

Seshadripuram Educational Trust
Seshadripuram Academy of Business Studies
(Affiliated to Bangalore University)
NAAC Accredited B Grade

A Report on Academic and Administrative Audit for 2019-2020

Drive of the curriculum to promote value based education, women empowerment, commerce and management forum, skill development, competency in communication skill, personality development, and to bring consciousness among the students about environment protection, gender sensitization and other related aspect which contribute to meet the institution Mission, Vision, Goal and core Values.

The AAA considered the various all departments, Library, committees', sports section, Computer Lab, NCC office, NSS office, office of the college and other administrative section. AAA constituted with 1,105 marks out of that for this academic year it valued for 964.

Curriculum can be designed with modules specifically designed to deal with transferable skills and vocationally relevant content and pedagogic methods appropriate for promoting intensive research, useful to society. As per the requirement of the college Principal, IQAC and HODs' will do the subject allotment and workload. Pertaining to subject allotment all faculty members should update their work diary and lesson plan regularly.

All faculty members are were instructed to give notes, materials which helps the students for their examination. But it not reached the expected range. For benefit of the students college has small amount of question bank collection but, still it has to improve.

In this (2019-2020) academic year also the lab manual and viva questions should be collected and same should be issue to the students.

Academic year stats with Orientation day for 1st year degree students and same way for 2 and 3 year degree students were oriented about different forums, committees, cells and other academic and administrative system in the college. Staff meeting is regularly conducted by the HoI and each department and discussed about perspective plan and approach of effective implementation

To deliver the curriculum effectively, time table committee take care of allotment of classes to the faculty members. The master time table is prepared and same thing is conveyed to the faculty members and to students also for smooth conduct of class. Examination committee conducts 2 internals and pre-finals exam. Shortage of attendance were displayed in the notice board and same will convey to the parents and necessary action will be taken and follow up in regular basis. Parents teachers meet were organised, where as parents were not participated in more numbers. Result analysis was done as per subject wise, course wise, teacher wise and university examination toppers list will be displayed in the notice board. Examination results should be improvise and course wise result analysis should be done.

The department committee effectively prepared the documents and assigned the staffs with all other departmental works. The code of conduct issued for faculty members and students were followed effectively. The recruitment of staffs were done as per need basis. The procedure and maintenance of circular was not up to the mark. The staff OOD details were satisfactory. The up keep of department units were maintained well and some innovative methods were adopted.

The syllabus allotted to staffs were covered effectively on time and lab conduction was good. Remedial classes were conducted by the teachers by identifying weak students after first test and actions were taken. The students were encouraged to do presentation in class room and asked subject teacher for documentation and was satisfactory and the students, staffs were encouraged to do paper presentations which was satisfactory.

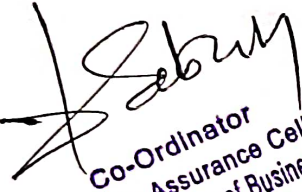
The alumni meet was conducted and the interaction was sessions were also arranged through online due to pandemic. The department conducted guest lectures effectively and the training was given to non-teaching staff. The sport activities were given utmost importance and the result obtained was excellent. The workshop regarding faculty development programme was effectively conducted and was attended by most of the staff. Cultural activities were encouraged


and effectively conducted. Students were taken to industrial visit for more academic exposure. Both staff and students were encouraged for maximum usage of library which was done effectively and efficiently. The performance appraisal was satisfactory. The maintenance of staff incoming and outgoing register was effectively done.

The students were encouraged and prayer was conducted effectively to have efficient knowledge. Students attendance, test performance, timetable were done effectively and the parents meeting was conducted and effectively updated. Handling exam related grievances were analysed and effectively taken care of. The office staffs supported students regarding all aspects effectively.

The maintenance of college premises were satisfactory. The services canteen facility were very poorly maintained. The security system were maintained effectively. The insurance were issued to staffs and students. Training and development for students were conducted effectively and the information dissemination to students were satisfactory, application of strategies can done. The digital technology is used for effective maintenance of student records by usage of IPOMO. The CCTV is in good condition.

The overall performance of the institution for academic year 2019-2020 need to improvise a lot for holistic development.


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Sl No.	Parameters	Max. Marks	Min. Marks
1	Subject allotment and workload	10	10
2	Lesson Plan	20	20
3	Work Diary	10	10
4	Notes materials readiness (for optional subjects)	20	20
5	Question bank	10	10
6	Lab Manual with viva questions (BCA)	10	10
7	Timetable: originally approved, modified	10	10
8	Orientation for students	10	10
9	Test Conduction, Timetable, Test question paper, attendance , finalization of marks and absentees	20	20
10	Chronic attendance and internal marks cases , action taken, improvement	20	18
11	Interaction with Parents (to document in the standard format)	30	27
12	Staff Meeting (at least 6 meetings, one for subject allotment, one before commencement of semester, one before each test and one	15	13


	before end of semester		
13	Mentor Mentee Meetings, Problems, Follow up Action	15	13
14	Exam Result (Teacher wise, subject wise , dept. result history, rank probable's list)	25	22
15	Department Committee Works: effectiveness, documentation etc. and assignment of other departmental works to all staffs	20	20
16	Alumni Meet, effective interaction	20	18
17	Written Code of Conduct for Faculty members and students	20	18
18	Staff Recruitment on need basis	10	10
19	Book Publication	20	10
20	Circular Procedure and Maintenance	20	20
21	Thought for the Day (to check day wise quotes)	10	10
22	Staff OOD Details	10	10
23	Stock Verification	10	10
24	Purchase Cheques with standard procedure	20	10
25	Up keep of Department Units(labs, classrooms , staff rooms)	20	10
26	Some innovative methods adopted in the Department	10	05
27	Student Discipline (ID Cards, Dress Code, Neat Hair Cut, No mobile phones during class hours)	20	17
28	Syllabus Covered Details	20	20
29	Lab Conduction Details	30	25
30	Remedial Class	20	20
31	Identification of weak	20	-

	students after first test and follow up action		20
32	Students Information System	10	10
33	Student Presentation in class room : subject teacher to document	10	10
34	Paper Presentation by Staff	25	20
35	Paper Presentation by Students	25	20
36	Guest Lectures	20	20
37	Non -Teaching Training	20	15
38	National Seminar	40	30
39	Sports Activities	20	15
40	Workshop/ FDP	40	30
41	Cultural Activities	20	15
42	Industrial Visits/Tour	20	10
43	Library attendance(Staff and Students, best library user)	20	15
44	Performance Appraisal	10	10
45	Regular Internal and External Audits for accounts	40	40
46	SR Maintenance	20	20
47	Single window admission	10	10
48	Maintenance of staff incoming and outgoing register	20	20
49	Prayer(News reading, honouring students, reciting vision, mission, goal)	20	18
50	Regular attendance, test performance, time-Table, meetings updating to parents	20	20
51	Handling exam related grievances by office staff	10	10
52	Support to students by office staff	10	10
53	Maintenance of college	20	10


	premises		
54	Canteen facility	10	10
55	Security system	10	10
56	Staff and Student Insurance	10	10
57	Training and development for students	30	30
58	Information dissemination to students	20	20
59	IPOMO	20	20
60	In-house Publications	20	10
61	CCTV monitoring	10	10
	Total	1105	964


(RESHMA. B)


(Roopashree. U)


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