



PERFORMANCE CONTRACT

BETWEEN

THE GOVERNMENT OF THE REPUBLIC OF KENYA

THROUGH

THE CABINET SECRETARY

MINISTRY OF EDUCATION

AND

THE BOARD OF MANAGEMENT

KAGUMO TEACHERS' TRAINING COLLEGE

FOR THE PERIOD

1ST JULY, 2019 TO 30TH JUNE, 2020

PREAMBLE

This Performance Contract (hereinafter referred to as the “Contract”) is entered into between the Government of the Republic of Kenya (hereinafter referred to as “GoK”) represented by the Cabinet Secretary, Ministry of Education of P. O. Box 30040-00100 Nairobi, (together with its assignees and successors) of the one part, and the Board of Management of Kagumo Teachers’ Training College, (hereinafter referred to as “The Board”), (together with its assignees and successors) of P. O. Box 18-10100 Nyeri, of the other part.

WHEREAS;

The Government is committed to ensuring that public offices are well managed and are cost effective in delivering quality service to the public in line with provisions of the Constitution of Kenya;

The Government recognizes that Kagumo Teachers’ Training College (KAG.TTC) holds a vital key in the implementation of the “Big Four” Initiatives and other national priorities in order to improve the quality of life of Kenyans and make Kenya globally competitive;

The purpose of this Performance Contract is to establish the basis for ensuring that efficient and effective services are delivered to Kenyans in line with the provisions of the Constitution and by requiring KAG.TTC to adopt systems that enable innovativeness and adaptability of public services to the needs of users.

This Performance Contract therefore represents a basis for continuous performance improvement that meets the needs and expectations of the Kenyan people.

Therefore, the parties hereto agree as follows:

Part I: Statement of Responsibility by the Board of Management (BoM)

The Mandate of Kagumo Teachers' Training College is to train patriotic, competent, innovative and self-directing professional teacher at Diploma level.

It is our responsibility to provide the required leadership in designing suitable plans and strategies that will contribute to high and sustainable socio-economic development. It is our undertaking to ensure that Kagumo Teachers' Training College has a credible strategic plan and performance contract that will deliver the desired goals.

It is also our undertaking that we will perform our responsibilities diligently and to the best of our abilities to support the achievement of the agreed performance targets.

Part II: Vision Statement, Mission Statement and Strategic Objectives

(a) Vision Statement

A Center for Globally Competitive Teacher Education and Training.

(b) Mission Statement

To Provide Quality Teacher Education and Training that Produces Patriotic, Competent Innovative and Self-Directing Professionals.

(c) Strategic Objectives

1. To train competent professional diploma teachers to meet the 21st century demands.
2. To enhance the motivation and capacity of the human resource for effective and efficient management.
3. To maintain, develop and expand college infrastructure and housing for improved and inclusive service delivery.
4. To strengthen the college financial management to achieve its financial obligations.
5. To enhance a conducive environment for working and learning to enable the human resource fulfill the college mandate.

Part III: Statement of Strategic Intent by the Board of Management

In carrying out our duties, we intend to put all our efforts towards contributing effectively and efficiently to the achievement of the national development agenda as espoused in the Kenya Vision 2030, keeping in mind the specific priorities of Kagumo Teachers' Training College.

Bearing in mind the imperative of inclusivity, we will implement the following Strategic Intentions during the Financial Year:

1. Train competent Diploma teachers who are globally competitive.
2. Integrating Information Communication Technology (ICT) in the college programmes for improved service delivery, communication and linkages.
3. Establish capacities and capabilities that address our Mandate in line with Kenya Vision 2030 MTP III, "Big Four" initiatives and other government priorities.
4. Promote coffee and dairy farming through supply of seedlings and sexed semen to the local farmers and beyond in line with the "Big Four" Agenda.

Part IV: Commitments and Obligations of the Government

- Acknowledgement of receipt of correspondences and approval of requests are made within the timelines stipulated in the Citizens' Service Delivery Charter.
- Release of ex-chequer within seven days upon submission of the request.

Part V: Reporting Requirements

The Board commits to prepare and submit quarterly performance reports within 15 days at the end of each quarter and annual performance report within 30 days at the contract period in the prescribed format to the Ministry of Education and copies to specialized agencies specified in Section 7.7.1 of the FY 2019/2020 Performance Contracting Guidelines for the purposes of monitoring and annual performance evaluation. The report will be accompanied by extracts of the minutes of the Board approving the reports.

