

Al-Ameen COLLEGE



Annual Quality Assurance Report (AQAR)

2015-2016

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	683561
	Institution e-mail address	alameencollege@gmail.com
	Contact Nos	91-0484-2837561, 2836221
	Name of the Head of Institution	Dr. ANITA NAIR
	Tel No. with STD Code	91-0484-2837561
	Mobile Number	9446211041
	Name of the IQAC Co-ordinator	Dr CINI KURIAN
	Mobile Number	9847734920
	IQAC e-mail address	Iqac @alameencollege.org

1.3	NAAC TRACK ID (For ex. <i>MHCOGN 18879</i>)	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 Accredited certificate)	Date: 3-03-2015
1.5	Website Address:	http://www.alameencollege.org/-
	Web-link of the AQAR:	http://www.alameencollege.org/downloads/aqar 2014-15.pdf

1.6	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1.	1st Cycle	B	2.81	03-03-2015	02-03-2020
2.	2 nd Cycle				
3.	3 rd Cycle				
4.	4 th Cycle				

1.7	Date of Establishment of IQAC	06th JUNE 2012
1.8	AQAR for the year (for example 2010-11)	
1.9	Details of the previous Year's AQAR submitted after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011) - NA	

i	AQAR 2013-14 submitted to NAAC on 30-10-2014 (DD/MM/YYYY)	
1.10	Institution Status	
	University	State
	Affiliated College	Yes
	Constituent College	No
	Autonomous College of UGC	No
	Regulatory Agency Approved Institution	No
	Type of Institution	
	Co-education	Yes
	Rural	Yes
	Financial Status	
	Grand in Aid	Yes
	Grand in Aid + Self Financing	Yes
	UGC 2(f)	Yes
	UGC 12 B	Yes

1.11	Type of Faculty/ Programme	
	Arts	Yes
	Science	Yes
	Commerce	Yes
	Law	No
	PEI(phys Edu)	No
	TEI (Edu)	No
	Engineering	No
	Management	
1.12	Name of the Affiliating University (for the colleges)	MAHATMA GANDHI UNIVERSITY,KOTTAYAM
	Special status Conferred by central/State Government... UGC/CSIR/DST/DBT/ICMR etc....	
	Autonomous by State/central Govt/ University	N.A
	University with Potential for Excellence	N.A
	UGC-CPE	N.A
	DST Star Scheme	N.A
	UGC-CE	N.A
	UGC- Special Assistance Programme	N.A
	DST-FIST	N.A
	UGC-Innovative Programmes	N.A
	UGC-COP Programmes	N.A
	Any Other (Specify)	N.A

2.	IQAC Composition and Activities				
2.1	No. of Teachers				8
2.2	No of Administrative/ Technical staff				1
2.3	No. of Students				2
2.4	No. of management Representatives				1
2.5	No. of Alumni				1
2.6	No. of any other stake holder and community representatives				1
2.7	No. of Employers/ Industrialists				0
2.8	No of other External Experts				1
2.9	Total No. of Members				11
2.10	No. of IQAC meeting held				08
2.11	No of meetings with Stakeholders				
	No of Students	Faculty	Non –Teaching Staff	Alumni	Others
	0	09	02	0	0
2.12	Has IQAC received any funding from UGC during the year (2015-16)				No
2.13	Seminars /Conferences(Only Quality Related)				
i	No of Seminars/ Conferences/ Workshops / Symposia organized by the IQAC				
	Total Nos	International	National	State	Institution Level
	02	Nil	Nil	Nil	02
ii	Themes			Quality Enhancement	

2.14	Significant Activities and contributions made by IQAC
	<ul style="list-style-type: none"> ▣ Internal Academic Auditing ▣ Automated Attendance ▣ Monthly Academic Monitoring report ▣ Structured remedial classes ▣ Special coaching for competitive examinations ▣ News letter of 2015-16 activities published ▣ AQAR of 2014-2015 uploaded ▣ Preparation and submission of various proposals to UGC-Phase II ▣ Preparation and submission of various projects to STEC-Kerala ▣ Co-ordinate the activities of the institution. ▣ Encouraged the faculty members to pursue research in their respective field of study ▣ Refresher course conducted for ministerial staff of Al-Ameen and MES institutions on Income tax, , EPF, ESI and Service Tax

