



# AL-AMEEN

## ARTS, SCIENCE & COMMERCE COLLEGE

(College is reaccredited by NAAC & affiliated to Bangalore University)

Al-Ameen Campus, Hosur Road (Near Lalbagh Main Gate)  
Bangalore - 560 027. Tel.: 080 2222 2402, 2227 5626  
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## Annual Quality Assurance Report for the year 2013 - 2014

Service to the Society through excellence in Education

[alameendegreecollege.org](http://alameendegreecollege.org)

**Al-Ameen Arts Science & Commerce College**  
Hosur Road, Near Lalbagh Main Gate, Bangalore – 27



Affiliated to Bangalore University,  
Recognized by UGC | Reaccredited with 'B' grade by NAAC

*Annual Quality Assurance Report (AQAR)*  
*of the IQAC.*  
Year : 2013-14.

Submitted to

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
*An Autonomous Institution of the University Grants Commission*  
**P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India**



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
An Autonomous Institution of the University Grants Commission

# *Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the  
Al-Ameen Arts, Science & Commerce College  
Bangalore, affiliated to Bangalore University, Karnataka as  
Accredited  
with CGPA of 2.79 on four point scale  
at B grade  
valid up to March 07, 2014*

*Date : March 08, 2009*



*H. Ameen*  
Director

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

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution	Al-Ameen Arts, Science & Commerce College
1.2 Address Line 1	Opp. Lalbagh Main Gate,
Address Line 2	Hosur Road,
City/Town	Bangalore
State	Karnataka
Pin Code	560 027
Institution e-mail address	alameendegreecollege@gmail.com
Contact Nos.	08022222402
Name of the Head of the Institution:	Dr. B.M. Zakir
Tel. No. with STD Code:	080 22222402
Mobile:	+919886919249
Name of the IQAC Co-ordinator:	Prof. Khaleel Mirza

Mobile:

+91 9480452255

IQAC e-mail address:

alameendegreecollege@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

KAC0GN14820

1.4 NAAC Executive Committee No. & Date:

EC/48/RAR/05 dated 08-03-2009

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

alameendegreecollege.org

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	-	2002	2008
2	2 <sup>nd</sup> Cycle	B	2.79	2009	2014
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

15/09/2003

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

2013 -14

1.9 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 2009 –10 - 29/05/2013
- ii. AQAR 2010 –11 - 29/05/2013
- iii. AQAR 2011 –12 - 29/05/2013
- iv. AQAR 2012 –13 - 29/05/2013

1.10 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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Bangalore University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

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

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="16"/> Faculty <input type="text" value="6"/>
Non-Teaching Staff	<input type="text" value="6"/>
Students	<input type="text" value="6"/>
Alumni	<input type="text" value="2"/>
Others	<input type="text" value="2"/>

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

Infrastructure development  
 Examination Reforms  
 Library up-gradation  
 Attendance Monitoring through Tablets  
 Orientation program for Semester I Students  
 Academic Audit of Faculty

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
Infrastructure development	New Seminar Hall was constructed. More than 100 desks & benches were procured to upgrade the classrooms. 25 computer systems with printers were procured. About two lakh rupees worth books were purchased for the library.
Attendance Monitoring	To improve the attendance of the students' new system was introduced wherein Tabs were used for marking and communicating the attendance to parents, which has resulted in the improvement of the students' regularity in attendance.
Examination Reforms	1. Unit tests are conducted after completion of every two chapters 2. Sessional Exams are conducted before the semester examination. 3. Students with low percentage of marks are provided remedial coaching. 4. Students who have attendance shortage are not permitted to appear for the main examination. 5. Two parent teacher sessions are held in a year to discuss about the attendance, academic quality / improvement, discipline etc. with the parents.



*\* 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

The above mentioned plans of action were meticulously planned, discussed and implemented. Senior teachers were assigned the responsibility of coordination and implementation.

## Part – B

### Criterion – I

#### 1. 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	1	-	1	
PG	2	-	2	
UG	3	-	2	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	1		1	
Others				
<b>Total</b>	<b>7</b>		<b>6</b>	
Interdisciplinary				
Innovative				

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

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

Pattern	Number of programmes
Semester	5
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.

