

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

A Report on Academic and Administrative Audit for 2020-2021

The curriculum is driven to promote value-based education, women empowerment, commerce and management forums, skill development, competency in communication skills, personality development, and to raise awareness among students about environmental protection, gender sensitization, and other related aspects that contribute to the institution's Mission, Vision, Goals, and Core Values. 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 1,120 points out of a possible 898 during this year.

Curriculum can be built with modules that are especially meant to deal with transferable skills and vocationally relevant information, as well as pedagogical approaches that are ideal for fostering extensive research that is helpful to society. Subject allotment and workload will be determined by the college's principal, IQAC, and HODs. In terms of topic allocation, all faculty members should keep their work diary and lesson plan up to date on a regular basis. All faculty members were required to provide students with notes and tools to assist them prepare for their exams. However, it did not reach the desired range. The college has a limited quantity of question bank collecting for the advantage of the students, but it still needs to develop. This academic year (2020-2021), the lab manual and viva questions should also be gathered and distributed to the students.

Statistics during the academic year with Orientation day for first-year degree students, as well as for second- and third-year degree students, who learned about the college's many forums, committees, cells, and other academic and administrative systems. The HoI and each department hold frequent staff meetings to discuss the overall strategy and approach to effective implementation. The time table committee is in charge of allocating classes to faculty members in order to deliver the programme properly. The master timetable has been developed, and the same has been communicated to faculty members and students in order for the class to run smoothly. The examination committee administers two internals and one pre-finals exam. The lack of attendance was shown on the notice board, and the same will be communicated to the parents and students and The essential actions will be done, and they will be followed up on a regular basis. Parents and teachers were invited to a meeting, but parents did not attend in large numbers. The results were analysed by topic, course, and instructor, and the university examination toppers list would be presented on the notice board. Exam outcomes could be improved, and course-specific findings should be analysed. The department committee efficiently drafted the paperwork and delegated all other departmental tasks to the workers. The code of behaviour for staff and students was strictly adhered to. Personnel were hired on a need-to-know basis. The method and maintenance of the circular were inadequate. The specifics of the staff OOD were good. Maintenance of departmental units were well-maintained, and several novel procedures were used.

The curriculum assigned to staff was covered successfully and on schedule, and lab conduction was excellent. Teachers performed remedial lessons after identifying poor pupils in

the first exam, and steps were taken. Students were encouraged to give presentations in class and requested subject teachers for documentation, which was acceptable, and students and staff were encouraged to conduct paper presentations, which was also satisfactory. Due to the pandemic, the alumni meet was held, and the engagement sessions were also arranged online. The department efficiently conducted guest lectures, and non-teaching personnel received training. The value of sports activities was emphasised, and the results were fantastic. The workshop on the faculty development programme was well-organized and well-attended by the majority of participants. Cultural events were promoted and well carried out. Students were taken on a field trip to an industrial site to gain further academic experience. Both staff and students were urged to make the most of the library, which they did successfully and efficiently.

The performance review was positive. The registration of personnel arriving and leaving was satisfactorily maintained. The students were encouraged and prayer was performed properly in order to get efficient knowledge. The attendance, test performance, and timetable of the students were all handled smoothly, and the parents' meeting was convened and successfully informed. Examinee-related problems were extensively addressed and remedied. The office staff assisted students in a variety of ways. The college's grounds were kept in good condition. The services canteen facility was in disrepair. The security system was kept in good working order. Staff and students were given insurance. Training and development for students were carried out efficiently, and information transmission to students was good; techniques can be implemented. The use of digital technology allows for the proper keeping of student records IPOMO's formal name The CCTV is in good working order.

The institution's overall performance for the academic year 2020-2021 has to improve significantly for holistic growth.