2.15 Plan of Action by IQAC/ Outcome		
	Plan of Action	Achievements
1.	Internal Academic Auditing	Interdepartmental committee has been formed and internal academic auditing done under the supervision of IQAC coordinator and Principal
2.	Automated Attendance	Attendance could be marked online using TAB from each class room
3.	Academic Monitoring Committee report	A monthly report of the progress of the students in a particular form from each tutors has been collected and evaluated
4.	Intensive Remedial Coaching	After each Internal Examination, and announcement of the results, selected students were given special training.
5.	Strengthening the activities of various clubs	Meeting of students, orientation and meetings with the coordinators
6.	Special coaching for Competitive Examinations	A coaching programme beginning from first year students has been started
<i>*attach the academic calendar of the year as annexure</i>		
2.16	Whether the AQAR Placed in Statutory Body	N.A

PART-B

CRITERION- I

1	Curricular Aspects (2015-16)				
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
	Ph.D	0	0	0	0
	PG	03	0	01	0
	UG	10	01	07	0

	PG Diploma	0	0	0	0
	Advanced Diploma	0	0	0	0
	Diploma	0	0	0	0
	Certificate	0	0	0	0
	Others (Add on Courses)	02	0	0	0
	Total	15	01	08	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			Name of the programmes				
	Semester			13				
	Trimester			0				
	Annual			0				
1.3	Feedback from stake holders* (<i>on all aspects</i>)							
	Alumni	Yes	Parents	Yes	Employers	No	Students	Yes
	Mode of feedback							
	Online	Yes	Manual		Co-operating schools (for PEI)			

1.4	Whether there is any revision/update of regulation or syllabi if yes, mention their salient aspects						
	Nil						
1.5	Any new Department/ centre introduced during the year, if yes, give details						
	Yes, Department of Business Administration (BBA)						

CRITERION-II

2	Teaching ,Learning and Evaluation					
2.1	Total No. of permanent Faculty	Total	Asst. Professors	Associate Professors	Professors	Others
		25	07	18	0	0

2.2	No. of permanent faculty with Ph.D	06
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2.3	No. of Faculty Positions Recruited and Vacant(V) during the year									
	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	0	0	0	0	0	0	0	0	0	0

2.4	No of Guest	0	Visiting Faculty	01	Temporary Faculty	28
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2.5	Faculty Participation in Conferences and Symposia						
	No. of Faculty		International Level		National Level		State Level
	Attended		Nil		24		14
	Presented		0		15		01
	Resource Persons		Nil		Nil		Nil

2.6	Innovative Process adopted by the Institution in Teaching and Learning
	<ul style="list-style-type: none"> ▣ Implementation of the Bridge Course ▣ Opportunities to teachers to attend orientation and refresher courses in order to improvise teaching quality. ▣ Remedial teaching and tutorial system. ▣ ICT enabled teaching methods using Wi-Fi broadband internet ▣ Smart classrooms, interactive boards, LCD projectors etc

2.7	Total No of actual teaching days during this academic year	182
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2.8	Examination/ Evaluation Reforms initiated by the institution (for example : Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions
	Examinations/Evaluations are conducted as per the instructions of the Mahatma Gandhi University, Kottayam. In addition to it an examination board is created and conduct the examination as per the Direction of the staff council

2.9	No of faculty members involved in curriculum restructuring /revision/syllabus development as member of Board of Study/ faculty/ Curriculum Development Workshop
	Nil

2.10	Average Percentage of Attendance of Students	88
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2.11	Course/ Programme wise distribution of pass percentage
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2013-16 BATCH

Sl.No	NAME OF THE DEPARTMENT	OVERALL PASS PERCENTAGE
1.	Physics	10.52
2.	B.Com Computer	48.07
3.	Biotechnology	50
4.	B.Sc Petrochemicals	25
6	B.,Sc Computer Science	21.45
7	B.Com Taxation	64
8	BA Economics	11
9	BA English	16
10	Bachelor of Tourism (BTS)	0

2.12	How does IQAC Contribute/Monitor/ Evaluate the Teaching & Learning Process
	IQAC collects feedback from all students and the result is consolidated and passed on to the respective teaching faculty 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, Maintenance of class room/lab infrastructure.