Revision/update of regulation or syllabi is done at the University level.

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

NIL

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
70	4	24	Nil	42

2.2 No. of permanent faculty with Ph.D.

17

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
						7	NIL	7	NIL

2.4 No. of Guest and Visiting faculty and Temporary faculty

5

4

1

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	38	28
Presented papers	5	25	12
Resource Persons		05	25

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

Audio Visual using LCD Projectors and Computers, field study, use of mobile, subject and topic based exhibitions in all subjects.

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

180

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

Open book, double valuation, and MCQ at the college level. However, students are advised to apply for photo copy and revaluation of answer scripts in case of any discrepancy in their final examination marks as per the University norms.

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

2	2	1
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2.10 Average percentage of attendance of students

53%
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2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B A	16		3	6	2	68%
B Sc	26		9	4		50%
B Com	219		56	76	31	74%
M.Com	47		35	06	-	87%
M.Sc	20		3	-	-	15%

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

In concurrence with the principal and HOD a plan is charted out for effective teaching and learning. This is discussed in the monthly meetings. The principal and vice principal provide feedback about the effect of the methods. As and when needed changes are brought about. Student Feedback is collected using teachers evaluation sheets once in each semester.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	12
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	10
Staff training conducted by the university	6
Staff training conducted by other institutions	8
Summer / Winter schools, Workshops, etc.	10
Others	6

#### 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	14	NIL	NIL	NIL
Technical Staff	6	NIL	NIL	NIL

## Criterion – III

### 3. Research, Consultancy and Extension

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

The IQAC members hold a meeting with the Principal, HOD and all staff members to motivate and instruct faculty members to apply for research projects both minor and major. As a result of this seven faculty members applied for research projects of which two have been sanctioned and are in progress.

#### 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	-	1	-	7
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: NA

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	2	UGC	1,21,000	Full
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	5	College	80,000	full
Students research projects <i>(other than compulsory by the University)</i>	15	College	50,000	full
Any other(Specify)	-	-	-	-
Total	22	-	-	-

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

Level	International	National	State	University	College
Number	-	-	-	-	4
Sponsoring agencies	-	-	-	-	College

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 (UGC)  From Management/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
5	-	-	-	-	-	5

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

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   
NCC  NSS  Any other



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

- Blood donation at Jayadeva Institute of Cardiology, Sanjay Gandhi Hospital & Kidwai Institute of Oncology.
- Wild life rescue and rehabilitation.
- Awareness lectures by are delivered in various colleges & schools by the faculty in the field of female foeticide, biodiversity, water & power conservation, gender sensitization, women empowerment, solid waste management, Wild life rescue and rehabilitation etc.
- Green audit of the campus.
- Promotion of education amongst girl students from the minority community
- Financial support to the girl students from the minority community.
- Career counselling to the students.
- Orientation Programme for NSS
- Cleaning of College Campus by NSS Unit
- Women entrepreneurship (Mirror work
- Celebration of NSS foundation day.
- Seminar on Role of NGOs in Conservation
- Seminar on Biodiversity Conservation & indigenous Knowledge
- Counseling of PU Students
- Meeting with Girl Students – Grievance Cell & Sexual Harassment Cell
- Meeting on Bioscience Conference
- Training B.Sc. students on Power Point Presentations
- Workshop on self defense to girl students by CFI
- Lecture on Personality Development
- Lecture on Art of Public Speaking
- Workshop on Pottery making (Ceramics)
- Women Empowerment Programme at MCC
- Lecture by Dr. Seema on Women Health
- Workshop on Scanning Electron Microscope
- 40 students attended Assembly session at Vidhana Souda
- Lecture by Dr. Asima – On Cervical Cancer
- Inauguration of Syllabus based English Exhibition
- Visit to IISc Exhibition
- Lecture on Drug Reaction by Mr. Liyaqath
- Women’s Day celebration
- Lecture by Narayan Nambiyar – CA, IFRS
- Annual Science Exhibition
- Workshop on Kannada Computer Bulaka by Narsimha Murthy
- Educational Trip to Heritage Winery
- Annual NSS Camp at Bangalore University
- The NSS unit of the college undertook several social activities throughout the year to create awareness about literacy, hazards of use of plastic, conservation of water, tree plantation and other environmental issues.

