



Seshadripuram Educational Trust

SESHADRIPURAM ACADEMY OF BUSINESS STUDIES

(Affiliated to Bangalore University)

NAAC Accredited 'B' Grade

CA Site No. 18, 3rd Main, Kengeri Satellite Town, Bengaluru – 560 060



+91 80 2848 8676



principal.sabskst@gmail.com

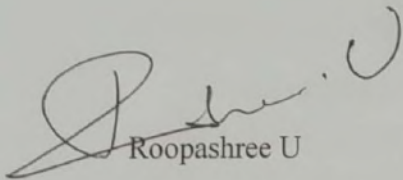


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Academic and Administrative Audit (AAA) 2018-19 Report Analysis

The AAA Committee suggested few aspects about the college that needed improvement. Considering their suggestions, the IQAC made the following suggestions:

- More number of Faculty Development Programmes was to be conducted.
- Details about the utilisation of the Computer Lab were to be documented.
- The frequency of Alumni interaction was to be increased.
- Sports activities were to be increased.
- Students' paper presentations were to be encouraged.
- Number of Training Programmes for non-teaching staff was to be increased.



Roopashree U

IQAC Coordinator

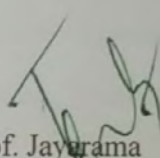
Co-Ordinator

Internal Quality Assurance Cell (IQAC)

Seshadripuram Academy of Business Studies

Kengeri Satellite Town,

Bengaluru -560060



Prof. Jayarama

Principal
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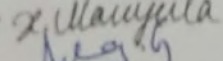
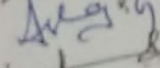
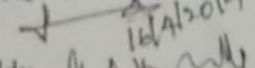
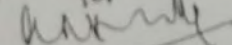
Academic and Administrative Audit (AAA) 2018-19

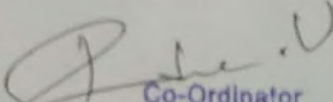
The Academic and Administrative Audit were conducted during the year 2018-19, as per the IQAC mandate to ensure quality. Various aspects related to academics and administration was considered to be graded by the staff members. Academic aspects related to Subject allotment and workload, Lesson Plan and Work Diary maintenance were found to be satisfactory. Notes, assignments, timetable, question banks and allotment of internal marks were found to be adequate, as per the requirements of the system. Staff Meetings, Parents Teachers Meetings, Mentors Meeting were regularly conducted. Result analysis was done immediately after the results were announced. Department/Committee wise work was effectively allotted, carried out and documented. Syllabus was covered on time. Lab classes were conducted regularly. Remedial classes were also conducted to support slow learners. Staff and students were encouraged to participate in seminars and workshops and present papers. Industrial visits for students were conducted to bridge the Industry Academic interface. Practice of prayer along with reading of vision, mission, goal and news was regularly done. National level seminar was conducted. Faculty appraised themselves. Cultural and Sports activities were carried on satisfactorily. Training and development for Placement activities were conducted for students to ensure placements in reputed organizations.

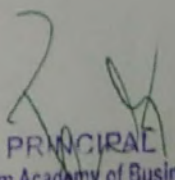
Administrative issues were also audited. Stock verification, Purchase cheque with standard procedure, purchase of books for library, SR maintenance, Staff attendance register maintenance were regularly done. Exam related grievances of students were addressed timely. Maintenance of college premises, canteen facility, lift facility, parking facility, IPOMO information system and CCTV was taken care of. Regular internal and external audits of accounts were maintained by the accounts team. Office staff did their best to support students and staff and disseminate information as and when required through circulars. Scholarship disbursement to students was done satisfactorily.

The AAA Committee declared the various audited aspects were found to be true to the best of their knowledge.

AAA Committee:

1. Manjula V 
2. Asha G 
3. Sowmya DN 
4. Nagaraja Reddy 


Co-Ordinator
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IQAC

AAA-(ACADEMIC AND ADMINISTARTIVE AUDIT) 2018-19

Sl No.	Parameters	Max. Marks	Min. Marks
1	Subject allotment and workload	10	10
2	Lesson Plan	20	20
3	Work Diary	10	20
4	Notes materials readiness (for optional subjects)	20	18
5	Question bank	10	08
6	Lab Manual with viva questions (BCA)	10	06
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	15
10	Chronic attendance and internal marks cases , action taken, improvement	20	15
11	Interaction with Parents (to document in the standard format)	30	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	12
13	Mentor Mentee Meetings, Problems, Follow up Action	15	12

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	18
16	Alumni Meet, effective interaction	20	15
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	18
26	Some innovative methods adopted in the Department	10	08
27	Student Discipline (ID Cards, Dress Code, Neat Hair Cut, No mobile phones during class hours)	20	15
28	Syllabus Covered Details	20	18
29	Lab Conduction Details	30	20
30	Remedial Class	20	18
31	Identification of weak students after first test and follow up action	20	18
32	Students Information System	10	08
33	Student Presentation in class room : subject teacher to document	10	07
34	Paper Presentation by Staff	25	20
35	Paper Presentation by Students	25	18
36	Guest Lectures	20	18

37	Non -Teaching Training	20	10
38	National Seminar	40	85
39	Sports Activities	20	15
40	Workshop/ FDP	40	30
41	Cultural Activities	20	20
42	Industrial Visits/Tour	20	10
43	Library attendance(Staff and Students, best library user)	20	20
44	Performance Appraisal	10	05
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	20
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 premises	20	20
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, Digita campus	20	20
60	In-house Publications	20	10
61	CCTV monitoring	10	10
	Total	1105	950

Members:-

1. Asha.G. [kannada]
2. Manjula.V [Commerce & Management. HOD]
3. Nagesh Reddy [Superintendent]
4. Sowmya A.D.N

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