

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) in Accredited Institutions**  
*(Revised in October 2013)*



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*  
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# NAAC

## VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

## MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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# **Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions**

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## **Objective**

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

*IQAC shall evolve mechanisms and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## **Functions**

*Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## **Benefits**

*IQAC will facilitate / contribute*

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

## **Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ▶ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

### **The role of coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

### **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([capuaqar@gmail.com](mailto:capuaqar@gmail.com)). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC\_32\_A&A\_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.



## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

2014-15

#### I. Details of the Institution

1.1 Name of the Institution

Loyola Academy Degree & PG College

1.2 Address Line 1

Alwal

Address Line 2

Alwal

City/Town

Secunderabad

State

Telangana State

Pin Code

500010

Institution e-mail address

lacademyinformation@yahoo.in

Contact Nos.

040-27862363/27860077

Name of the Head of the Institution:

Rev Fr Dr K.S.Casimir SJ

Tel. No. with STD Code:

040-27872367

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A		2006	5 years
2	2 <sup>nd</sup> Cycle	A	3.50/4	2011	5 years
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR 2011-2012; 19-12-2014 (DD/MM/YYYY)<sup>4</sup>
- ii. AQAR 2012-2013; 23-12-2014 (DD/MM/YYYY)
- iii. AQAR 2013-2014; 23-12-2014 (DD/MM/YYYY)
- iv. AQAR 2014-2015 22-03-2016 (DD/MM/YYYY)

1.9 Institutional Status

University State  N Central  N Deemed  N Private  N

Affiliated College Yes  y No

Constituent College Yes  No  N

Autonomous college of UGC Yes  y No

Regulatory Agency approved Institution Yes  y No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  y Men  Women

Urban  y Rural  Tribal

Financial Status Grant-in-aid  y UGC 2(f)  y UGC 12B  y

Grant-in-aid + Self Financing  y Totally Self-financing

1.10 Type of Faculty/Programme

Arts  y Science  y Commerce  y Law  N PEI (Phys Edu)  N

TEI (Edu)  N Engineering  N Health Science  N Management  y

Others (Specify)

MCA

1.11 Name of the Affiliating University (for the Colleges)

OSMANIA UNIVERSITY

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text" value="Yes"/>		
University with Potential for Excellence	<input type="text" value="No"/>	UGC-CPE	<input type="text" value="Yes"/>
DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG programmes	<input type="text" value="No"/>	Any other ( <i>Specify</i> )	<input type="text" value="No"/>
UGC-COP Programmes	<input type="text" value="No"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="12"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="4"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="8"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="6"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="6"/>
2.8 No. of other External Experts	<input type="text" value="4"/>
2.9 Total No. of members	<input type="text" value="43"/>
2.10 No. of IQAC meetings held	Four

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No  No  
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Motivational seminar conducted for the staff before the start of the academic year.
2. Motivating the staff members to apply for minor research projects.
3. Motivating the staff to participate in seminars, workshops, publish papers, apply for minor research projects.
4. Motivating students to participate in seminars, workshops, various cultural activities, games & sports.
5. Strengthening the laboratories
6. Strengthening the Library
7. Motivating students to take up social awareness programs like Project of Loyola Academy for Neighbourhood Empowerment and Transformation (PLANET) , Rural Agricultural Work Experience Programme (RAWEP) etc.,
8. Promoting cultural activities (RESONANCE)
9. Conducting regular internal academic audit.
10. Promoting religious harmony through Inter- Faith Forum

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

**Annexure I Attached.**

Plan of Action	Achievements

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes

Management  Syndicate  Any other body

Provide the details of the action taken

The Management approved the Plan of Action for the next year and committed possible resources and support for its implementation.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	05		05	
UG	16		14	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others		2		
<b>Total</b>				
Interdisciplinary	16			
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	21
Trimester	
Annual	

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure Annexure II*

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Departmental Boards of Studies were conducted by all the 16 UG and 5 PG Departments with the University Nominees as subject experts and some experts from the industry were also invited. As an Autonomous College, the syllabus is revised and updated every year, as per the need of the industry.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
126	113	12	01	

2.2 No. of permanent faculty with Ph.D.

14

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
113		12		01				126	

2.4 No. of Guest and Visiting faculty and Temporary faculty

28	15	
----	----	--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	16	6
Presented papers	8	20	
Resource Persons		2	3

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Institution adopted various innovative teaching methods like the use of overhead projector (OHP), transparencies, power point presentations (ppt), subject videos etc. Members of faculty guide the students to prepare their assignments in the form of models, power point presentations etc.



