

**BHARATH EDUCATION SOCIETY (R)**  
**BES EVENING COLLEGE OF ARTS & COMMERCE**  
16<sup>th</sup> Main, 4<sup>th</sup> Block, Jayanagar, Bangalore-560 011.



**The Annual Quality Assurance Report (AQAR) of the  
IQAC**

**(2014-15)**

**Submitted to :**



**NATIONAL ASSESSMENT & ACCREDITATION COUNCIL**  
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# The Annual Quality Assurance Report (AQAR) of the IQAC

(July 1<sup>st</sup> 2014 to June 30<sup>th</sup> 2015)

## Part – A

### I. Details of the Institution

1.1 Name of the Institution

**BES Evening College of Arts & Commerce**

1.2 Address Line 1

**16<sup>th</sup> Main, 4<sup>th</sup> Block,**

Address Line 2

**Jayanagar**

City/Town

**Bangalore**

State

**Karnataka**

Pin Code

**560 011**

Institution e-mail address

**besedceve@gmail.com**

Contact Nos.

**080-26638415 / 9880084179**

Name of the Head of the Institution:

**Prof:C.Nanjunde Gowda**

Tel. No. with STD Code:

**080-26638415**

Mobile:

**9880084179**

Name of the IQAC Co-ordinator:

**Prof:K.L.Vidya Gowri**

Mobile:

9880084179

IQAC e-mail address:

**besedceve@gmail.com**

1.3 NAAC Track ID (For ex. MHCOGN 18879)\_\_\_\_\_ **KACOGN12284**

1.4 Website address:

**www.beseveningcollege.com**

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B		2005	5 years
2	2 <sup>nd</sup> Cycle	<b>B</b>		2014	5 years
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

**17/07/2006**

1.7 AQAR for the year (for example 2010-11)

**2014-2015**

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR \_\_\_\_\_ 2014-15 \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

-----

1.11 Name of the Affiliating University (for the Colleges)

**Bangalore University**

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

-No-

University with Potential for Excellence

-No-

UGC-CPE

-No-

DST Star Scheme

-No-

UGC-CE

-No-

UGC-Special Assistance Programme

-Nil-

DST-FIST

-No-

UGC-Innovative PG programmes

-Nil-

Any other (*Specify*)

-No-

UGC-COP Programmes

-Nil-

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

04

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

-Nil-

2.4 No. of Management representatives

03

2.5 No. of Alumni

-Nil-

2.6 No. of any other stakeholder and  
community representatives

02

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

13

2.10 No. of IQAC meetings held

01

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
To conduct Lectures and seminars towards the overall development of the students. To increase the Student strength of the college. To make teachers use more and more ICT in teaching.	1.Teachers worked towards getting Doctorate and M.Phil. 2.Many Lectures and seminars conducted.

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No   
 Management  Syndicate  Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	02			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	02			
Interdisciplinary				
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	
Annual	

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

To suit the growing needs of society and industry the University upgrades the syllabus once in two years

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

-No-

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	10	...	10	...	...

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	...	...	...	...	...	...	...	...	...	...

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	...	05	05
Presented papers		02	02
Resource Persons	...	...	01

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Use of ICT in class room teaching  
2. Learning about utilisation and operation of ICT from experienced students

2.7 Total No. of actual teaching days during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students



2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	41		03	14	06	23-56%
B.Com	68		09	08	08	24 -36%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

1. IQAC chalks out plan of action at the beginning of each academic year and sees that this plan is successfully implemented in course of the year.

2. Through the results.

3. Feedback from stakeholders.

4. Feedback given to the management during IQAC Meetings

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	...
UGC – Faculty Improvement Programme	...
HRD programmes	....
Orientation programmes	...
Faculty exchange programme	...
Staff training conducted by the university	...
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	02
Others	...

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	09	...	...	01
Technical Staff	01	...	...	...

