

SEA college of Science, Commerce & Arts

Report on

Academic and Administrative Audit

Team of Experts:

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Chitradurga
Former NAAC Coordinator
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2. **Dr.Syed Wajeed**
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(Autonomous)
Bengaluru
3. **Dr.K.Viyyanna Rao**
Director
SEA Group of Institutions
Former Vice Chancellor
Acharya Nagarjuna University

SEA College of Science, Commerce & Arts

Ekta Nagar, Virgo Nagar Post, K.R.Puram,
Banaglore-560049

Submitted on 31/12/2019

SEA College of Science, Commerce & Arts
K.R. Puram, Bangalore.

1. Introduction.

With the institution of promoting and sustaining quality education as on ethos of the organization, the SEA College of Science, Commerce & arts promoted by the South East Asian Education Trust, K.R. Puram, Bangalore requested us to conduct on Academic and Administrative Audit (AAA) vide the letter of the Principal Dr. Muthe Gowda T N, dated 31/12/2016 the committee consisted of the following.

- 1. Prof. Sajith K**
Principal
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Appreciating the keen interest of the college, the committee felt it obliged to accept the nearest of the college and committee the Audit during the month of December 2019. Having deliberated upon the issues involved on conducting the audit, the committee agreed upon adopting the '7 –Criterion framework' formulated the National Assessment and Accreditation Council (NAAC) for carrying out there talk, accordingly, the observations, bindings and analysis were grouped under following heads.

1. Curricular Aspects
2. Teaching – Learning process
3. Research and Extensions
4. Infrastructure and learning resources
5. Student support and progression
6. Governance and leadership
7. Innovation and best Practices

The discussion in the following pages in the made accordingly.

2. CRITERION I: CURRICULAR ASPECT

SEA College is affiliated to Bangalore University, and thus following the Curriculum designed by the University however, each department of the institution is responsible for working out details for effective implementation of the prescribed curriculum. Also the college is offered some bridge courses and certificated courses designed by the faculty in collaboration with expert agencies.

The college has a defined vision and mission that is clearly spelled out to the students in college website, college magazine, and prospectus and in the Academic Diary. The institution introduced the following programs during 2017 to 2020.

2018-19 BBA (Aviation Management)

2019-20 B.Sc. PMCS, PME, MBA

During the current academics year 2018-19 the college has started One PG Programs in MBA Three UG program BBA, (AVIATION MANAGEMENT) B.Sc. (Physics, Maths, Computer science) B.Sc (Physics, Maths, Electronics).

There is limited flexibility in the design and development of the curriculum, owing to the fact that the curriculum is designed and fixed by the University. The college on its own has been offering the following value added certificate programmes in association with the outside expert organizations.

- 1. Prof. Sajjath K**
- 2. Dr.Syed Wajeed**
- 3. Dr.K.Viyyanna Rao**

Depending on the need and background of the students, the college also organizing bridge courses in respective subjects.

Workshops and seminars relevant to specific discipline is organized by the college as well at the department level. Meticulous planning with respect to workload, timetables and the academic calendar are integrated in the work ethos at SEA college. The faculty members are encouraged to make advance use of ICT tools and techniques. The college provides training on how make advance use of ICT. Faculty members are motivated and encouraged to use different teaching-learning methodologies.”

The feedback system of the college is in place and the feedback is taken on the curriculum from the stakeholders through a link that is provided in the college website. The feedback taken is analyzed and implemented by the faculty members. Also, the analysis of the feedback is taken from the students is communicated to the university through Board of Studies members for redesign and modification of the curriculum.

3. CRITERION II TEACHING, LEARNING AND EVALUATION

The institution is aiming to focus on improving the teaching and learning quality. The college has taken major steps towards improving the quality of teaching learning by focusing first on teacher quality PowerPoint presentations, teachers are being encouraged to update their subject knowledge through participation in seminars, conference, workshops and through internet. They are also advised to register for M.Phil/ Ph.D and get the proper qualification. In addition they are suggested to improve upon the teaching methodology through Charts, graphs, videos, visual audio aids. The college aims to make teaching and learning “student-centric” which helps students to think, analyze, be creative and unique. The college ensures the competence of staff and helps the faculty to develop continuously. Faculties conduct Group discussions, quiz, debates, and presentation on different topics by students in the class to help the students understand the curriculum better. An academic calendar is prepared before the commencement of the Academic session and teachers are expected to follow the Academic calendar.

