



Seshadripuram Educational Trust
SESHADRIPURAM ACADEMY OF BUSINESS STUDIES
(Permanently Affiliated to Bangalore University)
NAAC Accredited 'B' Grade
No.18, 3rd Main, Kengeri Satellite Town, Bengaluru-560060
www.sabs.ac.in

AAA-(ACADEMIC AND ADMINISTRATIVE AUDIT) 2021-2022

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 Conducted, Timetable, Test question paper, attendance, and assessment marks and absentees list.	20	20
10	Chronic shortage of attendance and internal marks issues, action taken report and measure for improvement.	20	15
11	Interaction with Parents	20	20
12	Staff Meeting (at least 6 meetings, one for subject allotment, one before commencement of semester, one before each test and one before end of semester)	15	15
13	Mentor- Mentee sessions, addressing issues and Follow up Action.	15	10
14	Semester Exam Result Analysis (Department wise & Subject wise)	25	25
15	Department Committee Works: Effective Documentation and assigning departmental works to all staffs.	20	15
16	Alumni Meet- Effective interaction	20	15
17	Code of Conduct for Faculty members and students	20	20
18	Staff Recruitment on need basis	10	10

19	Book Publication	10	7
20	Circular Procedure and Maintenance	20	20
21	Drinking Water facility	10	10
22	Staff OOD Details	10	10
23	Stock Verification	10	10
24	Office documents	20	20
25	Maintenance of Department (Labs, Classrooms , Staff Rooms)	20	20
26	ICT rooms	10	10
27	Student Discipline (ID Cards, Dress Code, Prohibition of mobile phones)	20	20
28	Bridge Courses for First Year Students	10	10
29	Syllabus Covered Details	20	20
30	Lab Conducted Details	30	30
31	Remedial Class	20	20
32	Identification of Slow learners through first internal test and follow up action	20	15
33	Students Information System	10	10
34	Student Presentation in class room(Documentation with Subject teacher)	10	08
35	Paper Presentation by Faculty members	25	20
36	Paper Presentation by Students	25	10
37	Guest Lectures	20	18
38	Computer Training to Non –TeachingStaff	20	20
39	Participation in National Seminar/Webinar	40	35
40	Sports Activities	20	18
41	Workshop/ FDP	40	35
42	Cultural Activities	20	20
43	Industrial Visits/Tour	20	15
44	Library attendance (Staff and Students)	20	15
45	Performance Appraisal	10	10
46	Regular Internal and External Audits for accounts	40	40


47	SR Maintenance	20	20
48	Single window admission	10	10
49	Maintenance of staff incoming and outgoing register	20	20
50	Prayer(News reading, honouring students, reciting vision, mission, goal)	20	20
51	Wash room facility for both Boys and Girls	10	10
52	Handling exam related grievances by office staff	10	10
53	Support to students by Office staff	10	10
54	Maintenance of college premises	20	20
55	Canteen facility	10	10
56	Security system	10	10
57	Staff and Student Insurance	10	10
58	Training and development for students	30	25
59	Information dissemination to students	20	20
60	Attendance Monitoring system	20	20
61	Online Platform: G-suite	25	25
62	CCTV monitoring	10	10
63	Health care services	10	10
64	Lift facility for Physically Challenged.	10	10
	Extension services (Community, University)	10	10
	Total	1120	1041


Department of Commerce & Management

Department of Computer Science


Department of Kannada


Department of English


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A Report on Academic and Administrative Audit for the Academic Year 2021-2022

The AAA considered all departments, the library, committees, the sports section, the computer lab, the NCC office, the NSS office, the college office, and other administrative sections. AAA received 1041 points out of 1120 during the year.

Curriculum is planned with modules that are meant to deal with transferable skills and vocationally relevant information, as well as pedagogical approaches that are ideal for fostering extensive research which is helpful to the society. Subject allotment and workload are determined by the HoI, IQAC, and HODs. All faculty members maintain work diary and lesson plan on a regular basis. All faculty members provide students with notes and tools to assist them prepare for their examinations. The students are provided with the Question Paper links to prepare for exams. The lab manual and viva questions are provided to the students.

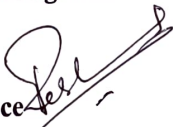
Orientation is conducted for the First Year Students in the beginning of every Academic Year. The HoI and each department conduct frequent staff meetings to discuss the overall strategy and approach for effective implementation. Bridge Courses are conducted for the first semester students. The time table committee schedule the master timetable and the same is communicated to faculty members and students. The examination committee administers one Internal and one Pre-Finals Exam for Continuous Internal Evaluation. The students having shortage of attendance are informed during the mentoring session before the Internal Test and Pre-Final and asked to maintain the required attendance to take up the Final Examination. The irregular students are monitored on the regular basis by making phone calls to their parents and students to ensure in maintaining the required attendance. Regular Parent Teachers Meetings are conducted to keep them informed about their wards progress. The performance of the students in the Internals, Pre-Finals and Final Examination are analysed and necessary actions are taken by the concerned departments. To improve the results of weaker students' remedial classes are conducted by the respective subject teachers. Respective department maintains the reports of the activities conducted. The code of conduct for staff and students are strictly adhered. On the basis of workload teaching staff have been appointed to conduct all the classes smoothly. The institution facilitates by providing the OOD for the faculty to attend various seminars, FDPs etc.

The curriculum was covered successfully. Students were encouraged to give presentations in class. The alumni meet was held successfully. The department efficiently conducted Guest Lectures, Seminars, Workshops, Exhibitions, and Industrial Visits. The value of

sports activities were emphasised, and the results were extraordinary. Cultural events were promoted and organised. Students were taken on a field trip to an industrial site to gain further academic experience. Staff and students were encouraged to visit and make use of library, which they did successfully and efficiently.

The Administration Department effectively maintains the Staff Register. The stock verification is conducted annually and reports are maintained in the college office. The Institution provided Single Window Admission System. The day begins with the prayer and students were encouraged to attend and participate in the prayer. The code of conduct for the students is defined and students are informed to maintain discipline and adhere to the code of conduct. Examination related issues are extensively addressed. Any Quires related to admissions, fee payments, university circulars; scholarships etc were effectively addressed by the office staff. The college has canteen facility in the campus. The institution has maintained an effective security system, staff and student insurance, drinking water facility, attendance and course monitoring system health care facility, wash room facility, lift facility for physically challenged students. The Institution has effective mechanism for communicating to the students and staff through Public Address System. The use of digital technology allows for the proper keeping of student records. The CCTV is installed through-out the campus.


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