.Date: 16-09-2023

The following members were present for the Internal Audit review meeting held on 16/9/2023 in the Board Room at 03.00 p.m.

Name	Designation	Signature
Rev.Fr.Dr.L.Joji Reddy	Principal	
Dr.K.Rama	Dean,IQAC	
Mr. M. Veeraswamy	Dean,Commerce	
Dr. G. Ratna Vani	Dean, Arts & Humanities	
Dr. G. Anitha Mary	Dean , Information	
Dr. Rachel Shalini	Dean , Management	
Ms. K. Ketana	Coordinator	
Mrs.Shivaranjani Yadav	Coordinator	
Mrs. A. Anjani Kumari	Coordinator	
Mrs. M. Sailaja	Coordinator	
Mrs. D. Sarita	Coordinator	
Mrs. K. Anitha	Coordinator	
Mrs. N. Kavitha	Coordinator	
Mr. S.P. Mythili	Coordinator	
Mrs.P. Naga Durga	Coordinator	
Mrs. A. Jaya Madhurilatha	Coordinator	
Mrs .. K. Sudha Sundari	~~Coordinator~~ Dean, Agriculture	
Dr. Shakira sultana-	Coordinator	
Mrs.P.V. Naga Lakshmi	Coordinator	
Mrs. M.V.B Sailaja	Coordinator	

LOYOLA ACADEMY

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A "College with Potential for Excellence" by UGC
www.loyolaacademyugpg.ac.in Ph: 040-27862363/27860077 Fax: 040-27867939

INTERNAL ACADEMIC AUDIT REPORT

Academic year 2022-23.

Internal quality assurance cell (IQAC), Loyola Academy has taken the initiative to conduct the internal academic audit for the academic year 2022-23 in the month of September 2023. IQAC selected the panel members to review the academic activities, attainments, and requirements of each department.

AUDIT PANEL MEMBERS:

TEAM 01	Dr Shakira Sultana, **Coordinator** Mrs. PV Naga Lakshmi Mrs. M V B Sailaja	B. Sc. CS, CE, Cognitive Systems, CDS, BT, I.O.T, Cloud Computing
TEAM 02	Dr M Veeraswamy, **Coordinator** Ms. K Ketana Mrs. Shivaranjani Yadav	B. Sc, FT, FSN, Animation, BA Mass Communication, BA Psychology, English & Journalism
TEAM 03	Mrs. Y. Anjali Kumari, **Coordinator** Mrs. M Sailaja Mrs. D Saritha	B. Com Honors, Computers, IAF, Business Studies, BBA (E.D), (R.O.M)
TEAM 04	Mrs. K Anitha, **Coordinator** Dr G Ratna Vani Mrs. N Kavitha	B. Com Marketing, SF, BPM, Business Analytics, B.Com Information systems
TEAM 05	Dr S. P. Mythili, **Coordinator** Dr G Anitha Mary Dr Rachel Shalini	All PG Departments
TEAM 06	Mrs. P Naga Durga, **Coordinator** Mrs. A Jaya Madhuri Latha Mrs. K Sudha Sundari	B.Sc., ET, MSCS, CT, AG, Cyber Security, AI

DOCUMENTS VERIFIED

Minutes of the meetings

Minutes of Board of studies and syllabus copies

Seminars/workshops/conferences organized.

Publications

Patents

Entrepreneurship development activities

Guest lectures

Field visits

Staff Achievements

Staff presented papers/Resource persons.

Students' achievements

NPTEL

Alumni list

Placements/Higher education

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REPORT

The Self Evaluation Document (SED) was examined by the panel members. The Panel Members checked the documents and verified the supporting evidence. This report consolidates the findings of the panel and thereby suggests the areas to be focused on and strengthened.

The following observations and suggestions were given on the departmental, individual, staff and student activities by the panel. Most of the departments maintained a well-organized and well-ordered data.

- CO-PO Mapping should be completed by the departments.
- A comprehensive report should be maintained on Faculty and Students' achievements with necessary proofs.
- Internal marks and Semester-wise marks are retained but result analysis is pending in some departments.
- Most of the departments maintained the data of the certificate courses, newly added courses, and revised syllabus.
- Teaching Diaries, Lesson Plans, Student Projects, Feedback from Parents, students, mentor-mentee data, and record of Parent Teacher Meetings were well-maintained.
- Though many departments are organizing industrial and educational tours, the number is comparatively less in some departments.
- Most of the departments do not have Departmental Libraries and it is advised to set a library with more reference books.
- The departments should take care in documenting the remedial classes, classes for slow learners and advanced learners. Though most of the departments are conducting classes, valid proof is missing.
- Seminars, Workshops, Guest Lectures, Invited Talks and so on either attended or organized by the department were authentically documented by many departments.
- Faculty should publish more research papers, attend seminars and attempt online/ NPTEL courses.
- ICT usage record, proper links of YouTube lessons should be clearly mentioned in the document.

- Information regarding placements, competitive exams and higher studies was maintained by some departments, but complete details should be collected. Both soft and hard copies should be available.