The college follows the process of continuous assessment of students using direct and indirect method of evaluation. Their marks in the exams and tests conducted by university are added to the final score. Corrective steps are taken to help the academically weaker students of the college by conducting Remedial classes and extra classes. The faculty and students are motivated to make use of ICT to make the teaching process more friendly and effective.

Admissions to various courses are conducted in accordance with the university norms for PG course counseling is done by the University itself. The college offers admission to all category of students of different background and with different abilities- SC, ST, OBC, poor, rich and differently-able students. The college has no gender discrimination one strong factor before of the college is that above 80 percentage of the students belong to the weaker sections only.

Teaching learning process:

The college follows the academic calendar issued by the University each year with regard to the admission dates, submission of internals marks and schedule of examinations and so on. Accordingly in consultation with the head of the institution, calendar of frame work is planned to the semester and each department will plan curriculum activities for the semester. The syllabus is divided either topic or chapter who among the teachers to cover the syllabus. Work load is allotted to the teacher as per the university norms. Work diary is maintained by every faculty.

Every teacher is requested to conduct internal tests and give assignments before the preparatory examination and finalize the internal marks. Specification of Pos, PSOs and Cos alienate has been made by the college to develop program objective, program specific objective and course objective to make the teacher learning process more objective and

pointed. Care is also taken to integrate the methodology developed by the Bangalore University in this regard, as on

Teaching plan:

1. All the courses taught in the college are through lecture method. Wherever necessary ICT interface employed.
2. Apart from class room interactions, tutorials, assignments, project-writing and seminars are provided to the students in all the departments.
3. Some departments follow other practices such as group discussion, laboratory work, field work, industrial visits, etc...
4. All the faculties from all departments should maintain work diaries in which all the lesson plans are made and followed.

Time table:

- ☐ Time table for all regular classes for the ensuring semester is prepared and displayed on the notice board well in advance.
- ☐ This helps the lecturers to start on the very first day of the academic semester.
- ☐ If any lecturer is absent on a particular day that particular class will be engaged by a substitute which helps non-cancellation of classes.

Examination Schedule:

- ☐ Semester examination schedule is notified before beginning of the semester.
- ☐ Class test portions and dates are notified through the notice board. Date of examination, last dates of submission of project reports, date of payment of examination fee, commencement date of new academic year, date of revaluation of papers etc.,
are announced well in advance.

Catering to student diversity:

The college ensures the best infrastructure facility for differently-able students. Lift provision is there to facilitate the differently able students for their flexibility. If such students seek admission to the college, admission will not be denied to him/her. The college will do its best to their needs, conducting special classes and arranging scribes to aid the students for writing exams. All the provisory of the University, state and UGC are bus followed scrupulously.

Bridge Course:

There is the practice in the college to conduct bridge courses in English, Kannada for non-Karnataka students along with all respective subjects. Students who have performed satisfactorily are identified and dealt with the next level by understanding only to the aspects of their difficult area, they are advised to meet the concern teacher to clarify. Few students

are identified by their activities and participation in class and high performance in class test. Such students are encouraged to represent the college in inter-collegiate competitions

Women Empowerment-cell

The college purely focuses on implementing good education and social concern. Being a co-education, the college also undertakes to work into the women related issues. A gynecologist is visiting the college and advising the students on improving women related health and hygienic issues. Gender audit is also in place.

Anti- Ragging Cell

The college has constituted the anti-Ragging committee with the following members for the academics year.

Convener:- Dr. Muthe Gowda T N

Members:-

- ☐ Mrs.Ajitha Kumari K D
- ☐ Mr.Javeed Pasha
- ☐ Mrs. Josephine Malarvizhi

At the beginning admissions, the principal emphasizes the need to respect each other specially girl students and a serious warning is given, if students do not adhere to the anti- ragging rules. The cell strictly prohibits any kind of ragging. Hording and displays are arranged at the prominent palace in the campus.

Prevention of anti-sexual-harassment cell

To avoid untoward incident within the college premises, a cell is monitored to keep a strict vigilance. The college condemns any such activity and it will be viewed seriously. Immediate action will be taken against any such complaint is received. A separate committee for this purpose monitors the situation in the campus.