Part VI: Duration of the Performance Contract

This Performance Contract will run for one financial year, from 1st July, 2019 to 30th June, 2020.

Part VII: Signatories to the Performance Contract

For and on behalf of Kagumo Teachers' Training College

..... **Date**.....

Mr. James Karegi
Chairman, Board of Management
Kagumo T.T.C

..... **Date**.....

Mrs. Mary Kimamo
Independent Member, Board of Management
Kagumo T.T.C

For and on behalf of the Government

..... **Date**.....

Prof. George A. O. Magoha, CBS
Cabinet Secretary
MINISTRY OF EDUCATION

ANNEX I: PERFORMANCE CONTRACT MATRIX

S/NO.		PERFORMANCE CRITERIA	UNIT OF MEASURE	WT (%)	STATUS PREVIOUS (FY 2018/2019)	TARGET (FY 2019/2020)
A	FINANCIAL STEWARDSHIP & DISCIPLINE					
	A1	Absorption of Allocated Funds	%	5	100	100
	A2	Absorption of Externally Mobilized Funds	%	-	N/A	N/A
	A3	A-in-A	Kshs.	2	72,817,897.45	53,833,200.00
	A4	Pending Bills	%	3	0	≤ 1
		Weight Sub total		10		
B	SERVICE DELIVERY					
	B1	Implementation of Citizens' Service Delivery Charter	%	4	70	100
	B2	Application of Service Delivery Innovations	%	3	100	100
	B3	Resolution of Public Complaints	%	3	89	100
	Weight Sub-total		10			
C	CORE MANDATE					
	PRIORITY PROGRAMMES/PROJECTS ("BIG FOUR" INITIATIVES)					
	C1	Increase Milk Production	Ltrs	2	21,000	36,500
	C2	Enhance Banana Production	Kgs	2	N/A	3,000
	C3	Enhance Coffee Farming	Kgs	2	16,000	18,000
	C4	Increase Honey Production	Kgs	2	32	100
	C5	Expand Pig Farming	No.	2	20	60
	VISION 2030 FLAGSHIP PROJECTS AND OTHER PROGRAMS/PROJECTS ALIGNED TO SDG'S AND SPS					
	C6	Construction of Burundi Hostel (Wing I)	%	5	80%	100
	C7	Upgrading of Hostels	%	3	N/A	100
	C8	Installation of Solar Street Lights	No.	5	32	20
	C9	Implementation of the Diploma in Teacher Education Curriculum	%	5	100	100
	C10	Improve Teaching Practice Mean Score	Mean Score	5	2.53	2.50
	C11	Improve DTE KNEC Mean Score	Mean Score	5	6.10	4.15
	C12	Improve Students Completion Rate	%	3	87	90
C13	Procure ICT Equipment	%	10	N/A	100%	

	C14	Upgrading Wi-Fi Network	Mbps	2	N/A	40
	C15	Procure Library Books	No.	3	262	150
	C16	Participate in Co-Curriculum Activities	%	2	100	100
	C17	Project Completion Rate	%	2	100	100
		Weight Sub Total		60		
D		Implementation of Presidential Directives	%	5	100	100
E		Access to Government Procurement Opportunities (AGPO)	Kshs.	3	21,349,703.00	17,933,018.00
F		Promotion of Local Content in Procurement	Kshs.	2	26,624,170.00	23,910,690.00
G	CROSS - CUTTING					
	G1	Asset Management	%	1	100	100
	G2	Youth Attachments	No.	1	6	8
	G3	Competence Development	%	2	70	100
	G4	Disability Mainstreaming	%	1	35	100
	G5	Prevention of HIV/AIDS Infections	%	1	50	100
	G6	Safety and Security Measures	%	1	70	100
	G7	National Cohesion and Values	%	1	100	100
	G8	Corruption Prevention	%	2	100	100
			Weight of Sub Total		10	
		Overall Total Weight		100		

Note: Status previous year on G4 and G5 are provisional pending assessment by respective specialized agencies

ANNEX II: EXPLANATORY NOTES

A: FINANCIAL STEWARDSHIP & DISCIPLINE

A1. Absorption of Allocated Funds

In the FY 2019/2020, the Board commits to absorb 100% of the allocated funds of Kshs. **151,533,200.00** comprising Kshs. **97,700,000** from GoK and Kshs. **53,833,200.00** from A-in-A. The funds will be spent as follows;

Item	Source	Amount in Kshs.	Total Amount in Kshs.
Recurrent Budget	A-in A	53,833,200.00	138,833,200.00
	GoK	85,000,000.00	
Development Budget	GoK	12,700,000.00	12,700,000.00
Total Budget			151,533,200.00

A2. Absorption of Externally Mobilized Funds

In the FY 2019/2020, the Board does not have any externally mobilized funds. In the event of any externally acquired funds, the Board commits to absorb 100%.

