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

No.02 / LA-IQAC / 2023-24 Date: 02-11-2023

NOTICE

EXTERNAL ACADEMIC AUDIT

The External Audit will be held on 11th December 2023 from 11.00 a.m. onwards. All are requested to be ready for the visit.

The following members will be visiting:

1) Mr. Ram Prasad – Director of Hazon Tech
2) Mr. Sai Prasad – Academic Officer, C.C.E, Nampally, T.S
3) Dr. Smitha Asthana – IQAC Coordinator, St. Ann's Women's College

(Fr Dr L Joji Reddy, SJ)
PRINCIPAL
LOYOLA ACADEMY
OLD ALWAL, SECUNDERABAD-500 010
TELANGANA, INDIA

(Fr Dr L. Joji Reddy SJ)

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REPORT ON EXTERNAL AUDIT AT LOYOLA ACADEMY

NAME	DESIGNATION	SIGNATURE
Rev. Fr. Dr. L Joji Reddy SJ	Principal, Loyola Academy Degree and PG College President, Xavier Board of Higher Education	
Rev. Fr. Dr. A M Joseph Kumar SJ	Vice Principal, PG	
Rev. Fr. Arul Jothi SJ	Vice Principal, UG	
Rev. Fr. Anthony Prabhu SJ	Vice Principal, UG	
Dr. CH. Sirisha	Lay Vice Principal,	
Dr. N Maria Das	Lay Vice Principal	
Dr. Ram Prasad	Director of HAZON Tech	
Dr. K P Prince Alivelu	Principal, Government Degree College	
Dr. Smitha Asthana	IQAC Coordinator, St. Ann's Women's College	
Mr. Sai Prasad	Academic Officer, CCE, Nampally	
Dr. K Rama	Dean, IQAC Coordinator, Loyola Academy	
Dr. T Suchitra Naidu	Dean, Academics	
Mrs. Y Anjani Kumari	Coordinator, Criterion I	
Mrs. P Nagadurga	Coordinator, Criterion II	
Dr. K Vijayalaxmi	Coordinator, criterion III	
Mrs. K Anitha	Coordinator, Criterion III	
Mr. Sudhakar Reddy	Coordinator, Criterion IV	
Dr. S P Mythili	Coordinator, Criterion V	
Dr. P Suresh Kumar	Coordinator, Criterion VI	
Mrs. K Ketana	Coordinator, Criterion VII	

LOYOLA ACADEMY DEGREE AND PG COLLEGE (AUTONOMOUS), SECUNDERABAD-500010

MINUTES OF THE EXTERNAL AUDIT MEETING

Loyola Academy, founded in 1976 is an autonomous institution which believes to impart value-based education with high standards and to escalate from good to great, great to greater and greater to greatest. The purpose of academic audit is to assess and reassess the processes and progressions of the curricular and co-curricular activities, monitor the internal assessments, students' welfare and grievances and so on thus enhancing the quality of teaching and learning methods. Ubiquitous trends in all the higher educational institutions is the determination and drive to establish systems and practices in their work environment to achieve high standards and bench marks giving value and importance to their individual vision and mission. Academic audit of the institute covers two phases, the first one is program level internal and external academic audit and the second is institutional level academic audit. The external committee members who visited the college on 11th December 2023 were

1. Mr. P.V.R. Sai Prasad, Academic officer, C.C.E, Nampally.
2. Mr. Ramprasad, Hazon Tech. - Teaching Learning and Evaluation.
3. Mrs. Smitha Agarwal, IQAC Coordinator, St Ann's College for Women, Hyderabad.
4. Dr. N. Alivelu Mangamma, Principal, Government Degree College, Kukatpally.

Rev. Fr. Dr. L. Joji Reddy, Principal welcomed the team and Dr. K. Rama, IQAC Coordinator briefed the schedule. The external audit team verified all the necessary documents at the IQAC office. The committee scrutinized the documents related to research and development, industry institute interaction, extension activities, training and placement, examination, result analysis and evaluation, infrastructure and facilities.

The external audit committee members concentrated on the various criteria of NAAC accreditation. The executive committee members chose the criteria, checked all the reports, evidences and gave their suggestions for the areas where they need to be strengthened. The following is the comprehensive report of all the criteria.