Teacher quality

- College is following the minimum standards of UGC.
 - The college assesses the requirement of new teaching faculty based on students intake and working hours required to complete the prescribed syllabus.
 - The candidates are called for the personal interview through advertisements.
 - Merit in the qualifying examination is the basis-testimonials are verified.
 - Selection panel includes subject experts and Management representative along with Principal. The Teaching and communication ability is tested in the interview with teaching demonstration class. A score card is also designed for this purpose.
 - Candidates who pass all these stages are appointed as required.
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4. CRITERION III – RESEARCH, CONSULTANCY AND EXTENSION

SEA college of Science, Commerce, Arts believes that an institution can become a center of academic excellence only when a research culture exists and proliferates amongst faculty and students. The College plays a very proactive role in promoting this culture.

The college recently formed a research committee with all the faculty members having Ph.D, being headed by the Principal. The committee meets at least twice in a year to review the satisfaction it encourages the teachers to enroll for M.Phil and Ph.D, and also to participate in seminars, workshops and other research activities in their concerned subject. With the encouragement provided by the management staff are able to participate in national/ international seminars/ seminars/workshops during the last five years. Staff are also advising to focus on publications activities.

Extension Activities and Institutional Social Responsibility

The college is strong in the field of extension activities. It has one NSS unit and one NCC unit. The college also has adopted a nearby village Sonnahallipura, Hasigala post, Hoskote Taluk, The students are regularly participating in the blood donation, medical camps and village reconstitution. Some such significant activities include the following.

A special mention may also be made of the achievements of the students in this regard during the last five years.

5. CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

The college is located in a beautiful surroundings it has adequate numbers of cells works and laboratories it also has three computer labs with 110 systems. There are three hostels within the campus for Boys and Girls. It has excellent sports infrastructure with play fields, Indoor stadium, Gym, Shooting Range and Snooker. All the other support services are also satisfactory.

Library as a Learning Resource

It is good that the college has become a member of INFIBNET, having access to many books and e-Journals. The college library has Library Advisory Committee (LAC) comprising

- a) The Principal
- b) All Heads of the Departments and librarian
- c) Two Student representatives

The services provided by the library, include the following.

- ☐ Library provides previous question papers of the university exams.
- ☐ The librarian displays articles of relevant and interacts on the notice board for students to read.

Maintenance of campus Facilities:

Campus maintenance is adequately taken care of management will support wherever upgrade the computer on the latest technology, labs up-gradation is done. Sufficient support staffs are appointed to maintain infrastructure. Laboratories are maintained by lab attenders. Lab technicians service the lab equipment such as electronics equipment and computer lab. Fluctuation of power is managed by UPS in computer lab and everywhere the computers are installed. A generator is provided to maintain other electrical equipment.

6. CRITERION – V STUDENT SUPPORT AND PROGRESSION

As a degree college students are being provided with guidance to take various types of entrance examinations. About 70 percent of them are joining in PG courses at various colleges. The remaining are pursuing self-employment. Such students are being provided with counseling regarding various business opportunities. Coaching for competitive examinations is also being provided at a modest level.

Since many of the students belong to weaker sections of the society, they are getting free ships and scholarships. From the side of the management, fee concessions are being provided. Children of the employees of the group institutions are given free education. Orientation is also provided to the students on personality development. Soft skills development is taking place in the college on a continuous basis. Students are also encouraged to take active interest in co-curricular and extra-curricular activities. They are also motivated to join NCC to learn discipline and NSS to mingle with the society.

There is a Grievance Redressal Cell which is entrusted with the authority to mediate any type of grievances raised by the students. The Anti-Ragging Committee and Anti-sexual Harassment Committee is in place and make sure that there is no such case recorded. There are many associations and societies which organize academic and co-curricular programmes for students throughout the year. Members of the faculty strongly encourage extracurricular and co-curricular activities. Students representation is ensured in all these bodies. Existence of student council is at positive sign student development in the college. Feedback is taken

from the students on the Infrastructure and facilities, and feedback is analyzed and corrective actions are implemented.