A3. A-in-A

During the FY 2018/2019, the Board realized A-in-A of Kshs. **72,817,897.45** against a target of **77,937,941.00**.

During the FY 2019/2020, the Board commits to raise A-in-A of Kshs. **53,833,200.00** to finance its operations as shown in the table below. The drop in the targeted A-in-A FY 2019/2020 is attributed to lower enrollment of students due to stiff competition between Universities and Diploma Teachers' Colleges.

S/No.	Source of Income	Projection FY 2019/2020 (Kshs.)
1	Fee Collection <ul style="list-style-type: none">• Regular students• School Based students	32,449,500.00 14,564,500.00
2	Rent and Rent in Arrears	1,238,000.00
3	Other sources of income: <ul style="list-style-type: none">• College farm• Disposal of idle assets• Seminars and workshops	1,730,000.00 0.00 2,063,000.00
4	Fees in Arrears	1,788,200.00
	TOTAL	53,833,200.00

A4. Pending Bills

During the FY 2018/2019, the Board did not accrue any pending bills. During the FY 2019/2020, the Board commits to meet all its financial obligations and ensure that pending bills, if any, do not exceed 1% (Kshs. 1,515,332.00) of the total budget of Kshs. 151,533,200.00.

B: SERVICE DELIVERY

B1. Implementation of Citizens' Service Delivery Charter

In the FY 2019/2020, the Board commits to;

- i. Review and display the Citizens' Service Delivery Charter at the entry and service delivery points in both English and Kiswahili. For the purpose of display and ease of notice by the customers the size of the Charter will be 3 feet width and 4 feet in height with clear visible font size of the content by 30th November, 2019 **(10%)**.
- ii. Sensitize all employees and cascade to all Departments by factoring in realistic timeliness on KAG.TTC Citizens Service Delivery Charter by 31st January, 2020 **(20%)**.
- iii. Ensure conformity with commitments and standards in the Charter by maintaining records on service delivery by 30th June, 2020 **(50%)**; and
- iv. Translate and upload to the College website the Citizen Service Delivery Charter into a digital audio/visual platform to cater for unique needs of the customers with visual and hearing impairment by 31st December, 2019 **(20%)**.

B2. Application of Service Delivery Innovations

In the FY 2019/2020, the Board commits to;

- i. Automate college dispensary operations by installing a clinic digital module by 30th June, 2020 **(50%)**.
- ii. Install Biometric system for clocking in and out of the college Non-Teaching staff by 30th June, 2020 **(20%)**.
- iii. Install 3 more digital notice boards in the Principal's office, Common room and dining hall by 30th June, 2020 **(30%)**.

B3. Resolution of Public Complaints

In the FY 2019/2020, the Board commits to:

- i. Establish complaints management and access to information and infrastructure by 30th October, 2019.
- ii. Proactively disclose information as per required format by 30th October, 2019 **(5%)**.
- iii. Resolve all public complaints received and processed by end of each quarter **(65%)**.
- iv. Process requests for accessed information for each quarter **(26.25%)**; and
- v. Undertake capacity building on CAJ's performance contracting requirements by 30th June, 2020 **(3.75%)**.

C: CORE MANDATE

PRIORITY PROGRAMMES/PROJECTS (“BIG FOUR” INITIATIVES)

In the FY 2019/2020, the Board commits to implement the following towards actualization of the “Big Four” initiative by 30th June, 2020.

C1. Increase Milk Production

The Board commits to increase milk production from 21,000 to 36,500 litres by improving the breed, feeding and increasing the milkers from 7 to 12.

C2. Enhance Banana Production

The Board commits to attain production of 3,000 kgs of bananas by enhancing care and husbandry; manure and fertilizer application, pest control and pruning.

