LOYOLA ACADEMY

(DEGREE & PG COLLEGE)
OLD ALWAL, SECUNDERABAD - 500 010, TELANGANA, INDIA
(Autonomous and Affiliated to Osmania University)
Re-accredited with 'A' Grade (III Cycle) by NAAC
A "College with Potential for Excellence" by UGC
www.loyolaacademyugpg.ac.in Ph: 040-27862363/27860077 Fax: 040-27867939

Date: 05-08-2023

No: LA-IQAC/2023-24

NOTICE

INTERNAL ACADEMIC AUDIT

All the departments are here by informed that the Internal Academic Audit will be held on 24th, 25 th and 26th August as per the schedule given below from 10.00 a.m. – 12.15 p.m. and 2 p.m. – 4 p.m. for the year 2022-23.

TEAM 1	Dr. Shakira sultana-**Coordinator** Mrs.P.V. Naga Lakshmi Mrs. M.V.B Sailaja	B.Sc. CS, CE, Cognitive Systems, CDS, BT, I.O.T, Cloud Computing
TEAM 2	Dr. M. Veeraswamy–**Coordinator** Ms. K. Ketana Mrs.Shivaranjani Yadav	B.Sc. FT, FSN, Animation, BA Mass Comm, Psy, Economics
TEAM 3	Mrs. A. Anjani Kumari-**Coordinator** Mrs. M. Sailaja Mrs. D. Sarita	B.Com. Honours, Computers, IAF, Business Studies, BBA (E.D), (R.O.M)
TEAM 4	Mrs. K. Anitha -**Coordinator** Dr. G. Ratna Vani Mrs. N. Kavitha	B.Com. Marketing, SF, BPM, Business Analytics, I.S
TEAM 5	Dr. S.P. Mythili-**Coordinator** Dr. G. Anitha Mary Dr. Rachel Shalini	All PG Depts
TEAM 6	Mrs.P. Naga Durga-**Coordinator** Mrs. A. Jaya Madhurilatha Mrs. .K. Sudha Sundari	B.Sc. ET, MSCS, CT, AG, Cyber Security, AI

The External Audit will be held on 12th September 2023 by External Audit Members.

1) Mr. Ram Prasad – Hazon Tech
2) Mr. Sai Prasad – Academic Officer
3) University Nominee

(Fr Dr L. Joji Reddy SJ)

PRINCIPAL
LOYOLA ACADEMY
OLD ALWAL, SECUNDERABAD-500 010
TELANGANA, INDIA

LOYOLA ACADEMY * AMDG * SECUNDERABAD 010 T.S.

Date: 24/8/2023

Minutes of Meeting conducted for IQAC Internal Audit at Conference Hall

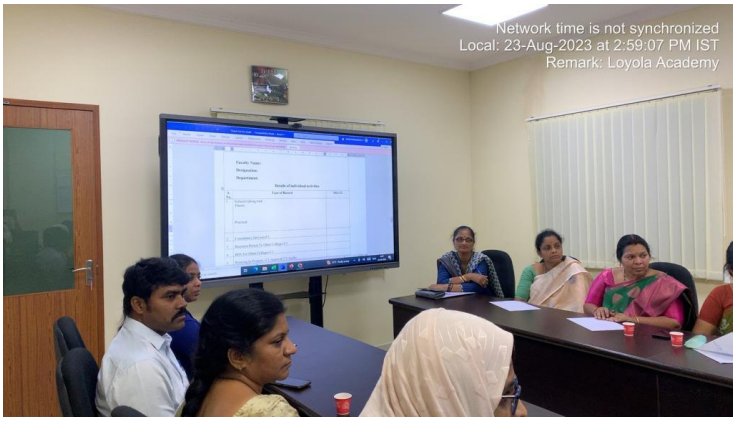
Discussed the following points:

- Fr. Principal addressed the Audit Team and asked them to check all the documents in the departments and individual lecturers achievements.

- Report on how teaching learning improved (new methods), evaluation, research publications in good journals, Students Satisfaction Survey (SSS) must be checked in each department. I st and II nd year students should be known about this.