Student Mentoring and Support

Prospectus of the college is published every year. In addition, a handbook is also printed and circulated among students. The hand book contains information many aspects including:

- Courses and eligibility.
- Details of languages to choices.
- Admission schedule.
- Academics calendar.
- The vision and mission of the college.
- Rules and regulations.
- Anti-ragging rules.
- Student discipline.
- Hostel facility.
- Faculty details and designation. etc.,

The college assists the students to get government scholarships, whoever is eligible. This helps the economically weaker sections to avail the facility. Every effort is put in to encourage and recopies merit of the students. Students are grouped to be under the mentorship of faculty for interaction is encouraged.

Skill Development

Computer Fundamentals are taught as prescribed by the Bangalore University and spoken English classes are also conducted as a part of the curriculum and also conduct the skill development class from National Skill Development Corporation under IL & FS Institute (Infrastructure Leasing & Financial Services Limited) of skills. Industrial visits are arranged by the concerned departments (BBM and M.Com) which are importance in the career of students who is pursuing degree. It is a part of a college curriculum mainly to gain theoretically knowledge is not enough for good career. It provides opportunity to learn practically through interaction, working methods and employment practices mainly gain to student about the new technologies. The college also conducting workshops to promote entrepreneurial skills among students and aptitude tests given by the various companies.

To prevent failure and drop out, the principal and faculty members review in staff meeting and teachers are instructed to take remedial classes for weaker students so that they feel free to clarify the doubts. The college relaxes its rules and ensures that students' dropouts are controlled by providing various measures.

Student Participation and Activities

The college has very vibrant sports culture. The college proposes to get feedback from parents during Alumni meet and parents. Teachers meetings, the feedback are evaluated by the teachers and emphasis is given to improve academic performance. The principal and management are actively involved to improve the quality of education offered in the college and upgrading the infrastructure and also keeping the best with the current trends in teaching methodologies. Feedback links are also updated the college website. The feedback is analyzed by software and required measures are taken after results are assessed.

The college involves and encourages students to display the important headlines and the news related to education articles, college programs, and current affairs in the wall magazines and Bulletin board.

7. CRITERION VI: GOVERNANCE, LEADERSHIP, AND MANAGEMENT

SEA Education Trust was the vision and wisdom of the great social reform Shri A.Krishnappaji , who ensure as the champion of downwards on the scene of political. He became Honorable minister of Government of Karnataka twice and held many important Portfolios. It is his persistent Endeavour that read to the growth of Trust and finally took the shape of establishment of various educational institutions from school level to that of Post-Graduation. The present degree college was established in 2002 serving the people of the area. The vision, mission and objective are stated as fallows.

Vision

To evolve skilled and value based resource professionals, to provide opportunities to the students without any discrimination, to find space for the exponential growth of personality and character, education and empowerment and to face the challenges of tomorrow successfully through quality education.

Mission

In fulfillment of its vision, the SEA College is committed to provide higher education to the students in its vicinity giving equal opportunities to all, equip the students' community with academic, social, scientific and spiritual values and to enable them to have an insight in to the spirit of transparent governance and public.

The vision behind the establishment of the college is to spread the light of knowledge and wisdom to kindle the ardor of faith that does justice by forming men and women for others who are:

- ☐ Academically accomplished
- ☐ Emotionally balanced
- ☐ Morally upright
- ☐ Socially responsible
- ☐ Ecologically sensitive
- ☐ Professionally dedicated

Objective:

With the above mission, the programme and activities of the institution are specifically designed and developed in order to:

- ☐ Provide quality education, creative learning opportunities with a thrust for practical analysis and problem solving teaching methodologies to enable students become resourceful
- ☐ Guide and prepare the students in choosing career
- ☐ Inculcate leadership and interpersonal skills.
- ☐ Encourage to explore talents through healthy competitions and challenges.
- ☐ Involve students in community service and thereby promote social justice and National integration.
- ☐ Train students to be physically fit so that they have a healthy body and sound mind.

Strategy Development and Deployment

The college is growing in a systematic manner over the years. Keeping in view of the demand from the people of the area, adding new courses and streams step by step. The management has been bestowing constant support in the creation of the needed localities yet, it is extending all the freedom to the principal and staff for running the institution on sound academic lines. It has been helping to lesion with the industry, NGOs and other supporting organizations for strengthening the quality of education offered through the college.

