



**WELCOME
TO
NAAC PEER COMMITTEE
BY
ESTABLISHMENT
SECTION**



AL-AMEEN ARTS, SCIENCE & COMMERCE COLLEGE OFFICE (UG & PG)

VISION:

- *Service to society*

MISSION:

- *Discharge duties with accountability*

WORK DISTRIBUTION:

- *Work is assigned as per the individual ability and efficiency*

HISTORY OF MANAGERS

1. *Mr. M.A. Mujeer from (01.07.1968 – 31.12.2002)*
2. *Mr. G.A. Wajeed from (01.01.2003 – 31.05.2013)*
3. *Mr. Syed Yahiya from (01.06.2013 – 30.06.2015)*
4. *Mr. G.A. Wajeed from 01.07.2015 - till date*



AL-AMEEN ARTS, SCIENCE & COMMERCE COLLEGE

OFFICE (UG & PG)

Establishment Section

- **G.A Wajeed**, Manager
- **Farnaz Begum**, FDA
- **Mohammed Suheel** – FDA / Computer Operator
- **Veerabhadraiah. C**, Assistant
- **Kiran .V / Hemanth Kumar** Supporting Staff

Admissions & Examinations Section

- **Iqbal Ahmed Khan**, SDA / Liaison Officer to B'lore University
- **Shah Azeem**, SDA / Coordinator
- **Shabeer**, FDA / Computer Operator
- **Vinod Kumar. T**, Computer Operator
- **Chandra Shekar. M**, Assistant

Accounts Section

- **Shoukath Alam**, Accountant
- **Ahmed Basha**, Cashier
- **G. Rangaswamy**, FDA
- **Muniraj**, FDA / Computer Operator – Kannada & English
- **Varadaraju / Moinuddin Khan**. Supporting Staff



Service Registers

- ***Aided Teaching Staff (UG) – 13***
- ***Deputed Teaching Staff (UG) – 08***
- ***Unaided Teaching Staff (UG) – 35***
- ***Unaided Teaching Staff (PG) – 10***
- ***Aided Non-Teaching Staff (UG) – 09***
- ***Unaided Non-Teaching Staff (UG) – 21***
- ***Unaided Non-Teaching Staff (PG) – 07***



UGC

- **Our college is recognized by UGC under section 2(f) dt. 12.7.1974 & 12-B dt. 23.8.1994**
- **Liaison between College and UGC for settlement of grants**
- **College has been receiving UGC Grants under 7th to 12th plan period for various grants towards:**
 - **Faculty Improvement Program**
 - **11th plan Additional Assistant to College during 2010-11**
 - **11th plan General Development grant(GDA) during 2007-11**
 - **11th plan Enhancement of capacity of building during 2011-12**
 - **11th plan Coaching class for entry into service**
 - **11th & 12th plan Coaching class for entry into service**
 - **12th plan entry into service SC/ST/OBC during 2013-15**
 - **SC/ST/OBC during 2009-10**
 - **12th plan GDA Construction during 2012- 14**
 - **12th plan GDA Building Construction during 2014-15**
 - **12th plan IQAC during 2013-14**
 - **12th plan MRP during 2014-15**
 - **12th plan Remedial coaching classes**
 - **12th plan Construction of Women's Hostel during 2014-15**



Training & Faculty Development of the Non-Teaching Staff

Office automation :

Computer training was imparted to the staff. Computer orientation program has been given to the interested staff, Internet facility is provided to the staff

- **Computerized Accounting System - Tally**
- **Computerized Admission & Examination**
- **Students Attendance has been Computerized**
- **Computerization of Library**
- **E-mail correspondence**
- **(alameendegreecollege@gmail.com)**
- **College website: www.alameen.edu.in**



INFRASTRUCTURE

Maintenance / Upkeep and Utilization monitored by the office.

- 1. Auditorium**
- 2. Seminar Hall**
- 3. CCTV Camera**
- 4. Wi-Fi**
- 5. Indoor Games**
- 6. Health Care**
- 7. Ladies Common Room**
- 8. Optra Services**
- 9. Fire Extinguisher**
- 10. Lift Facilities Available**
- 11. Bio - Metric**



FIRE EXTINGUISHERS

- ***College has installed 18 Fire Extinguishers devices in the campus.***
- ***Fire Extinguishers training was given to the supportive staff by Gangothri Fire Service.***
- ***Upkeep of the Fire Extinguishers by the office***



*Thank
You*