- Affirm the students support – Ambience library inflibnet & Delnet. Documentation must be appealing, tables must be of same font.

- Instructed to check all the reports along with proofs.






Network time is not synchronized
Local: 23-Aug-2023 at 2:58:51 PM IST
Remark: Loyola Academy

Loyola Academy Degree & P.G. College, Old Alwal, Secunderabad - 10

Internal Academic Audit Format (To be Filled by Lecturer)

Faculty Name:

Designation:

Department:

Details of individual activities

S. No.	Type of Record	2022-23
1	Subjects taking total: Theory: Practical:	
2	Consultancy Services-C1	
3	Resource Person To Other Colleges-C1	
4	BOS For Other Colleges-C1	
5	Working In Projects - C1-Anjani & C3-Anitha	
6	Certificate Courses-C1	
7	Teaching Diaries-C2	
8	Lesson Plans-C2	
9	Faculty Internal Marks Entry-C2	
10	List of Individual YOU-TUBE Videos-C2	
11	CO-PO Mapping Attainment Levels-C2 (Soft Copy)	
12	Industry. MOU-C3	
13	Papers Published National/ International Journals-C3	
14	Patents Info-C3	
15	Nptel -C5	
16	Dept.Alumini-C5	
17	Faculty Seminars attended/conducted-C6	
18	Workshops conducted-C6	
19	Workshops/FDPS/Seminars attended-C6	

Loyola Academy Degree & P.G. College, Old Alwal, Secunderabad – 10

Internal Academic Audit Format (To be Filled by HODs)

Department:

Details of departmental activities

S. No	Type of Record	2022-23
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&students-C1	
6	List of the courses which are experiential learning through projects-C1	
7	Remedial Classes data –C2	
8	Report on Slow learners &Advanced learners-C2	
9	Faculty achievements –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 –C3	
14	Seminars attended by faculty – C3	
15	Seminars attended by Students –C3	
16	Seminars Conducted by the Departments–C3	
17	Workshops organised –C3	
18	Guest lecturers' data –C3	
19	Internal library data book-C4	
20	Student achievement info –C5	
21	Placement's information –C5	
22	Higher Education Data –C5	
23	Competitive exams attempted by students – Data with proofs C-5	
24	Students participation (College representation) – Data with proofs C-5	
25	2-Best Practices/Dept.Distinctiveness-C7	
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

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The following members were the Committee members for the Internal Audit conducted on 24th ,25th & 26th August for the year 2022-23.

S.NO	NAME	SIGNATURE
1.	Fr. Dr. L. Joji Reddy SJ	
2.	Dr. K. Rama	
3.	Dr. Shakira sultana-Coordinator	
4.	Mrs. P.V. Naga Lakshmi	
5.	Mrs. M.V.B Sailaja	
6.	Dr. M. Veeraswamy-Coordinator	
7.	Ms. K. Ketana	
8.	Mrs. Shivaranjani Yadav	
9.	Mrs. A. Anjani Kumari	
10.	Mrs. M. Sailaja	
11.	Mrs. D. Sarita	
12.	Mrs. K. Anitha	
13.	Dr. G. Ratna Vani	
14.	Mrs. N. Kavitha	
15.	Dr. S.P. Mythili	
16.	Dr. G. Anitha Mary	
17.	Dr. Rachel Shalini	
18.	Mrs. P. Naga Durg	
19.	Mrs. A. Jaya Madhurilatha	
20.	Mrs.K. Sudha Sundari	

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INTERNAL AUDIT REPORT

Date: 16th September 2023.
Submitted to Dr. K. Rama, Dean IQAC
From Team 1:
Coordinator: Dr. Shakira Sultana
Member: Mrs. Nagalakshmi
Member: Mrs. M.V.B. Sailaja

Internal Audit was conducted for the following Departments:

S. No	Name of the Department	Internal Audit Conducted on
1.	B.Sc. Computer Science & Engineering	28/08/2023
2.	B.Sc. Computer Science & IOT	29/08/2023
3.	B.Sc. Cognitive Systems	30/08/2023
4.	B.Sc. Computer Data Science & Data Analytics Engg	31/08/2023
5.	B.Sc. Biotechnology	01/09/2023
6.	B.Sc. Computer Science & Information Technology	01/09/2023
7.	B.Sc. Computer Science Cloud Computing	02/09/2023

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:

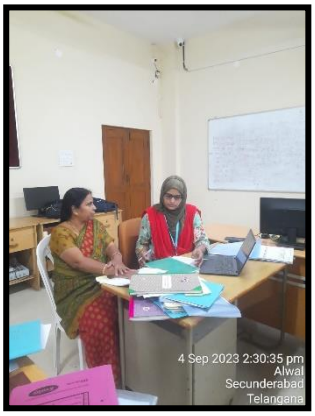
Department of B.Sc. Computer Science & Engineering has a very clear and arranged presentation of data.
All the requisites were verified and submitted.

- Highlights: Department also has provided the Alumni contribution proof.





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.
All Proofs submitted.

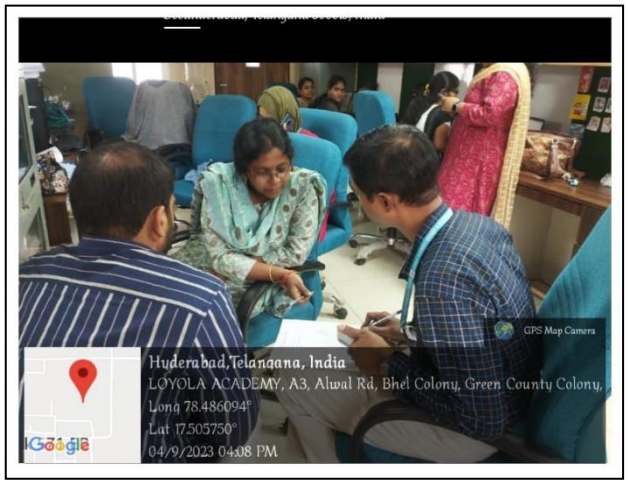


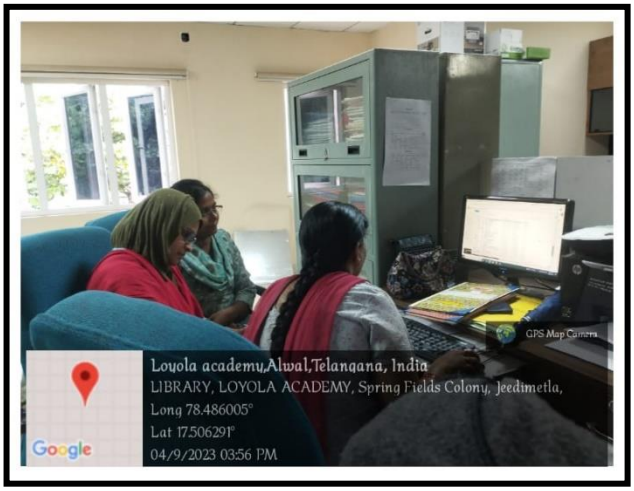
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Department of **B.Sc. Cognitive Systems :**
Requisites as per the scope exist but not in an arranged manner.

- Co-Po mapping has to be done.
- Student achievements have to be maintained with info.





The Departments **B.Sc. Computer Data Science & Data Analytics Engg**

The Audit was conducted on 31st September 2023 in CS10.
Relevant documents of individual and departmental data were verified.

- Result Analysis incomplete.

Department of B.Sc. Biotechnology

The internal audit was conducted on 1st September 2023.
The relevant documents of individual and department were verified in the presence of Hod and faculty of the department.
All the documents are maintained as per the requirement.