## 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	14164 sq. mts. (3.5 acres)		Management	14164 sq. mts. (3.5 acres)
Class rooms	17	4	UGC and Management	21
Laboratories	9	2	management	11
Seminar Halls	1	1	UGC and Management	2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

Administration and Library is fully Computerised & digitalised.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21220	10 Lakhs	79	17,313	33414	2517313
Reference Books	12194	15 Lakhs	22			
e-Books	-					
Journals	-					
e-Journals	-					
Digital Database	-					
CD & Video	150	10,000	75	5,000	225	15,000
Others (specify)						

#### Other facilities

- The library is equipped with 15 computers with internet facility
- 15 headphones were purchased to upgrade the Language lab.
- Large Screen television with DVD player and educational CDs and DVDs
- Access to e-books and e-journals are referred from books.goolge.co.in

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet Facility	Browsing Centres (Library)	Computer Centres	Office	Departments	Others
Existing	61	24	15	15	-	8	12	1
Added	2	-	15	-	-	-	1	1
Total	63	24	30	15	-	8	13	2

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

Available

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

9 lakhs

ii) Campus Infrastructure and facilities

21 lakhs

iii) Equipments

29 Lakhs

iv) Others

74 lakhs

**Total :**

133 lakhs

## Criterion – V

### 5. Student Support and Progression

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

- Conducted Orientation Programme for first semester students
- Exit meeting & Career counselling sessions for the outgoing Sem VI students
- Parent teacher meeting
- Alumni meeting
- Circulating the information through notice, SMS.

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

- Feedback from students about the college
- Feedback from teachers about the students, curriculum etc.
- Feedback from parents about the college & the curriculum
- Feedback from the industry about the curriculum
- Self-appraisal
- Student counselling
- Suggestion box

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

UG	PG	Ph. D.	Others
1057	137	-	-

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

18

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

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Men	No	%	Women	No	%
	936	78		258	22

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
107	8	-	999	-	1114	86	20	1	1087	-	1194

Demand ratio 1: 0.6

Dropout % 6.5%

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

- UGC sponsored Coaching center to train students to enter into services through competitive examinations.
- UGC sponsored library facility is available for providing and study material to the prospective students.
- The center also provides expertise of the faculty as and when required.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input style="width: 30px; text-align: center;" type="text" value="3"/>	SET/SLET	<input style="width: 30px; text-align: center;" type="text" value="1"/>	GATE	<input style="width: 30px; text-align: center;" type="text" value="2"/>	CAT	<input style="width: 30px; text-align: center;" type="text" value="1"/>
IAS/IPS etc	<input style="width: 30px; text-align: center;" type="text" value="1"/>	State PSC	<input style="width: 30px; text-align: center;" type="text" value="--"/>	UPSC	<input style="width: 30px; text-align: center;" type="text" value="--"/>	Others	<input style="width: 30px; text-align: center;" type="text" value="--"/>

5.6 Details of student counselling and career guidance

152 students has enrolled to CGCC  
 Regular counselling centre is working under CGCC in the college.  
 Student's communication is done on every Sunday.  
 Competitive Exam books are circulated to enrolled students

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
28	450	30	200

5.8 Details of gender sensitization programmes

Orientation program for girls students.  
 Female Health Awareness Programmes

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	146	7,00,000
Financial support from government	85	34,900
Financial support from other sources	03	6100
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: [NIL](#)

## Criterion – VI

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

6.1 State the Vision and Mission of the institution

**Vision:**

"Rabbi Zidni Ilma" - "O God give unto me more knowledge"

“Service to the Society through excellence in Education”

**Mission:**

To provide quality environment for effective teaching & learning

To augment, elevate and uplift the social, educational, moral, cultural standards of the downtrodden and the general public irrespective of caste, creed and religion.

