

Part – A

I. Details of the Institution

1.1 Name of the Institution

Al-Ameen College

1.2 Address Line 1

Edathala

Address Line 2

Aluva

City/Town

Ernakulam district

State

Kerala

Pin Code

683 564

Institution e-mail address

alameencollege@gmail.com

Contact Nos.

91-484-2837561, 2836221

Name of the Head of the Institution:

K.M. Abdul Karim

Tel. No. with STD Code:

91-0484-2837561

Mobile:

9847447712

Name of the IQAC Co-ordinator:

Dr. Anita Nair

Mobile:

9446211041

IQAC e-mail address:

anita@alameencollege.org

1.3 NAAC Track ID (For ex. MHC0GN 18879)

KLCOG N17362

1.4 NAAC Executive Committee No. & Date:

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

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

NA

1.5 Website address:

<http://www.alameencollege.org/>

Web-link of the AQAR:

<http://www.alameencollege.org/downloads/aqar12-13.pdf>

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

1.6 Accreditation Details: The Institution is going in for the first cycle of accreditation shortly

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle				
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

06 JUNE 2012

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

2013-2014

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

i. AQAR _____ (DD/MM/YYYY)4

- ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

1. Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Mahatma Gandhi University,
 Kottayam , Kerala

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

Autonomy by State/Central Govt. / University-

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held : 19

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State **Institution Level**

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Renovation of college building, publication of multidisciplinary academic journal and introduction of various activities such as skill development programmes, mentoring system, tutorial register and starting of the student council

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> ➤ To encourage departmental seminars ➤ To encourage research culture 	<ul style="list-style-type: none"> ➤ Four National seminars have been applied for and accepted by the UGC ➤ 11 Minor Research projects have been assigned from UGC and 7 new ones applied for

* Attach the Academic Calendar of the year as Annexure

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken-NA

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	03	01	01	0
UG	09	01	05	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma				
Certificate				
Others(Add-on Course)		02	0	0
Total	12	04	06	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
 (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12
Trimester	0
Annual	0

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

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

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

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

The affiliating university updates the syllabus periodically

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

The Mathematics department has been upgraded to a PG department with MSc Mathematics course

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
28	16	12	0	0

2.2 No. of permanent faculty with Ph.D.

04

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	0	0	0	0	0	0	0	01	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

01

28

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	14	28
Presented papers			
Resource Persons	Nil	-	-

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

Promotion of ICT to enhance the teaching process. Infilbnet, A-View. internet facility provided in Library and Language lab for

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

180

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

CBCSS evaluation

Stipulations are followed

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

09

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

84

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division										
		A+	A	B+	B	C+	C	D	E	Drop Out	Failed	Pass %
B.Com Taxation	61	0	3	23	17	13	2	0	3	0	0	95%
B.Sc Petrochemicals	24	0	0	5	4	4	1	0	0	0	10	58%
B.Sc Physics	22	0	0	3	4	7	5	0	0	0	2 (with held-1)	86.4%
B.A Economics	30	0	0	5	9	2	8	0	0	7	6	80%
B.Sc Biotechnology	5	0	0	0	3	1	1	0	0	0	0	100%
B.Com Computer Applications	57	0	1	10	11	11	7	0	0	0	17	70%
B.A Communicative English	26	0	0	1	2	6	10	0	0	4	7	73%
BTS	31	0	0	0	0	4	5	0	0	1	22	29%
M.Com	20	0	14	1	0	0	0	0	5	0	0	75%

Title of the programme	Total no of Students appeared	Divisions				
		Distinction %	I %	II%	III%	Pass%
M.Sc Physics (2011-13)	16	1	6	-	-	43.75%

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

The IQAC has contributed to this process by the introduction of uniform feedback forms, Tutorial handbook for all classes, Teacher's diary for the year.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	2 Conducted by IQAC
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	1 regarding the new UG exam evaluation
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	4	Nil	Nil	Nil
Technical Staff	4	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

Providing encouragement to take up research projects as well as initiating the publication of a multi-disciplinary academic journal.

3.2 Details regarding major projects-NA

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		11		
Outlay in Rs. Lakhs		12.75 lakhs		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	14 Papers	-	-
Non-Peer Review Journals			
e-Journals			
Conference proceedings	09	36	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2013-2015	U G C	12.75 lakhs	5.85 lakhs
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		4			
Sponsoring agencies		Management - 3 U G C - 1			

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency- From Manager
 Total

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

	Granted	
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3.16 No. of patents received this year: Nil

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

Total	International	National	State	University	Dist	College
		2				

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

Nil

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

-

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: Six Students

University level State level

National level International level

3.22 No. of students participated in NCC events: **One Student ,Two National Camp (ALC,BLC)**

University level State level

National level International level

3.23 No. of Awards won in NSS: Nil

University level State level

National level International level

3.24 No. of Awards won in NCC: Nil

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

A total of three medical camps were conducted, one homeopathic, one camp of alternate medicine, one eye camp and one dental camp. Two blood donation camps were organised with the collaboration of the Aluva Blood Bank. Visits were conducted to Old People's Homes, orphanages and hospitals. Blankets, water beds and other provisions were donated to needy people identified by the Edathala Grama Panchayath.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25 acres	nil		
Class rooms	34	nil		
Laboratories	7	2	Management	
Seminar Halls	1	1	Management	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)			Management	
Others		Furniture was purchased for staff, smart	Management	

		class & Seminar hall		
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4.2 Computerization of administration and library

