



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

##### **1.Name of the Institution**

**AL-AMEEN ARTS, SCIENCE AND  
COMMERCE COLLEGE**

- Name of the Head of the institution **DR.B.M Zakir**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **08022246565**
- Mobile No: **9886919249**
- Registered e-mail **alameendegreecollege@gmail.com**
- Alternate e-mail **profzakir@gmail.com**
- Address **Hosur Road, Near lalbagh Main Gate**
- City/Town **Bengaluru**
- State/UT **Karnataka**
- Pin Code **560027**

##### **2.Institutional status**

- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **Bengaluru City University**
- Name of the IQAC Coordinator **Dr.P Sartaj Khan**
- Phone No. **9945175640**
- Alternate phone No. **08022222402**
- Mobile **9945175640**
- IQAC e-mail address **alameendegreeiqac@gmail.com**
- Alternate e-mail address **psartajkhan334@gmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year)**

[https://alameendegreecollege.org/pdf/pdfuploads/HazRCg\\_AOAR%202019-2020.pdf](https://alameendegreecollege.org/pdf/pdfuploads/HazRCg_AOAR%202019-2020.pdf)

**4.Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

[https://alameendegreecollege.org/pdf/pdfuploads/BYVlna\\_Calendar-of-events-2020-21.pdf](https://alameendegreecollege.org/pdf/pdfuploads/BYVlna_Calendar-of-events-2020-21.pdf)

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>3</b>	<b>2002</b>	<b>12/11/2002</b>	<b>11/11/2007</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.84</b>	<b>2009</b>	<b>08/03/2009</b>	<b>07/03/2014</b>
<b>Cycle 3</b>	<b>A</b>	<b>3.04</b>	<b>2016</b>	<b>11/03/2016</b>	<b>10/03/2021</b>

**6.Date of Establishment of IQAC**

**01/03/1998**

**7.Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>00</b>

**8.Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of

[View File](#)

IQAC

**9.No. of IQAC meetings held during the year** 04

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report

[View File](#)

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** No

- If yes, mention the amount

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

National level webinar: U.G department of commerce conducted National Level Seminar on fitness for purpose and effective teaching. by Dr C Sreeramulu, Principal SG Degree and PG college, Piler, Andra Pradesh

Inter National level webinar: U.G Science departments conducted Inter National Level Seminar on Covid-19-facts, fear and future by Dr Bharat K Sundera Raj

Registering of BA / BSc / BCom Students to UGC Prescribed courses like MOOC and SWAYAM

Assisting the students to enroll them in NSP and SSP Portals and other scholarship portals

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Conducting inter class literary, cultural and sports activities	Conducted successfully inter class literary, cultural and sports activities
Parents teacher meet	Conducted successfully parents teacher meet, majority of the parents attended the meet , this has improved the student's strength in the classes, improved students performance and seriousness among the students
Placements	Many candidates got placed in various reputed companies.
Mentoring students to register for SWAYAM courses and MOOC courses	Many students completed the course
Assisting the students to enroll them in NSP and SSP Portals and other scholarship portals	More than hundred eligible students are registered for NSP and SSP and other scholarship

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Management of Al-Ameen Educational Society	08/09/2020

14. Whether institutional data submitted to AISHE

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	AL-AMEEN ARTS, SCIENCE AND COMMERCE COLLEGE
• Name of the Head of the institution	DR.B.M Zakir
• Designation	Principal
• Does the institution function from its own campus?	Yes
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• Mobile	9945175640				
• IQAC e-mail address	alameendegreeiqac@gmail.com				
• Alternate e-mail address	psartajkhan334@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://alameendegreecollege.org/pdf/pdfuploads/HazRCg_AQAR%202019-2020.pdf">https://alameendegreecollege.org/pdf/pdfuploads/HazRCg_AQAR%202019-2020.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://alameendegreecollege.org/pdf/pdfuploads/BYVlna_Calendar-of-events-2020-21.pdf">https://alameendegreecollege.org/pdf/pdfuploads/BYVlna_Calendar-of-events-2020-21.pdf</a>				
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<b>6.Date of Establishment of IQAC</b>			01/03/1998		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	00	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>04</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
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<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Management of Al-Ameen Educational Society	08/09/2020
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2017	01/04/2017
<b>15.Multidisciplinary / interdisciplinary</b>	



<b>16.Academic bank of credits (ABC):</b>	
<b>17.Skill development:</b>	
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>	
<b>20.Distance education/online education:</b>	
<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	06
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	578
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	00

File Description	Documents
Data Template	<a href="#">View File</a>
2.3	<b>189</b>
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	<b>34</b>
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	<b>NIL</b>
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	<b>19</b>
Total number of Classrooms and Seminar halls	
4.2	<b>3795196</b>
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	<b>59</b>
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	

### 1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Al-Ameen Arts, Science & Commerce College, as an affiliated institution of Bengaluru City University, has to follow the syllabus, calendar of events and curriculum formulated by it. Some of the faculty members of our institution are members of the Board of studies of different subjects. Our faculty members are actively involved in formulating syllabus and curriculum at the university level. The semester calendar of events is issued by the university. With an objective of taking forward the objectives of the University. The institution has equipped both staff and students by conducting orientations, workshops, seminars, guest lectures, field trips, Panel discussions, Industrial visits to empower and educate the students. Teachers are encouraged to enhance their competence by participating/ organizing seminars, conferences, symposiums, workshops etc. The internal Quality Assurance cell guides and monitors the National level Seminars and conferences organised by the institution. It also guides the administration in conducting academic audit every year. Teachers are encouraged to enhance their competence by participating/organising academic seminars, conferences, symposiums and workshops. The institution also prepares a calendar of events in line with the calendar of events issued by the university which includes curriculum and extracurricular activities. Departmental meetings are held at regular intervals for effective implementation of curriculum and other related activities. Certificate courses and add-on courses are offered by the institution, Skill development programs such as Personality development, career planning programmes are also conducted by the institution to enhance the theoretical and practical knowledge of students. The slow learners are taken care of by the respective departments by conducting special classes and giving assignments to improve their performance. Periodical tests and pre-final examinations are conducted at regular intervals as per the university curriculum. Parent Teachers meets are organised twice a year to inform about the students' performance. All the departments conduct field visits, projects and surveys to enhance students' academic performance, which is done as a part of the university curriculum. Faculty training programmes are conducted to update the knowledge. Institutional tie-ups with industries/colleges/Organisations/N.G.Os are made for the benefit of faculties and students. IQAC monitors add-on courses Tally ERP9, Microsoft Excel, web creation, Swayam, MOOC courses etc. IQAC also assumes the responsibility in Co-Curricular matters like organising awareness programmes in the fields of literacy, health

and hygiene, gender equality, women empowerment, dangers of drugs, to connect with rural areas through NSS and NCC, to contribute to society by participating in Traffic controlling exercises, disaster management, waste management, visiting the orphanages, hospitals, blood donation, etc.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