Department of **B.Sc. Computer Science & Information Technology**
The internal audit was conducted on 1st September 2023.
The relevant documents of individual and department were verified in the presence of Hod and faculty of the department.
Some of the documents are maintained as per the requirement.
Missing:

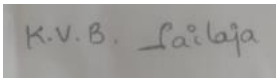
- Co-Po mapping has to be done.
- Result Analysis incomplete.

Department of B.Sc. Computer Science & Cloud Computing :
The internal audit was conducted on 2nd September 2023
Year of Inception : 2022-2023

The relevant documents of individual and department were verified in the presence of Hod and faculty of the department.
The data with respect to first year is maintained
as per the requirement.
Proofs submitted.

- Co-Po mapping has to be done.

Acknowledgement:
We would like express our thanks to staff and faculty of B.Sc. Computer Science & Engineering, Computer Science & IOT, Cognetive systems, Computer Data Science & Data Analytics Engg, Biotechnology, Computer Science & IT, Computer Science & Cloud Computing for their cooperation and assistance during the audit process.

Dr. Shakira Sultana Mrs. M.V.B. Sailaja Mrs. NagaLakshmi.

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INTERNAL ACADEMIC AUDIT REPORT

Team- 02

Dr. M. Veera Swamy - Coordinator

Mrs. K. Kethana – Team Member

Mrs. Shiva Ranjani Yadav – Team Member

We visited the departments

1. **B.Sc- Food Technology,**
2. **B. Sc - Multimedia and Animation,**
3. **B. Sc- Food Science Nutrition,**
4. **BA-Psychology, English , Literature, Journalism,**
5. **BA - EPCA**
6. **BA-Mass Communication**

Please note the below observations which made by team

1. **B. Sc- Food Technology**

We had visited the department for audit on 11th September 2023 and these are the points which we verified and writing up summary of the department.

1. They maintained certificate course data but did not have revised the subjects during the academic year 2022-23.
2. The department is good at maintaining students projects and feedback from parents, staff and students
3. Department conducted remedial classes for this academic year they have only soft copy they need to keep hard copy
4. They have maintained the report of slow and advanced learners
5. No faculty achievements other than NPTEL Course
6. PTM Reports are maintained

7. Mentor – mentee data is maintained but students mentoring books was not there in the department.
8. Semester wise marks maintained by the faculty but result analysis is pending
9. Department MOU Data only soft copy
10. Department maintained the data of Seminar Attended by faculty and students (softcopy) And only seminar conducted by the department and students achievements is also soft copy
11. Department did not organized workshops and guest lecturers for Students
12. Maintaining the Soft copy the placement and higher education details, and competitive exams attended by students and students college representation data
13. Four soft copies of industrial tours reports are maintained and, ICT UGC record also maintained.

2. B. Sc - Multimedia and Animation

We had visited the department for audit on 11th September 2023 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 didn't have new subjects introduced.
3. They have records of student's project only soft copy.
4. They have the maintained the feedback from parents staff and students in hard copy.
5. **Department have conducted the Remedial class for students and need to show proof**
6. **The Department have not maintained the report on slow learners and advanced learners**
7. **The department has not shown faculty achievements.**
8. Department have maintained the PTM Reports but only soft copy is maintained need to maintain hard copy.
9. Mentor – mentee data is maintained properly.
10. **The faculty of the department has not maintained the Semester wise marks entry and result analysis**

11. Department MOU Data is not maintained.
12. **HOD said that the department was maintaining the data of Seminars attended by faculty but need to show proof and no data of seminars attended by the students.**
13. Department has not conducted any seminars and no guest lecturers for students,
14. Work shop is conducted by the department and they have all witness.
15. The department has maintained the student's achievements information, placement and higher education details.
16. **No internal library data book maintained, No competitive exams attended by students and Students College representation data.**
17. Department had maintained the industrial tours information and **ICT usage record (need to show proof)**

3. **B. Sc- Food Science Nutrition**

We had visited the department for audit on 11th September 2023 and these are the points which we verified and writing up summary of the department.