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. All research scholars to be given leave, special facilities and flexibility of time.
2. Seminars & Guest lectures conducted to motivate students and staff to take up research.
3. Efforts of research oriented teachers appreciated by IQAC to encourage and promote research.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	...	...	...	...
Outlay in Rs. Lakhs	...	...	...	...

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	...	...	...	...
Outlay in Rs. Lakhs	...	...	...	...

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	...	...	...
Non-Peer Review Journals	...	...	...
e-Journals	...	...	...
Conference proceedings	...	...	...

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	...	...	...	...	...
Sponsoring agencies	...	...	...	...	...

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	...
	Granted	...
International	Applied	...
	Granted	...
Commercialised	Applied	...
	Granted	...

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
01	...	...	...	01	...	...

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

02

04

3.19 No. of Ph.D. awarded by faculty from the Institution

...

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level

3.22 No. of students participated in NCC events:

University level  State level

National level  International level

3.23 No. of Awards won in NSS:

University level  State level

National level  International level

3.24 No. of Awards won in NCC:

University level  State level

National level  International level

### 3.25 No. of Extension activities organized

University forum	---	College forum	1. Blood donation camp	
NCC	---	NSS	---	Any other
				---

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Keeping the campus clean- No use of plastic and Tobacco.
- Teachers attended AIDS awareness programme at DCE and educated students in this field.
- Anti-terrorist rally organized by the Government of Karnataka was attended by teachers and students.
- Organized Blood donation camp.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	19.234.64 sqmtr	...	Management	...
Class rooms	15 Rooms			
Laboratories		01	Management	
Seminar Halls	01			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		Computes / camera & Green board	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)		16,31,919/-	UGC	
Others				

#### 4.2 Computerization of administration and library

Partial computerization

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8814	489996	290	24,385/-	9104	5,14,381/-
Reference Books	...	...	...	...	...	...
e-Books	...	...	...	...	...	...
Journals	...	...	...	...	...	...
e-Journals	...	...	...	...	...	...
Digital Database	...	...	...	...	...	...
CD & Video	...	...	...	...	...	...
Others (specify)Periodicals	...	...	...	...	5+3	3,432/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	05	...	03	...	...	03	...	02
Added	49	42	01	05	...	02	...	...
Total	54	42	04	05	...	05	...	02

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

-None-

4.6 Amount spent on maintenance in lakhs :

- i) ICT ...
  - ii) Campus Infrastructure and facilities ...
  - iii) Equipments ...
  - iv) Others ...
- Total :** ...

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Inclusion of details about student support services in the college prospectus.
2. Awareness about SSS created by guiding students in the class

#### 5.2 Efforts made by the institution for tracking the progression

1. Results of Tests, class exams reviewed and suggestion given for improvement.
2. Through direct contact with students.
3. Through Alumni association.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
509	...	...	...

#### (b) No. of students outside the state

20

#### (c) No. of international students

...

Men

No	%
..	

Women

No	%
..	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
456	71	20	...	...	547	426	73	10	...	...	509

Demand ratio

Dropout % 15%

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- No -

No. of students beneficiaries

-Nil-

### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

### 5.6 Details of student counselling and career guidance

1.Many MNCs come to the college to guide students in their career options and teachers also counsel our employed students towards better job opportunities.  
2.Student counselling cell counsels students whenever they need help.

No. of students benefitted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	All	06	Many

### 5.8 Details of gender sensitization programmes

1.A talk on empowering women.  
2.A talk on women in scientific world.

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level



5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_Drinking water shortage, toilet and sports facilities were the areas with some minor grievances which have been redressed immediately.

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**OUR VISION:** TO ENABLE THE EMPLOYED BUT ECONOMICALLY AND SOCIALLY BACKWARD STUDENTS TO CONTINUE THEIR EDUCATION, TO ACHIEVE EXCELLENCE IN THEIR CHOSEN CAREERS AND TO HARNESS THEIR HIDDEN POTENTIAL TO FACE THE CHALLENGES OF THE PRESENT DAY WORLD.