2.13 Initiatives undertaken towards faculty development (2015-16)	
Faculty/Staff Development programmes	Number of faculty benefitted
Refresher Courses	Nil
UGC – Faculty Improvement programme	Nil
HRD Programmes	Nil
Orientation Programmes	1
Faculty exchange Programme	Nil
Staff Training Conducted by the University	Nil
Staff Training Conducted by other Institutions	Nil
Summer/Winter schools, Workshops etc	5
Others	Nil

2.14 Details of Administrative and Teaching Staff (2015-16)					
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	3	Nil	18	
Technical Staff	0	Nil	Nil	3	

CRITERION –III

3. Research, Consultancy and Extension	
3.1	Initiatives of the IQAC in Sensitizing/ Promoting Research Climate in the Institution
	<ul style="list-style-type: none"> ▪ The IQAC has brought forth an annual repository of all articles presented by the faculty ▪ A research committee is functioning in the college ▪ The Committee gives guidance to faculty for research ▪ Gives motivation to faculty for applying for MRP ∑ Cash incentives for award of PhD ∑ Research methodology and emerging research areas in various disciplines are familiarized through workshops and seminars ∑ Allots special rooms for research purpose.

3.2 Details regarding Major Projects		Nil			
		Completed	Ongoing	Sanctioned	Submitted
	Number				
	Outlay in Rs.Lakhs				

3.3 Details regarding Minor Projects (2015-16)		Completed	Ongoing	Sanctioned	Submitted
	Number		12		
	Outlay in Rs.Lakhs				

3.4 Details on Research Publications (2015-16)		International	National	Others
	Peer Review Journals	1	21	-
	Non – Peer Review Journals			
	e- Journals			
	Conference Proceedings			

3.5 Details on Impact factor of publications (2015-16)		
	Range	Nil
	Average	Nil
	h-index	Nil
	Nos. in SCOPUS	06

3.6 Research fund sanctioned and received from various funding agencies ,industry and other organisations (2015-16)		Duration Year	Name of the funding Agency	Total Grant Sanctioned	Received
	Nature of the project				
	Major projects				
	Minor projects	2014-2015	U G C	1,40,000/-	1,25,000/-
	In disciplinary Projects				
	Industry Sponsored				
	Projects sponsored by				

	the University/College				
	Students research projects (Other than Compulsory by the University)				
	Any other (Specify)				
	Total				

3.7	No. of books Published (2015-16)				
	i	With ISBN No			01
	ii	Chapters in Edited Books			Nil
	iii	Without ISBN No			Nil

3.8	No. of University Departments receiving funds from (2015-16)				
	i	UGC-SAP			Nil
	ii	CAS			Nil
	iii	DST-FIST			Nil
	iv	DPE			Nil
	v	DBT Scheme/funds			Nil

3.9	For Colleges				
	i	Autonomy			Nil
	ii	CPE			Nil
	iii	DBT Star Scheme			Nil
	iv	Inspire			Nil
	v	Any Other (Specify)			Nil

3.10	Revenue generated through Consultancy				Nil
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3.11	No. of conferences organized by the institution (2015-16)					
	Level	International	National	State	University	College
	Number		2			
	Sponsoring agencies		UGC			

3.12	No of faculty served as experts	Nil	Chairpersons	0	Resource Persons	No
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3.13	No. of Collaborations		
	International	National	Any Other
	Nil	Nil	Nil

3.14	No. of linkages created during the year	No
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3.15	Total budget research for current year in lakhs:		
	From Funding Agency (UGC)	From Management of University/College	Total
	12.75		12.75

3.16	Type of patent		Number
	National	Applied	Nil
		Granted	
	International	Applied	Nil
		Granted	
	Commercialised	Applied	Nil
		Granted	

3.17	No. of research awards/recognitions received by faculty and research fellows of the institute of the year						
	Total	International	National	State	University	Dist	College
	Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18	No. of faculty from the institution who are Ph.D Guides and students registered under them	Nil	Nil
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3.19	No. of Ph.D Guides awarded by faculty from the institution	Nil
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3.20	No. of Research Scholars receiving the Fellowships (Newly enrolled + existing ones)
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	JRF	Nil	SRF	Nil	Project Fellows	Nil	Any other	Nil
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3.21	No. of students participated in NSS events (2015-16)							
	University Level	Nil	State Level	Nil	National Level	Nil	International Level	Nil

3.22	No. of students participated in NCC events (2015-16)							
	University Level	Nil	State Level	Nil	National Level	02	International Level	Nil