In terms with the academic calendar of events announced by the University and the college, all departments assume the responsibilities by allocating the work among the departmental colleagues. Internal evaluation strategies are chalked out in the curricular and co-curricular domains. Each semester begins with an Orientation programme, wherein the students are sensitised about the college, teachers, the course they had chosen, available infrastructure, library and lab facilities, various college committees and their coordinators, syllabus, exams, internal assessment and final exams. Before students take up semester-end examinations, they are put to rigorous Central Internal Evaluation through internal tests, assignments, projects, internships, etc. Based on their performance in these activities, students are divided into Slow Learners, Average Learners and Advanced Learners Categories.

- Slow Learners are put under the supervision of advanced learners wherein the latter understands the academic comprehensibility needs of the former and are redressed. This exercise is envisaged to encourage peer learning among the students.
- The issues of slow learners are further taken care of in the mentoring system, wherein the mentor concerned understands the problem areas of the slow learners and are sorted out with the respective subject teachers. A one-to-one teacher-student contact improves the understandability quotient of the slow learners.
- Further, students are put to Group Discussion, group study, projects, internship etc to make academics easy and interesting.

- Certificate and add-on courses are also conducted to provide hands-on training to the students.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

06

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

2

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

69

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

69

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Our institution incorporates cross-cutting societal themes such as Moral Values, Human Values, Professional Ethics, Ethical Values, Gender Equality, and Environmental Awareness into our curriculum.

Environmental Science, Science & Society and Cultural Diversity are all included in the curriculum as non-core disciplines. These courses were designed by the university to raise environmental awareness and increase the relevance of the environment among students.

Days of national and international significance are commemorated at the college, such as Republic Day, Women's Day, Independence Day, Teacher's Day, Human Rights Day, International Yoga Day, and so on. These celebrations help students develop moral, ethical, and social values.

The Women Grievance and Redressal Cell of the institution provides counselling to students, promotes gender equity among students, and addresses associated issues of female students, staff, and faculty safety and security. CCTV and high-level security are in place on the college campus. To provide a safe atmosphere for all students, there are separate Boys and Girls hostels (off-campus).

The College is equipped with a rainwater harvesting system. We also organise tree-planting programmes regularly. Earth Day, Environment Day, and Ozone Day are all recognised as celebrations at the college.

To educate students on the efficient use of natural resources, the college hosts environmental awareness programmes, workshops, and seminars.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

6

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

27

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>



File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://alameendegreecollege.org/pdf/pdfuploads/zrNZty_SSS%202020-21.pdf">https://alameendegreecollege.org/pdf/pdfuploads/zrNZty_SSS%202020-21.pdf</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**2336**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**376**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

At Al-Ameen, we believe in outcome-based learning processes, where we identify students as slow learners and advanced learners based on the prerequisite tests, class interaction and test performances.

We at the institute, give emphasis on improving the performance of slow learners by providing remedial programmes which are conducted outside regular classes. Specifically, for difficult subjects like Mathematics, Physics Chemistry, Accounting, Kannada, extra classes are taken for students.

Slow learners are given various kinds of assistance through a mentor-mentee system. The faculty's tireless attempts to help the slow learners have had positive outcomes. The mentor also finds other abilities and strengths and encourages them to develop them, which aids in the development of self-confidence and, as a result, improves academic success. The mentor takes extra effort to understand the socio-economic backgrounds also which is sometimes a reason for poor performance. The mentor also links the struggling students with subject professors with whom they are familiar for further help.

The Institute ensures that a slow learner completes all of his courses within the three years of graduation, as well as giving them extra attention to help them develop additional talents that will make them more employable. When necessary, parents of students are notified of low academic performance and psychosocial issues.

Advanced students are offered opportunity to participate in creative projects and other technical activities. Each class's top students are appointed as Class Representatives, who are members of the students' council, in order to help them develop their communication, leadership, and team-building skills.

They are offered opportunities to present papers, compete in intercollegiate contests, and internship. They also assist slow learners by facilitating peer learning. Advanced learners are also encouraged to lead workshops and seminars organized by the college. They also support faculty members by teaching and imparting skills to needy students as part of the institute's social duty.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
690	34

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The mentoring system connects teachers, students, and parents. The trio collaborates to advance the students institutional and academic interests. It is an all-encompassing system that investigates students academic, non-academic, financial, emotional, and other related issues. Each teacher is assigned an average of 30 students to monitor based on the various criteria listed in the mentoring system forms. Students talents are explored through inter-class literary and cultural competitions, and they are encouraged to participate in intercollege activities that are relevant to their interests. Teachers lend a helping hand to students who are in financial need by assisting them in obtaining admission, paying examination fees, and applying for scholarships from various organisations. Teachers and external counsellors, where needed, provide counselling to socially disadvantaged/disturbed/victimized students. A Parent Teachers Meeting is held on a regular basis to keep parents informed about their childrens progress and behaviour. The head of the

institution receives a full report, which is documented.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. The following tools are used by the Institute

#### ICT Tools:

1. Projectors- 06 projectors are available in different classrooms/labs
2. Desktop and Laptops- Arranged at Computer Lab and Faculty cabins all over the campus.
3. Printers - are installed at Labs, HOD Cabins and all prominent places.
4. Photocopier machines - Multifunction printers are available at all prominent places in the institute. There are two photocopy machines available in college.
5. Seminar Hall- Seminar hall is equipped with all digital and audio-visual facilities.
6. Online Classes through (Zoom, Google Meet, Microsoft Team, Google Classroom)
7. MOOC Platform (NPTEL, Coursera, SAP, Udemy, Edx etc)
8. Digital Library resources (INFLIBNET etc)

#### Use of ICT by Faculty

1. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.
2. Online quiz- Faculties prepare online quiz for students

after the completion of each unit with the help of GOOGLE FORMS.