**OUR MISSION:** TO PROVIDE VALUE BASED EDUCATION TO OUR YOUNGER GENERATION FOSTERING THEM WITH CULTURAL, MORAL, ECONOMICAL AND SPIRITUAL STRENGTH, SO THAT THEY CAN COME OUT VICTORIOUS IN THE BATTLE OF LIFE. THIS IS DONE THROUGH QUALITY TEACHING IMPARTED BY A DEDICATED BAND OF TEACHERS.

6.2 Does the Institution have a management Information System

Yes the Governing Council is the major system that provides information to the management.

### 6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

Curriculum is always developed by the University and necessary changes are done by the teachers in the class room while teaching

#### 6.3.2 Teaching and Learning

1. ICT use in class rooms is encouraged
2. Lectures and workshops are conducted
3. Teachers are encouraged to do Ph.D's and attend seminars and present paper.

#### 6.3.3 Examination and Evaluation

The institution conducts exams as per the instruction of the University and evaluation is also conducted by the University.

#### 6.3.4 Research and Development

Teachers are encouraged to take up any research work they are interested in leave and permission is given and any help from the college or management is extended to do research.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The college library has a blog through which portals and any information required for research can be had.  
All ICT facilities the college has can be utilized by students and research scholars

#### 6.3.6 Human Resource Management

#### 6.3.7 Faculty and Staff recruitment

Permanent staff is appointed by the Directorate and temporary staff is recruited by the Management in consultation with the heads of department.

#### 6.3.8 Industry Interaction / Collaboration

Representatives of various industries and corporate firms come to the college to create an awareness about the existing scenario and students and teachers come to know about many new developments in the corporate world.

### 6.3.9 Admission of Students

Admission is done according to the guidelines of the university and the management- on live for some course and direct admission for others.

6.4 Welfare schemes for

Teaching	Welfare fund exists
Non teaching	Welfare fund exists
Students	Teachers themselves contribute and the Alumni fund also helps the needy

6.5 Total corpus fund generated

----

6.6 Whether annual financial audit has been done

Yes  No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✓	LIC	✓	Management
Administrative	✓	Auditor from DCE	✓	Management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

1. Most activity related to examination is computerized.
2. Sitting and visiting squads monitor the students to avoid copying
3. Central evaluation system is practised to avoid any mess.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

1. The University prepares the syllabus but it is for the teachers to bring about any modification to suit the classroom situation.
2. Some freedom is given to the college in the admission process also.

#### 6.11 Activities and support from the Alumni Association

1. Alumni give feedback on teaching, learning and administrative activities.
2. The Alumni fund helps the needy
3. The Alumni are our main source of students strength.

#### 6.12 Activities and support from the Parent – Teacher Association

Parents do not play any role in the evening college as our students work and study by themselves independently.

#### 6.13 Development programmes for support staff

Not many

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

1. The campus is a non-litter, plastic free zone
2. Mobiles are not allowed within the campus
3. Tobacco use and sale are prohibited.

### **Criterion – VII**

#### **7. Innovations and Best Practices**

##### 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Computer lab, Smart board, well equipped library, sports facilities have created a positive impact on the functioning of the institution

##### 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. Construction of women's toilet, waiting room and a separate auditorium with audio and visual equipment were meant to be materialized according to the plan of action which is going to be executed shortly..