3.23	No. of Awards won in NSS (2015-16)							
	University Level	Nil	State Level	Nil	National Level	Nil	International Level	Nil

3.24	No. of Awards won in NCC (2015-16)							
	University Level	Nil	State Level	Nil	National Level	02	International Level	Nil

3.25	No. of Extension activities organized (2015-16)							
	University Forum	Nil	College Forum	06	NCC	01	NSS	03
	Any other							

3.26	Major activities during the year in the sphere of extension activities and Institutional Social Responsibility
	<p>Periodical visit and financial help to senior citizen and orphanages.</p> <p>Charity contribution to economically backward patients</p> <p>Medical camps</p> <p>Blood donation camps.</p> <p>Free distribution of grow bags and seeds neighbouring family.</p> <p>Pension Scheme (Rs 1,000 for 3 persons selected by the committee including Panchayath member)</p> <p>Maintained good rapport with Edathala Kudumbashree units and provided training and help as and when needed</p>

	<p>Free cancer detection camp conducted in the college in association with Cancure foundation</p> <p>Periodic visit to special schools</p> <p>Monthly contribution to 'Solace' a charitable trust supporting children from long term illness</p>
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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		25 acres
	Class rooms	41			41
	Laboratories	9	Nil		
	Seminar Halls	4	Nil		4
	No of important equipments purchased (>-1-0 Lakh) during current year		Management information system	UGC	
	Value of the equipment purchased during the year (Rs. in Lakhs)		4 lakhs	Management	
	Others	NIL	Two wheeler Garden Electrical work Furniture Sound system Masjid Ladies hostel renovation Auditorium Air condition	Management	

4.2	Computerization of administration and library	We have fully computerized library
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4.3	Library Services (2015-16)						
		Existing		Newly added		Total	
		No	Value	No	Value	No	Value
	Text Books	15578	3232291	260	302801	15838	3535092
	Reference Books	401	372625	69	110382	470	483007
	e-books	INFLIBNET					
	Journals	23	38126			22	39672
	e-Journals	INFLIBNET-NLIST					
	Digital Database						
	CD & Video						-
	Others (specify)						
	Project Reports - 218						
	Back Volumes of Journals - 50						

4.4	Technology up gradation (overall)								
		Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others library
	Existing	139	89	In all departments. office, language lab & library	24	-	7	15	4
	Added				-	-		4	-
	Total	143	89		24	-	7	19	4

4.5	Computer, Internet access, training to teachers and students and any other programme for technology Upgradation (Networking, e-Governance etc)
	<p>Automated Student's Attendance Certificate Course on Internet and MS Office for Students Computer Training for non-teaching staff Training for teachers on new trends in e-learning</p>

4.6	Amount spent on maintenance in lakhs:	
i	ICT	Rs. 3,55,533/-
ii	Campus Infrastructure and facilities	Rs. 172,66,092/-
iii	Equipments	Rs. 3,49,985/-
iv	Others	Nil
Total		Rs. 179, 71,610/-

CRITERION –V

5.	Students Support and Progression
5.1	Contribution of IQAC in enhancing awareness about student support services
	<p style="text-align: center;">Orientation Classes Notices circulated in the classes.  Student support services programmes are discussed in the student council and representatives been elected for the smooth conduct of the programme. Published details about student support services in website</p>

5.2	<p>Efforts made by the institution for tracking the progression</p> <p>Clubs & Associations are formed to conduct various programmes. Periodical Departmental Meeting are organised review and control. Academic Evaluation Conducted in the end of each semester. Staff Council and General Body Meeting was Conducted as and when necessary. Feedback was collected at the end of the semester and necessary changes were made in the programme according to the feedback.</p>
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5.3	Total No of Students admitted			
a)	UG	PG	Ph.D	others
	927	93		
b)	No. of students outside the state			Nil
c)	No. of International Students			Nil

	Men	No 378	% 37.05	Women	No 642	% 62.94

This Year (2015-16)						Last Year (2014-15)					
General	SC	ST	OBC	Physically Challenged		General	SC	ST	OBC	Physically Challenged	Total
654	77	5	262	2	1020	537	76	01	281	02	897

Drop Out %	UG(%)	PG(%)
	14.5	0

5.4	Details of student support mechanism for coaching for competitive examinations (if any)	
	<ul style="list-style-type: none"> ☒ PSC Coaching ☒ Net Coaching ☒ Coaching for Competitive Exams for 45 Students. 	