2.7 Total No. of actual teaching days during this academic year

180 days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

The introduction of double valuation for the PG courses.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

As the Institution is an autonomous college, every year there is a review of revision/restructuring of the syllabus as per the needs of the industry. Hence, every staff member is involved in this process as a part of Board of Studies

2.10 Average percentage of attendance of students

76%

## 2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc. Chemical Technology	36	-	77	16	-	94
B.Sc. (Hons) Agri. Science & R.D.	27	-	70	22	-	93
B.Sc. Computer Science & Engg.	56	-	89	7	-	96
B.Com Honours	65	-	92	7	-	100
B.Sc. Electronics Technology	31	-	74	13	-	87
B.Sc. Computer Maintenance	42	-	69	30	-	100
B.Com Advertising & Sales Promotion	53	-	51	43	-	94
B.Sc. Biotechnology, Genetics & Chem.	34	-	97	3	-	100
B.Com General	63	-	50	38	1	90
B.A. Mass Communication	57	-	91	5	-	96
B.Sc. Food Technology & Mgmt.	36	-	70	30	-	100
B.A. Psychology, English Lit. & Journalism	54	-	72	24	-	96
B.Sc. Maths, Stats & Comp.Sci.	46	-	89	2	-	91
B.Sc. Animation Design	34	-	97	0	-	97
B.Com Computers	59	-	78	20	1	100
Bachelor of Business Administration	45	-	84	15	-	100

MCA	43	32	62	2	-	98
MBA	56	34	44	12	7	98
M.Sc. Organic chemistry	32	37	56	3	-	97
M.Sc. Biotechnology	17	53	29	-	-	82

## 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC contributes by arranging orientation programmes on teaching learning process. It also conducts guest lectures on the subjects by experts from the university and esteemed institutes. It monitors the teaching and learning process by conducting Internal Academic Audit by a specially constituted Academic Audit Committee. Evaluation of teaching process is done on the basis of feedback from the students and other stake holders.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	141
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	18
Summer / Winter schools, Workshops, etc.	03
Others	-

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	19	-	-	-
Technical Staff	07	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC sensitised the staff members towards the need to apply for minor research projects to the UGC. All the 8 members who had applied were sanctioned the projects by the UGC. Steps were taken to encourage and facilitate the staff members to pursue either M.Phil. or Ph.D. Staff were also encouraged to attend and present papers in seminars, conferences etc., and to publish research papers in journals of national and international repute.

#### 3.2 Details regarding major projects Nil

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	01	-
Non-Peer Review Journals	-	-	01
e-Journals	01	-	-
Conference proceedings	03	-	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	--	-	-
Projects sponsored by the University/ College	-	-	-	-

Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from Nil

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme

INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences  
organized by the Institution

Level	International	National	State	University	College
Number	Nil	01	Nil	Nil	2
Sponsoring agencies	Nil	Nil	Nil	Nil	UGC

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil

3.16 No. of patents received this year

	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year Nil

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution  
who are Ph. D. Guides  
and students registered under them

Nil

Nil

3.19 No. of Ph.D. awarded by faculty from the Institution

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF Nil SRF Nil Project Fellows Nil Any other Nil

3.21 No. of students Participated in NSS events:

University level - State level 502  
National level - International level -

3.22 No. of students participated in NCC events:

University level - State level 07  
National level - International level -

3.23 No. of Awards won in NSS: Nil

University level - State level -  
National level - International level -

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility Annexure – III

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	132.8	-	-	132.8
Class rooms	58	-	-	58
Laboratories	39	-	-	39
Seminar Halls	4	-	-	4
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	40	College Management	40
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	College Management	224.75
Others	-	-	College Management	1228

#### 4.2 Computerization of administration and library

In July 2011 the Library was computerised with 'New Gen Lib Software' and all the books were entered into the software and bar-coded. The digital library e-sources have been increased from 7,500, to 8,100 which include journals, case studies, subject books, slides & videos accessed through LAN & WIFI. Many different devices can be permitted to access, (desk tops, laptops, mobiles & tablets etc.). It consists of almost 17 formats of e-material eg. Pdf, ppt, swf, pvc, equb, mobi etc..