Criterion I:

Mr. P.V.R. Sai Prasad, Academic Officer, C.C.E, Nampally focused on all the documents related to Curricular Aspects. The following were his observations/ remarks/suggestions:

- Appreciated Mrs. Anjana Kumari, coordinator, for her meticulous planning and implementation of collecting and organizing the data.
- The use of google forms for the segregation and collection of reports and data was highly commendable.
- Verified the syllabus of all the courses and noted the improvements made in old courses and the introduction of new courses which were on par with the current scenario.
- Assessed and evaluated the newly added programs of the past five years.
- The feedback reports were perfectly organized with statistics displayed in the form of graphs and pie charts.
- Advised to include the field work reports with project work and internship reports.
- Suggested to highlight the improvements made in the old courses for simple identification.
- Proof/evidence should be attached for every change made in the syllabus by attaching the syllabus copy of the new course.
- Recommended to include reports on the action taken and get them verified by the Correspondent.

Criterion II:

Mr. Ram Prasad, Hazon Tech evaluated the documents related to Teaching Learning and Evaluation. The following were his observations/ remarks/suggestions:

- The strength of the reservation categories of SC, ST, OBC complies with the NAAC requirement.
- Appreciated the usage of ICT enabled tools and assessed the student teacher ratio.

  Suggestions:
  - A comprehensive report should be given with respect to the output activities planned for the slow learners and advanced learners, clearly specifying the success rate of implementation.
  - Reports on usage of ICT tools or other LMS should be given as cumulative reports and also as individual reports of various schools.
  - Advised to have a clear view on the coordination among the schools, programs and departments while giving the reports.
  - Recommended to collect the reasons from an employee leaving the institution and record the same.

- Advised to concentrate on Student Satisfaction Survey as NAAC is going to verify their phone numbers.
- A mentoring book is like a counseling book which needs to be restructured by including the training and placement details.
- Digitalization of examination branch (OBE Software, Online Evaluation, Bar code for Answer sheets etc.,)

Criterion III:

Mr. P.V.R. Sai Prasad, Academic Officer, C.C.E, Nampally Evaluated the documents related to Research and Extension. The following were the observations/ remarks/suggestions:

- Verified all the kinds of MOUs.
- Observed the external activities, tie-ups, awards won by the college, administrative staff, teaching faculty and students.
- Students' participation in online courses was lauded.

Suggestions:

- Advised to maintain IPR activities separately.
- Suggested to maintain records of google scholar citations.
- Promote awareness among students on environmental related activities and competitions organized by EPTRI Gachibowli and Doolapally.
- Suggestions were given on wastewater treatment options with reference to ICRISAT's ongoing system.
- Recommended to follow YANAM recruitment.
- Suggested to implement Haritha Haram: The trees could include QR codes, which when scanned show the GPS location as well as scientific names of the trees.
- Discussed the details of the organizations/ companies, industries with whom there are ample chances to enter an MOU.

Criterion IV:

Mrs. Smitha Agarwal, IQAC Coordinator, St Ann's College for Women, verified the documents related to Infra Structure and Learning Resources. The following were her observations/ remarks/suggestions:

- Ensured the collection of precise and accurate information from reliable sources.
- Coordinated effectively with multiple departments to gather comprehensive data.
- Presented the information systematically, ensuring a logical flow and organization.
- Designed a simple and easily understandable presentation format.

- Covered all the required information that needed to be presented, ensured completeness in the material shared.

Suggestions:

- Recommended to add only geotagged photos for location identification within the document.
- Suggested to focus more on the Learning Management System (LMS). Felt that there was an absence in it.
- Recommended to introduce a template for policy documents within the structure.
- Suggested to ensure inclusion of an IT policy for the organization.
- Recommended to include a maintenance policy within the documentation.
- Suggested to add a section to inform about the Media Center in the documentation.

Criterion V:

Mr. Ram Prasad, Hazon Tech, evaluated the documents related to Student Support and Progression. The following were his observations/ remarks/suggestions:

- Felt that criterion 5 has many positive aspects and should only be supported by proper evidence.
- Appreciated that the sources were well collected and organized, and this would certainly give a crystal-clear picture to the committees.