To promote useful education to eradicate illiteracy, ignorance, superstition, poverty and moral degradation

To impart knowledge, scientific, technical and cultural with a view to raise economic, moral and ethical standards of the youth in the country

To project a wide spectrum of educational activities centring on nationalism and internationalism

6.2 Does the Institution has a management Information System

YES

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

6.3.1 Curriculum Development

Curriculum is prescribed by the affiliating university and is effectively implemented by devising an annual plan.

13 faculty members are in Board of Studies, Bangalore University

6.3.2 Teaching and Learning

Use of ICT

Establishment of the course plan for every subject well before the commencement of each semester along with the course handouts which are made available to all students on the start of the academic year.

Teacher’s study materials are shared with students

### 6.3.3 Examination and Evaluation

Unit tests conducted after completing each chapter  
Internal evaluation and subsequent feedback to the students about their performance  
Pre-final Examination

### 6.3.4 Research and Development

Teachers are participating in paper presentation.  
Some of the teachers are involved in minor research projects.  
Some of the teachers are involved in writing books & research papers for national & International journals & conferences.

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

Laboratory & Office well equipped  
Library is well equipped  
New Seminar hall constructed  
Plans for the construction of New class rooms

### 6.3.6 Human Resource Management

Payroll  
Time and Attendance monitoring by manual & biometric  
Performance Appraisal  
Performance record

### 6.3.7 Faculty and Staff recruitment

Well qualified Faculty and staff recruited as per requirements  
For qualitative improvement there were some changes in the recruitment. Proper advertisements were given and the faculty members were selected and appointed after going through following improved steps.

- First Step-General Interview by Director/principal of the Institute
- Second Step-Subject and skill interview by department expert
- Third Step-Demonstration
- Fourth Step-Interview by Management and finalize the selections

Qualification, eligibility criteria, pay and pay scale are as per the UGC & state government norms

### 6.3.8 Industry Interaction / Collaboration

NA



### 6.3.9 Admission of Students

The college is a Minority Institution. Majority of the students are from Muslim minority community and the rest of the seats are open to all other communities such as SC / ST / OBC / women / differently-abled / economically weaker sections are admitted. They are provided with all available facilities.

### 6.4 Welfare schemes for

Teaching	Staff welfare fund to support the staff members in need. This fund is contributed by the staff through monthly collection with equal contribution from the management.
Non teaching	Non teaching Staff welfare fund to support the staff members in need. This fund is contributed by the management.
Students	Financial support is arranged through Al-Ameen Scholarship fund. Deserving students are also financially supported by individual departments with contribution from the faculty etc. Apart from the students are regularly guided to obtain funds from governmental & non-governmental organisations like KMDC. To promote sports and physical fitness amongst the students a special financial support is provided to the meritorious sports persons of the college.

### 6.5 Total corpus fund generated

15,00,000

### 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	Yes	LIC-BU/NAAC & Other University Committees	Yes	Management IQAC
Administrative	Yes	LIC-BU/NAAC	Yes	Management IQAC

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?

NA

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

NA

6.11 Activities and support from the Alumni Association

- Alumni meetings are conducted every year
- Guest Lecture are conducted through alumni
- Financial support to deserving students
- Placement support
- Counseling & motivation to students
- Assistance in admissions

6.12 Activities and support from the Parent – Teacher Association

- PTM - conducted every semester
- Parent - Teacher association feedback is taken on all aspects

6.13 Development programmes for support staff

- Communication class
- Computer Literacy programme
- Familiarize members of staff with key Institute policies and procedures

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

- Green campus
- Waste Segregation
- Recycling of organic waste
- Awareness lectures and drives to highlight importance of biodiversity, water & power conservation, solid waste management, Wild life rescue and rehabilitation etc.
- Green audit of the campus.

## 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.

Attendance tracking system for students  
Computer training to students  
Greater impetus on guest lectures  
Motivation to take up more research projects  
Green Audit of the campus  
Installation of new fire extinguishing units  
Training ten employees on fire extinguishing  
Setting up of first aid kits throughout the college  
Waste Segregation  
Recycling of organic waste  
Awareness lectures and drives to highlight importance of biodiversity, water & power conservation, solid waste management, Wild life rescue and rehabilitation etc.

