



ANDHRA LOYOLA COLLEGE

AUTONOMOUS :: VIJAYAWADA - 520 008

Established : 1954

**A CHRISTIAN MINORITY COLLEGE WITH CONSTITUTIONALLY PROVIDED RIGHT OF ADMISSION
(AN ISO 14001 : 2015 INSTITUTION)**

**THE ONLY COLLEGE IN BOTH THE TELUGU STATES TO HAVE BEEN RANKED AMONG
THE TOP 150 COLLEGES BY NIRF SINCE THE INCEPTION OF THE RANKING IN 2017
SELECTED UNDER THE STAR COLLEGE SCHEME OF DBT AND FIST PROGRAMME OF DST, GOVT.OF INDIA
SELECTED FOR ENHANCEMENT OF QUALITY AND EXCELLENCE UNDER RUSA BY MHRD, GOVT.OF INDIA**

MEETINGS OF IQAC – MINUTES

2023-24

A College Dedicated to All-Round Development of its Students





Andhra Loyola College (Autonomous)

VIJAYAWADA-520 008.

Accredited in III Cycle at A* Grade with a CGPA of 3.66 / 4.00

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Degree : 2481907
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1st MEETING OF THE IQAC - MINUTES

2023 - 24

Date: 05.06.2023

Time: 11 AM

Venue: Conference Hall

Chair: [Fr. Dr. G. A. P. Kishore, SJ]

Attendees:

| | |
|-------------------------------------|---|
| Rev. Fr. Dr. G. A. P. Kishore, S.J. | Chairman |
| Dr. P. V. S. Sairam | IQAC Coordinator |
| Fr. K. M. Prabhu Das, S.J. | Vice-Principal |
| Fr. G. Kiran Kumar, S.J. | Vice-Principal |
| Fr. K. Anil Kumar, S.J. | Controller of Examinations |
| Fr. Dr. S. Melchior, SJ | Management Member |
| Sri G. M. Srirangam | NAAC Coordinator |
| Sri Kommuru Sridhar | Secretary, NRI Institute of Technology |
| Dr. Sr. Mercy | Ch. S. D. St. Theresa's College for Women |
| Fr. B Joji Reddy, S.J. | Educationist |
| Dr. B. Raju | Dean of Arts and Humanities |
| Dr. A. Lavanya | Senior Faculty |
| Dr. K. Rayapa Reddy | Secretary, Academic Activities |
| Dr. Ch. Srinivasa Rao | Coordinator, NAAC Criterion I |
| Dr. D. B. K. Kumar | Coordinator, NAAC Criterion II |
| Dr. G. A. Prasada Rao | Coordinator, NAAC Criterion III |
| Dr. P. Venugopala Rao | Coordinator, NAAC Criterion IV |
| Dr. S. Baby Rani | Coordinator, NAAC Criterion V |
| Dr. M. Srinivasa Reddy | Coordinator, NAAC Criterion VII |

Agenda:

Annual Orientation Program for the Faculty
Induction Program for Junior Faculty
Preparation of Academic Calendar for the Year 2023-24
Developing an Action Plan for the Academic Year 2023-24
To discuss the Academic Planner for the Academic Year 2023-24
Any other Matter to be discussed with the Chair's approval

Minutes:**Preparation of Academic Calendar for the Year 2023-24:**

Discussion: The preparation of the academic calendar was discussed to ensure all academic and extracurricular activities are well-planned for the upcoming year.

Decision: A draft of the academic calendar will be prepared and circulated for feedback before final approval.

Action Items:

IQAC Coordinator to draft the academic calendar and circulate it by 10.06.2023.

All Vice Principal offices to provide feedback by 13.06.2023

Annual Orientation Program for the Faculty:

Discussion: The committee discussed the necessity of conducting an Annual Orientation Program to familiarize faculty with the latest teaching methodologies and institutional policies.

Decision: It was decided that the program would be scheduled for the last week of June. The IQAC Coordinator will collaborate with the IQAC to finalize the agenda and speakers.

Action Items:

IQAC Coordinator to draft the program outline by 25.06.2023

IQAC to confirm speakers and logistics by 27.06.2023

Induction Program for New and Junior Faculty:

Discussion: The importance of an induction program for newly recruited junior faculty was emphasized to ensure they are well-integrated into the academic and administrative framework.