3. Video Conferencing- Students are counseled with the help of Zoom / Google meet applications.
4. Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.
5. Online competitions- Various technical events and management events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://alameendegreecollege.org/infrastructure">https://alameendegreecollege.org/infrastructure</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

34

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

14

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

08

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

34

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

In the college, there is a regular procedure for internal examination. A student is required to appear in two unit tests and one terminal examination per semester. The internal examination schedule is set at the start of the semester in the form of an academic calendar. The results of unit tests are shown in the classrooms, and each student has the opportunity to inquire about their performance. They are able to look at their test copies. The marks scored are recorded in the register. The concerned subject instructor keeps a record of all internal exams, such as unit tests, preparatory exams, and practical exams. As it is a secret data, the mark of the practical examination is sent to the university.

Similarly, students select a topic from their curriculum and present on a blackboard or with a power point presentation in front of their class. This strategy helps them overcome shyness and gain self-confidence. This strategy is also beneficial in personality development of a student.

After displaying the answer sheets to the students, the copies are maintained in the internal-examination section. In the same session, the markings can be observed and copied. In PG classes, students are required to attend the internal examination. Its grades are transmitted to the university to be included in the semester's grade book.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. At the entry level, admissions are given purely on merit basis and the lists of merit students are displayed on Notice board. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level. Continuous evaluation is made through Group Discussion, Unit Tests,

## Assignments Submission, Field Visit / Field Work and Seminars Presentation.

Unit tests are conducted regularly as per the schedule given in academic calendar. The weightage for the unit tests varies as per the concerned faculty. The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing the students after their assessment. Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students to prepare for power point presentation.

- For transparent and robust for internal assessment, the following mechanisms are conducted
- Internal Examination Committee
- Question Paper Setting
- Conduct of Examination
- Result display
- Interaction with students regarding their internal assessment

The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Teachers informally state the expected development in students upon completion of the programme of study to ensure that students



are aware of it. Teachers write learning objectives for the subjects they teach and communicate them with their students. It's also noted in the files of academic activity. On campus, general expectations of student enrichment are displayed in places frequented by students. Teachers communicate students' learning outcomes from the programme of study with other students in the department. In addition, through faculty workshops, student workshops, student induction programmes, faculty meetings, parent teacher meetings, and industry interaction, all key stakeholders are made aware of programme outcomes.

Furthermore, all course outcomes for all disciplines are available on the college website. Lesson plan of a course contains the course outcomes and each class is marked according to the course outcomes. Laboratory course outcomes are published in the particular laboratory as well as in the lab manual/student lab record.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://alameendegreecollege.org/program_outcomes">https://alameendegreecollege.org/program_outcomes</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

#### Attainment of the Course Outcomes

The curriculum, completion of the syllabus, internal evaluation, setting up of the question paper, evaluation, and result are all used to assess the course outcome.

At the departmental level, department heads and teachers work hard to finish the courses on time, and in some situations, extra classes are held for students who are considered to be slow-learners. To guarantee that students participate in class, the mandatory attendance of 75% is adhered to in order to qualify for writing the course examinations. Attendance is also linked to grades. Tests, written assignments, presentations, field work, and other forms of ongoing (internal) evaluation are used. Every course's end-of-semester assessment is based on a three-hour written exam, the question paper of which is supposed to test the

student's understanding of every unit allotted for study.

#### Attainment of the Programme Specific Outcomes

The aggregate result of all courses in a given programme of an individual student is used to calculate the programme specific outcome, which is then compared to the average performance of all students in a given programme.

#### Attainment of the Programme Outcomes

The achievement of program outcomes is measured at the postgraduate and undergraduate levels by students' progress to higher education. The placement of students in companies and institutions is another indicator of achievement.

The college's feedback system, which includes input from a variety of stakeholders, aids in measuring and accounting for program outcomes.

The college has also used an NAAC-developed student satisfaction survey (for conducting it during assessment and accreditation process). We used it to solicit comments on its own, as well as to assess course attainment and programme outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

147

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://alameendegreecollege.org/pdf/pdfuploads/zrNZty\\_SSS%202020-21.pdf](https://alameendegreecollege.org/pdf/pdfuploads/zrNZty_SSS%202020-21.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**NIL**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

**NIL**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

02

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

03

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college hosts a variety of extension activities to strengthen institute-neighborhood community relations and to raise awareness of community concerns among students. Our college's students actively participate in social service activities that contribute to their overall development. The National Service Scheme and National Cadet Corps Units are well-run within the campus. The college engages in a variety of outreach programmes in the community through these units. NSS arranges a residential seven-day camp in a neighbouring adopted village, where NSS volunteers participated in a variety of activities addressing social issues such as sanitation, tree planting, water conservation, road construction, social contact, and group discussion. Superstition eradication, Beti Bacho Beti Padhao, environmental awareness, women empowerment, national integrity, HIV/AIDS awareness, blood donation camps, and health check-up camps, among other initiatives.

The college's NCC unit aspires to foster leadership characteristics, patriotism, discipline, character development, a sense of adventure, and the notion of self-service. Tree plantation, road safety awareness, Ekta daud for health, Save fuel save country programme, Swach Bharat Abhiyan, and national equality awareness are among the activities organised by the college's NCC team. Apart from the NSS and NCC units, the college's various departments are aware of their responsibilities in moulding students into responsible citizens of the country by educating them on social issues through programmes such as Environmental Awareness, Personal Health and Hygiene, Diet Awareness, Road Safety, Tree Plantation, Soil and Water Testing, Plastic Eradication, Visits to Orphanages, Voters Awareness, Blood

**Group Detection, Health Check-up Camps, and others.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year****3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

01

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

06

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

150

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Al-Ameen Arts, Science, and Commerce College provides cutting-edge physical facilities to support excellent teaching and learning.

Al-Ameen Arts, Science, and Commerce College is situated on a 2.86-acre campus surrounded by a magnificent planted garden. It contains a large and well-equipped seminar hall, a sufficient number of teaching rooms, chemistry, physics, microbiology, botany, and computer labs, as well as a library with resources and workstations for each department.

The seminar hall has an approximate built-up size of 1000 square feet and a seating capacity of 125 people with air conditioning. It has an LCD screen and video conferencing capabilities.

The Classrooms are spacious, ventilated and well lit with ergonomically designed seats, LCDs and podium. To improve communication, we have a language lab with 10 systems.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://alameendegreecollege.org/infrastructure">https://alameendegreecollege.org/infrastructure</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.



Sports, outdoor and indoor games, and cultural events are all supported by the infrastructure at Al-Ameen Arts, Science, and Commerce College.

Throw ball, volley ball, badminton, and kabaddi matches are all held in our playground. We rent out stadiums in the area for cricket, hockey, and athletic tournaments.

Indoor games such as carrom, chess, and table tennis are available in the student leisure room.