C3. Enhance Coffee Farming

The Board commits to increase coffee production from 16,000 kgs to 18,000 kgs by enhancing care and husbandry; manure and fertilizer application, pest control and pruning.

C4. Increase Honey Production

The Board commits to increase production from 32 kgs to 100 kgs by increasing the bee hives from 10 to 15 and strengthening general care and husbandry.

C5. Expand Pig Farming

The Board commits to purchase and introduce 40 additional pig stock increasing the current stock from 20 to 60.

VISION 2030 FLAGSHIP PROJECTS AND OTHER PROGRAMS/PROJECTS ALIGNED TO SDG’S AND SPS

C6. Construction of Burundi Hostel (Wing I)

In the FY 2018/2019, the Board managed to construct 80% of the project by completing first and second floors. In the FY 2019/2020, the Board commits to complete the ground floor by 30th June,2020.

C7. Upgrading of Hostels

In the FY 2019/2020, the Board commits to: -

- i. Purchase and equip 31 hostels with curtains by 30th November, 2019 **(50%)**
- ii. Purchase 900 chairs by 31st December,2019 **(50%)**.

C8. Installation of Solar Street Lights

In the FY 2019/2020, the Board commits to install 20 solar street lights in the college compound. This is to enhance security and safety of the college community.

C9. Implementation of the Diploma in Teacher Education Curriculum

The Board commits to monitor implementation of the curriculum by undertaking the following:

- i. Review lesson attendance tool by 30th September, 2019 **(10%)**.
- ii. Cover the syllabus by 28th February, 2020 **(70%)**.
- iii. Develop weekly assessment reports **(20%)**.

C10. Improve Teaching Practice Mean Score

The Board commits to improve teaching practice mean score from 2.53 to 2.50 by increasing the number of assessments per student.

C11. Improve DTE KNEC Mean Score

The Board commits to improve DTE KNEC Mean Score from 6.10 to 4.15. This will be realized through undertaking the following:

- i. Extra remedials
- ii. Monitor class attendance by lecturers and Students
- iii. Increase reference materials in the library.

C12. Improve Students Completion Rate

The Board commits to improve students' completion rate from 87% to 90% by:

- i. Increasing the number of students enrolled in the 'student-work study' programme
- ii. Facilitating bursary acquisition
- iii. Guidance and counseling.

C13. Procure ICT Equipment

The Board commits to acquire and install ICT equipment by 30th June, 2020:

- i. One heavy duty photocopying machine (20%).
- ii. Five printing machines (20%).
- iii. Three digital noticeboards (20%).
- iv. Three magnetic noticeboards (20%).
- v. Fifteen digital projectors (20%).

C14. Upgrading of Wi-Fi Network

The Board commits to upgrade the institutions Wi-fi from 20mbps to 40mbps by 30th June, 2020.

C15. Procure Library Books

The Board commits to procure and equip 25 departments with at least 6 reference books each by 30th June, 2020.

C16. Participate in Co-Curriculum Activities

In the FY 2019/2020, the Board commits to facilitate trainees to participate in the following Co-curricular activities: -

- i. Inter-Year sports competition (25%).
- ii. Internal cultural events (25%).
- iii. Scouting (25%).
- iv. Regional ball games, athletics, drama and music (25%).

C17. Project Completion Rate

The Board commits to implement and complete all college projects as indicated in Annex III by 30th June, 2020.

D: IMPLEMENTATION OF PRESIDENTIAL DIRECTIVES

The Board commits to implement all the Presidential Directives, circulars and executive orders relevant to the institution mandate by 30th June, 2020 as indicated in Annex IV. Further, the Board commits to implement any other Presidential Directive that may be communicated to the institution by 31st May, 2020.

E: ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES (AGPO)

In the FY 2019/2020, the Board commits to allocate a minimum of 30% (Kshs. 17,933,018.00) of the total procurement budget of Kshs. 59,776,725.00 to the youth, women, and PWDs of which at least 2% (Kshs. 358,660.00) will be set aside for PWDs.

In addition, the Board commits to:

- a. Build capacity of the three groups (youth, women, and PWDs) on the available procurement opportunities and the government procurement procedures.
- b. Submit quarterly reports to PPRA

F: PROMOTION OF LOCAL CONTENT IN PROCUREMENT

The Board commits to:

- a). Reserve a minimum of 40% which is Kshs 23,910,690.00 out of total procurement budget of Kshs. 59,776,725.00 for local goods and services.
- b). Submit quarterly report to the Ministry of Industry, Trade and Cooperatives.

