



## Yearly Status Report - 2017-2018

### 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 own campus	Yes
Phone no/Alternate Phone no.	08022246565
Mobile no.	9886919249
Registered Email	principal@alameendegreecollege.org
Alternate Email	alameendegreecollege@gmail.com
Address	Hosur Road
City/Town	Bangalore
State/UT	Karnataka
Pincode	560027

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		DR. Rahmath Ataaz			
Phone no/Alternate Phone no.		08022222402			
Mobile no.		9945175640			
Registered Email		psartajkhan334@gmail.com			
Alternate Email		alameendegreeiqac@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://alameendegreecollege.org/pdf/1644491731127_AOAR16-17.pdf">https://alameendegreecollege.org/pdf/1644491731127_AOAR16-17.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://alameendegreecollege.org/includes/downloads/calendar-of-events.pdf">https://alameendegreecollege.org/includes/downloads/calendar-of-events.pdf</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	3	2002	12-Nov-2002	11-Nov-2007
2	B	2.84	2009	08-Mar-2009	07-Mar-2014
3	A	3.04	2016	11-Mar-2016	10-Mar-2021
<b>6. Date of Establishment of IQAC</b>			01-Mar-1998		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Charity work at 'Ashiana Old Age Home	19-Jul-2017 1	45
National level seminar by P.G department of commerce - Impact of digital economy on business education - challenges and opportunities	21-Nov-2017 1	300
Institutional Social Responsibility--Eye Check Up Camp	22-Feb-2018 1	435
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>No Data Entered/Not Applicable!!!</b>				
<b>No Files Uploaded !!!</b>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
Addon Courses Employment Opportunities: In order to enhance the employability factor of the degree courses, an MoU was signed by the college with ALPHA TECH ACADEMY.	
National level seminar: P.G department of commerce conducted One Day National	

Level Seminar on Impact of Digital Economy on Business Education: Challenges and Opportunities.

industry institution Tie Up: Our college signed an MoU with Conduit Endeavours Infotech Pvt. Ltd., a software company to impart employment training to students through the academic year.

Civil Services Academy: Al-Ameen All India Dr Mumtaz Ahmed Khan Civil Service Academy came into existence with the motto of imparting training to appear for All India Civil Services Examinations.

Women Empowerment program by Mrs. Brinda Adiga of Global Conservers

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### 13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Preparation and submission of AQAR for Previous Academic year	Submitted
To Encourage the faculty members to pursue Ph.D. Programmes	Mr. Mukhtar Pasha, Department of Kannada is awarded with Ph.D. To encourage Research bent of mind a Financial incentive of Rs .Two thousand five hundred per month is given to the staff members.. Two staff members Omar Farooq, Department of Microbiology and Sayeeda Begum, Department of Urdu were awarded AlAmeen Scholarship to pursue Ph.D from Tumkur University.
Proposed to improve the facilities in General Library	Purchase of E Books and E Journals
To develop Entrepreneurship, Employability Skills, Motivational Programmes and to create awareness about environment and hygiene	Courses such as Tally ERP, Microsoft Excel, BASIC Photoshop, web creation Programmes are offered to the students to enrich their competence and to encash upon employability opportunities. Guest lecture were organized regularly to bridge the gap between theoretical knowledge and its application. MOUs with Alpha Tech, Al Ameen College of Pharmacy and AlAmeen College of Law have been signed to carry out projects, Internship, Training etc...
To encourage the teaching faculty to take up KSET/ NET	Ms. Fatha Begum, Department of History cleared KSET
To encourage and guide the teaching faculties to publish books and research articles in national and international	Firdose Nazima, department of English presented a paper in International Journal Title: A Glimpse of Freedom

journals recognized by UGC	Movement through Literature of Begum Hasrat Mahal: A Socio Political Analysis. Mr. Mukhtar Pasha Department of Kannada Published a book Titled: Muslim Habbagalu Mattu Acharanegalu
To Conduct State, National and international level seminars / workshops / symposium	One day national level conference conducted by P.G Department of commerce. Topic: Impact of Digital Economy on Business Challenges and Opportunities
To Conduct Internal Academic Audit in Order to maintain and enhance the Quality of Education	Internal Academic Audit at the end of the academic year and corrective measures of completion of portions, remedial classes for slow learners were conducted..
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
Management of Al-Ameen Educational Society	21-Aug-2017