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

To approach UGC for sanction additional grants for renovation of science labs  
For the benefit of the faculty in house faculty development programmes were conducted in the newly constructed seminar hall experts from different fields delivered talks to the faculty.  
Greater stress on exam reforms was laid keeping in view the growing standards of education globally. A series of internal examinations in theory & practical were conducted.  
All the departments of the college are computerised with internet facilities.

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

Tutorial System  
Attendance tracking system for students

***\*Provide the details in annexure (annexure need to be numbered as i, ii ,iii)***

#### 7.4 Contribution to environmental awareness / protection

- Green campus
- Waste Segregation
- Recycling of organic waste
- Awareness lectures and drives to highlight importance of biodiversity, water & power conservation, solid waste management, Wild life rescue and rehabilitation etc.
- Green audit of the campus.

7.5 Whether environmental audit was conducted? Yes  No

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

NA

### 8. Plans of institution for next year

- Construction of central Library
- Construction of 1000 seater auditorium with UGC assistance
- Construction of 75 bedded sports hostel for boys with UGC assistance
- Construction of Girls Hostel with UGC assistance

Name: **Prof. Khaleel Mirza**

Name: **Dr. B.M. Zakir**

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

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

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

**Calendar of activities 2013-14**

<b>Sr. No.</b>	<b>Date</b>	<b>Day</b>	<b>Event/Activity</b>
1.	18/06/2013	Tuesday	Staff Meeting for Preparation of Various Committees
2.	29/06/2013	Saturday	Time Table Committee Meeting to Apply New Time Table
3.	01/07/2013	Monday	Meeting of NAAC & IQAC Committee
4.	15/07/2013	Monday	Reopening of College
5.	15/07/2013	Monday	Science faculty meeting to highlight research, exhibition etc
6.	18/07/2013	Thursday	Commerce & Humanities faculty meeting to highlight research, exhibition etc
7.	22/07/2013	Monday	Orientation Programme for NSS
8.	25/07/2013	Thursday	Staff Academic Meeting
9.	27/07/2013	Saturday	Cleaning of College Campus by NSS Unit.
10.	01/08/2013	Thursday	FDP, Biomedical Procedures
11.	07/08/2013	Wednesday	Students feed back
12.	15/08/2013	Thursday	Celebration of Independence Day
13.	20/08/2013	Tuesday	Meeting to discuss about value added courses
14.	22/08/2013	Thursday	Up-dating of website
15.	27/08/2013	Tuesday	NCC Cadets prize distribution
16.	05/09/2013	Thursday	Celebration of Teachers Day
17.	11/09/2013	Wednesday	Literary & Cultural competitions
18.	18/09/2013	Wednesday	College Magazine release
19.	19/09/2013	Thursday	Women entrepreneurship (Mirror work)
20.	24/09/2013	Tuesday	Celebration of NSS foundation day.
21.	07/10/2013	Monday	PG classes inauguration
22.	28/10/2013	Monday	Commencement of Practical Examination (Odd Semesters)
23.	11/11/2013	Monday	Meeting of Examination Committee Commencement of Vacation
24.	18/11/2013	Monday	Commencement of Theory Examination (Odd Semesters)
25.	02/01/2014	Thursday	Seminar on Role of NGOs in Conservation
26.	04/01/2014	Saturday	Seminar on Biodiversity Conservation & indigenous Knowledge
27.	06/01/2014	Monday	Counseling of PU Students
28.	10/01/2014	Friday	Meeting with Girl Students – Grievance Cell & Sexual Harassment Cell
29.	16/01/2014	Thursday	Re-opening of College (Even Semesters)
30.	17/01/2014	Friday	Meeting of HODs
31.	21/01/2014	Tuesday	Meeting on Bioscience Conference
32.	22/01/2014	Wednesday	Training B.Sc. students on Power Point Presentations
33.	23/01/2014	Thursday	Workshop on self defense to girl students by CFI
34.	05/02/2014	Wednesday	Meeting at VV Puram College deferred pension payment Lecture on Personality Development Lecture on Art of Public Speaking
35.	07/02/2014	Friday	NSS Volunteers Meeting
36.	08/02/2014	Saturday	Principals meeting at Commissioner office
37.	11/02/2014	Tuesday	Workshop on Pottery making (Ceramics)
38.	15/02/2014	Saturday	Rajiv Gandhi Scholarship lecture at Central College
39.	17/02/2014	Monday	Women Empowerment Programme at MCC
40.	19/02/2014	Wednesday	Lecture by Dr. Seema on Women Health Workshop on Scanning Electron Microscope