G: CROSS - CUTTING

G1. Asset Management

In the FY 2019/2020, the Board commits to:

- a. **Inventory Management** – update and maintain asset register of all the assets and properties including their status in terms of the working condition (**60%**).
- b. **Disposal of Idle Assets** – identify and dispose all unserviceable, obsolete and idle assets in accordance to the Public Procurement and Asset Disposal Act of 2015 and other existing regulations (**40%**).

G2. Youth Attachments

The Board commits to provide 8 attachment opportunities to the youth which translates to 8% of the total staff in posts of 98 by 30th June, 2020.

G3. Competence Development

In the FY 2018/2019, the Board undertook institutional Skills Gap Analysis. In the FY 2019/2020, the Board commits to:

- a. Carry out Staff Training Needs Assessment by 30th November, 2019 (**10%**).
- b. Execute interventions to address the identified skills gaps and training needs through, Outsourcing and Capacity building/Training by 30th June, 2020 (**35%**).

- c. Knowledge Management:
 - i. Identify and document data needs and data gaps under its mandate by 30th November, 2019 **(5%)**.
 - ii. Capture, organize and process data and information in a consistent manner by 31st December, 2019 **(5%)**.
 - iii. Establish patterns, trends and attributes of the processed data and information 31st December, 2019 **(10%)**.
 - iv. Identify and address critical problems to inform on policy and resource allocation 30th June, 2020 **(10%)**.
 - v. Preserve and share knowledge and lessons learnt for continual improvement 30th June, 2020 **(10%)**.
- d. Carry out performance appraisal for all the staff and provide documentary evidence on employee's performance appraisal using the prescribed format by 30th June, 2020 **(15%)**.

G4. Disability Mainstreaming

The Board commits to:

- a. Develop and submit Disability Mainstreaming Policy and the Annual work plan by 31st October, 2019 **(10%)**.
- b. Reconstitute and operationalize the disability Mainstreaming committee by 31st December, 2019 **(10%)**.
- c. Train disability mainstreaming committee and senior management and sensitize all staff on disability 31st March, 2020 **(15%)**.
- d. Ensure 5% of the total staff establishment comprises persons with disabilities by 30th June, 2020 **(10%)**.
- e. Carry out accessibility and usability audit and submit the report to NCPWD by 30th June, 2020 **(20%)**.
- f. Acquire and utilize braille software to cater for persons with visual and hearing impairment by 30th June, 2020 **(25%)**.
- g. Submission of Quarterly reports in their prescribed format to NCPWD by 30th June, 2020 **(10%)**.

G5. Prevention of HIV Infections

The Board has a developed HIV and AIDS prevention policy. The Board commits to implement Maisha 1 by:

- i. Implementing a workplace HIV and AIDS policy and be approved by the Board by 31st January, 2020 **(10%)**.
- ii. Reconstituting HIV and AIDS control unit with 40% of membership drawn from the senior and middle levels and a senior officer will be the chairperson of the committee **(5%)**.

- iii. Through the online reporting system at www.nacc.or.ke, develop annual work plan and allocate a budget for HIV programmes to be implemented **(20%)**.
- iv. Promote attainment of UHC at the workplace through offering services for diseases prevention and wellness promotion for at least 80% (184) of staff and family members through:
 - a. Screening package for HIV, Cancer, Blood pressure, Blood sugar and BMI **(20%)**.
 - b. Prescribe sensitization package for Non-communicable diseases (NCDs) including Cancer, Diabetes, Hypertension, stress management and mental health **(10%)**.
 - c. Prescribed sensitization package on HIV prevention at NACC website **(15%)**.
- v. Distribute 300 condoms every quarter **(15%)**.
- vi. Submitting quarterly reports to NACC using MAISHA1 reporting template available on the NACC website www.nacc.or.ke by 15th of the month following end of a quarter **(5%)**.