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2017
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Date of Submission	01-Apr-2017
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The information management system is of pivotal importance in the institution to reach information related to the college, university and academics. In addition to the notice board, internal memo type of communication, the college has hired the services of OPTRA to communicate to the students the information related to attendance, marks, University notifications. The parents are also communicated through OPTRA to inform them about their wards' matters as need be. In the emergency matters, the parents are communicated
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directly on their respective phone numbers. The college has purchased Integrated Library automated software to catalogue, issue and return of books, library membership of the students and other related matters. The college also utilizes an internet facility to enrol students on the UGC sponsored SWAYAM and MOOC Courses.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Confirming to Bengaluru City University's curriculum requirements, Al-Ameen Arts, Science & Commerce College follows the calendar of events and curriculum formulated by the former. To pursue the university agenda, the college also prepares a Calendar of events in line with the calendar of events issued by the university, which includes curricular and co-curricular activities. 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 the syllabus and curriculum at the university level. The institution encourages the staff and students to achieve academic excellence by conducting Orientation programmes, workshops, seminars, guest lectures, field trips, Panel discussions, Industrial visits, etc. Teachers are encouraged to enhance their competence by participating/ organizing seminars, conferences, symposiums, workshops etc. The internal Quality Assurance cell suggests to the administration to conduct National level Seminars and conferences, go for Industry tie-ups, skill development activities, etc. It guides and monitors academic activities throughout the year. It also guides the administration in conducting academic audit every year. Departmental meetings are held at regular intervals for the effective implementation of curriculum and other related activities. Certificate and add-on courses, Skill development programs such as Personality development, career planning programmes are conducted to enhance the theoretical and practical knowledge of the 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 schedule. Parent-Teachers meetings are held twice a year to update them about their wards' performance. All the departments conduct field visits, projects and surveys to enhance students' academic performance in line with the university curriculum. Faculty training programmes are conducted to update the knowledge. Institutional tie-ups with industries/colleges/Organisations/N.G.Os are actualised for the benefit of faculties and students. IQAC monitors the progress of courses offered by Swayam, MOOC, and skill-based programmes like Tally ERP9, Microsoft Exel, web creation, etc. It also assumes the responsibility of cultural, literary and co-curricular activities. It suggests to the administration to carry out awareness programs in the field of Literacy, Health, Hygiene, women empowerment, evil effects of drugs, etc. It connects with the rural masses through NSS and NCC to contribute to society by participating in the outreach activities like disaster management, visiting orphanages, hospitals and organizing blood donation camps, etc.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Tally ERP 9 Alpha Tech Academy	NIL	10/08/2017	40	The Knowledge of Tally ERP9 helps students in performing accounting functions.	Empowers students in understanding academics, performing accounting jobs at the work place effectively with technology
Microsoft Excel	NIL	10/08/2017	20	Enhance their knowledge to handle accounts by saving the data in Excel format.	The skill empowers them professionally to handle the job effectively.
Basic Photoshop	NIL	10/08/2017	25	The skill of Photoshop helps in designing ,marketing and creating engineering jobs.	It contributes to the employability factor of the students in the field of designing and advertisement.
Certificate course in "Discussion and Dissection of Gender Gaps in Modern India" in collaboration with Durgan NGO.	NIL	14/03/2018	03	To acquaint the students with gender equity. this will help in HRM work.	Add-on Certificate course

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	260	Nil

**1.3 – Curriculum Enrichment**

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Tally ERP 9 Alpha Tech Academy	10/08/2017	147
Microsoft Excel	10/08/2017	89
Basic Photoshop	10/08/2017	89
Certificate Programme in Soft Skills	21/02/2018	60
Certificate course in Human rights	18/04/2018	70
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA (Journalism)	Constitutional Amendments, Economics and Legal Issues	12
BA	Dynamics of Economics in Division of Labour, Cost Production, Marketing and Profit.	25
BA	Project on: The Study of Physical and Psychological Being of the Destitutes in the Old Age Home--Aashiyana .	30
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**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
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With the objective of holistic institutional progress, a questionnaire is administered to the students, faculty and parents to seek their feedback. As a regular affair, a questionnaire dealing with academic, non-academic and general matters was administered to the students, teachers and parents. The following are the highlights: Feedback covers questions related to curricular, co-curricular, administrative and infrastructural matters. The students offered their views on the pedagogical aspects, infrastructural needs, various academic and other related bodies. The students are free to express their opinion about the teachers concerned in case of any hardship related to understanding the lessons. Subsequently, the feedback is shared with the respective teachers and the anomalies are set right. Similarly, the parents' feedback is also taken to know about their wards' performance at the institutional level. The following information was collected through the feedback and remedial measures were taken accordingly. 1. Students expressed their desire to start add-on courses, provide internship and placement facilities. 2. It was found out from the feedback that some girl students were the victims of domestic and sexual harassment. Follow up action. Counselling sessions were arranged by the external agencies and remedial measures were suggested to the victims. It was felt that students wanted to have a person in whom they can confide. A dynamic student-friendly female staff was assigned the job of counselling such students. The Anti-Sexual and Anti-Harassment Cell discharged their responsibilities in these matters. • In terms of pedagogy, the teachers were sensitized to adopt ways of teaching by using ICT and developing other tools of teaching. Internet facility, android phones, etc. were handy to use in these matters. • Students were involved in the projects and various training programmes through the partnering companies.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	English	20	Nil	Nil
MCom	Commerce	50	50	36
BA	History, Economics, Sociology, Journalism, Political Science, Optional English	130	140	43
BSc	Physics, Chemistry, Mathematics, Botany, Zoology, Microbiology, Computer Science	189	180	46
BCom	Commerce	300	300	147

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### 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	236	36	34	6	40

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
46	35	6	5	4	6
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Teachers, students and parents are well connected under the mentoring system. The trio work in coordination with each other to further the institutional and academic interests of the students. It is an all-encompassing system, which looks into the academic, non-academic, financial, emotional and other related issues of the students. Each teacher is assigned an average of 30 students to monitor them from the perspectives of different criteria mentioned in the mentoring system forms. Students' talent is explored through inter-class literary and cultural competitions and they are encouraged to participate in the intercollege activities of their respective interests. In the matters of poor financial conditions of the students, teachers extend their helping hand to seek admission, pay the examination fees, and seek scholarships from different agencies. Counselling is offered to the socially disadvantaged/disturbed/victimized students by the teachers and the external counsellors, as need be. Parent Teachers' Meet is held periodically to update the parents of their wards' performance and their behavioural aspects. A detailed report is submitted to the head of the institution and the same is documented.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
779	46	1:17

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Nil	Nil	Nil	Nil	1

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Makhtar Pasha	Lecturer	Ph.D. awarded
2017	Dr. B.M Zakir	Principal	Dr. Mumtaz Ahmed Khan Award , september 2017, Al-