We also host cultural events in an amphitheatre with a seating capacity of 1500 people.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

07

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

07

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://alameendegreecollege.org/infrastructure">https://alameendegreecollege.org/infrastructure</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3795196

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Library is automated using Integrated Library Management System (ILMS) computerized with Easylib Software.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://alameendegreecollege.org/library">https://alameendegreecollege.org/library</a>

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

8456

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

104

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Al-Ameen Arts, Science & Commerce College is a Wifi enabled campus; we have a line of 100 Mbps, 1:1 with 10 Wifi nodes.

We plan to update the information and communication technology (ICT) enabled tools and resources to the most recent configurations. The emphasis is on improving the existing IT infrastructure with new hardware, software, and firewalls, among other things. Workstations are present in each departments. The library has been completely digitalized, providing access to e-journals and e-learning materials. LCDs are used extensively in the classroom. Students' attendance has been computerised.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

##### 4.3.2 - Number of Computers

59

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

3795196

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**4.4.2 - Procedures and Policies**

**Classrooms:** The classrooms have acrylic boards for regular use. The teachers use teaching aids like charts, posters, OHP, etc. The wear and tear of the students' benches is regularly monitored and

replaced with student-friendly ones periodically.

**Computers:** All departments have respective computer/s facility with internet availability. The students of Mathematics and computer science faculty use the centralized computer lab for their curricular purposes. The related software is installed for the students' benefit. Students across various streams of study use the computer lab. The systems are managed by the dedicated staff.

**Stationery:** the stationery shop on the campus is accessible to the students. It caters to the needs of photocopying, printing, with stationery of textbooks, notes, and other paraphernalia available.

**Cafeteria:** Offers healthy and hygienic food at affordable prices to the students. It is open between 8 am and 5 pm. It is open on occasions other than the college schedule when the college is made available for conducting competitive examinations, government purposes etc.

**Laboratory:** The laboratories are well equipped to meet the latest curricular demands of the students as required by the university syllabus. The stock of the infrastructure is taken and maintained in the stock book.

**Library:** The library is automated with Easylib software 4.3.3 version. Students have access to borrowing books under the library management system. Books journals are added to the stands periodically. Students and staff are encouraged to use the library facilities. A library hour is allocated for the students to refer to the books/journals of their choice and prepare assignments. The library facility is used to enroll students to the online course offered by SWAYAM and MOOC.

**Sports complex:** Our College has tie-up with the Karnataka Hockey authority for the practice and competitions in sports and Bangalore Third Block Playground for the regular practice of athletics.

**Infrastructure Management:** The College has a centralised infrastructure management system for quality maintenance and sustenance. The dedicated full-time Infrastructure Manager, with the support of the College Management, looks after the infrastructure matters. Where a need is, the infrastructure issues are brought to the notice of the head of the institution, which in turn are addressed by the management through the Maintenance

manager. Two attenders take care of the housekeeping matters of the library. The system administrator, in coordination with Compact Tele System, takes care of the computers, networks, telephones, intercoms, Smart Room facilities etc. An all-time power supply is ensured with two generators of 62 KV and 82 KV are installed on the campus. The college has centrally installed Water Purifier with Reverse Osmosis technology. Waste management—dry and wet, is segregated and is decomposed with wormy culture to be used as fertilizer. 15 Housekeeping Staff are responsible for the upkeep of the campus. The infrastructure is effectively managed with a dedicated electrician, plumber and computer personnel.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://alameendegreecollege.org/procedure">https://alameendegreecollege.org/procedure</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

65

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

<b>160</b>	
File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>
File Description	Documents
Link to institutional website	<b>Nil</b>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>25</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>25</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<p><b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b></p>	<p><b>A. All of the above</b></p>
--	-----------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

16

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

45



File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

##### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

To ensure the efficient operation of the institution, Al-Ameen Arts, Science, and Commerce College employs student representatives on several academic and administrative committees.

Several committees having student representations are:

**Student Welfare Committee** - Student representatives present issues relating to student welfare and programme that benefit students' growth.

**Advisory Committee** - The committee is informed on the needs of students in terms of academics, curriculum improvement proposals, internship experiences, and recruitment activities by the student members.

**Anti-ragging Committee** - Students on the committee are advised to keep an eye on any difficulties or concerns that arise among the students and to bring them to the committee's attention as soon as possible.

**Sexual Harassment Committee** - The committee is made up of both male and female students who work together to solve harassment issues among their peers.

**Editorial Board of College Magazine** - Student members actively take part in inviting articles, compiling and publishing.

**Grievance Redressal Committee** - In collaboration with academic members on the committee to remedy grievances, student representatives attend to both registered and unregistered student issues.

**Co-curricular Committee** - The students' representatives are actively involved in organizing co-curricular activities in the college such as quiz competitions, seminars, workshops and conferences.

**Cultural Committee** - To organize cultural activities such as dance, singing, dramas etc.

**Sports Committee** - They co-ordinate in the successful planning and completion of NCC/NSS activities and other indoor and outdoor

**sports.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)****5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

**5.4 - Alumni Engagement**

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Yes, Alumni Association of our college is registered under the Societies Registration Act of 1980. The association meets and communicates with the principal on a regular basis. Our alumni are Al-Ameen's brand ambassadors, serving across the globe as the institution's and industries' binding forces, facilitating training, research, internships, tie-ups, and placements.

Our Alumni have made us proud by holding top positions in the corporate sector, and a few have gone on to become great entrepreneurs. They volunteer to give Guest Lectures to our students, allowing Industry-Institute Interactions to take place.

They have also volunteered to help educate our college's

underprivileged students.

The Alumni Association's office bearers endeavour to build the network of members year after year and hold monthly meetings to encourage improved Industry-Institute interactions. We have a vibrant Alumni Association that now has around 1000 members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Al-Ameen Educational Society is a non-profit, secular, philanthropic, and a minority institution founded in the year 1966, by our Founder, Late Dr. Mumtaz Ahmed Khan.

Under the auspices of Al-Ameen Educational Society, Al-Ameen Arts, Science, and Commerce College was started in 1968. The college had a very humble start with an annual intake of 30 students. The College currently holds a commendable place in Bangalore City University, with an annual intake quota of 2336 seats.

Al-Ameen Arts, Science & Commerce College has a vision & mission distinctly expressed as follows :

#### Vision

Al-Ameen draws its inspiration from the Quranic Verse-'Rabbi Zidni lima' translated into English as "LORD GIVE UNTO ME MORE KNOWLEDGE".

The college envisages to tirelessly rendering service to the humankind by educating the masses and makes them ethically, educationally self-reliant to serve the society.