Suggestions:

- Suggested a few formulas that could be used for calculating scholarships for NIRF.
- Recommended not including NPTEL courses in this criterion, instead told to focus more on the courses under 5.1.3, which were designed by the college.
- With respect to the grievances, it was advised to note the timings of the complaint registered and action plan executed and the same should be noted in the report.
- Though the placements are good, to meet the demands, the percentage should rise to the national average.
- Suggested that the Alumni Association should play a crucial role in organizing programs, supporting the college wherever it is essential.

Criterion VI

Dr. N. Alivelu Mangamma, Principal, Government Degree College, Kukatpally, evaluated the documents related to Governance, Leadership and Management. The following were her observations/ remarks/suggestions:

- Recommended to procure Certificate from Commissionerate of College Education for Green audit, which is highly valued and is provided for free (from OU).

- Maintain a record of all the presentations regarding activities.
- Request a soft copy of the certificate from NAAC using the provided form for green audit.
- Recommended to send students as a team for collaborative efforts to EPTRI Gachibowli.
- Advised to promote peer group set up by encouraging the UG final year students to teach the first years. Choice can be given to the student to select any topic from his core.
- Recommended to facilitate more lab internships in industrial settings for practical experience.
- Promote the transition from lab to school for students.
- Suggested to clearly explain the budget numbers in a separate table, pictograph, bar graph, or pie chart.
- Acknowledge and support teachers who obtained their PhD after joining with PG.
- Gather relevant data from the scholarship section for analysis and decision-making.
- Revise the organogram to replace "students" with "stakeholders" for accurate representation.
- Explore opportunities for students to teach in schools or junior colleges.
- Highlight the online accessibility of the Indira Gandhi 'Single Girl Child' scholarship, available to students.
- Provide information on applying for ISO certification online through the MSME Government website.
- Address E-waste concerns, specifically at ITC Bhadrachalam.
- Suggested to fix charging points for electric vehicles by approaching the electricity department.

Criterion VII:

Mrs. Smitha Agarwal, IQAC Coordinator, St Ann's College for Women, verified the documents related to Institutional Values and Best Practices. The following were her observations/ remarks/suggestions:

- Reports and documents were as per the norms of IQAC. The topics on gender equity and human empowerment were also prominently highlighted.
- Accurate and accountable documents for gender sensitization were presented.
- Checked all the reports related to Gender equity which were mostly concentrated on street plays organized to promote gender equity and the available opportunities to educate rural girl with the aid of voluntary organisations like Voice for Girls.

Suggestions:

- Annual reports need to be organized chronologically for 7.1.1.

- Ensure all photos have captions for clarity.
- Include a comprehensive list of participants for all activities.
- Post some information on biomedical waste management.
- Incorporate geotagged photos for location identification.
- Add details about the Green Audit to the report.
- Include the missing information specified in 7.1.9.
- The members of the code of conduct must be different and include minutes of meeting documents.

After verifying all the documents related to the different criteria, the team inspected the independent departments of the various schools. They focused on the teaching diaries, paper presentations, seminars, conferences, and workshops attended, result analysis and more importantly on the teaching methodologies. The exit meeting was held at 4.15pm in the conference room and the report was submitted to Rev. Fr. L. Joji Reddy, Principal. All the Deans, Vice-Principals, Lay Vice-principals, IQAC Coordinator, coordinators of the various criteria and Documentation Heads of the Student Council coordinated the entire audit. All the core committee members decided to focus on the syllabus as suggested and the curriculum should be regularly updated to compete with the advancements in the industrial, corporate and managerial sectors.



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Director of HAZON Tech

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Dr. Smitha Asthana
IQAC Coordinator,
St. Ann's Women's College

SMITA ASTHANA
Co-Ordinator
IQAC & Autonomy
St. Ann's College for Women

11/12/2023

Dr. K P Prince Alivelu
Principal, Government Degree College

Principal
Government Degree College
Kukatpally, Medchal District

Mr. Sai Prasad
Academic Officer, CCE, Nampally