			Ameen Education Society for Teaching and Administrative Excellence
2017	Dr. Sabiha Sultana	Associate Professor	Member BOS, Bangalore City University
2017	Dr. Sabiha Sultana	Associate Professor	Board of Examiner, Karnataka Public Service Commission
2018	Prof. M.S.M Kathib	Associate Professor	Paper setter, Bangalore University
2017	Dr. B.M Zakir	Principal	Chief Custodian, English valuation unit May -June Bangalore University Examination
2017	Mirza Ali Abbas	Associate Professor	Assistant Custodian, English valuation unit May -June Bangalore University Examination
2017	Dr. Sartaj Khan	Associate Professor	Assistant Custodian, English valuation unit May -June Bangalore University Examination
2017	Fatha Begum	Lecturer	N.E.T. Passed
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCom	MC	4	30/06/2018	11/09/2018
MA	ME	4	30/06/2018	11/09/2018
BCom	C	6	09/04/2018	15/07/2018
BA	A	6	09/04/2018	15/07/2018
BSc	S	6	09/04/2018	15/07/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college has an internal evaluation process, which focuses on the students'

academic progress. It is the steady process of looking into the reasons and remedies for academic performance. 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. The advanced learners help the slow learners in understanding the subjects. This exercise is envisaged to encourage peer learning among the students. • furtherance to it, the academic issues of slow learners are 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.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

• The calendar of events is prepared every semester earmarking various curricular and co-curricular activities. The college follows the calendar of events prepared by Bengaluru City University. • At the beginning of every semester of 100 working days as mandated by the university, an institutional calendar of events is formulated to pursue examination, evaluation and redressal of matters. • A time frame is set to conduct internal tests, evaluate, discuss answer scripts and chalk out corrective measures. • To complete the portions in the scheduled time, with scope for revision and discussion on examination and evaluation matters • Internal assessment is done on the metrics prescribed by the University. Answer scripts and scheme of evaluation are discussed with the students to make them aware of answering the questions in a required way to get more marks. • Performance of the students is judged based on assignments/projects/internship, tests and attendance. All these details are well documented and uploaded on the University Website • Curricular planning includes completion of portions, feedback, redressal of academic grievances, parents-teachers meetings, internal tests and examinations, evaluation, submission of marks to the university, informing parents about the results, etc. • In the co-curricular section, events like literary, cultural and sports activities are planned. Teachers are given targets of conducting talks, symposiums etc. involving external resources from the industry. • Activities related to NCC and NSS are charted out while preparing calendar of events

**2.6 – Student Performance and Learning Outcomes**

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://alameendegreecollege.org/program-outcomes.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MC	MCom	COMMERCE	38	32	84.21
ME	MA	ENGLISH	5	5	100

S	BSc	SCIENCE	31	18	58.06
C	BCom	COMMERCE	147	97	65.98
A	BA	ARTS	16	12	75
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://alameendegreecollege.org/includes/downloads/Feedback.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NIL	0	0

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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on CHOOSE YOUR CAREER WISELY	Dream Zone	15/02/2018
One Day National conference on impact of Digital Economy on Business- Challenges and opportunities.	Post Graduate- Department of Commerce Al-Ameen Arts Science and Commerce College in Association with banglore university and indian council for business education	21/11/2017
Urdu Day	Urdu	10/02/2018
Training on preparation for Civil services	Dr,Mumtaz Ahmed Khan Civil Services Academy	22/07/2017
Lectures on climate change - impact and remedial measures	Science Club	25/10/2017
Kannada promotion activities	Kannada and Kannada Development Authority	02/11/2017
Seminar on Cancer awareness programme	Kannada and Kannada Development Authority	15/03/2018
Two Days Curriculum Based Exhibitions	Institutional	27/03/2018
Workshop on Global Warming and Climate Change	Institutional	25/10/2017

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
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Exemplary Service Award	Prof. Mirza Ali Abbas	Image Educational Trust	05/09/2017	Academics
Best Teacher and Administrator Award	Dr. B.M.Zakir	Al-Ameen Education Society	09/09/2017	Academics
Appericiation from the Management	Mrs. Anjum Afshan	Al-Ameen, Arts, Science and Commerce College	21/11/2017	Academics
Appericiation for Being Chaiperson for InterNational Conference	Mrs. Anjum Afshan	Islamiah Womens Arts and Science College	04/01/2018	Academics
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Creativity N Artistry	College	Art and Display	Pot Painti ng, Flower Making, Greeting Card Designing, Jewelry Designing	21/08/2017
2	Grooming and Make Over	College	Beautician Course	Mehendi Designing	13/10/2018
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
2	0	1

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	kannada	1	0
International	Commerce	1	0
<a href="#">View File</a>			

#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference

Proceedings per Teacher during the year

Department	Number of Publication
Kannada	1
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	Nil	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	3	3	11
Presented papers	4	5	Nil	Nil
Resource persons	Nil	Nil	1	Nil
<a href="#">View File</a>				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Laying of Road	N.S.S.	3	35
Swachh Bharat Abhiyan	N.S.S.	4	54
Teachers and Students contribution to the parent of a Cancer Patient	Staff and Students of the college	24	150
Study of Birds Behaviour	Animal Activist and Rescuer, Mr. Akhter	4	35

Fuel Conservation	Petroleum Conservation Research Association (PRCA)	8	120
Eye Check Camp	LENSKART	8	435
Motivational Talk to join N.CC.	3 Kar. Bn. NCC	6	120
Adventure Activity Camp	4 Kar Bn. NCC	1	21
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Ph.D.	Cash Initiative of Rs. 2500/- per month to pursue research	Al-Ameen Educational Society	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Survey	Department of Journalism	Survey to Know about Peoples Knowledge of Independence	2	13
Academic Extension Activity	Stock Market Institute	stock Exchange and Trade Options	5	65
Know Kannada Culture	Kannada Development Authority	Cultural Activities with KDA Troupe	35	120
Education for All	MOVE ON--Youth Resource Centre	Fight for Education Right.	3	78
N.C.C	3 Kar. BN N.C.C.	Motivation Lecture for NCC cadets	5	150
Awareness Programme	Kidwai Memorial Institute of Oncology	Cancer Awareness--Diagnosis and Treatment Procedures	6	110
Transcription and Chromatin Structure of DNA	Indian Institute of Science Indo U.S. Conference 2018	Awareness of New Trends in Various Branches of Science	1	23