1. They Maintained soft copy Certificate course data and revised the subject and have hard copy.
2. Department have introduced new subjects and have hard copy of it
3. They have maintained the soft copy of students projects and remedial classes data that were conducted to the students
4. PTM data is maintained as soft copy and hard copy of feedback from parents and students
5. Department has maintained the soft copy of the data of course which are experimental learning through projects
6. They have maintained the report of slow and advanced learners
7. Department have maintained the hard copy of faculty achievements
8. Mentor – mentee reports are maintained as hard copy
9. No MOU Data of the department
10. The faculty of the department maintained the Semester wise marks entry
11. Department have maintained the data of the seminars attended by the faculty and seminars attended by the students and have copy of it
12. The department have organized guest lecturers but no workshops were conducted

13. They have internal library data and Students achievements information
14. They have maintained the placement data , higher education details and competitive exams attempted by the students as soft copy no hardcopy is maintained
15. Students college representation data is maintained and have hard copy
16. Department have maintained the report of industrial tours and ICT usage record as hardcopy.

4. **BA-Psychology, English , Literature, Journalism**

We had visited the department for audit on 11th September 2023 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 2022-23.
2. Department Have introduced the new subjects.
3. The department is good at maintaining student's projects and feedback from parents, staff and students.
4. **Department have not maintained the data of remedial classes and no 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 but result analysis are pending.
8. Department has No MOU data and 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 lecturers data.
11. **No Internal Library data book and no competitive exams attempted by the students**
12. They have maintained the students' achievements data, higher education details and students college representation.
13. The department has maintained the data of industrial tours and ICT Usage record.
14. Every Faculty in the department having YouTube lesions.

5. **BA - EPCA**

We had visited the department for audit on 11th September 2023 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 2022-23.
2. Department Have introduced the new subjects.
3. Not applicable list of students projects as they don't have final year students.
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 and need to show the result analysis.
10. The Department has NO Dept. MOU Data
11. They have data of seminars attended by the students.
12. **Department has neither conducted any seminars nor workshops. There are no records of guest lecturers' and no internal library data book.**
13. Students Achievements data is maintained, placements information is not applicable for this academic year of 2022-2023 as they don't have final years.
14. Department have maintained the data of the students participation – College Representation and have records of industrial visits.
15. The ICT usage Record is not maintained by the department.
16. Maintaining the proper links of YouTube lesions.

6. BA-Mass Communication

We had visited the department for audit on 12th September 2023 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 from submitted to IQAC office.
2. Mentor and mentee data is maintained
3. **Remedial registers are pending for the academic year 2022-23**
4. **Semester wise marks entry in the record is not maintained and the result analysis its pending.**
5. Staff achievement and guest lecture they have only soft copy
6. Department maintained the data of Seminar attended by faculty and students (softcopy)
7. Student's projects have only scanned copies.
8. **The ICT usage Record is not maintained by the department.**
9. Maintaining the proper links of YouTube lesions.
10. Two soft copies of industrial tours reports are maintained
11. **Best Practices is incomplete.**
12. **Not maintained certificate course data and no department distinctiveness**
13. **No competitive exams attended by students and Students College representation data.**
14. The department has maintained the placement data and higher education details.
15. No department MOUs , they having only student MOUs for internship.
16. **No internal library data book maintained**
17. Three workshops were conducted by department but maintaining only soft copies of it.
18. Department has neither conducted seminars nor students attended any seminars
19. **Report on slow learners and advanced learner is pending**
20. No clarity has given the list of courses which are experienced learning.
21. Department Have not introduced the new subjects in the academic year 2022-23
22. **They have not maintained certificate course data** and have revised the subjects during the academic year 2022-23.

Internal Audit Report

Team members

1. Y Anjani kumari-- Coordinator
2. Mrs . Saritha
3. Mrs Sailaja

The team visited the following departments for the academic audit of 2022-23 documents in the month of September 2023.

Department of BBA :

All the faculty showed duly filled Teaching dairies, lesson plans and internal marks register.

Placement and higher education data hard copies are not available.

Result analysis record are not maintained

Co and PO s Mapping are not done

Faculty is not participated in seminars , workshops and FDPs etc

Department of BBA ED and ROM

The newly started departments does not have departmental Library.

