



MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA
A College with Potential for Excellence
NAAC Accredited & ISO 21001:2018 Certified

**A BRIEF REPORT ON INTERNAL ACADEMIC & ADMINISTRATIVE
AUDIT (IAAA)**

Conducted by the IQAC, for the Academic Year: 2023-24

Audit Dates: 24.04.2024 – 27.04.2024

1. Objective:

The objective of the Internal Academic and Administrative Audit (AAA) is to assess the effectiveness of various departments, cells, committees and clubs of Maris Stella College in curriculum, teaching-learning, evaluation, research, innovation, extension, and administration. The audit aimed to provide recommendations to enhance institutional quality by analysing departmental performances.

2. Members:

1. Dr. Sr. Jasintha Quadras, Principal, Chairperson (On Leave)
2. Dr. Sr. Kulrekha Mudartha, Principal I/c, Chairperson
3. Ms. G. Usha Kumari, Vice-Principal
4. Dr. Sr. K. Ramana, Dean, Planning & Communication
5. Dr. Sr. Japamalai, Dean, Academic Affairs
6. Dr. S. Vanilatha, Dean, Academic Affairs
7. Dr. K. Naga Sundari, Director MBA
8. Dr. G. Little Flower, Dean, Student Affairs
9. Dr. V. N. Manga Devi, Dean, Student Affairs
10. Dr. C. Krishnaveni, IQAC Coordinator & Coordinator IAAA

3. Audit Overview:

The Internal Quality Assurance Cell (IQAC) conducted the audit for the academic year 2023-24 to review the quality of the academic process in the college and to assess the efficiency of its administrative practices. Each department filled in and submitted a self-study report, titled 'Departmental Data', which included details on

- Curricular Aspects
- Teaching-Learning and Evaluation
- Research, Innovation, and Extension

- Student Support and Progression
- Best Practices and Distinctiveness

along with the required supporting documents. Each department had 20 minutes to present its report in PowerPoint format, summarizing strengths, weaknesses, opportunities, and challenges.

4. Schedule:

S. No.	Department	Time
Day 1 April 24 Wed	English; Telugu; Sanskrit; Hindi; French; Agriculture & Rural Development;	1.30 pm - 04.00 pm
Day 2 April 25 Thu	Physics; Chemistry; Computer Science; Electronics;	09.00 am - 11.00 am
	Botany; Zoology; Food Science & Technology;	11.00 am - 12.30 pm
	Biochemistry; Biotechnology; Microbiology; Social Work; Journalism;	01.30 pm - 04.00 pm
Day 3 April 26 Fri	History; Tourism & Travel Management; Economics; Political Science;	09.00 am - 11.00 am
	Mathematics; Statistics; Library & Information Sciences;	11.00 am - 12.30 pm
	Commerce & Management Studies; UG Department of Business Administration; PG Department of Business Administration; Physical Education;	01.30 pm - 04.00 pm
Day 4 April 27 Sat	Examination Section; Administrative Office; IT Department;	09.00 am - 11.00 am
	NSS; NCC; STARS; Cells / Committees	11.00 am - 01.00 pm

5. Methodology:

The AAA process involved:

- Review of 'Departmental Data', self-study reports and supporting documentation and make notes on observations and recommendations for an academic framework that prioritises quality.
- Presentations by each department, outlining key accomplishments and areas for improvement.
- Assessment of individual and departmental records and documentation as per the checklist.

6. Observations:

6.1 Curricular Aspects

- **Strengths:** Departments demonstrated well-defined curriculum structures with alignment to contemporary industry and societal needs.
- **Challenges:** Limited flexibility in introducing new interdisciplinary / multidisciplinary / skill enhancement courses.
- **Opportunities:** Potential to incorporate emerging areas, such as digital literacy, data analytics, and artificial intelligence.

6.2 Teaching-Learning and Evaluation

- **Strengths:** Use of ICT tools, active learning methods, and innovative assessments were observed. Departments effectively employed Google Classroom, other Google Apps, Kahoot, GeoGebra, Quizizzs, YouTube, and other tools and e-resources to enhance learning.
- **Weaknesses:** Some departments reported challenges in catering to diverse student learning paces.
- **Opportunities:** Increase blended learning modules to engage students with varied learning styles and needs.

6.3 Research, Innovation, and Extension

- **Strengths:** Active participation in research and extension activities, internships, with a notable contribution to Service-learning, Community Service and outreach programmes.
- **Weaknesses:** Limited funding for high-end research resources and infrastructure.
- **Opportunities:** Seek collaborations with research bodies and apply for grants to enhance research capabilities.

6.4 Student Support and Progression

- **Strengths:** Strong student support programmes with a focus on personal and academic development.
- **Challenges:** Need for more targeted career counselling and internship opportunities.
- **Opportunities:** Strengthen partnerships with industry for internships, placements, and mentoring programmes.

6.5 Best Practices and Distinctiveness


- **Strengths:** Implementation of unique practices, such as an emphasis on English language proficiency and eco-friendly initiatives.
- **Challenges:** Sustaining innovative practices with limited resources.
- **Opportunities:** Expand on distinctive practices like the 'Trash to Treasure' seminar to foster sustainability awareness.

7. Recommendations

1. **Curriculum Development:** Introduce interdisciplinary / multidisciplinary and skill-based courses to address current industry demands.
2. **Blended Learning:** Avail digital infrastructure to promote blended learning and make lectures more accessible.
3. **Research Funding:** Seek additional funding through national and international grants to support high-impact research and innovation projects.
4. **Career Development:** Strengthen career services with a dedicated cell to offer counselling, placement support, and partnerships with industry for internships.
5. **Documentation and Record Management:** Departments should regularly update and maintain records following the IQAC checklist.
6. **Quality Enhancement Strategy:** Each department should identify specific action points for continuous quality improvement aligned with the college's strategic goals.

8. Conclusion:

The Internal Academic and Administrative Audit for 2023-24 provided valuable insights into the strengths and areas for improvement across departments. The IQAC will work collaboratively with all departments to implement the recommended strategies, ensuring a continuous commitment to excellence in academic and administrative practices. This audit serves as a foundation for an actionable plan to address observed gaps and capitalize on growth opportunities for the holistic development of Maris Stella College. The IQAC will strategize further actions to implement the recommendations and uphold a culture of quality within the institution.



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