Electronic Media and Its functioning	SUDDHI NEWS CHANNEL	The Know-How of Electronic Media	2	18
Interaction with the Resource person	Pustaka Mane	Tejasvi Puchate	2	11
Health Awareness	University of Trans-Disciplinary Health Sciences and Technology	Workshop on Plants Systematics: Concept and Applications.	2	5
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	00	00	00
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Job Oriented Training	Career Development Programme	International Business School	09/08/2017	09/08/2017	60
Internship	As per curriculum	Al-Ameen College of Pharmacy	01/04/2018	31/12/2018	08
Employment training	Trainng and Job orientated courses	Alpha Technology	15/03/2018	16/04/2018	75
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Alpha Technology	10/07/2017	Training and Job oriented courses	75
Optra	01/07/2017	Management Information System	779
Zai poly clinic	25/08/2017	To avail the services of Qualified doctors	710

		and nurses, to conduct annual Medical check up for all the students	
Conduit Endeavors Infotech Pvt. Ltd.	21/02/2018	Soft skills and Employment Training, Assistance in placements	60
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1900000	1823632

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Class rooms	Existing
Laboratories	Existing
Campus Area	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Easylib	Fully	4.3.3	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Reference Books	2235	1455568	30	8730	2265
Text	32618	3340447	190	34797	32808	3375244

Books						
Library Automation	1	182500	Nil	Nil	1	182500
CD & Video	81	10000	Nil	Nil	81	10000
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	59	1	39	2	0	10	10	100	0
Added	0	0	0	0	0	0	0	0	0
Total	59	1	39	2	0	10	10	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS
----------------

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
e-notes, videos etc	<a href="https://alameendegreecollege.org/e-content.php">https://alameendegreecollege.org/e-content.php</a>
Library portal/Blog	<a href="https://aasclibrary.wordpress.com">https://aasclibrary.wordpress.com</a>
NLIST/E-books and E- Journals	<a href="https://nlist.inflibnet.ac.in/">https://nlist.inflibnet.ac.in/</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
400000	366841	1000000	987568

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

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
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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 enrol 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.

<https://alameendegreecollege.org/pdf/4.4.2-Procedure-polices.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Management Scholarship for meritorious students and sports students	104	363717
Financial Support from Other Sources			
a) National	Government scholarships	206	693070

b)International	NIL	Nil	0
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
AD-ZAP Team Building Events	16/11/2018	50	M.Com. Department
Marketing Game--Believe in Yourself, Work Hard and Never Give Up. Aconfidence Boosting Activity	16/11/2018	35	M.Com. Department
Training on How to give Power Point Presentation	08/09/2017	300	Commerce Forum
Pictorial Description	28/02/2018	50	Department of English
A Study Trip to Indian Institute of Science to study various exhibits and models related to chemistry, Nano Science, Molecular Biology, Microbiology, Bio-Chemistry and Virology	10/03/2018	45	Indian Institute of Science
Learning through Hands on Experience--Visit to TV Channel	01/03/2018	15	SUDDHI TV KANNADA NEWS CHANNEL
Enhancing Reading and Comprehension Skills	28/02/2018	50	Department of English
Seminar on Ragging is Inhuman	20/09/2017	98	Anti-Ragging Cell
Loss of Communicative Game A Skill activity to develop Speaking, Listening and Intelectual Capabilities.	14/11/2018	30	M.Com. Department
Impact of Stress at the Workplace	15/11/2018	35	M.Com. Department
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Career Advancement and Preparation for Competitive Examinations	85	65	4	4

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	8

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	IBM ,EY ,Amazon, Medi Assit, HGS, Well Fargo, Cap Gemini, Siemens, Aegis.	70	39

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	1	B Sc	CBZ/CMZ	Al-Ameen college of post graduation studies	MA English
2018	4	B Sc	CBZ/CMZ	Al-Ameen college of Education	B Ed
2018	1	B Sc	CBZ	Government Science College	M Sc

2018	1	B Sc	CBZ	Manipal university	M Sc
2018	1	B Sc	CBZ	IIT Roorkeela	M Sc
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Athletic Championship	University Level	45
Learning Language Through Singing	Institution Level	50
Annual Athletic Meet	Institution Level	600
Literary Competitions	Institution Level	150
Talents Day	Institution Level	300
Best Manager Event	Institution Level	33
Talent Hunt	Institution Level	300
Entrepreneurship week	Institution Level	110
Celebrity Name Game	Institution Level	50
Nehru Hockey Championship	National Level	13
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	Football League Championship	Nil	1	Nil	Nil	Nil
2017	53rd Bangalore University Inter Collegiate Athletic Championship	National	1	Nil	Nil	Lakshmana
2018	Bengaluru Central University	National	1	Nil	Nil	Nil

	Inter collegiate cross country champions men					
2018	Reliance foundation college athletics	National	1	Nil	Nil	Nil
2017	Bangalore university 53rd inter collegiate atheletic championsh ip men	National	1	Nil	Nil	Nil
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college believes in building a strong relationship with the students outside their academic arena. Students' participation is crucial to the holistic growth of the institution. As the potential stakeholders, students have a big role to play in the growth of the institution vis-à-vis their personality development. The college fosters and nurtures a relationship with the students by giving them an opportunity to develop their leadership qualities. It all starts with the formation of the Student Council. The Student Council is a democratically elected body, where the classes choose their representative and the representatives choose their Managing Committee. The Managing Committee consists of President, Vice-President, Secretary, Joint Secretary and Treasurer. It is supported by Class Representatives and Secretaries of Sports, Cultural activities, etc. in conducting various institutional programmes. One student representative from among the elected body is on the IQAC. An orientation programme is conducted for the elected members of the Student Council, wherein an Oath of Office is administered to them. They are informed about the merits of being on the Student Council and their responsibilities. The Student Council is a multifunctional body involved in various institutional activities. Various student-friendly decisions are taken and implemented after the due consultation with the Student Council, thereby providing partnership in the decision-making process. They help the administration in conducting literary, cultural and Annual Sports activities. They play a vital role in conducting Annual/Graduation Day shouldering the full responsibility about it. Furtherance to it, Students Council functions to: • Liaison between the general student community and the administration. • Co-ordinate in the educational and administrative activities of the institution. • Promote goodwill and feeling of oneness among all students. • Conduct and coordinate inter-college activities.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The college has a vibrant Alumni Association with a membership of 110 passed out students. They are involved in the institutional life with their material, advisory and guidance contribution to the existing students. They are involved