The library software was upgraded to OPAC

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13380	223203	737	4,58,114	14117	2690145
Reference Books	288	310000	Nil	Nil	288	310000
e-Books		45268				
Journals	30	34135	21	33626		77894
e-Journals						
Digital Database						
CD & Video	128	Nil				
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	99	89	In all departments.office ,language lab & library	24	-	5	15	Library- 4
Added	40	38	“	-	-	2	-	-
Total	139	89		24	-	7	15	4

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

The campus is wifi enabled. Training has been provided to staff and students in usage of Microsoft Word

4.6 Amount spent on maintenance in lakhs :

i) ICT	17,90,427-
ii) Campus Infrastructure and facilities	23919924
iii) Equipments	352500
iv) Others	771834
Total :	2,68,346,8

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Counselling sessions have been arranged and students are intimated of the new programmes that are arranged. Student Council members from each class meet regularly to discuss each new proposal that is to be implemented.

5.2 Efforts made by the institution for tracking the progression

Feedback is collected on a regular basis. Each department has its own alumni meeting and members are selected for the college alumni from this. The details of the progression of students to higher courses as well as their present occupations are noted.

5.3 (a) Total Number of students admitted

UG	PG	Ph. D.	Others
277	42	-	-

(b) No. of students outside the state

01

(c) No. of international students

Nil

No	%
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127	39.8
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Men

No	%
192	60.18

Women

This Year						Last Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
119	50	01	222	-	392	74	31	01	213	-	319

Demand ratio

Dropout %: UG- 9.27 PG – 2,5

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

A Civil Services Club has been initiated and one seminar organised for the members

No. of students beneficiaries

NA

6 Details of student counselling and career guidance

Counselling programmes have been held for both final and second year students as well as for first years. Career guidance classes were organised to orient students on various careers.

No. of students benefitted

NA

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	2

5.8 Details of gender sensitization programmes

Women's cell organised programmes to educate girl students on various issues such as child abuse and sexual harrassment

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events-

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	Nil	Nil
Financial support from government	67	3,75,000/-
Financial support from other sources		
Number of students who received International/ National recognitions	Nil	

5.11 Student organised / initiatives :

Exhibitions have been organised at the level of the institution

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Added facilities for power point presentations. More toilets facilities were added.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

The institutional vision is the creation of a space for comprehensive education with a strong emphasis on secularism, culture, tradition, character formation and service to society.

Mission:

The college strives to be an educational centre imparting novel and pioneering branches of studies and thus promoting the standard of students coming from this rural community. It aims to cultivate a spirit of community service through the inculcation of civic sense and social responsibility, thus enabling the development of good citizens.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

A workshop was organised to discuss the changes in the BCom syllabus and the results were sent to the MG University and Syndicate

6.3.2 Teaching and Learning

Tutorial and Mentoring system was put into practice and a synchronised way of conducting exams implemented
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6.3.3 Examination and Evaluation

Tutorial exams were conducted according to the University schedule and results submitted promptly

6.3.4 Research and Development

11 Minor research projects were sanctioned and 7 more have been applied for

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library is equipped with INFLIBNET, OPAC software and provides browsing as well as photocopying facilities.

6.3.6 Human Resource Management

The management appoints temporary staff to fill the vacancies left by retirements and resignations

6.3.7 Faculty and Staff recruitment

Temporary staff are employed to facilitate the smooth working of the institution.

6.3.8 Industry Interaction / Collaboration

Classes are taken by prominent members from the industry. Visits are also made to various industries where on –the job training is provided.

6.3.9 Admission of Students

The affiliating University follows a method of online admissions. Meritorious students are selected from the list of applicants for the management seats

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	Government fee concessions are provided

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

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

For UG Programmes Yes No

For PG Programmes Yes No

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

N A

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

The process of autonomy has been initiated by Mahatma Gandhi University and thirteen affiliated colleges have been accorded with the autonomous status in 2014

6.11 Activities and support from the Alumni Association

The Alumni Association has started a website ACCOSA to co-ordinate its activities and to bring together old students

6.12 Activities and support from the Parent – Teacher Association

The Parent –Teacher Association has organized counselling sessions , talks for parents and students and has been instrumental in the funding of the internal examinations.

6.13 Development programmes for support staff

A session on the importance of duties was organised for the support staff. The resource person was Dr. Rajan Varughese.

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

Saplings donated by the Forest department have been planted and the area around the college building has been utilised for agricultural purposes.

Criterion – VII

7. Innovations and Best Practices

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

- Digital language lab
- Health club
- Two add-on courses have been sanctioned
- ICT teaching
- INFLIBNET access
- Community extension and outreach activities
- Programmes to empower girl students

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

- Mentoring system has been started
- Tutorial hand book being prepared
- Teachers diary being prepared

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

1. **Life Long Pension Scheme**
2. **'Be a Walking- stick to Elders'**
3. **'A healthy family as the base of a healthy society'**

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

7.4 Contribution to environmental awareness / protection

Vanamahotsavam was celebrated with talks and activities organised by all departments. A solar panel to light up corridors has been applied for.

7.5 Whether environmental audit was conducted? Yes No

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

NIL

8. Plans of institution for next year:

The institution intends to achieve its goal of accreditation. A tie –up with TIES (Institute of Environmental Studies)has been made so that a green audit and related activities can be conducted.

Name: *Dr. Anita Nair*

Name: *Professor K.M. Abdul Karim_*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