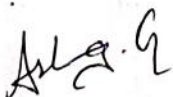


Co-Ordinator

Internal Quality Assurance Cell (IQAC)
Seshadripuram Academy of Business Studies
Kengeri Satellite Town
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AAA-(ACADEMIC AND ADMINISTARTIVE AUDIT) 2020-2021

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	10
11	Interaction with Parents (to document in the standard format)	30	15
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 Meetings, Problems, Follow up Action	15	10
14	Exam Result (Teacher wise, subject wise , dept. result history, rank probable's list)	25	18
15	Department Committee Works: effectiveness, documentation etc. and assignment of other departmental works to all staffs	20	10
16	Alumni Meet, effective interaction	20	15
17	Written Code of Conduct for Faculty members and students	20	20
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	05
22	Staff OOD Details	10	10
23	Stock Verification	10	10
24	Office documents	20	20
25	Up keep of Department Units(labs, classrooms , staff rooms)	20	20
26	ICT rooms	10	10
27	Student Discipline (ID Cards, Dress Code, Neat Hair Cut, No mobile phones during class hours)	20	20
28	Syllabus Covered Details	20	20
29	Lab Conduction Details	30	15
30	Remedial Class	20	10
31	Identification of weak students after first test and follow up action	20	15
32	Students Information System	10	10

33	Student Presentation in class room (Offline/online) subject teacher to document	10	05
34	Paper Presentation by Staff	25	20
35	Paper Presentation by Students	25	15
36	Guest Lectures	20	15
37	Non -Teaching Training	20	10
38	National Seminar/Webinar	40	35
39	Sports Activities	20	10
40	Workshop/ FDP	40	30
41	Cultural Activities	20	10
42	Industrial Visits/Tour	20	05
43	Library attendance(Staff and Students, best library user)	20	05
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	10
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	20
58	Information dissemination to students	20	20
59	IPOMO	20	20
60	Online Platform: G-suite	25	25
61	CCTV monitoring	10	10
62	Health care services	10	10
	Total	1120	898

S. Manjula

Co-Ordinator

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Perspective Plan for the Year 2021-22

The Present Perspective plan has been prepared for the academic year 2021-22, taking into consideration the quality enhancement of the Academic, Research, Cocurricular, Infrastructure. The college Principal, IQAC , Criteria heads, Department heads have contributed their suggestions for the proposed plan. Plan of actions and strategies are to be made to fulfil the perspective plan. This plan has been discussed, reviewed and approved in the meeting.

Academic Aspects

- Introducing Certificate and Add on courses for the students and staff for the career development
- Effective curriculum Delivery by blended system of offline and online teaching
- To upgrade the institution into Post Graduate teaching institution in the next 5 years on Commerce and Computer Science
- Establishing Incubation Centre to facilitate the prospective entrepreneurs of our college
- Engaging Staff and students in quality and productive research projects
- Encouraging faculties to participate in the Examination Board ,Valuations etc.
- Encouraging faculties to clear the teachers eligibility test

Teaching -Learning Process

- Focusing on participative and experiential learning for the students
- Encouraging the faculties for efficient use of ICT enabled teaching -learning methods.
- Availability of materials on the subjects through college website
- Encouraging staff and students to use e source and portals for teaching -learning
- conducting workshops on practical subjects to understand the practicability
- Conducting seminars, webinars on research methodologies and related topics for the students and faculties
- Encouraging faculties to participate in Faculty Development Programmes to up skill and knowledge
- Facilitating the industries to participate in the academic interactions
- Competence enhancing strategies through skill development programs, enrichment programs
- Promoting online courses among faculties for professional development and exposure

Research , Extension and Consultancy

- signing agreements with government and nongovernmental organisations projects
- Organising outreach programmes and creating awareness on social issues with collaborating the agencies
- Strengthening campus recruitment through various placement activities
- Encouraging faculties to participate in the extension activities
- Encouraging faculties to publish their research papers in the UGC approved journals
- Organising Blood donation camps at regular intervals in association with recognised bodies

Infrastructure Facility

- Establishing Health Centre in the college campus for the benefit of the students and staff
- organising Regular health camps and checkups for the students and public
- organising awareness programmes and computer skills to the stakeholders
- Establishing constructive counselling and mentor system for the students and staff to face the challenges of life
- Increase the number of ICT enabled classroom

Students Support and Progression

- Encouraging students to avail the scholarships from various schemes
- Encouraging students to attempt the competitive exams
- strengthening the confidence among the students to face the challenges of life through various activities
- Encouraging students to pursue higher education
- Facilitating the students interactions with the Alumni's
- Encouraging students to participate in the extracurricular activities
- Encouraging students to participate in state level , national level and international level sports

H. Manjerla
Coordinator
Co-Ordinator

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Prof Jayarama

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