in interacting with the students, helping them out with textbooks, guiding them in their academic choices. They chart out the Annual Plan of Action to be implemented in the current academic year. Some of them are: helping the poor students with the textbooks from their book bank, partaking in conducting cultural and literary activities, organising reach out programmes like blood donation, awareness programmes on various issues, etc. The college believes in connecting the dots of the past, present and future for the holistic growth of the institution. we believe in harnessing the experiences of the outwent students to realise the existing and future objectives. Every year, at the time of the graduation programme conducted by the college, all outgoing students are registered and included in the Alumni Association. On a democratic line, its office bearers are selected/elected as need be. The Alumni Association, with people from a wide spectrum of industry, society, etc. involves itself in a host of activities related to the institution, students, and the society. They help the poor and needy students by providing financial succour in the form of books, fees, counselling them to choose the right courses and sustaining their interest and involvement in studies. The active Alumni Association, plan up strategies in their annual meetings to contribute to the growth of the institution. A group of alumni, who are associated with corporate sectors conduct entrepreneurial training and personality development programmes on facing interviews, preparing for the competitive exams etc. They help the existing students in finding venues to do internship and pursue projects. They deliver talks on various issues related to employment and character building. They help in finding out resource persons for various college related academic and non-academic activities. A group of NCC and NSS alumni are very well knitted with these organisations in a host of awareness programmes and adventure activities. The dynamic NCC alumni, who wore many ranks during their periods of study help the Associated NCC Officer in chalking out yearlong programmes for the cadets. They form the backbone of our college NCC Coy to train the existing cadets in strong leadership qualities and military subjects. They, with the PI staff of NCC Battalion, conduct and monitor parades, drill, and the administrative job of submission of documents to the battalion motivating the students to attend camps and providing training in making up to Republic Day Parade Camp. In the field of NSS, they join the existing students in adopting school/village/poor students by rendering monitory help to the needy beneficiaries. A well-knitted relationship exists between the alumni, administration and management with the latter acknowledging their contribution and awarding them suitably.

5.4.2 – No. of enrolled Alumni:

110

5.4.3 – Alumni contribution during the year (in Rupees) :

70000

5.4.4 – Meetings/activities organized by Alumni Association :

Two meetings were held by the Alumni at the beginning of each semester. Counsellled the students to choose the right course at the time of admission. Helped the needy students in the matters of fees, providing textbooks, etc. Conducted career guidance sessions for the passing out students. Enrolled the outgoing students to Alumni Association.

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

By and large, our college administration functions in an open-ended system by accommodating viewpoints from across the cross-section of staff and students.

This is reflected in day-to-day functioning related to academics and non-academic matters. Any constructive idea suggested by the staff members across the board is well received and implemented by the administration with full autonomy to perform. Practice One of Decentralisation: From the perspective of academics, the teachers proposed to the administration to strengthen the academic and institutional activities by having tie up with the industry and NGOs. The administration readily accepted the proposition and told the staff members to form a committee to find out the prospective industry and NGOs to ink MoUs with them. The committee headed by the IQAC Co-Ordinator, explored possible areas to have linkages with them. Subsequent to this, the department of Commerce signed an MoU with Alpha Tech Academy to provide training in vocational courses. The department of English signed an MoU with Conduit Endeavour Infotech Pvt. Ltd to impart training to the students in soft skills and prepare them for attending interviews in the corporate sector. The two training courses were followed by the certification process. Practice Two of Decentralisation: Continuing with the decentralisation process of the college, the Principal stressed on the need of imparting training to the outgoing student to prepare and crack competitive exams. He offered a free hand to the staff members to come out with a programme related to selecting resource persons, trainers, admission process and suggestions related to it. The committee formulated for the purpose came out with a plan of action regarding the course modalities. The administration accepted the suggestion and implemented them. Consequently, Al Ameen All India Dr Mumtaz Ahmed Khan Civil Service Academy came into existence. These two activities encouraged the teachers to involve themselves in the institutional life with innovative ideas because every individual is viewed with equal consideration for his/her proposals, performance and encouragement. Furtherance to it, the college believes in decentralized functioning giving free play to the staff and students to chalk out Leadership promotion activity among the students and the staff. In order to develop individual/free thought among them, departments are given free hand to chalk out curricular and co-curricular activities. In curricular matters, the departmental staff and the students decide on pedagogical aspects of using ICT, Field visits, educational trips etc to make academics effective and interesting. In matters of co-curricular activities, students are given the opportunity to suggest to departments various activities for the existing academic year. With little moderation, wherever necessary, the students' recommendations are accepted by the departments and in turn by the administration with infrastructural and monetary assistance. Various sub-committees are formed to execute academic, literary and cultural social responsibility tasks.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Research and Development	The component of Research and Development is given due importance at the college level. It happens at both teacher and student level. To expand and renew existing knowledge and skills, IQAC suggests to the administration in involving the

students and motivating the teachers to pursue research. Students are given library tasks to go through the sources and develop research material related to the given topics. In this direction, students showcase their extra-learning through poster presentations, PPTs, and oral presentations. Students, who visit industries are required to prepare projects as a part of research activity. Teachers guide them in preparing reports. To promote research spirit among the staff members, financial incentive of Rs. 2500/- is offered to them. As a prelude to it, they are motivated to attend Research related conferences, seminars, etc. OOD facility is extended to the participating staff along with registration and traveling allowance is borne by the administration.