Administration was computerised by 'E soft' (replacing EZ School) software which was used for student 's application forms , Fees, Certificates, marks memos etc.

Way 2 sms software was used for sending sms to students & staff regarding late coming, absentees, marks , and other important information.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	39567	8309070	1345	270000	40912	8579070
Reference Books	3767	1130100	200	60000	3967	1190100
e-Books	8100		500		8600	
Journals	95	270332	Renewed		95	270532
e-Journals	Inflibnet	5000				5000
Digital Database	One	513618			One	513618
CD & Video	485		100		585	
Others (specify)	NBHM7 2		20		92	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	578	12	100mbs	3	3	8	20	-
Added	-	-	10 mbs	-	-	-	1	-
Total	578	12	110 mbs	3	3	8	21	-



4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Internet access is provided to the students in the form of a centre where the students can log on to the internet to work on the assignments or project assigned to them by the faculty. This centre is called the **Cyber world**. Each department is provided with a computer system with internet connection for the teaching staff to update their knowledge.

4.6 Amount spent on maintenance in lakhs :

i) ICT	2.4
ii) Campus Infrastructure and facilities	148.55
iii) Equipments	21.05
iv) Others	857.8
<b>Total :</b>	<b>1029.8</b>

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

One day Orientation programmes were conducted at the beginning of the academic year for the II and III year students to make them aware of the student support programmes.

One day orientation programme was also conducted for the I year students on the opening day and all Student support Services were enlisted in detail.

5.2 Efforts made by the institution for tracking the progression

Students' progress was tracked both academically and in extracurricular activities. Academically, the students were tracked by the Continuous Internal Assessment (CIA), mentoring, parent teacher meet etc. In the area of sports, Intramural games were conducted to select the students for representing the college, university, state and country. The college cultural fest "RESONANACE" was conducted with the aim of providing a platform to the students to showcase their innate talents

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2269	383	-	-

(b) No. of students outside the state

NA

(c) No. of international students 04

Men	No	%
	1963	74

Women	No	%
	689	26

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1864	191	48	734		2837	1297	241	61	1053	-	2652

Demand ratio

Dropout % 01

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The third year UG students were given special coaching in communication skills to enable them to face the interviews confidently.

No. of students beneficiaries

60

5.5 No. of students qualified in these examinations

NET	Nil	SET/SLET	Nil	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Others	Nil

5.6 Details of student counselling and career guidance

The college has a counseling and guidance cell which helps students to speak about their problem with their mentors and trained experts. The mentoring system helps to keep a close watch on the students so as to identify those with problems. Counseling sessions are arranged and psychologists are available for helping those with a problem. The college also has a very active placement cell which organizes sessions on career guidance as well as helps in the on campus placement. The college boasts of around 75% placement record with some of the best in the country, namely, Deloitte, Cognizant, Wipro, TCS, Franklin Templeton, Goldman Sachs etc.

No. of students benefitted

450

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
40	450	328	40

### 5.8 Details of gender sensitization programmes

Under the aegis of the college women's cell, various programmes are conducted with gender sensitization in mind. While moulding the student community to respect women, an attempt is made to foster mutual respect and a healthy environment for peaceful co-existence of both boys and girls.

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events Nil

State/ University level  National level  International level

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	739	2338900
Financial support from government	PG:303 UG:742	PG:4576000 UG:4879590
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Ten

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

**VISION:**

The vision of Jesuit education is to form

- Leaders in Service following the example of Jesus Christ,
- Men and Women of Competence, Conscience and Compassionate Commitment,
  - Who will love tenderly, act justly and walk humbly before God and
  - Who will become men and women for others to love and serve God, Country and Humankind.

**MISSION:**

The above-mentioned vision is realized by Loyola Academy

- a) by inculcating in every student sense of the divine, reverence of the sacred, respect for human life, care for mother earth, compassion for the poor and, concern for justice
- b) and by providing a Christian milieu irrespective of caste and creed, language and region to all deserving students - particularly to the socially and economically marginalized – giving special attention to those belonging to the Catholic Christian Community.