#### Mission

- Provide hands on experience to the students through regular academics.
- Make the students self-reliant by providing vocational training.
- Build up strong ethical and educational background among the students and prepare them to be useful to the humankind.
- Steadily endeavor to explore new vistas of knowledge.
- Develop research bent of mind and scientific temperament among the students.

Add-on programmes have long been emphasised at Al-Ameen Arts, Science & Commerce College in order to comprehensively orient students in academic, co-curricular, and extra-curricular fields. Students are educated on the importance of corporate spirituality and ethics. The value of placement is recognised. Entrepreneurship development programmes are carried out in order to contribute significantly to the Industrial Economy.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

A decentralised operating mechanism gives individual faculty members a lot of flexibility in academic administration, which makes decision-making easier. The Principal defines the policies in accordance with the norms and regulations of Bangalore City University, the UGC, the Government of Karnataka, and the Al-Ameen Educational Society. The numerous academic and administrative bodies are ensured to have representation from the faculties. At the same time, the IQAC imposes adequate checks and balances. The IQAC, Principal, and Management of Al-Ameen Educational Society

are working together to ensure that the goals and objectives of the decisions made are met.

Al-Ameen Arts, Science and Commerce College practices participative management. The institution's management is actively involved in its operation. The principal is in charge of the institution's governance and management, which is complemented by feedback from stakeholders and proposals from the Al-Ameen Educational Society's management. The principle, along with members of the IQAC, keeps a close eye on the institution's administration, governance, management, and academic activities on a daily basis. The principal informs faculty and staff about management decisions and ensures that they are appropriately executed through continual monitoring and evaluation with the help of IQAC. The Principal appoints various committees with suitable representation from professors and students to help with the implementation of all curricular, extracurricular, and extracurricular activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Al-Ameen Educational Society is a nonprofit movement dedicated to empowering minority students through education. Al-Ameen Arts, Science, and Commerce College is proud to be affiliated with the Al-Ameen Educational Society, which was established in 1966 by late Dr. Mumtaz Ahmed Khan.

Al-Ameen Arts, Science, and Commerce College is governed by our beloved founder's philanthropic beliefs of providing education to the underprivileged, eliminating illiteracy, and raising the standard of living of poor students in general, and Muslim students in particular.

The Al-Ameen Scholarship Committee was founded to support this noble cause by providing scholarships to meritorious and financially poor students. The Scholarship Committee awards around one to two crores INR in scholarships each year to deserving students of not only at the Institutions of Al-Ameen but across

all other institutions.

Inspired by this noble service, all the faculty & staff working at Al-Ameen, have passionately joined hands in this endeavour, by voluntarily donating 0.5% of their basic salary every month to the Al-Ameen Scholarship fund. This act of giving has become infectious, wherein our Alumni students have also donated voluntarily to support the education of deserving students.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Organizational chart of Al-Ameen Arts, Science and Commerce College is displayed below indicating the organizational hierarchy

Al-Ameen Educational Society,

Chairman, Hon. Secretary, Hon. Treasurer and Executive Council Members

Principal

Vice Principal

Department HOD Manager

Department Teaching Staff Non-Teaching Staff

Al-Ameen Arts, Science & Commerce College has a Quality Policy as mentioned below:

The college envisages to tirelessly rendering service to the humankind by educating the masses and makes them ethically, educationally self-reliant to serve the society.

Al-Ameen Arts, Science and Commerce College Quality Policy

reflects our Vision & Mission and is a guideline for our Decision Making and at the same time ensures the following:

- Adherence to B.C.U., State Government, and UGC rules and regulations.
- Establishing and monitoring teacher and student performance against relevant Performance Indicators and Benchmarking through ongoing interactions and feedback from our stakeholders, including students, parents, alumni, and recruiters.
- Examining and deploying sufficient resources to ensure that the requirements are met.
- To keep up with the ever-changing global business environment and incorporate it into our Knowledge Delivery System.

Al-Ameen Arts, Science, and Commerce College has implemented a Systematic Manpower Planning exercise that addresses the recruitment, selection, training and development, remuneration, integration, and maintenance of its workforce.

The Appointment & Service Regulations to be followed are clearly stated in the Service Rule Book of the College.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**B. Any 3 of the above**



File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

For teaching staff -Teacher's day gift is given, one day staff trip, ESI Facilities and PF facilities and Fee Concessio to their children in Al-Ameen Group of institutions.

For Non teaaching staff - One day staff trip, ESI Facilities and PF facilities and Fee Concessio to their children in Al-Ameen Group of institutions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year****6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

16

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The annual performance appraisal is a required pre-requisite for rewarding faculty with incentives and promotions. In terms of the Performance Appraisal of Teaching Staff, each faculty member is subjected to multiple factors; by themselves, students, and the principal in order to obtain an objective and holistic evaluation. Each of the assessment evaluation forms has been created to be as thorough as possible.

The non-teaching staff's performance is evaluated at two stages: (a) by themselves, and (b) by the principal.

The Principal meets with the Management on a case-by-case basis to examine the appraisal reports with the consolidated score of the Teaching and Non-Teaching staff, and the Management provides complete cooperation and honours the Principal's suggestions. The increments and promotions are approved quickly, and the sanction orders are forwarded to the office. These sanction orders are filed in the office's guard files and registered in the employees' respective Service Registers.

If the Principal notices a need for improvement in the performance of the Teaching or Non-Teaching staff while conducting the appraisal and reward process, the Principal provides prompt intervention and counselling to help the staff improve their performance capabilities in the work areas assigned to them.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

In our accounting system, we have a policy of using a fair and transparent method.

Internal auditing is rigorously carried out every quarter, and financial auditing is meticulously carried out at the end of the fiscal year.

Our Accounts Department is led by a competent and experienced Accounts Superintendent, who is assisted by three accountants who update the accounts on a regular basis as and when transactions occur. The MS-Excel/TALLY software is used to keep track of all accounts.

"Rangaraju & Associates" has been designated as the Al-Ameen Educational Society's auditors. Our Accounts department's Financial Statements, Income & Expenditure accounts, Receipts & Payments accounts are all rigorously inspected by both an internal and external team of auditors.

In the event of any audit objections, the auditors notify the Executive Committee of Al-Ameen Educational Society, and such grievances are quickly addressed with suggested improvements in the accounting process, which are fully implemented. Our Institution's audited reports are presented to the Management for approval at Executive Committee and Annual General Body meetings.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)****6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

Al-Ameen Arts, Science, and Commerce College is an aided / self-financing college. Before the start of each fiscal year, the Principal prepares and submits a budget to the Hon. Secretary of Al-Ameen Educational Society for approval. All incidental, recurring, and non-recurring revenues, as well as capital expenditures, are clearly provided for in the budget.