Teaching and Learning

In addition to classroom teaching, teachers involve students in a host of learning activities by using ICT, involving students in the interactive mode of teaching-learning. The knowledge gathered through Industry-Institution is used in the classroom situations. To make learning more interesting and glamorous, students are taken on educational trips. They are taught to prepare reports on the educational trips, which enhances their writing and inter-personal life skills. Teaching and Learning is closely monitored by the respective departments and administration. The learning outcome of the students is gauged through the internal/periodical tests. Slow learners are identified and they are assigned to respective departments to bring them up academically. The teachers, by paying personal attention/conducting extra classes/remedial classes address the learning issues of the students. The students are involved in developing teaching tools through curriculum based exhibitions and other skill-based activities. Lessons are taught through street plays, enactments, wherever applicable. More thrust is given to use ICT to reach out the students learning needs. Classes are conducted in the smart rooms where OHP, internet, PPT, etc. tools are used.

Examination and Evaluation

Examination and evaluation as the

core area of academics is given utmost importance. Evaluation, in addition to examinations, is also made on the basis of students' performance in assignments, presentations, projects, wherever applicable. They are put to rigorous process of learning the lessons and give presentations on their subjects. Presentations are made as the criteria to study the learning quotient of the students. The college follows the university guidelines regarding semester-end exams, internal tests, criteria for awarding internal assessment marks, etc. Nevertheless, the college has its own evaluation policy of the internal tests, assignments, projects, presentations, etc. The respective subject teachers focus on the slow learners by rendering special coaching, conducting retests to ascertain better performance progression of the students. Teachers follow the scheme of evaluation to evaluate the internal tests on the pattern of the University.

Human Resource Management

A family sort of atmosphere exists in the college with the teaching and non-teaching fraternity involved in the institutional growth. All the personnel contribute professionalism of their respective fields to the growth of the college. The proactive and accommodative nature of the management and the administration strengthens interpersonal relationship, which has positive impact on the institutional growth. A well-knitted organisational relationship is ensured among all staff members of the institution with regular interface among the management, staff and administration. It helps them to expend their best potential to make their work professional and useful. Feedback obtained from the teachers helps in understanding and redressing the problems faced by them. Good performers are encouraged with acknowledgement and incentives. Retreats help us in connecting with each other on family/personal matters. New staff members are felicitated and the retiring staff are given farewell with the entire college staff participating in these activities.

Industry Interaction / Collaboration

The need of Industry-Institution tie-up is a part of approach to make

academics relevant and practical. The staff members are given free choice to chalk out tie-up programmes with the industry. A year-long association with the industry helps the staff and students connect with them in conducting various academic, technical and training programmes. The college is steadily connected and collaborated with industry from different perspectives. MoUs are signed with industry for employability training and academic advancement. M.Com. department organizes extension activities with the industry. The companies/industries put the visiting students under the supervision of a person, who explains the dynamics of production, sales, Human Recourse Management, etc. Students are required to prepare a report and submit it to the department. In this process of knowledge acquisition, students' talents/competence is exposed to the industry, which had helped many students to get placed by them. MoUs are signed with the companies to impart employability training like attending interviews, personality development, etc. followed by certification. Resource persons from industry regularly visit our college to address the students on trends and developments in industry.

Curriculum Development

The college, affiliated to Bangalore University, follows the curriculum and guidelines framed by the university. Yet, the respective departments chalk out suitable strategies of pedagogy to accomplish curriculum excellence. Various tools of pedagogy including ICT are implemented to make curriculum interesting for the students. In line with the university syllabus, the teachers involve students in developing teaching tools. The students develop/transform the text form of the text to PPT. The curriculum based PPT made by the students is the content developed/transformed from the text to the tool (PPT)

Library, ICT and Physical Infrastructure / Instrumentation

Classrooms have Green Fiberglass Boards with LCD facilities. Staff and students have free access to WIFI provided by the college. There are three seminar halls with a seating capacity of 200 each. All are air-

conditioned and equipped with audio-video facilities. All laboratories are equipped with the latest instruments/apparatus/specimens to make practical classes interesting. Our library has 2231 reference books, 6000 e-journals and 164300 e-books that help staff and students in doing research work.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>The academic, co-academic and other activities are charted out at the beginning of the year in the College Council Meeting with the involvement of the IQAC Coordinator. Information about departmental activities, university circulars, college notifications, WhatsApp groups. Parent Teachers' Meet is conveyed through the OPTRA channel.</p>
<p>Administration</p>	<p>In order to bring in efficacy in the functioning of administration and accounts, the college uses related software, website media and OPTRA facilities. The fully computerized accounts and administration sections of the college transact related communication through college, principal and departmental mails. The online external and internal communication exchange is supported by dedicated internet connections. e-mail IDs: profzaki@gmail.com, alameendegreecollege@gmail.com, alameendegreeiqac@gmail.com, etc.</p>
<p>Finance and Accounts</p>	<p>The accounts section of the college, in addition to the external auditor guidelines, uses Tally software and Saral TDS to compute financial accounting and Income Tax. The financial and accounting matters of aided and unaided staff are done through computerized accounting.</p>
<p>Student Admission and Support</p>	<p>The process of admission of the students starts with notification in the newspapers and website. The students are counselled about the prospective courses suitable to their interests. In addition to the computerized system adopted in the process of admission, a one-to-one contact is also followed to guide the students to choose the stream appropriate to their interests. Starting from issuing applications to</p>