41.	21/02/2014	Friday	40 students attended Assembly session at Vidhana Souda
42.	25/02/2014	Tuesday	Lecture by Dr. Asima – On Cervical Cancer
43.	26/02/2014	Wednesday	Visit by LIC – Mysore University
44.	01/03/2014	Saturday	Visit to IISc Exhibition Inauguration of Syllabus based English Exhibition
45.	04/03/2014	Tuesday	Off Campus placement
46.	06/03/2014	Thursday	EMC <sup>2</sup> placement Lecture on Drug Reaction by Mr. Liyaqath
47.	07/03/2014	Friday	Off Campus placement
48.	08/03/2014	Saturday	Women's Day celebration
49.	13/03/2014	Thursday	Annual Athletic Meet
50.	18/03/2014	Tuesday	Lecture by Narayan Nambiyar – CA, IFRS
51.	20/03/2014	Thursday	PTA Meeting
52.	22/03/2014	Saturday	Annual Science Exhibition
53.	24/03/2014	Monday	Workshop on Kannada Computer Bulaka by Narsimha Murthy
54.	26/03/2014	Wednesday	Educational Trip to Heritage Winery
55.	02/04/2014	Wednesday	Annual NSS Camp
56.	21/04/2014	Monday	Commencement of Practical Examination (Even Semesters)
57.	28/04/2014	Monday	Graduation Day
58.	30/04/2014	Wednesday	Meeting of Examination Committee Last working Day for Even Semester
59.	08/05/2014	Thursday	Commencement of Theory Examination (Even Semesters)

## **A report on analysis of feedback from various stakeholders**

A Report of the Analysis of the Feedback Taken from the Stakeholders

### **Alumni:**

The alumni association of the college is active and contributes in strengthening the quality of its programmes. The college alumni is placed in the prestigious and renowned institutions all over India and abroad. Whenever our alumni visit our college, we do take their feedback. Besides we are in touch with them through emails, online communication and even through social media. The outcome of analysis of their feedback is described as under:

- Almost all the alumni opined that college is excellent and teachers are experts in their fields. The college provides the systematic and well organized teacher preparation. Many of the alumni expressed that the college brought about a total change in their approach towards life.
- Interestingly 34 staff members working the college are alumni, who feel extremely indebted to the college for its significant contribution in educating and building up their profile and career.
- As and when programmes are conducted in the college, alumni participate and motivate the students. They take part in placements, exhibition, sponsoring the students etc.
- Most students visit the college to recall their golden days they spent in the college.
- In a nut shell they thank the institution, their Alma matter for whatever they are.
- 

### **Parents**

As a routine procedure the college meticulously organizes PTA meeting with an aim to interact with the parents and guardians of the students to keep them updated about the college programmes and progress made by the student. The PTA meeting is organized once each semester. Some of the impressions of the stake holders are mentioned below:

1. Majority of the parents and guardians were very happy about the quality of formal education given in our college.
2. Most of parents & students opined that the college provides quality basic knowledge in the field of commerce, arts & science which is vital for further progress of a student to take up post graduation & competitive exams.
3. They express their satisfaction over the various enriching inputs given to the students through various workshops and seminars.
4. Many students & parents were appreciative of the college administration.
5. The parents confessed that their wards have become more confident, smart, and well groomed professionally.

From the above feedback it can be concluded that parents and guardians were quite happy and satisfied with the quality of training provided to their wards by this college.

