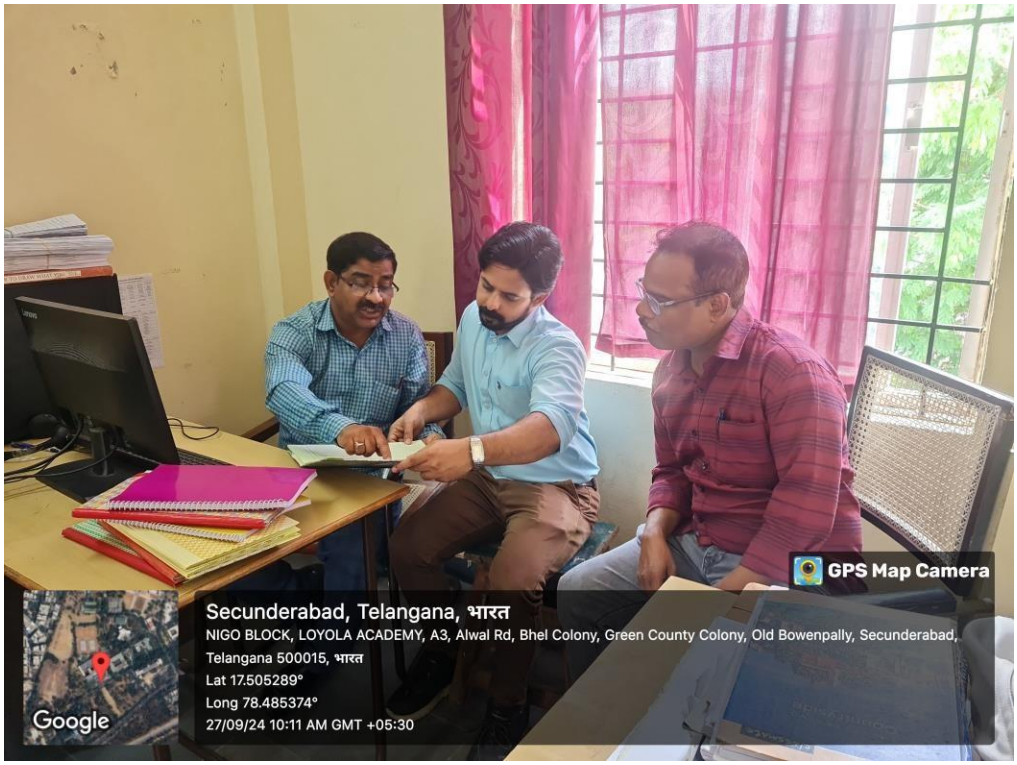
2. BSc Food Science, Nutrition & Dietetics:



The audit was conducted on 25/9/24. in IG BLOCK Relevant individual and departmental documents were verified in the presence of the HOD and department members. However, the following documents were not available in the department:

- Seminars attended by students
- Student Participation (College Representation)
- You tube videos are not streamed
- Best Practices

3. B. Sc Multimedia & Animation:



The audit was conducted on 27/8/24 in IG BLOCK . Relevant individual and departmental documents were verified in the presence of the HOD and department members. However, the following documents were not available in the department:

- ICT usage Record was not Maintained
- Competitive exams attempted by students
- Guest lecturers' data
- Seminars attended by students
- Department library

4. <u>B.A Economics, Public Administration & Computer application:</u>



The audit was conducted on 30/9/24. in IG BLOCK. Relevant individual and departmental documents were verified in the presence of the HOD and department members. However, the following documents were not available in the department:

- Classes were not conducted for Slow and advanced learners
- Department library
- You tube videos are not streamed
- ICT usage Record was not Maintained
- Seminars attended by students

5. B.A Psychology, English & Journalism:



The audit was conducted on 25/9/24 in IG BLOCK. Relevant individual and departmental documents were verified in the presence of the HOD and department members. However, the following documents were not available in the department:

- Classes were not conducted for Slow and advanced learners
- Department library
- ICT usage Record was not Maintained
- Seminars attended by students
- Remedial classes were not conducted

6. B.A Mass Communication:



The audit was conducted on 25/9/24 in IG BLOCK. Relevant individual and departmental documents were verified in the presence of the HOD and department members. However, the following documents were not available in the department:

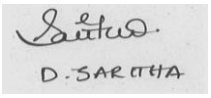
- Faculty achievements
- Department library
- ICT usage Record was not Maintained
- Seminars attended by students
- Guest lecturers' data

Conclusion:

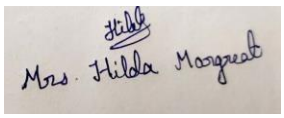
Internal audits at B.A. Mass Communication, Psychology, Economics, Public Administration & Computer Applications, B.Sc. Food Science & Nutrition, Dietetics, and Food Technology & Management identified improvement areas. **Notably, staff research focus and participation in seminars and workshops** require enhancement.

Acknowledgements:

We extend our sincere appreciation to staff and management across all six departments: B.A. Mass Communication, Psychology, Economics, Public Administration & Computer Applications, B.Sc. Food Science & Nutrition, Dietetics, and Food Technology & Management – for their cooperation and assistance during the audit.

- **Mrs. D. Saritha– Coordinator** 

- **Mr. Bala Praveen (Member).** 

- **Mrs. Hilda (Member).** 

Team-4

INTERNAL AUDIT REPORT - 2024

Team:4

1.Mrs.N.Kavitha Co-Ordinator

2.Mrs.T.Swarna-Team Member.

3. Ms. Hebsiba-Team Member.

We verified documents of the departments:

1.BCOM (BPM)

2.B.COM (MARKETING)

3.B.COM (IS)

4.B.COM (BUSINESS ANALYTICS)

5.B.COM (SF)

OUR OBSERVATIONS:

1. Departments maintaining documents well as soft and hard copies.

2. Maintained certificate courses data.

3. Departments maintaining students' projects data, placements and higher studies data in a soft copy.

4. Departments have the reports on departmental activities, students and staff achievements, NPTEL information as soft and hard copies.

5. Conducted remedial classes for slow learners and activities for advanced learners.

6. All the staff of respective departments maintaining internal and external marks list with result analysis.

7. Staff need to focus on Research work, can attend a greater number of seminars and workshops.

8. Hods need to get a clear idea about the best practices of the departments.

CN. Kavitha

INTERNAL AUDIT REPORT

Team:4

1.Mrs.K.Anitha Co-ordinator

2.Mrs.Kavitha-Team Member.

3.Dr.Rathna Vani-Team Member.

We verified documents of the departments:

1.BCOM(BPM)

2.B.COM(MARKETING)

3.B,COM(IS)

4.B.COM(BUSINESS ANALYTICS)

5.B.COM(SF)

OUR OBSERVATIONS:

1.All the above departments maintaining documents well.

2.Maintained certificate courses data.

3.Departments maintaining students projects, data,placements and higher studies data in a soft copy.

4.Departments have the reports of departmental activities,students and staff achievements,nptel info.

5.Conducted remedial classes for the slow learners.

6.Staff need to focus on Research work, can attend more number of seminars and workshops.

7.Hods need to get clear idea about Best practices of the departments.

Team - 5

PG Internal Audit Report for the academic year 2022-23

Date: 4-9-23 and 12-9-23

The committee consisting of Dr. S.P. Mydhili (coordinator), Dr. Rachael Shalin and Dr. Anitha (members) visited all the PG departments and checked the data submitted by the departments and faculty. The following are the observations of the team:

1. Most of the data was presented as soft copies as there are certain constraints in preparing the hard copies.
2. The team suggested the HOD's to submit the soft copies and hard copies to the IQAC cell.
3. Very few YouTube lessons have been posted.
4. All the parent feedback forms were submitted to the IQAC/coordinator.

All the checklists collected from the departmental HOD's and faculty is enclosed here within

Department of MCA:

The team visited the department on 4-9-23 at 10:30am. All the faculty showed duly filled teaching dairies, lesson plans, internal marks entry etc. The department did not have industrial tour in this academic year.

Department of MSc Data Science:

The team visited the department on 4-9-23 at 11:30am. The department put forward well maintained data. As the department has constraint with paper, they submitted all the relevant softcopies. They do not have a departmental library for which the team suggested to arrange for the benefit of the staff and the students.