	admitting the students, redressal of issues, university liaising, Marks statements, etc. is done through e-governance.
Examination	As a constituent college of Bengaluru City University, all issues of examination are transacted through college e-mail id: alameendegreecollege@gmail.com. Further, details of examinations and the internal assessment marks are uploaded on the University Portal. The university communicates Information related to examination through the official e-mail and the same is imparted to the students through their respective tutors, notifications on the college notice board, internal memos, etc.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	Dr. SHAHEEN TAJ	INTERNATIONAL CONFERENCE	INDIAN INSTITUTE OF SCIENCE , BANGALORE	1000
2017	HASAN MOHAMMED	ONE DAY SEMINAR	ORGANISED BY ADANI INSTITUTE OF INFRASTRUCTURE	500
2018	B. M NAZIR	ONE DAY WORKSHOP	MATHEMATICS TEACHERS FORUM, BANGALORE UNIVERSITY	250
2017	M.S.M KHATHIB	ONE DAY SEMINAR	CHEMISTRY TEACHERS FORUM , BANGALORE UNIVERSITY	250
2018	MAKTHAR PASHA	ONE DAY NATIONAL SEMINAR ON SELF FINANCE	GOVERNMENT FIRST GRADE COLLEGE	500
2018	ANJUM AFSHA	ONE DAY NATIOANL CONFERENCE ORGANISED BY JAIN UNIVERSITY	JAIN UNIVERSITY	500
2018	MAKTHAR PASHA	TWO DAY NATIONAL	VIJAYA COLLEGE	100

		CONFERENCE		
2018	ZAHEERHUDDIN	ONE DAY TEACHERS FORUM, BANGALORE UNIVERSITY	BANGALORE UNIVERSITY	500
2017	SAIRA BANU. S.M	FACULTY DEVELOPMENT PROGRAMME	JAIN UNIVERSITY	500

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	NIL	NIL	Nil	Nil	Nil	Nil

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programme	2	21/09/2017	21/09/2017	1
Faculty Development Programme	1	14/09/2017	14/09/2017	1
Faculty Development Programme	1	21/09/2017	21/09/2017	1
Faculty Development Programme	1	14/09/2017	14/09/2017	1
WORKSHOP	1	11/10/2018	12/10/2018	2
WORKSHOP	1	22/07/2018	22/07/2018	1

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	3	2	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
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Teachers day gift. one day staff trip. Bank guarantees for vehicle and personal loans . fee concessions to their children studying in our institution.	ESI facilities. One day staff trip. Bank guarantees for vehicle and personal loans. Fee concession to their children studying in our institution. Uniforms are given to group D workers. Festival Advance for non teaching staff	Fee concession for meritorious students ( 80 and above ). Facilitating minority scholarships. Contribution from teachers to students in fee payments. scholarships to needy students from our institution. Contributions of philanthropists for students fee payment. Free admissions for sports students and provided sports kits to sports students.
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#### 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal and external financial audit of the college is done by Rangaraju and Associates every year. In addition to this, the Joint Director of Collegiate Education also conducts an Annual Government audit. Finally, the Executive Council of Al-Ameen Educational Society ratifies the annual audit reports. Resources are generated by fee collections with a major chunk of college expenditure is borne by Al-Ameen Educational Society.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Philanthropists, College Management	3000000	Scholarships, contingencies, Repairs and Salaries
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6.4.3 – Total corpus fund generated

1100000

#### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	local inquiry committee	Yes	Academic audit committee and IQAC
Administrative	Yes	Rangaraju and associates	No	NIL

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1, Parents help the administration in providing feedback about the academics and non-academic matters of the college in the regular Parent-Teachers meet. The College Management has two parent representatives on the sub-committees,

who help the former in charting out student and academics-friendly policies. 2. The administration/teachers seek the help of Parents from their respective fields to carry out co-curricular activities. Ex. parents who are in the tourism department help the administration in conducting educational trips by providing itinerary details, transport, etc. 3. Resourceful parents help the students in sponsoring Annual Exhibitions, stalls, etc.

6.5.3 – Development programmes for support staff (at least three)

1, Annual One Day excursions are organized for the support staff 2, ESI facilities for eligible support staff members. 3. Uniform facilities for all support staff 4, Provident fund facilities for all eligible support staff 5. Festival Advance for non-teaching staff

6.5.4 – Post Accreditation initiative(s) (mention at least three)

For the academic year 2017-18, IQAC had set the agenda to augment academic activities like: 1. One-Day National conference on the impact of Digital Economy on Business- Challenges and opportunities. 2. Two Days Curriculum-Based Exhibitions 3. Training on preparation for Civil services Dr. Mumtaz Ahmed Khan Civil Services Academy 4. Certificate Programme in Soft Skills

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Coaching Centre to train graduates for Civil Services Exams	22/07/2017	22/07/2017	22/08/2017	15
2018	Certificate Programme in Soft Skills	21/02/2018	21/02/2018	24/02/2018	60
2018	Two Day Curriculum Based Exhibitions	27/03/2018	27/03/2018	28/03/2018	118
2018	Urdu Day	10/02/2018	10/02/2018	10/02/2018	84
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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the	Period from	Period To	Number of Participants
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programme			Female	Male
Film Screening--PINK	07/03/2018	07/03/2018	30	30
International Women's Day observed by organising Street Play and Quiz	08/03/2018	08/03/2018	59	43
WOMENS DAY CELEBRATION PROGRAMME	08/03/2018	08/03/2018	125	25
SEMINAR ON ANTI-SEXUAL HARASSMENT--PREVENTION AND REMEDIES	19/09/2017	19/09/2017	85	22
Talk on 'Women Empowerment In the buildig of Society'	19/02/2018	19/02/2018	90	Nil
Self Defence Training for Women	20/02/2018	22/02/2018	131	17

