

**MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA**

**Internal Academic and Administrative Audit (AAA)**

**Report: 2018-19**

The annual internal academic and administrative audit was conducted on 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> January 2019.

**Committee for AAA:**

1. Dr. G. Little Flower, Coordinator, IQAC.
2. Dr. Girija Nambiar, Dean, Planning and Communication.
3. Ms. B. Santha Kumari, Dean, Administration.
4. Dr. V. Satya Sudha, Coordinator, NAAC.
5. Dr. C. Krishnaveni, Department of Mathematics.
6. Dr. B. Josephine, Head, Department of Economics.

**Observations:**

1. Newly established departments need to maintain and update records of all the activities of the department systematically.
2. Student progression register must be updated.
3. Student profiles are to be maintained by each course teacher.
4. Student field projects may be encouraged especially by those departments that deal with student projects for 100 marks. A record, too, is to be maintained.
5. A record of Analysis of Students: grouping of students into Slow, Moderate and Advanced Learners and an ATR is to be maintained by each course teacher.
6. Results of each student, course-wise is to be analysed each semester, an action plan is to be drawn up and executed, and an ATR is to be recorded.

**Recommendations:**

1. e-content can be developed by each course teacher.
2. More research articles can be published.
3. Department-specific extension activities can be taken up.

Suggested that each department take up at least one outreach activity related to community service per semester

4. Guidance for career counselling and coaching for competitive examinations can be arranged on the campus as student support.
5. Faculty can apply for Consultancy / Minor / Major projects
6. Can have more MoUs / Collaborations for faculty exchange, student exchange, research and skill enhancement