##### 7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Moral education occupies as predominant a place in the curriculum of the college as any other subject.
2. Best example of governance and leadership embodied in the college governing council and Managing committees

**Details attached in annexure**

7.4 Contribution to environmental awareness / protection

1.Greenery protected within the campus though new buildings are coming up  
2.Campus is plastic, tobacco and Mobile free zone.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

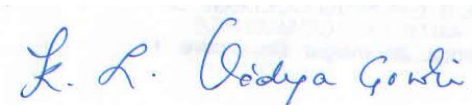
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**8. Plans of institution for next year**

1.Every student must be made to attend class regularly  
2.New academic programmes must be initiated  
3. Evening college students should not be deprived of any privilege enjoyed by the day college students

**Name: K.L.VIDYAGOWRI**

**Name :PROF:C.NANJUNDE GOWDA**



\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\*\*\_\_\_\_\_

## Annexture-1

**2014-15**

**Title : Sweet are the uses of adversity- using bicycles**

**A boon to environment:**

**The objectives:-** 1) Bicycle being the cheapest mode of transport our poor students are encouraged to use it extensively

2) Eco-friendly bicycles provide exercise to the tired body and mind of the students.

**The Context:-** Evening college students work during the day time and come to study in the evenings. But most of them are employed in menial jobs and get very meagre salary and bicycle is the only mode of transport they can afford from their homes to their places of work and then to the college. This practice has been looked upon as a eco-friendly habit by the entire world and our students are encouraged to use bicycles as a healthy practice.

**The Practice:-** No rule was made to make the use of bicycles compulsory. Yet, our students would use bicycles only as they could not afford other modes of transport and this practice has been the accepted one followed by other students and teachers too.

**Obstacles faced if any, and strategies adopted to overcome them:**

No obstacles were faced because this was a voluntary action adopted by students and no strategies had to be adopted to overcome them.

**Impact of the practice:** This practice is eco-friendly and many others too follow this today.

**Resources required, if any:-** No resources are required and in fact absence of any resources has made our students follow this practice.



2014-15

**Title: Copy writing and hand writing exercises in degree classes- Teaching the three R's at the degree level**

**The Objectives:-** 1) To teach our degree students the art of writing 2) To equip them to face the written exams in future. 3) To enable them to become familiar with their texts.

**The context:-** When our students get admitted to 1<sup>st</sup> degree, they would not even know how to hold a pen let alone writing or reading English letters. In the next three months they have to be trained to write 10 marks essay type answers in English. They would not have learnt anything at all in their previous classes so to teach them identify the English alphabet, from the very first day they are asked to write a page of handwriting copying their text. What should be done in primary classes is done at the degree level.

**The practice:** On the very first day of their college they are asked to write a few lines in English and if they cannot do that, they are asked to write their names etc., in Kannada. Most of them are found to be ignorant of both the languages and get disheartened. To fill them with confidence, they are given various suggestions as to how to improve their language skills and asked to write a page of handwriting every day.

**Obstacles faced if any and strategies adopted to overcome them**

1. Mental block and mind set of the students prevent them from writing copy at the degree level.
2. Not every one is willing to adopt this practice but with the right guidance and counseling 90% of the students are made to follow this practice.

**Impact of the practice:-** Everyday there is visible improvement in the students' reading and writing skills

**Resources Required:** No resources are required for this practice except a little concern for the students from the teachers.



## Annexure-2

1. Provide an analysis of the feedback in the Annexure

Feedback is obtained in the following ways:-

- a) In each and every class, every minute feedback is got about the teachers method of teaching
- b) Feedback is formally obtained in prescribed forms.
- c) Students directly speak to the teachers, Principal and the management and give their feedback on teaching-learning activity.
- d) Teachers also submit self-assessed confidential reports which are discussed in the Governing Council meeting and action taken.
- e) Feedback is also obtained from the Alumni Association and the employers and parents as well.

Conscientious teachers use the feedback obtained in the class and immediately react positively. The principal and the management use the student feedback to bring in changes in the teaching learning activity. The student feedback about the curriculum can be conveyed to the university through the BOE and BOS members and required changes can be brought in the curriculum in the coming years. Since our students work in many of our own sister institutions and in offices and malls in and around the college, getting feedback from the employers is not very difficult. This feedback about the syllabus, teaching learning activity, co-curricular activities etc., are conveyed to the management and the right kind of action is taken accordingly.