Research & Development

At present the college does not have research center. The college is offering UG and PG courses. The scope of research motivation is limited to minor research projects, the students are encouraged to do research based projects. The college encourages the teachers for research work. Presently computer science, management and Commerce are pursuing their research. The college insists and motivates all the faculty to clear the NET/SLET exams. The students are encouraged to undertake community oriented activities which are carried by NSS and NCC.

During the year 2019-20 our college has applied for the Commerce and Management Research Centre.

Faculty Empowerment Strategies:

The college promotes professional development of the faculty to the greatest possible extents. The college recognizes the individual strengths and areas of interest of the staff members and accordingly assigns the responsibilities and protects the freedom of individual appreciating their innovation and their motivation is achieved. Teaching staff are encouraged updating their knowledge and professional skills by attending seminars workshops and conferences as well as pursue higher education. Registration fee is met by the college. The computer department of the college organizes a basic course in Computers for the staff members. The office staff of the college is given training to use the office software as required by the University.

The staff members are given personal counseling by the principal and vice-principal who guide them to improve their overall performance, encouragement is given to do higher studies (NET, SLET, M.Phil/Ph.d) and also motivate them to attend seminars, workshops.

Internal Quality Assurance System

The institution is affiliated to Bangalore University. The University has set a mechanism namely LIC (Local Inquiry Committee) which visits the college every year in order to grant Renewal/Continuation/Additional Course/Permanent Affiliation. This team very minutely observes the working of the institution in all the aspects and very specially academics, admissions and improvements based on the committee's observations and interactions with Governing Body a report is prepared by the committee and sent to the college. The college honestly adheres to the recommendations made by the committee.

The Institution adopts new pedagogy (Scientific method) to help student comprehend better. At the same time teachers are committed and willing to Patrice the art of teaching to improve student learning. Teachers are more enthusiastic in using scientific methods along with conventional method of teaching and make classes more interactive and demonstrative.

Following the spirit of the NAAC methodology, the college has late, constituted on IQAC with the Principal, Vice-Principal and a few senior teachers and a few existing old student friends. It has been meeting periodically to review the academics activities taking palace and offer suggestions. The council needs to be further strengthened in terms of facilities and exposure.

8. CRITERION – VII INNOVATIONS AND BEST PRACTICES

The college is slowly making steps into the quality drive. It has not yet taken any major initiative in terms of innovation. Therefore, it is suggested to brainstorm in identifying and setting up one incubation control to generate creative thinking among faculty and students.

In terms of environmental consciousness, the college is located on a very friendly environment in terms of flora, it is also focusing on rainwater harvesting, solar energy, wastage management and cleanliness the students are also make a part of this awareness. The Trust is maintaining a beautiful garden with rare plant varieties.

Some of the best practices followed by the college the following.

- ☐ Free education up to the terminal stage for children of employees.
- ☐ Free Mid-Day need to drivers and conductors.
- ☐ Free concession to the economically weaker section students.
- ☐ Free transport to faculty and students in their own fleet.
- ☐ Free gifts/ bonuses on special days/ occasions.
- ☐ Crush maintained for children of employees.
- ☐ The institute adopting BVNHS school.
- ☐ Medical plant gender.
- ☐ Solar system.
- ☐ Soil testing with help of Civil Engineering.
- ☐ Fee concession for sport students.
- ☐ Voluntary adopted village children for giving education.

9.NAAC observations and Recommendations

- Steps should be taken to generate more interest in arts and science courses.
 - Faculty members need to be provided with opportunities for professional for professional growth.
 - ICT facilities could be enhanced for automation of various administrative functions.
 - Sporting culture in the institution could be fostered actively.
 - The alumni association role may be strengthened and enhanced
 - The effectiveness of various committees could be made measurable
 - Interdisciplinary practices could be encouraged.
 - Perspective/strategic planes may be documented formally and their implementation monitored
 - Efforts should be made to create healthy research culture.
 - Industry-institution linkages should be initiated for better placements.
 - Feedback system should be further strengthened.
 - Library needs to be fully automated and more number of books and journals should be added.
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It is hope that the implementations of the above suggestions would bring above quality changes in attitude and bounding of the college and make a preferred destination.

We thank the management for giving is the opportunity

1. Prof. M. M. Muninarayanappa

2. Prof. Edwin Christopher,

3. Prof. S. Bharathi,