IQAC Coordinator emphasized the importance of the induction program as a means to warmly welcome and seamlessly integrate newly recruited staff into ALC.

Decision: The induction program will be conducted in the third week of June. A detailed schedule will be prepared.

Action Items:

VPO to prepare a list of new faculty members by 08.07.2023

IQAC Coordinator to develop the induction schedule by 10.07.2023

Developing an Action Plan for the Academic Year 2023-24:

Discussion: The need for a comprehensive action plan was discussed to streamline academic goals and initiatives for the year.

Decision: A sub-committee was formed to draft the action plan, which will be reviewed in the next meeting.

Action Items:

Sub-committee to present the draft action plan by 15.07.2024 to IQAC Coordinator.

After receiving the report, IQAC is authorized to implement the Action Plan

To discuss the Academic Planner for the Academic Year 2023-24:

Discussion: The academic planner, which details the timeline of academic activities, was reviewed.

Decision: The planner will be finalized after incorporating suggestions from all departments.

IQAC Coordinator requested the Academic Secretary to help HoDs of various Departments to prepare Academic Planner for the year 2023-24

Action Items:

IQAC Coordinator to compile suggestions and finalize the planner by 30.07.2023

Any other matter to be discussed with the Chair's Approval:

Discussion: Regarding Seminars / Workshops to be organized during the Academic Year

Decisions: IQAC requested the HoDs to prepare the required guidelines.

Action Items: IQAC requested the HoDs to submit the proposals to the IQAC

Conclusion:

The meeting concluded with the Chair thanking all members for their participation and valuable inputs.

The next meeting is scheduled for third week of August 2023



IQAC Coordinator
(Dr. P. V. S. Sairam)



PRINCIPAL
ANDHRA LOYOLA COLLEGE
VIJAYAWADA-8

Chairperson
(Fr. Dr. G. A. P. Kishore SJ)



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Minutes of the IQAC Meeting 2

Date: 26.08.2023

Time: 11 AM

Venue: Conference Hall

Chair: Fr. Dr. G. A. P. Kishore, SJ

Attendees:

| | |
|-------------------------------------|---|
| Rev. Fr. Dr. G. A. P. Kishore, S.J. | Chairman |
| Dr. P. V. S. Sairam | IQAC Coordinator |
| Fr. K. M. Prabhu Das, S.J. | Vice-Principal |
| Fr. G. Kiran Kumar, S.J. | Vice-Principal |
| Fr. K. Anil Kumar, S.J. | Controller of Examinations |
| Fr. Dr. S. Melchior, SJ | Management Member |
| Sri G. M. Srirangam | NAAC Coordinator |
| Sri Kommuru Sridhar | Secretary, NRI Institute of Technology |
| Dr. Sr. Mercy | Ch. S. D. St. Theresa's College for Women |
| Fr. B Joji Reddy, S.J. | Educationist |
| Dr. B. Raju | Dean of Arts and Humanities |
| Dr. A. Lavanya | Senior Faculty |
| Dr. K. Rayapa Reddy | Secretary, Academic Activities |
| Dr. Ch. Srinivasa Rao | Coordinator, NAAC Criterion I |
| Dr. D. B. K. Kumar | Coordinator, NAAC Criterion II |
| Dr. G. A. Prasada Rao | Coordinator, NAAC Criterion III |
| Dr. P. Venugopala Rao | Coordinator, NAAC Criterion IV |
| Dr. S. Baby Rani | Coordinator, NAAC Criterion V |
| Dr. M. Srinivasa Reddy | Coordinator, NAAC Criterion VI |

Agenda:

Faculty Development Programmes to Teaching Faculty on latest Technology like AI tools
Faculty Development Programmes to non Teaching Faculty on Excel tools and Google forms
Awareness Programmes on Group Discussion for placements
Awareness Programmes on Coding round for placements
Awareness on NAAC Assessment and Accreditation: Procedures and Processes
Outcome Based Education awareness to Faculty

Minutes:**Faculty Development Programmes for Teaching Faculty on latest Technology like AI Tools:**

Discussion: The need to enhance teaching faculty's proficiency in the latest technologies, specifically AI tools, was highlighted to improve teaching effectiveness and keep pace with technological advancements.

Decision: A series of workshops on AI tools will be scheduled starting in September 2023 in collaboration with the Department of Computer Science. Experts in AI will be invited to conduct these sessions.