Before finalising the final budget, there are multiple rounds of discussions with Principal and Management. The approved budget projections serve as a reference for the Principal in determining the maximum amount of spending that can be made. We rarely go over budget, and in the event of an emergency or an unforeseen expense, management does not hesitate to make provisions for it.

As previously stated, Al-Ameen Educational Society is founded on philanthropic ideas, and any surplus generated by the institution at the conclusion of the fiscal year is reinvested in the institution in the form of infrastructure expansion and scholarships.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Our institution has been able to plan and implement academic, co-curricular, and extra-curricular programmes focused at holistic student development, staff enrichment, placements, and overall college brand building through regular IQAC meetings.

As an integrated frame work for Quality assurance, Al-Ameen Arts, Science, and Commerce College has a three-tier system: the Governing Council, the IQAC, and different academic and administrative committees. The IQAC is the planning body, collecting comments from all stakeholders and recommending plans to the Governing Council for approval before they can be implemented. The university holds training and interactive sessions on Quality Assurance methods for both teaching and non-teaching employees on a regular basis.

Because Al-Ameen Arts, Science, and Commerce College is affiliated to Bengaluru City University, we are subjected to an annual inspection by the BCU Local Inquiry Committee. All of this has enabled the Institution to document all operations and events, as well as to have checks and balances in place to identify deviations and initiate corrective steps as needed.

The following are two practises that have become institutionalised as a result of IQAC initiatives:

- Creating Online Learning Systems and Procedures

Because of the Pandemic Covid-19 and the ensuing protracted lockdown of Educational Institutions, it was imperative to transition to an online teaching and learning process.

As a result, all of the faculty banded together and generated learning materials in their individual subjects in accordance with the curriculum, which were then made available on the college website at [www.aasclibrary.wordpress.com](http://www.aasclibrary.wordpress.com).

Since then, we've made it a habit to be prepared to move to an online form of teaching-learning in this uncertain era of the virus co-existing with us, and we're still unsure of the virus's peculiarities and hidden consequences.

- **Counseling for Individuals**

The Pandemic had thrown our lives, jobs, and other activities into disarray. There were significant losses in terms of lives and income, which threw people's usual lives into disarray. Every family had to experience the death of a father, mother, brother, sister, or elder, causing their emotions to be shattered.

Our faculty members at Al-Ameen Arts, Science, and Commerce College kept in touch with each and every student entrusted to their care on a daily basis, empathetically in a virtual mode, instilling courage in the students to help them get through the unforeseen catastrophe. Even if they had not paid their college tuition or were in shock after losing their breadwinners, the students were assured of continuing their study.

Despite the pain caused by the Pandemic, the counselling and care provided by the staff built confidence in our kids and helped them become emotionally strong.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Al-Ameen Arts, Science, and Commerce College has a policy of using IQAC to examine its teaching-learning process, structures & techniques of operations, and learning results at regular intervals.

We believe in getting feedback in order to improve our performance, and we collect feedback from all stakeholders, including students, parents, and alumni, in order to enable continuous and complete evaluation of the total course curriculum.

We strictly adhere to peer, student, and principal evaluations of faculty in order to regularly examine the Teaching-Learning Process and take remedial action if necessary.

The performance of students is continually assessed, and their

development is documented. Tests are given at the end of each chapter to keep track of the student's progress. For sluggish learners, remedial lessons are held.

IQAC guarantees that all professors and students are up to date on the newest corporate and business developments. Faculty members participate in FDPs, seminars, conferences, workshops, and refresher courses. Students are given newspapers and are assigned to a variety of competitive events, paper presentations, conferences, and webinars in order to gain knowledge and confidence. Assignments, class presentations, group discussions, debates, quizzes, and simulation exercises are all scheduled and monitored on a regular basis.

Guest lectures from notable individuals are given to broaden students' thinking horizons. The use of information and communication technology in the classroom has enhanced pedagogy and student-teacher interactions.

All of the IQAC's efforts have resulted in the university's final examinations yielding nearly satisfactory outcomes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**



File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender relations have a significant impact on the efficient operation of both society and the economy. As a result, if gender discrepancies are not handled effectively and promptly, they may pose a threat to the society's long-term viability and effectiveness. As a result, working to reduce gender inequality at all levels and contributing our part to reinvigorating and strengthening the economy is a necessary evil.

#### Annual Action Plan for Gender Sensitization:

There is no discrimination at Al-Ameen Arts, Science, and Commerce College. In the professor, staff, and student community, men and women are equally represented. All of our academics, administrative personnel, and students participate in many Gender Equality Sensitization programmes, including:

1. Women Empowerment
2. Gender Equality at workplace
3. Gender Diversity & its benefits
4. Women's Day Celebrations to highlight women's accomplishments and honour the achievers.

#### Specific Facilities provided for women in terms of:

- **Safety and security:** The campus has CCTV surveillance and a strong line of security personnel; we have established Sexual Harassment and Anti-ragging Committees; and we have made sure that one of the faculty members keeps monitoring

on our students, in turn, as an extra precautionary measure.

- **Counseling:** As previously stated, we have established a Sexual Harassment Committee and an Anti-Ragging Committee. All students have access to counselling services. The criteria are based on the students' emotional, mental, and psychological preferences, and counselling is done one-on-one. Any emotional issues are dealt with and resolved.
- We have separate restrooms for boys and girls, as well as a ladies room in the common room.
- **Other pertinent information:** our institution ensures that Gender Equality and Equal Opportunity are maintained in terms of:
  - Access to jobs and skills;
  - Entrepreneurship
  - Financial inclusion for both employees and students;
  - Infrastructure and utility access and consumption;
  - Decision-making through involvement in various committees;
  - Women's leadership and public participation
  - A separate Hostel for girls is available, with suitable facilities and security.

Women's full and effective participation and equal opportunities for leadership at all levels of decision-making, whether it students or staff, are ensured by these measures, which raise knowledge and promote respect for women among males. At our institution, this can be seen in the support we provide and the results we achieve. Furthermore, at Al-Ameen Institute of Management Studies, there have been no instances of sexual harassment or ragging.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-**

**C. Any 2 of the above**

**based energy conservation Use of LED bulbs/  
power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

India confronts significant environmental issues as a result of garbage generation and insufficient waste collection, transportation, treatment, and disposal. It is critical to address this problem since it has a direct influence on the environment and the health of all individuals who live nearby. The obstacles and challenges are substantial, but so are the potential. At Al-Ameen, providing a healthy and safe environment is a top focus. As a result, effective waste management entails either disposing or recycling, either in-house usage/consumption or outsourcing collection and disposal to a licensed service.