Department of MSc Food Technology:

The team visited the department on 4-9-23 at 1:30pm.The department showed the team softcopies of the data and proofs. The teamsuggested hard copies. Also recommended the faculty to pursue Nptel courses and encourage the advanced learners to do online courses.

Department of MSc Food Science &Nutrition:

The team visited the department on 4-9-23 at 3:00pm. As the department is newly established no changes have been made to the syllabus. Suggested to maintain PTM record, encourage students to do Nptelcourses.

Department of MSc Organic Chemistry:

The team visited the department on 12-9-23 at 10:00am. The department has softcopies of student project proofs, faculty achievements etc. suggested to take hard copies. Well maintained PTM record, result analysis, internal library register etc. suggested to post YouTube lessons.

Department of MSc Biotechnology:

The team visited the department on 12-9-23 at 11:30am. The faculty showed soft copy of mentor mentee report, student project report.

Department of MBA:

The team visited the department on 12-9-23 at 12:00noon. Softcopies of faculty achievements, report on slow learners etc were shown. No new courses/subjects were introduced.

(Dr-S.P-Mydhili)

(Dr. T. Rachel Shalini)

(Dr. G. Anitha Mary)

Team-6

LOYOLA ACADEMY

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INTERAL AUDIT REPORT (TEAM -6)

Date:16-09-2023
To: Dr. K. Rama Dean IQAC
From: Mrs. P. Naga Durga – Coordinator
Mrs. A. Jaya Madhuri Latha
Mrs. K. Sudha Sundari
Subject: Internal Audit Report

Executive Summary:
This internal audit report provides an overview of our findings and observations based on the audit conducted from

S.no	Department	Date
1	B.Sc. Chemical Technology	28-08-2023
2	B.Sc. Ele. & Communication Technology	29-08-2023
3	B.Sc. (Hons) Agriculture	30-08-2023
4	B.Sc. Maths, Statistics & Computer Science	31-08-2023
5	B.Sc. Computer Science & Cyber Security	01-09-2023
6	B.Sc. Computer Sci. & Artificial Intelligence	01-09-2023

The purpose of this audit was to assess the effectiveness of internal controls, compliance with policies and regulations, and the overall operational efficiency of the audited area.

Audit Objectives:
The primary objectives of this audit were as follows:
Evaluate the adequacy and effectiveness of internal controls.
Assess compliance with company policies and relevant regulations.
Identify and report on any significant risks and areas of improvement.
Review the efficiency of operations and suggest enhancements where necessary.

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Scope:

The scope of this audit covered the following areas:

- Certificate courses data –C1
- Revised subjects-C1
- New courses/subjects introduced-C1
- List of the students Projects with proofs-C1
- Feedback from Parents, staff&students-C1
- List of the courses which are experiential learning through projects-C1
- Remedial Classes data –C2
- Report on Slow learners &Advanced learners-C2
- Faculty achievements –C3
- Parent Teacher meet data –C1
- Report on Mentor-Mentee data –C2
- Semester wise marks entry in the record –C2
- Dept. MOU data –C3
- Seminars attended by faculty – C3
- Seminars attended by Students –C3
- Seminars Conducted by the Departments–C3
- Workshops organised –C3
- Guest lecturers' data –C3
- Internal library data book-C4
- Student achievement info –C5
- Placement's information –C5
- Higher Education Data –C5
- Competitive exams attempted by students – Data with proofs C-5
- Students participation (College representation) – Data with proofs C-5
- 2-Best Practices/Dept.Distinctiveness-C7
- Industrial tours info-C7
- ICT Usage Record- C2

  For both Department and Individual Activities .

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Methodology:

Our audit was conducted in accordance with established audit standards and methodologies. The audit process included:
Reviewing relevant policies, procedures, and documentation.
Interviewing key personnel.
Testing and sampling of transactions and records.
Analysing data and financial information.
Identifying and assessing risks.

B.Sc. Chemical Technology:-

The audit was conducted on 28-08-2023 in IG-314 , the relevant documents of individual and departmental are verified in the presence of HOD and department members. The following are the some of the documents which are not submitted by the department are

- Incomplete mentoring books .
- Co's, po's and pso's mapping of even semester was incomplete.
- Resigned Staff teaching diaries incomplete
- Result Analysis incomplete.