Result analysis record are not maintained

Co and PO s Mapping are not done

Faculty is not participated in seminars , workshops and FDPs etc

Department of B.com Hons : Documents (Hard copies) are not maintained.

No hard copies of the Data is available in the department . Placement reports and other data is not

Department of Business Studies :

The following documents are not maintained

1. Result analysis

2. Revised subjects list

3. Projects list

4. Guest Lectures

5.ICT record

6. Departmental Library

Department of IAF

All the documents are properly maintained except result analysis

Department of Computers

All the faculty showed duly filled Teaching dairies , lesson plans and internal marks register

Faculty is not participated in seminars , workshops and FDPs etc

Slow learners Advance learners and remedial Register are not available .

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.



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. Mythili)

(Dr. T. Rachel Shalini)

(Dr. G. Anitha Mary)

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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.

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 .

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

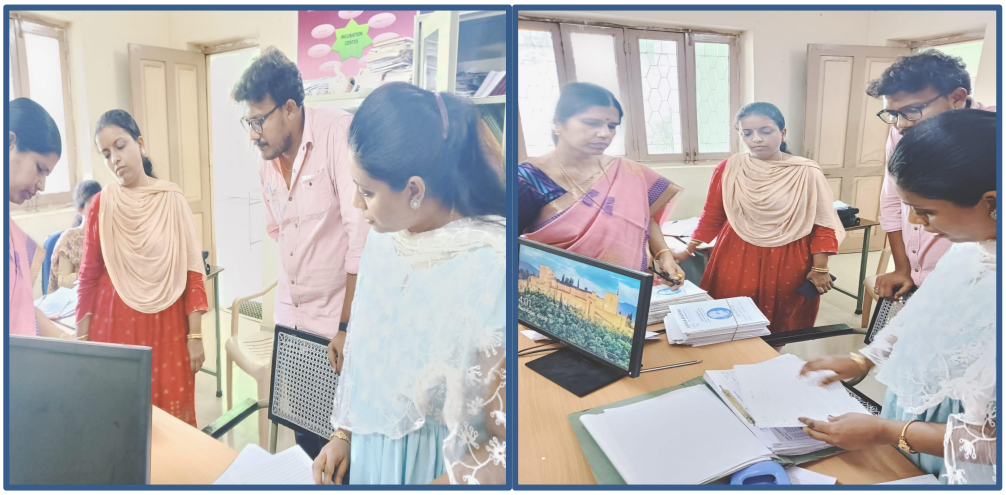
- Teaching diaries of three resigned faculties are incomplete.
- Co's, po's and pso's mapping of even semester was incomplete.

- 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.

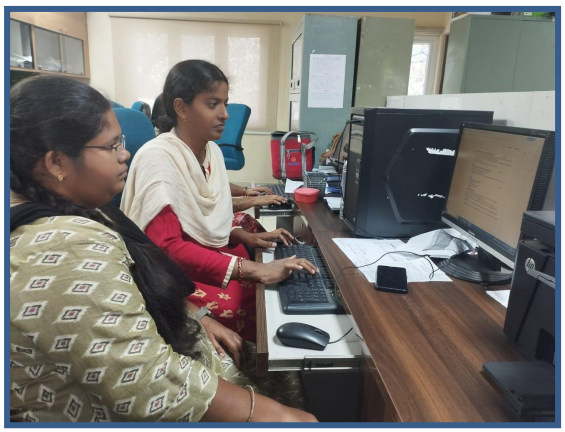
B.Sc. Computer Science & Cyber Security

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.

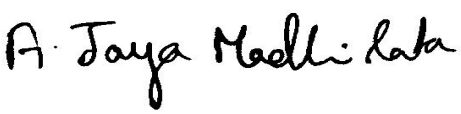
- Mrs. P. Naga Durga – Coordinator



- Mrs. K. Sudha Sundari



- Mrs. A. Jaya Madhuri Latha



.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	

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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.


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