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The College conducts a host of activities with NGOs to bring Environmental consciousness among the students and the community. There is a plant established on the campus for vermicomposting. Adhering to the norms of Swatch Bharat, the college carries out solid waste management with wet, dry and E-waste segregation. LED bulbs are installed all over the campus. Sapling plantation is taken up at regular intervals on the campus and in and around the college vicinity. Thrust is laid on bringing awareness through various environmental awareness programmes like seminars, workshops, etc. Our NSS unit carries lake cleaning activities. Events like Environment Day, Water Day, Green Day are celebrated with the participation of staff and students.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	Yes	2
Ramp/Rails	Yes	2
Rest Rooms	Yes	2
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address	Number of initiatives taken to	Date	Duration	Name of initiative	Issues addressed	Number of participating students
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	locational advantages and disadvantages	engage with and contribute to local community					and staff
2018	1	1	14/08/2018	1	Survey on Peoples knowledge about Freedom Struggle and Independence	People were informed about Freedom Struggle, Independence, Tricolor Flag, etc.	15
2018	1	1	19/03/2018	5	Laying of Road	To facilitate the locals of the village to commute on a hassle free road	39
<a href="#">View File</a>							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Harmonious Co-Existence	11/08/2017	The moral of harmonious co-existence is chiefly inculcated among the students through lecture programmes and Friday sermons in the college mosque. The students are encouraged to implement their learning in the classes to live amicably with classmates from different religions.
Eco Friendliness	07/02/2018	The campus vegetation with 135 species of flora is well taken care of by the dedicated staff on daily basis. The sprawling campus with huge trees is shelter to various birds. Plastic free campus is ascertained by educating students to avoid using plastic on the campus. Eco Club takes up green

		audit regularly. Waste management is done by segregation method.
Value Based Education	10/04/2018	Value-based education is the commitment of our college to the society. A Handbook containing human values and life skills is distributed to the students at the time of Induction programme. Subsequent to it, Value education classes are conducted on a regular basis. It is intended to bring holistic development by focusing on the value system like integrity, respect, tolerance and mutual understanding.
Grievance-Redressal Cells and Mentoring System	09/10/2017	Grievance Redressal Cells are established in the college to ensure an apprehension-free atmosphere for the students from any sort of exploitation. Students are informed about various existing grievance cells in the college. The mentors, while dealing with mentees, find out their grievances and refer them to the cell concerned. the students are counselled by the mentors, if need be, external counselling sessions are held for the needy students.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Workshop on Right To Education	20/02/2018	20/12/2018	150
<a href="#">View File</a>			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Under the auspices of Eco-Club a lecture programme was conducted on the topic Climate change and Its Implications on 25-10-17 to sensitise the students about the climate matters.
PLANT-LIFE SAVIN GWEEK was conducted on our college campus to create awareness among the students. As per this activity, the plants that were not properly

nursed were replanted in the favorable soil conditions. Activity done on 16-9-2017

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

The institutional best practices for the year 2017-18 have been chalked out with focus on the overall growth of the students to make them self-reliant, morally sound citizens to shoulder the social responsibilities. In this direction the following best practices were evolved to realise the said objective: 1. Anything constructive is possible with the construction of a positive mind. Working on this task, moral education classes are conducted on regular basis. Students make use of the prayer hall on the campus where sermons on universal brotherhood are delivered. 2. Students' minds are conditioned from day one by imparting them guidelines on the realization of responsibility about self and others. At the investiture, personality development classes are conducted to make them feel positive about their choice of having chosen the combination at our college. 3. CCTV cameras are installed at all strategic points to ensure the safety and security of the students. 4. To make them self-reliant after graduation, add-on professional/vocational courses are conducted at a very nominal fee to encourage the students to join the courses and be benefited professionally. 5. Financial assistance in the form of Al-Ameen Scholarship and waiving of fees is provided to the needy students. 6. The college provides various platforms on various occasions to develop leadership qualities among the students. 7. With the objective of establishing oneness among the staff, across the religion and caste lines, get-togethers are organised on the occasions of Ramzan and Bakrid festivals. Hindu teachers share their meals with us on their festive occasions. 8. Students are taken on entertainment and educational tours at the subsidised rates of transport and other needful things. 9. As a sequel to the academics, hands-on training is provided to face the interviews and other employment seeking criteria. 10. Regular health checkup camps are organised for the students, their parents and the community around the college, free of cost. 11. Students are encouraged to use library facilities to attend to assignments and project work. 12. Emphasis is laid on conducting cross-cultural activities on the occasions of the annual day of the college. 13. Under the Mentor-Mentoree, system teachers help the students to pursue add-on courses through the platforms of MOOCS and SWAYAM. 14. The administration of the college and the teaching fraternity liaison with the industry to provide opportunities to the students to do internships/projects. 15. As a part of a charity programme, financial help is extended to the needy people in the society, students and their parents. 16. Every year, Ramzan kits containing groceries are distributed to all ministerial staff and class IV employees of the college.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://alameendegreecollege.org/pdf/7.2.1-Best-Practices.pdf>

## 7.3 – Institutional Distinctiveness

### 7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 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.

Provide the weblink of the institution

<https://alameendegreecollege.org/institute-distinctiveness.php>

### **8.Future Plans of Actions for Next Academic Year**

The plan for the Academic Year 2018-19 was charted out with emphasis on academics, curricular, co-curricular and holistic personality development activities is as follows:

- To adopt/encourage activity-based teaching-learning process. Students' involvement should be sought in such activities.
- To go for add-on certificate/diploma courses in the streams of Arts/Science/Commerce
- To carry out awareness programmes on social evils like Drug Abuse, Sexual Abuse, and on topics like Illiteracy, Environmental Awareness, Civic Rules, Constitution of India, etc.
- To use ICT in teaching
- To guide students register for SWAYAM/MOOC Courses
- To have new tie-up/renew existing collaboration with the NGOs, involve students in the social activities, wherever possible, conduct academic programmes in coordination with the NGOs.
- As a part of counselling, Mentor-Mentee activity has to be reinforced with the full involvement of teachers to address the issues facing the students in all walks of life.
- To conduct career counselling programmes through external agencies
- To encourage yoga and celebrate Yoga Day
- To organize Campus Placement Drive
- To organize Cultural, Literary and sports activities on a larger scale
- To reinforce sports activities and participate in the national level sports
- To expand the role and participation of student Council in the overall growth of the institution
- To strengthen Alumni by offering more access, infrastructure