The waste is categorized as follows:

- Biodegradable, organic waste like cooked food, vegetables, fruit, leaves etc.
- Recyclable waste like paper, cartons, cans, metallic items etc.
- Non-degradable waste like glass, plastic items etc.

The following measures for solid waste management have been implemented at the college:

- Daily garbage is collected in dustbins at various sites, dumped into moveable containers and carts, separated into biodegradable and non-biodegradable waste, and transported to the disposal yard.
- Solid garbage is collected in dust bins at the corners of each classroom and corridor.
- Display boards with information about the availability of dust bins.
- Students are taught to only throw solid waste into trash cans.
- By digitising office procedures through electronic methods

via WhatsApp as a group, the college has adopted a nearly paperless model.

- Sending faxes, printing draughts before final documents, meeting minutes, memos, and notes on one-sided paper is encouraged in office procedures as it is more environmentally friendly.
- During numerous extracurricular activities, students are encouraged to use waste paper and newspaper in imaginative ways.
- Vermi composting uses biodegradable culinary trash from the mess and cafeteria, as well as horticulture waste such as dry leaves twigs, and plant clippings gathered from all over campus. The resulting vermicompost is high in water soluble nutrients and is utilised in organic farming.

Liquid waste is such an essential category of waste management. Liquid wastes, unlike solid wastes, are difficult to collect and remove from the environment. Liquid wastes spread out and can readily pollute other sources if they come into contact with them; therefore, there is a high risk of contamination and groundwater contamination. This has the potential to pollute the plants we eat, the animals in the ecosystem, and the humans in the vicinity.

In order to manage liquid waste, the college has taken the following steps:

- All of the college's washrooms have a proper sewage system, and extra precautions are made to ensure that there is no water stagnation, which discourages mosquito breeding.
- Rainwater from the college's terrace is channelled into pipes that lead to rainwater gathering ponds. The waste water from the RO plants is pumped into the college garden.

#### Management of hazardous waste

Microbial cultures and biochemical tests done in the labs are autoclaved before being discarded, and students and lab attendants are thoroughly trained in this process.

#### Handling of e-waste

The college has a contract with an e-waste collection agency that collects all e-waste on demand. To keep an eye on e-waste, we've implemented the following measures:

- Purchase fewer items.

- Donate old electronics goods
- Look into the recycling schemes offered by the manufacturer.
- Ascertain that your e-waste is properly categorised, tracked, and disposed off.
- Our lab technicians correct minor problems in electronic devices to guarantee that they are used to their full potential.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Al-Ameen encourages an inclusive environment that adheres to secularism, professionalism, harmony, and cultural diversity. The goal of fostering an inclusive learning environment is to identify and address the particular needs of all students while also trying to remove any barriers that may exist. The most effective way to differentiate is to make sure that resources and assessment methodologies are properly planned and implemented.

The economic slump in India, which has been worsened by the Covid-19 Pandemic, has posed a threat to millions of people's livelihoods, and the situation is expected to worsen as wealth, religious freedom, and social harmony are lost, pushing millions more into abject poverty.

It is common knowledge that countries with fewer religious restrictions and lower levels of hostility rank higher in primary and secondary education, technical training and higher education, technological readiness, innovation, communications and transportation infrastructure, market efficiency, business sophistication, financial market development, institutional environment promoting wealth, and labour efficiency market. Religious liberty also helps significantly to overall peace and stability, as well as to the reduction of corruption - two critical factors for economic prosperity.

We have students and employees from the Hindu, Christian, Sikh, and Muslim communities at Al-Ameen, and there is great religious peace among them. Everyone participates in cultural and religious holidays together. Eminent speakers deliver motivational talks to students in order to foster mutual understanding, cohesion, and

all-round personality development, as well as to prepare them to be responsible citizens who adhere to national principles of social, communal peace, and national unity.

Our institutions have students from Kashmir to Kanyakumari, as well as West Bengal and Rajasthan. Our founder, Late Dr. Mumtaz Ahmed Khan, is proud of the fact that his "Al-Ameen Movement" has now reached the states of Rajasthan, Punjab, Uttar Pradesh, Chhattisgarh, West Bengal, Assam, Orissa, Manipur, Jharkhand, Tripura, Maharashtra, and Kerala, providing education from primary to higher education, including research centres, leading to Ph.D., thus reaching out to every nook and cranny of the country and facilitating Al-Ameen Scholarship Committee also offers scholarships to enable these deserving young people pursue their objectives and ambitions.

Ethnic Day and Cultural Day are observed to allow students to express their community's unique culture. There are also students from Iraq, Bangladesh, Mauritius, Sudan, and other countries. And we are pleased to report that there have been no incidents of racial discrimination on our campus to date.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

India has a long history of democracy, and its citizens come from many cultural, social, economic, linguistic, and ethnic origins, all of whom are controlled and regulated by the Constitution, regardless of caste, religion, race, or sex. Fundamental responsibilities are the moral requirements that all people of a country must uphold in order to foster patriotism and strengthen India's unity.

We, the People of India, having solemnly resolved to form India into a [SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC] and to secure to all its citizens: JUSTICE, social, economic, and political; LIBERTY of thought, expression, belief, faith, and worship; EQUALITY of status and opportunity; and to promote among



them all FRATERNITY assuring the dignity of the individual, as stated in the Preamble of our Constitution.

The preamble, also known as the introduction, summarises the entire Constitution and makes it clear that the Constitution's values must percolate to every person of India.

We educate the institution's students and employees about the Constitutional Obligations, including citizen values, rights, obligations, and responsibilities, so that they can imbibe as responsible citizens.

Objectives:

To educate students and staff at the institution about their constitutional commitments, which include fundamental values, rights, duties, and responsibilities.

Understand the Fundamental Duties, which are described as all citizens' moral responsibility to contribute to the promotion of patriotism and the preservation of India's unity.

In the democratic world, the concept of citizenship has taken on a new meaning, content, and purpose. While emphasising rights, it is equally critical to be honest about one's responsibilities to society at large and the country in particular, particularly in terms of safety and security.

We think that "Work is Worship," which emphasises one's duty, and that if everyone does their responsibilities with sincerity and dedication, it is nothing less than worship.