Action Items:

IQAC Coordinator requested the Department of Computer Science to identify and contact AI experts by 10.09.2023

Training schedule to be finalized by 15.09.2023

Faculty Development Programmes for Non-Teaching Faculty on Excel Tools and Google Forms:

Discussion: Emphasis was placed on the importance of equipping non-teaching staff with essential digital skills, particularly in Excel and Google Forms, to enhance administrative efficiency.

Decision: Training sessions on Excel and Google Forms will be organized in collaboration with the Department of Computer Science in the second week of September.

Action Items:

Office of the Principal is requested to list non-teaching staff requiring training by 10.09.2023.

hoD of Department of Computer Science requested to arrange trainers and logistics by 13.09.2023

Awareness Programmes on Group Discussion for Placements:

Discussion: The need to prepare students of final year for group discussions as part of placement activities was discussed to improve their chances of success in job interviews.

Decision: Monthly awareness sessions on group discussions will be conducted starting in September.

Action Items:

The Director of ELT Center was requested to develop a session plan and schedule by 18.09.2023.

IQAC Coordinator to oversee the implementation.

Awareness Programmes on Coding Round for Placements:

Discussion: The committee discussed the importance of preparing students for coding rounds during placement processes to enhance their technical skills and employability.

Decision: Coding workshops and practice sessions will be held once in a Semester.

Action Items:

MCA Department was requested to design the coding sessions by 30.09.2023

The Department of MCA is also requested to coordinate with ELT Center for implementation.

NAAC Assessment and Accreditation: Procedures and Processes:

Discussion: The procedures and processes involved in NAAC assessment and accreditation were reviewed to ensure the institution's compliance and readiness for assessment.

Decision: All Criterionwise Coordinators are requested to attend a Workshop on NAAC Assessment and Accreditation going to be organized by ACT Academy of TamilNadu during 3rd week of October

Action Items:

The IQAC Coordinator is to monitor the coordinators in preparing the summary report of the workshop immediately after the workshop.

The schedule for the workshop is to be shared by IQAC with all the coordinators.

Outcome-Based Education Awareness for Faculty:

Discussion: The committee discussed the need to create awareness about outcome-based education (OBE) among faculty to align teaching methodologies with educational outcomes.

Decision: Workshop on OBE to be conducted by St. Albert's college, Ernakulam & Kerala State Higher Education Council is to be attended by the selected Faculty. List to be finalized by the IQAC


Action Items:

Schedule of the workshop to be notified to the listed faculty members by IQAC

Conclusion:

The meeting concluded with the Chair thanking all members for their active participation and valuable inputs.

The next meeting is scheduled for 30.11.2023 at 11 AM



IQAC Coordinator
(Dr. P. V. S. Sairam)



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Chairperson
(Fr. Dr. G. A. P. Kishore SJ)



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Minutes of the IQAC Meeting 3

Date: 30.11.2023

Time: 11 AM

Venue: Conference Hall

Chair: Fr. Dr. G. A. P. Kishore, SJ

Attendees:

| | |
|-------------------------------------|---|
| Rev. Fr. Dr. G. A. P. Kishore, S.J. | Chairman |
| Dr. P. V. S. Sairam | IQAC Coordinator |
| Fr. K. M. Prabhu Das, S.J. | Vice-Principal |
| Fr. G. Kiran Kumar, S.J. | Vice-Principal |
| Fr. K. Anil Kumar, S.J. | Controller of Examinations |
| Fr. Dr. S. Melchior, SJ | Management Member |
| Sri G. M. Srirangam | NAAC Coordinator |
| Sri Kommuru Sridhar | Secretary, NRI Institute of Technology |
| Dr. Sr. Mercy | Ch. S. D. St. Theresa's College for Women |
| Fr. B Joji Reddy, S.J. | Educationist |
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| Dr. A. Lavanya | Senior Faculty |
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| Dr. P. Venugopala Rao | Coordinator, NAAC Criterion IV |
| Dr. S. Baby Rani | Coordinator, NAAC Criterion V |
| Dr. M. Srinivasa Reddy | Coordinator, NAAC Criterion VI |
| | Coordinator, NAAC Criterion VII |

Agenda:

Organizing Seminars/Workshops and Conferences to Update the Latest Trends in Technology
Faculty to be given Awareness on New Education Policy by Attending FDP
E-Content Generation by Staff during January 2024
Monitoring of Legal Awareness Programme for Students
Health Awareness Programmes for Faculty and Students
Activities of the Centre for Continuous Learning and Research (CCLR)
To Review the Progress of Research in the College
Any Other Matter with the Permission of the Chair

Minutes:

The meeting commenced with a warm welcome from Rev. Fr. G.A. P. Kishore, SJ, the Principal of the College, to the members of the cell.

