

**Maris Stella College (Autonomous), Vijayawada – 8**  
**A College with Potential for Excellence**  
**Internal Academic Audit Committee (IAAC), 2019-2020**

**IQAC**

**Internal Academic and Administrative Audit Report 2019-20**

The IQAC constituted a 6-member team to undertake an academic and administrative audit of the institution from 28<sup>th</sup> to 30<sup>th</sup> January 2020.

**Observations of the team:**

- Syllabus, BOS minutes, courses offered and credits allotted were well documented.
- Internal assessment and student support systems are good.
- Qualifying of staff in NET, APSET, & APSRCET is remarkably good.
- SWOC analysis was done well by all the departments.

**Recommendations:**

- Separate hours to be marked in the timetable for remedial coaching and certificate courses to enable slow learners to attend certificate courses.
- Encouragement and incentives for publication of research articles in Scopus / UGC-Care journals.
- More faculty could be encouraged to qualify in NET and APSET and to take up On-Line Courses in Swayam / NPTEL.
- Though student enrolment for on-line courses is good, there appears to be a tendency to drop out as indicated by the record of course completion and certification.
- Interaction with industries and research centres of leading institutions needs to be strengthened.
- Documentation of NSS, Sports, and records of mentoring and remedial classes to be improved.
- Outgoing students of UG & PG could be offered awareness programmes about further progression, entrance examination dates of prestigious universities, various competitive examinations in order to improve student progression ratio and number of students qualifying in competitive exams at state / national level.
- Geo-tagged photos of all campus activities to be made mandatory.
- Regular training for faculty in the use of ICT in teaching-learning and evaluation as this is a new and evolving field for most of the faculty.
- E-content of all courses of all programmes could be developed and deposited in a repository on the website.

- Strengthening of club activities and department-specific extension activities.
- Facilitate guidance and career counselling and coaching for competitive examinations on the campus as student support.
- Motivate faculty to apply for Consultancy / Minor / Major projects
- Initiation of MoUs, Consultancy and Collaborations at global and national level.
- Plan for faculty exchange, student exchange, research and skill enhancement.

**Audit Team:**

1. Dr. V. Satya Sudha, HoD, Department of English
2. Dr. Little Flower, Co-ordinator of IQAC, HoD, Department of Physics
3. Dr. Sr. Japamalai, Department of Zoology
4. Dr.Ch. Krishnaveni, Department of Mathematics.
5. Dr. Ch. Kanaga Durga, Academic Dean, Department of Master of Business Administration.
6. Dr. B. Josephine S.Rani, HoD, Department of Economics.

**Schedule of Visit to Departments: 28th -30<sup>th</sup> January 2020**

No	Team	Departments	Date
1	Dr. G. Little Flower Dr.H. Kanaka Durga	English, Hindi, Sanskrit	28/01/2020
		MBC , FMC, Botany,	29/01/2020
		Biotechnology,Telugu, NCC	30/01/2020
2.	Dr.Sr.Japamalai Dr.B.Josephin S Rani	History ,TTM, Politics	28/01/2020
		Physics, Computer Science,Mathematics	29/01/2020
		Statistics,Electronics, NSS	30/01/2020
3.	Dr.V. Satya Sudha Dr.C. Krishnaveni	Zoology, Social Work,Journalism	28/01/2020
		Commerce, BMS,Economics	29/01/2020
		Chemistry, Sports, Library	30/01/2020

**Note: All the departments are requested to be ready with the following documents for the Internal Academic Audit:**

**I. Documents:**

- Hard copy of IAA filled table
- Evidences for all criteria mentioned
- PPT Presentation
- Remedial Records with attendance
- Mentoring Files / Books
- Photocopy of X/ SSC certificate of students from other states.

## II. Curriculum:

- i) Teaching Aids
- ii) e – learning modules
- iii) Project work
- iv) Activities for II Component
- v) Students' activities for slow learners/ advanced learners
- vi) Students' progress (Marks Statement Sem. I, III, V )
- vii) Parent feedback

## III. Supporting documents for all areas mentioned for IAA.