As a first step toward instilling constitutional commitments among students, the affiliating University curriculum includes mandatory courses such as Professional Ethics and Human Values, Constitution of India, and Essence of Indian Traditional Knowledge.

Students are inspired by renowned persons who participate in numerous programmes on culture, traditions, values, obligations, and responsibilities. Students were involved in awareness campaigns about the ban on plastics, cleanliness, Swachh Bharat, and other topics.

Our institution's initiatives are as follows:

- 'Integrity - A Way of Life' is the theme of this year's

**Vigilance Awareness Week.**

- To raise knowledge about values and ethics, as well as knowing one's own personality.
- Our NSS unit participates in activities and programmes successfully and invites other students to join us in this noble cause. The following are some of our NSS unit's initiatives:
  1. Free Covid-19 Vaccination Drive for students in the campus on 1st & 22nd Dec 2021.
  2. Health Checkup Camp on 7th September 2021 to commemorate Founders Day.
  3. Blood Donation Camp on 4th September 2021 to commemorate Founders Day.
  4. Road Safety Awareness Programme on 30th July 2021
  5. Fit Bangalore, for Fit India Programme on 22nd Feb 2021.
  6. Free Covid-19 Vaccination for students in the campus from 7th to 9th July 2021.
  7. Campus Cleaning Programme on 12th March 2020.
- Jan Aandolan Awareness Programs: Beti Bachao, Beti Padhao.
- Visits to nearby slum areas to raise awareness of citizens' fundamental rights and responsibilities, as well as to motivate the community to take on the most important responsibility of encouraging education, particularly among the poorest members of society, to help eradicate illiteracy, raise living standards, and boost economic growth.
- In May 2020, food packets were distributed as a kind of relief to households affected by the Covid-19 Pandemic.
- Staff and students generously donated clothes, medications, and vital goods to the "Assam Flood" Relief Drive on August 10th, 2019.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The**

**C. Any 2 of the above**

**Code of Conduct is displayed on the website**  
**There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**  
**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

#### National & International Days

Every year, we joyfully commemorate National and International Days. There are numerous national and international remembrance days and festivals on the academic calendar. All of the students and faculty gather together to raise awareness, highlight the importance of, and reflect the rich history, heritage, tradition, and variety of the country, as well as promote a feeling of patriotism.

The commemoration of various key historic days to honour great political leaders, freedom fighters, and prominent individuals of our country is vital to our country's political and social framework. These events can be termed national integration festivals since they bring the entire country together in a shared experience. It sends out a universal message of love and unity that reverberates across the land.

The commemoration of such national and international days sends a strong message to our students that these celebrations bring a diverse country together in harmony, brotherhood, and unity, and promote pluralism and diversity in India and the world at large,

and that each event is celebrated in that spirit.

List of our college's commemorative days, events, and festivals

- Oil Conservation week - 4th of January to the 10th of January
- Road Safety Week- 10th of January to the 16th of January
- National Youth Day - 12th January
- Indian Tourism Day - 25th January
- Republic Day - 26th January
- National Cleanliness Day - 30th January
- National Safety Week - 4th to 10th March
- International Women's Day - 8th March
- World Water Day - 22nd March
- Prevention of Blindness Week - 1st to 7th April
- World Health Day - 7th April
- World Earth Day - 22nd April
- World Book Day - 23rd April

•World Environment Day - 5th June •International Day against Drug Abuse and Illicit Trafficking - 28th June •Independence Day - 15th August

- National Fortnight on Eye Donation - 23rd Aug to 6th Sep
- National Nutrition Week - 1st to 7th Sep
- Teachers' Day - 5th Sep
- International Literacy Day - 8th Sep
- National Voluntary Blood Donation Day - 1st Oct
- International Day for Elderly People - 1st Oct
- Wild Life Week - 1st to 7th Oct
- Mahatma Gandhi's Birthday - Gandhi Jayanthi - 2nd Oct
- National Pollution Control Day - 2nd Dec
- Girl Child Day - 8th Dec

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Service to humankind through education is the vision of the college. The college as the minority institution, catering to the educational needs of all sections of the society, understands the financial constraints of the poor students of the community to pursue higher education. In these circumstances, our college Scholarship Committee facilitates the poor students financially to pursue their goal of higher education. We collect fees with ease of installment facility.

2. In continuation of service to humankind, emphasis is laid on the college to do whatever possible from its side to help the community at large. It carries out various outreach activities to reach out to the underprivileged. We go to orphanages to spend time with the inmates and render some material support to them. Periodically, our students play attendants to the unattended patients in the BBMP and Government hospitals. Our students distribute fruits and food materials to the patients in the hospitals. We are available at all times at the service of governmental organisations to help them in the matters of need. Our students are available at the service of Civic authorities on any call of emergency like blood donation, helping the traffic police etc. The teachers help the students financially at the time of admissions in a way tenable to them. For the benefit of the students of our college and the community at large, the college conducts placement drives for the unemployed youth.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college, established in 1968 has been steadily striving in the direction of achieving academic excellence and the personality growth of the students. With its commitment to provide educational opportunities to all those who want to seek admission to our college, students from economically poor strata are encouraged with scholarships and concessions in fees. Reasserting our commitment to holistic growth, the college fulfils the curriculum

and co-curriculum aspirations of the students. Platforms like Literary and Cultural Clubs, Eco-Club, Anti-Sexual Harassment Cell, Redressal Forum, etc. function with the active participation of the students and teachers' supervision. Leadership qualities are promoted among the students by constituting a Council formed by the Class Representatives. A close-knit relationship is clobbered between the teachers and the students as they are connected in understanding and redressing the problems faced by the students. The infrastructure of the college with well-equipped labs, library, facilities like Seminar Hall, ICT installations in the classes, etc enhances the teaching-learning proficiency. The teachers are well motivated to reach out to the students' minds so they can do well in their exams. ICT enabled teaching makes the learning process simple and easy.

Teachers are involved in research and development activities with their participation, presentation, and contribution to the academics at the college and university level. Many teachers have served the university in various capacities as the Custodians, Deputy Custodians, Chief Examiners, Resource persons, Chairpersons, Members of Board of Studies, Members of Board of Examiners, etc.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

- To provide training and internship opportunities to the students with the industry
- To conduct NET coaching for PG students
- To conduct job-oriented courses to the students in the beginning of the semester
- To provide hands-on employment training by professional trainers
- To implement all the programmes enlisted in the MoUs signed with different organizations
- To motivate and facilitate teachers to take-up research activities
- To encourage students to take up projects
- To involve teachers and students in outreach activities