B.Sc. Ele. & Communication Technology

The audit was conducted on 29-08-2023 in AD-24 , the relevant documents of individual and departmental are verified in the presence of HOD and department members. The following are the some of the documents which are not submitted by the department are

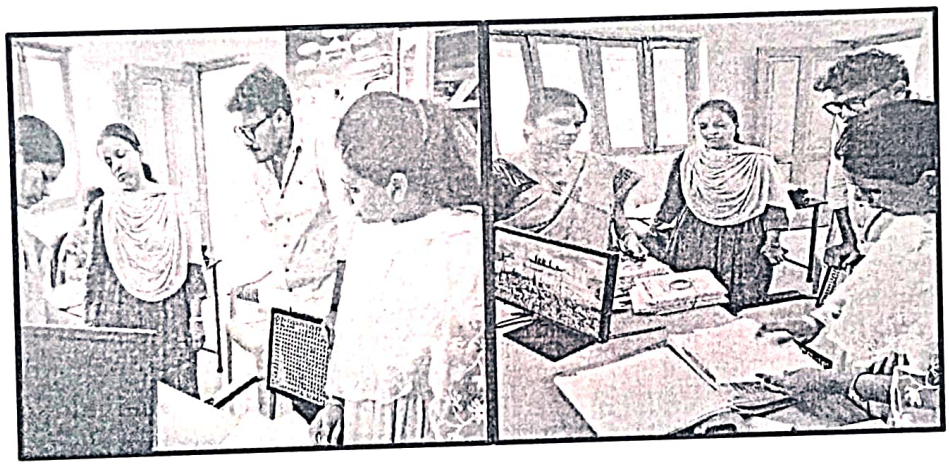
- Teaching diaries of three resigned faculties are incomplete.
- Co's, po's and pso's mapping of even semester was incomplete.

- Staff achievements of resigned faculties are missing.

B.Sc. (Hons) Agriculture

The audit was conducted on 30-08-2023 in AG-13 , the relevant documents of individual and departmental are verified in the presence of HOD and department members. The following are the some of the documents which are not submitted by the department are

- Teaching diaries of three resigned faculties are incomplete.
- Co's, po's and pso's mapping of even semester was incomplete.
- Incomplete mentoring books .
- Students Achievements record incomplete .



B.Sc. Maths, Statistics & Computer Science

The audit was conducted on 31-08-2023 in IG-319 , the relevant documents of individual and departmental are verified in the presence of HOD and department members. The following are the some of the documents which are not submitted by the department are

- Co's, po's and pso's mapping of even semester was incomplete.

B.Sc. Computer Science & Cyber Security

The audit was conducted on 01-09-2023 in AD-staff room , the relevant documents of individual and departmental are verified in the presence of HOD and department members. The following are the some of the documents which are not submitted by the department are

- Resigned Staff teaching diaries incomplete
- Result Analysis incomplete.

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B.Sc. Computer Sci. & Artificial Intelligence

The audit was conducted on 01-09-2023 in AD-staff room , the relevant documents of individual and departmental are verified in the presence of HOD and department members. The following are the some of the documents which are not submitted by the department are

- Incomplete mentoring books .
- Co's, po's and pso's mapping of even semester was incomplete.
- Result Analysis incomplete.

Conclusion:

In conclusion, the internal audit conducted at B.Sc. Chemical Technology , B.Sc. Ele. & Communication Technology , B.Sc. (Hons) Agriculture, B.Sc. Maths, Statistics & Computer Science, B.Sc. Computer Science & Cyber Security, B.Sc. Computer Sci. & Artificial Intelligencehas identified areas for improvement in internal controls, compliance, risk management, and operational efficiency. It is essential for the management to address these findings and implement the recommended actions to enhance the overall performance and integrity of the audited area.

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Acknowledgments:

We would like to express our gratitude to the staff and management of B.Sc. Chemical Technology , B.Sc. Ele. & Communication Technology , B.Sc. (Hons) Agriculture, B.Sc. Maths, Statistics & Computer Science, B.Sc. Computer Science & Cyber Security, B.Sc. Computer Sci. & Artificial Intelligence,for their cooperation and assistance during the audit process.

- Mrs. P. Naga Durga – Coordinator



- Mrs. K. Sudha Sundari



- Mrs. A. Jaya Madhuri Latha