G6. Safety and Security Measures

The Board commits to:

- a. Put in place mechanisms to mitigate against technological hazards, terrorism, fire and natural hazards in the college by 30th June, 2020; **(20%)**
 - i. Procuring and installing Kaspersky Internet Security antivirus to 80 college computers.
 - ii. Installing backup systems by purchasing 3 high capacity external storage disks.
 - iii. Procuring eight (8) additional fire extinguishers for Burundi Hostel.
 - iv. Servicing forty-seven (47) existing ones.
 - v. Conducting one firefighting drill for the college community.
 - vi. Insuring 10 college vehicles.
 - vii. Installing 20 solar street lights within the college.
 - viii. Sensitizing the college community on emerging security issues.
 - ix. Undertaking property insurance cover to mitigate against fire.
- b. In the FY 2018/2019, the Board implemented step 2 of the Information Security Management System (ISMS). In the FY 2019/2020, the Board commits to implement **Step 3** of ISMS by undertaking the following **(40%)**.

Step 3

 - Create ISMS Risk Management (Risk Management Register, Risk Management Action Plan) by 31st December, 2019 **(20%)**.
 - Finalize documentation of ISMS policy procedures and launch ISMS based on the standards (ISO/IEC) by 30th June, 2020 **(20%)**.
- c. Establish information assets and secure them. The process will be guided by the following information attributes; Value, Integrity, Importance, Confidentiality, Accuracy and Authenticity by 30th June, 2020 **(40%)**.

G7. National Cohesion and Values

The Board commits to:

a. Implement the following seven (7) commitments on National Values and Principles of Governance **(60%)**:

- i. Align policies, implement programs, projects and activities to the realization of the “Big Four” agenda and the sustainable development goals. **(12%)**
- ii. Continual fight against corruption, enhancing judicial processes and capacity building to facilitate dispensation of justice and adherence to the rule of law. **(12%)**
- iii. Continual public awareness creation, capacity building, enforcement and monitoring of national values and principles of governance. **(12%)**
- iv. Support the building bridges to national unit initiative and implement its recommendations and other initiatives aimed at promoting national unity and nationhood. **(12%)**
- v. Continual preparedness, corroborative response and use of innovative ways to enhance public safety and security and the fight against terrorism. **(12%)**

b. Submit in the prescribed format the Annual Report on measures taken and progress achieved in the realization of National Values and Principles of Governance to the Directorate of National Cohesion and Values **by 15th January 2020. (40%)**

email: info2@cohesionandvalues.go.ke or nationalvalues2017@gmail.com

G8. Corruption Prevention

In the FY 2019/2020, the Board commits to:

- i. Undertake a corruption risk assessment and review a corruption Risk Mitigation Action Plan by 31st December, 2019 **(30%)**.
- ii. Implement measures emanating from the Corruption Risk Mitigation plan as per the implementation Matrix by 30th June, 2020 **(60%)**.
- iii. Submit quarterly performance reports using the prescribed format to EACC **(10%)**.

ANNEX III: Project Completion Rate

S/No.	Project Name	Project Description	Location	Total Estimated Cost (Kshs. '000)	Current Status	Allocation for FY2019/2020 (Kshs. '000)	Expected Deliverable
1	Upgrading of hostels	Upgrade 31 hostels	31 hostels	3,063	New	3,063	Curtains and chairs procured and installed
2	Installation of solar street lights	Install 20 solar street lighting lamps	College streets	2,400	Contractor on Site	820	20 solar street lighting lamps installed
3	Construction of Burundi hostel (Wing I)	Complete construction of Ground floor of Burundi hostel	Burundi hostel	77,000	New	8,500	Ground floor of Burundi hostel constructed
4	Upgrading Wi-Fi Network	Upgrade the bandwidth from 20mbps to 40mbps	College	155	New	155	upgraded bandwidth to 40mbps
TOTAL				82,618		12,538	

ANNEX IV: Presidential Directives

S/No.	Directive	Description	Date Issued	Timelines	Total estimated cost	Funds Allocated FY 2019/2020	Key Deliverables FY 2019/2020
1	Directed trainers, adjudicators and steering committee of the festival must carefully vet all items proposed for presentation with a view of eliminating adult or other inappropriate content, taking into consideration ages, education levels of participants and the need to safeguard the moral fabric of the society.	Regulating the content of artistic items performed during the National drama festival	13 th April, 2018	By end of 4 th Quarter	NIL	NIL	Quality items presented during National Drama Festival
2	Review Quality Assurance Systems in the College	Review Quality Assurance systems and institute measures to ensure the continuous promotion of learning outcomes in Colleges	5 th January, 2018	By end of 4 th Quarter	NIL	NIL	An operational Quality Assurance and Standards Office