## Students

Students are the chief stake holders in any educational organization; in fact they are the ambassador of the institution and future of the country. In view of this it is apt that the students constitute a key factor in the success of institution. The college regularly evaluates the quality of its programmes by taking the formative and summative feedback from students to upgrade the quality of its programmes. The detailed analysis of student feedback of the quality of colleges programme is described as under:

1. Majority of students felt that they were more than satisfied having got admitted in our college.
2. Almost all liked the professionalism shown by the college and the faculty in providing training the students.
3. They felt that they have become have become more confident, smart, and well groomed professionally.
4. A large number of students believed that they became a complete individual in terms of mental maturity and subject knowledge.



## **Best Practice – I**

### **1. Title of the Practice: Tutorial System**

**2. Goal** - To build a cordial mentor-mentee relationship, to provide support and guidance towards self development of students in an atmosphere of trust and confidentiality.

Aims and Objectives-

- To provide individual attention
- To help realize their own potential
- To appreciate different perspectives
- To create awareness and need for diversified knowledge.

### **3. Context**

Today's adolescents are facing critical times. They find it difficult to take decisions and make adjustments to different situations they come across. Besides academic difficulties, they find that life is not worth living. In these circumstances, the Mentoring Programme contributes to bring about behavioural changes in the adolescents and face life situations in order to make life worth living.

### **4. Practice**

A Programme Coordinator is selected who allots a fixed number of students to each teacher. Thus groups of Mentor-Mentee are formed. Interaction dates are fixed once a month with a 45 minutes interaction. Mentors are provided with guidelines to make the interaction meaningful and result oriented. A personal file of the mentee is maintained.

Some programmes are organized group wise as follows:

- Career Guidance: My Job My Hobbies/Career Talks/Employment Options.
- Personality Development: Talks/Workshops/Talent display competitions which creates learning opportunities, learning soft skills for life, setting goals, responsibility, team work and health.
- Academic Excellence: Improve overall academic achievement and awareness of the college ethos and culture; distribution of results and interaction with parents; monitor performance and absenteeism.
- Problem Solving: Dealing with inter-personal issues, personal problems, social stress and guidance for decision making. Referrals to the college counsellor are also included.

### **5. Evidence of Success**

- Growth of students: Personal/academic/career.
- Building capacity for making responsible choices and decisions in life.
- Better prepared to take on challenges in life.
- Behavioural changes as seen in their life.

## **Accrued Benefits**

### **Mentee:**

- Gaining a sense of responsibility, increased awareness and information through talks.
- Opportunity to speak to one's mentor and seek help, create a sense of belonging, talent display, support network, guidance, advice and counselling.
- Make the Mentee realize that life is worth living.

### **Mentor:**

- An avenue to direct, support and offer help to students thereby fulfilling their role as teachers and guides.
- Role as advisor on personal and academic issues

### **College:**

- Inculcates a spirit of discipline and responsibility.
- Enhances cooperation for smooth functioning of the institution.

## **6. Problems Encountered And Resources Required and Obstacles Faced**

- Time Constraint
- Insufficient training

## **Resources Required**

Mentoring is an important task which requires:

- Investment of quality time and effort with students
- Continuous involvement.
- Trained & dedicated Mentors
- Experts/Resource Persons

**Best Practice – I**

**1. Title of the Practice: Attendance tracking system for students**

**2. Goal -** To improve the attendance of the students.

**Aims and Objectives-**

- To monitor the attendance
- Information to parents
- To inform the students about test marks, Placement interviews, special classes etc

**3. Context**

To bridge the gap between the college administration and the parents, this system has been introduced because these days normally students do not convey their short coming to the parents which results in shortage of attendance and academic performance.

**4. Practice**

We have hired an agency by name INZ-OPTRA who maintains the records of the students given by us which is sent to parents.

Tablets (Tabs) have been issued to faculty members to mark attendance on hourly basis. The parents receive communication if their wards are not present in the class.

All unit test & sessional exam marks are sent to parents on their mobile phones.

**5. Evidence of Success**

- Lot of improvement has been observed in the regularity of students
- Parents are satisfied with the efforts taken by the college administration.

**6. Problems Encountered And Resources Required and Obstacles Faced**

- Constant change in Parents' Mobile Numbers sometimes affect the system
- Initial data conversion

**7. Contact Details**

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