Organizing Seminars/Workshops and Conferences to Update the Latest Trends in Technology:

Discussion: The importance of keeping faculty and students updated with the latest technological trends through Interdisciplinary seminars, workshops, and conferences was highlighted.

Decision: It was decided to organize at least one seminar/workshop per Department. The IQAC Coordinator will oversee the planning and execution.

Action Items:

All Heads of Departments are requested to submit the schedules of Seminar details to the IQAC Coordinator.

The IQAC and NAAC coordinators were authorized to supervise and coordinate these international conferences.

Faculty to be given Awareness on New Education Policy by Attending FDP (Jan 3 to 12):

Discussion: The necessity for faculty to understand the New Education Policy (NEP) was discussed. An FDP (Faculty Development Programme) related to this going to be organized by Malaviya Mission of UGC from January 3 to 12 was proposed.

Decision: Selected Faculty members will attend the FDP. Participation will be mandatory.

Action Items:

Listed Faculty are requested to register for the FDP before 27.12.2023

IQAC Coordinator to monitor attendance and feedback.

E-Content Generation by Staff during January 2024:

Discussion: The creation of e-content by staff during January 2024 was discussed to enhance digital learning resources.

Decision: All departments are to contribute to e-content creation. A timeline and guidelines will be provided by IQAC.

Action Items:

Department Heads to submit e-content plans by 21.01.2024.

IQAC Coordinator to compile and review submissions by 10.02.2024

Legal Awareness Programme for Students:

Discussion: The need for legal awareness among students was emphasized to ensure they are well-informed about their rights and responsibilities.

Decision: A legal awareness programme will be organized in January 2024.

Action Items:

IQAC Coordinator to liaise with legal experts and schedule the programme

Health Awareness Programmes for Faculty and Students:

Discussion: The importance of health awareness for both faculty and students was highlighted.

Decision: Frequent health awareness programmes will be conducted, covering various health-related topics.

Action Items:

IQAC requested Women's Cell to draft a programme schedule.

IQAC Coordinator to facilitate the implementation.

Activities of the Centre for Continuous Learning and Research (CCLR):

The activities of the CCLR were discussed by the IQAC.

Discussion: CCLR Coordinator briefed the progress of Research among College Staff during this Year

Decision: IQAC requested the CCLR Coordinator to submit detailed report on the activities and future plans of CCLR.

Action Items:

CCLR Director to prepare and present the report to the Principal

To Review the Progress of Research in the College:

Discussion: The current progress of research activities within the college was reviewed.

Decision: Research progress reports from all departments will be collected and reviewed quarterly.

Action Items:

Department Heads to submit research progress reports.

IQAC Coordinator to compile and present the findings.

Any other matter with the permission of Chair

The members recognized the need to organize workshops for training student leaders and to host programs focused on promoting gender equality.

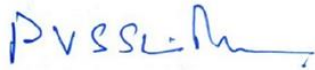
The members emphasized that raising awareness about women's empowerment demands collaborative efforts from the management, staff, and students. They proposed initiating programs specifically for girl students to foster understanding and support for women's empowerment.

Discussed the modalities of evaluation of Criterionwise reports of AQAR

Conclusion:

The meeting concluded with the Chair thanking all members for their active participation and valuable inputs.

