MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA

A Brief Report on

INTERNAL ACADEMIC & ADMINISTRATIVE AUDIT (AAA)

Academic Year: 2020-21

The purpose of conducting the Academic and Administrative Audit (AAA) is to evaluate the performance of the various departments and of the institution and to give suggestions for further improvement of quality in curriculum, teaching, learning, evaluation, research, innovation, extension and administration.

The IQAC of the college conducted an Internal Academic and Administrative Audit (online) for the academic year 2020-21 to review the quality of the academic process in the college and to evaluate effectiveness of the administrative procedures from 26.04.2021 to 28.04.2021.

The IQAC formulated a new format, 'Departmental Data', a self-study report from each department, of its performance during the academic year 2020-21 on curricular aspects, teaching, learning & evaluation, research, innovation & extension, student support & progression, best practices & distinctiveness. The intention was to facilitate self-assessment in each of these fields. The departments completed the process and submitted their reports with links to valid documents to support claims.

Members of the Internal AAA:

1. Dr. Sr. Jasintha Quadras, Chairperson, AAA
2. Dr. Sr. G. Innyasamma, Vice-Principal
3. Ms. K. Hannah Anuhya, Vice-Principal
4. Dr. Girija Nambiar, Dean, Planning and Communication
5. Ms. B. Santha Kumari, Dean Administration
6. Dr. Sr. P. Japamalai, Dean, Academic Affairs
7. Dr. H. Kanaka Durga, Dean, Academic Affairs
8. Dr. G. Little Flower, Head, Dept. of Physics & Dean, Student Affairs
9. Dr. K. Naga Sundari, Director, MBA
10. Dr. B. Josephine Sandhya Rani, Head, Dept. of Economics

11. Dr. C. Krishnaveni, IQAC Coordinator & Coordinator, AAA

The schedule:

S. No.	Department	Date	Time
Day 1	English (UG & PG); Telugu; Sanskrit; Hindi;	26.04.2021	9.00 am - 11.00 am
	History; TTM; Economics (UG & PG); Political Science;	26.04.2021	11.00 am - 1.00 pm
	Social Work; Journalism; Mathematics (UG & PG); Statistics;	26.04.2021	2.00 pm - 4.00 pm
Day 2	Physics; Chemistry; Computer Science; Electronics;	27.04.2021	9.00 am - 11.00 am
	Botany; Zoology; Food Science & Technology; Microbiology;	27.04.2021	11.00 am - 1.00 pm
	Biochemistry; Biotechnology; Agriculture & Rural Development;	27.04.2021	2.00 pm - 3.30 pm
Day 3	Commerce & Management Studies; MBA; Library & Information Sciences; Physical Education;	28.04.2021	9.00 am - 11.00 am
	Examination Section; College Office;	28.04.2021	11.00 am - 12.00 pm
	NSS; NCC; STARS;	28.04.2021	12.00 pm - 1.00 pm

Each department was given 15 minutes to present their 'Departmental Data' and the strengths and challenges of the department using PowerPoint.

The committee went through the 'Departmental Data' of each department and recorded the observations and recommendations for a quality-oriented academic framework.

The report of the Internal AAA was placed before the IQAC for reviewing the activities of the departments and the institution and to formulate a plan of action for implementing the recommendations.

Observations:

1. Very few student study projects.
2. No consultancy services.
3. Required information not updated by some departments
4. Very few research publications and only two funded research projects.
5. Only one research guide
6. No patents
7. Only a limited number of extension activities were carried out through NSS.
8. Logbooks on the utilization of infrastructure facilities like virtual classrooms, digital classrooms not updated.

Recommendations:

I. Curricular Aspects:

1. Offer research projects / study projects to advanced learners as an additional component to promote academic research.

II. Teaching-Learning & Evaluation:

2. Train faculty for consultancy services.
3. Plan for community service activities by every department and involve every student.
4. Regular update of records (soft): college activities, departmental activities, result analysis, faculty profiles, student achievements and progression and document them in departmental drives.
5. Vision and Mission of each department to be prepared and uploaded to the college website.
6. Measure the attainment of course and programme outcomes.
7. Organize workshops / seminars on industry-academia innovative practices.
8. Strengthen 'Physical Education Department' to concentrate on student participation in sports and games (on and off campus) and organize competitions open to all students every academic year.
9. Each department to organize at least one gender sensitization programme involving

students to promote gender equity

10. Encourage leadership, field experience, creative activities, volunteer experience among students by giving them space and scope in related areas.

11. Organize programmes for advanced learners

III. Research, Innovation & Extension:

Research

12. Submit fresh proposals for research projects, endowments, seminars, conferences etc. to funding agencies like DST, FIST, ICSSR, UGC etc.

13. Apply for guideships to promote research culture among faculty members.

14. Publish research articles in reputed journals and books / chapters in books.

15. Apply for patents.

16. Utilize authenticated software for plagiarism check.

17. Apply for fellowships for research and advanced studies.

18. Collaborate with industry, community and NGOs for research, faculty exchange, student exchange, extension and outreach programmes.

Innovation

19. Try for linkages with industries, institutions, government and non-government agencies for student internships, on-the-job training, project work, sharing of research facilities etc.

20. Sign MoUs with institutions of national, international importance, other institutions, industries, corporate houses etc. for collaborative activities.

21. Strengthen extension and outreach activities carried out through NSS in the neighbourhood to sensitize students to social issues.

Extension

22. Start-ups for innovations and creation

23. Institution to offer corporate training

IV. Infrastructure & Learning Resources:

24. Maximize the utilization of virtual and digital classrooms and update the logbooks.

25. Facilities to be provided for e-content development: Lecture Capturing System (LCS)

26. Geotagged photos and videos on available infrastructure facilities to be uploaded to the college website

V. Student Support & Progression:

27. Offer guidance/coaching to students for competitive examinations.

28. Student Club/Association activities to be more participative to identify and promote the talents and skills of students.

29. Track the students enrolled in higher education, qualified in state / national / international level examinations and update student progression register.

30. Train and encourage students to take part in sports / cultural activities at national / international level.

31. Encourage student representation in academic bodies

32. Good and catchy names to be given to student support schemes.

VI. Governance, Leadership & Management:

33. Screenshots of user interface to be documented as evidence of e-governance in (i) Administration (ii) Finance and Accounts (iii) Student Admission and Support (iv) Examination.

34. The IQAC to take up collaborative quality initiatives with other institution(s).

VII. Institutional Distinctiveness & Best Practices:

35. Departments and faculty to apply for awards and recognition at state, national, international level from Government/Non-Government and recognised bodies.

36. Strengthen alumni contribution for the development of the institution through financial and other support services.

37. Organize programmes on sensitization of students and employees of the institution to the constitutional obligations: values, rights, duties and responsibilities of citizens.