#### 6.2 Does the Institution has a management Information System

The management uses the E-soft software to send the information regarding student's absence, marks obtained etc. to their parents through sms. Similarly, staff information regarding meetings, notices, etc is given to the staff through sms and e-mails.

### 6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

Faculty consult industry experts, parent department of Osmania University and implement their suggestions in upgrading the syllabus which is approved in the Board of Studies meeting of the respective departments.

#### 6.3.2 Teaching and Learning

Curricular and lesson plans were designed by the staff of each department with lecture outlines.

Teaching diary and teaching notes were prepared before going for the classes.

PPTs for important topics were prepared and used for effective teaching by lecturers

After completion of the topic, notes and handouts are given to the students.

#### 6.3.3 Examination and Evaluation

Revised the Continuous Internal Assessment pattern by including Weekly tests, Mid-semester, Prefinal, Assignment/seminar and Viva-voce for theory papers.

Unique feature of Loyola Academy is all the students have to undergo any one of Industry internship or project in the V, VI or VII semester.

CIA for 2014-15 batch changed.

#### 6.3.4 Research and Development

Seven Minor Research Projects are going on which were sanctioned by the UGC.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Fr. U.S Paul E-Learning Center is equipped with a digital library which has 1.34 lakhs e-resources which can be accessed through wifi connection. This new digital library has been accessed by around 500 students and 25 lecturers. In addition to this, the library has also started e-mail service of E-text books. The college library has added 500 books in this academic session, thus taking the total tally of books to 38,650.

### 6.3.6 Human Resource Management

As a part of HRM about 10 teaching staff members were given a chance to participate and present papers in various State, National and International seminars, conferences etc.

### 6.3.7 Faculty and Staff recruitment

Recruitment of faculty is done as per university guidelines by paper advertisement followed by an interview by the recruitment committee comprising of university nominee, subject experts, and members of management.

### 6.3.8 Industry Interaction / Collaboration

Every Department of the college has interactions with the industries in framing the syllabi, for projects, industry internship, placements etc

### 6.3.9 Admission of Students

College conducts entrance examination followed by interview for admission into UG courses, and follows Osmania University Common Entrance Test and counselling for PG courses.

### 6.4 Welfare schemes for

Teaching	Loyola Staff Welfare Association
Non teaching	
Students	Management Scholarships

### 6.5 Total corpus fund generated

24.76

### 6.6 Whether annual financial audit has been done

Yes

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CCE	Yes	Academic Audit Cell
Administrative	-	-	Yes	College Auditor

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes      Yes       No  N

For PG Programmes      Yes       No  Y

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Continuous Internal Assessment system is followed by conducting weekly tests, mid-semester, pre-final, assignment/seminar and viva-voce, and external evaluation is done for Semester End Examination

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The university inspects the college and evaluates its functioning to extend the autonomy status

6.11 Activities and support from the Alumni Association

Meeting of the Alumni association of Loyola Academy is conducted every year on 2<sup>nd</sup> saturday of November. This year the meeting was conducted on 8<sup>th</sup> Nov-2014

6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher meet is organised by each department once in a semester for appraising the parents about the performance of their ward.



#### 6.13 Development programmes for support staff

1. All the members of supporting staff are the members of ESIC (Employees State Insurance Corporation). Under this the members get medical benefit.
2. Benefit of EPF is also provided to the staff

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

Saplings were planted where ever necessary in the vast green campus of the college.

Efforts were taken to make the campus plastic free with the help of the students.

### **Criterion – VII**

#### **7. Innovations and Best Practices**

##### 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Semester wise Internal Auditing by the Academic Audit Cell for all the departments.
2. Morning prayer was initiated in every block through public address system. Prayer was conducted in all the three major religions i.e. Hinduism, Christianity and Islam.

##### 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Annexure-IV

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Annexure V

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

Saplings were planted where ever necessary in the vast green campus of the college.  
Efforts were taken to make the campus plastic free with the help of the students.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Annexure VI

### **8. Plans of institution for next year**

Annexure VII

Name \_\_\_\_\_

Name \_\_\_\_\_

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

**8. Plans of institution for next year**

Name P.V.R.S. PRASAD

Name K.S. CASIMIR





Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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