The next meeting is scheduled for 02.04.2024 at 11 AM



IQAC Coordinator
(Dr. P. V. S. Sairam)



Chairperson
(Fr. Dr. G. A. P. Kishore SJ)



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Minutes of the IQAC 4th Meeting

The 4th meeting of the IQAC of the College for the Academic Year 2022-23 is held on
02.03.2024 at 11 AM

Date: 02.04.2024

Time: 11 AM

Venue: Conference Hall

Chair: Fr. Dr. G. A. P. Kishore, SJ

Attendees:

| | |
|-------------------------------------|---|
| Rev. Fr. Dr. G. A. P. Kishore, S.J. | Chairman |
| Dr. P. V. S. Sairam | IQAC Coordinator |
| Fr. K. M. Prabhu Das, S.J. | Vice-Principal |
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| | Coordinator, NAAC Criterion VII |

Agenda:

- Review on Research Activity in ALC during this Academic Year
- Review of the Seminars / FDPs / Workshops Organized during this Academic Year
- Review of the Preparation of SSR for 4th Cycle of NAAC Accreditation
- Discussion on Examination Reforms
- Review on Programmes Organized Related to Gender Equity & Equality and Intellectual Property Rights Among Students
- Review on Single Major UG Programmes Introduced during 2023-24
- Introduction of New Programmes from Next Academic Year

The meeting commenced with a warm welcome from Rev. Fr. G.A. P. Kishore, SJ, the Principal of the College, to the members of the cell.

Minutes:

Review on Research Activity in ALC during this Academic Year:

- **Discussion:** IQAC reviewed the research activities conducted by the ALC, noting significant publications, ongoing projects, and collaborations.
- **Decision:** It was decided to encourage more interdisciplinary research and to allocate additional resources to promising projects.
- **Action Items:**
 - CCLR to submit a detailed report on ongoing projects
 - IQAC Coordinator to explore potential funding opportunities

Review of the Seminars / FDPs / Workshops organized during this Academic Year:

- **Discussion:** The seminars, FDPs, and workshops conducted this year were reviewed. Feedback from participants was considered to identify areas for improvement.
- **Decision:** Future events will focus on emerging trends and practical applications. More interactive and hands-on sessions will be included.
- **Action Items:**
 - IQAC Coordinator to get reports on the events organized during this Academic Year
 - Department Heads to collect and analyze participant feedback for each event.

Review of the Preparation of SSR for 4th Cycle of NAAC Accreditation:

- **Discussion:** The progress in the preparation of the Self-Study Report (SSR) for the 4th cycle of NAAC accreditation was discussed.

- **Decision:** All departments must expedite the completion of their respective sections of the SSR to meet the submission deadline.
- **Action Items:**
NAAC Coordinator to provide a status update on SSR preparation
Criterionwise Coordinators to submit their finalized reports

Discussion on Examination Reforms:

IQAC coordinator explained the need for the examination reforms in the Autonomous Colleges and suggested CoE to look into this

- **Discussion:** The need for reforms in the examination system to enhance fairness, transparency, and academic integrity was discussed.
- **Decision:** A committee will be formed to review current practices and propose reforms. This may include the introduction of online examinations, continuous assessment, and online evaluation of the scripts.
- **Action Items:**
IQAC assigned Examination Committee to study the possible reforms

Review on Programmes Organized Related to Gender Equity & Equality and Intellectual Property Rights Among Students:

- **Discussion:** The effectiveness of programmes on gender equity, equality, and intellectual property rights was reviewed.
- **Decision:** Additional workshops and seminars will be organized to further promote awareness and understanding in these areas.
- **Action Items:**
IQAC assigned Women's Cell to plan additional events next Year

Review on Single Major UG Programmes Introduced during 2023-24:

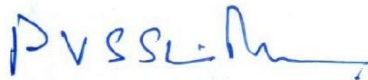
- **Discussion:** The performance and reception of single major UG programmes introduced in the academic year 2023-24 were evaluated.
- **Decision:** Based on positive feedback, it was decided to continue and possibly expand these programmes.
- **Action Items:**
Academic Secretary to conduct a detailed review and present findings.
Academic Secretary to compile student feedback and performance metrics.

Introduction of New Programmes from Next Academic Year:

- **Discussion:** Proposals for introducing new programmes in the next academic year were discussed, focusing on market demand and resource availability.
- **Decision:** Preliminary approval was given to explore new programmes in data science, Forensic Science etc.
- **Action Items:**
Academic Secretary to prepare detailed proposals for new programmes
IQAC Coordinator to conduct a feasibility study and report to the Principal

Conclusion:

The meeting concluded with the Chair thanking all members for their active participation and valuable contributions during the Academic Year 2023-24



IQAC Coordinator
(Dr. P. V. S. Sairam)



Chairperson
(Fr. Dr. G. A. P. Kishore SJ)