5.5	No of Student beneficiaries	45
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5.6	Details of student counselling and career guidance
	<p>Counselling cell was functioning at the beginning of the academic year onwards. Problems students are identified, if they need special treatment refer to the Govt Medical College, Kalamassery. Career Guidance Classes were organised for general and department basis to provide guidance to the students .</p>

	No of Students Benefitted	60% of the students

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
	1	20	3	

5.8	Details of gender sensitization Programmes
	Women cell organised various programmes to educate girl students and enhance the skill and equip them to face the constraints and overcome it .

5.9	Student Activities (2015-16)		
5.9.1	No. of students participated in Sports, Games and other events		
	1	State/ University Level	01
	2	National Level	01
	3	International Level	Nil
	No. of students participated in Cultural events		
	1	State/ University Level	01
	2	National Level	Nil
	3	International Level	Nil

5.9.2	No. of medals/awards won by students in Sports, games and other events		
	SPORTS		
	1	State/ University Level	02
	2	National Level	Nil

	3	International Level	Nil
CULTURAL			
No. of students participated in Cultural events			
	1	State/ University Level	45
	2	National Level	Nil
	3	International Level	Nil

5.10	Scholarships and Financial Support (2015-16)		
		Number of Students	Amount
	Financial support from institution	08	60,375
	Financial support from government	336	20,255,95
	Financial support from other sources		
	Number of students who received International/ National recognitions	Nil	

5.11	Students organised/ initiatives		
	Exhibitions have been organized at the level of the institution		
FAIRS			
	1	State/ University Level	Nil
	2	National Level	Nil
	3	International Level	Nil
EXHIBITIONS			
	1	State/ University Level	N
	2	National Level	Nil
	3	International Level	Nil

5.12	No of Social initiatives undertaken by the students	06
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5.13	Major grievances of students (if any) redressed
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	<p>Separate room for NSS, NCC Enhancement of facilities for Ladies waiting room Renovated auditorium facility Separate parking area for students vehicle</p>
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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 serve 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
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6.3	Quality improvement strategies adopted by the institution for each of the following
6.3.1	Curriculum Development
	<p>Many departments are offering a certificate course for skill acquisition. Generally the college follows the curriculum Prescribed by the University Many teachers participated in curriculum design workshops.</p>

6.3.2	Teaching and Learning
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	<p>ΣEnhanced facility for ICT</p> <p>ΣIn order to motivate the brilliant students they were encouraged to join Walk with the Scholar Program, which ultimately aims to bring out the best in them.</p> <p>ΣIn a similar fashion, aiming the academically backward students, the Scholar Support Program was introduced. This enables the students to cope with the high standards of academic excellence through remedial teaching sessions.</p>
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6.3.3	Examination and Evaluation
	<p>Continuous Internal Assessment process is followed in all the courses as per the university guidelines</p> <p>Conduct of regular internal examinations</p>

6.3.4	Research and Development
	<p>Repository of conference paper presentations of faculty members were compiled by IQAC.</p> <p>One teachers was awarded Doctoral Degree</p> <p>.There is a research committee to facilitate, monitor and coordinate research activities of various departments in the college</p> <p>A research lab is set up to provide facility for research work for all the staff.</p>

6.3.5	Library, ICT and Physical infrastructure/implementation
	<p>☞ All the resources are catalogued and the functioning of the library is fully automated. It has access to Inlibnet facility also</p>

6.3.6	Human Resource Development
	<ul style="list-style-type: none"> ∑ A grievance redressal mechanism is in place for both staff and students ∑ Orientation/Motivational Programmes for staff & students ∑ Staff association of the college works to bring a cordial relation among staff

6.3.7	Faculty and staff recruitment
	All recruitments of teaching staff are made by the Governing Body/state government in accordance with the policies laid down by the UGC and State Government. Recruitments in strict adherence to government norms and purely merit based.

6.3.8	Industry Interaction/ collaboration
	<ul style="list-style-type: none"> ∑ Regular industrial visits has been arranged by various departments ∑ Department of Petrochemicals has regular interaction with Cochin Refineries Ltd. ∑ Interaction with subject experts , industrialists and eminent personalities

6.3.9	Admission of Students
	Admission is controlled by a centralized admission procedure controlled by affiliating university

6.4	Welfare Schemes for	
	Teaching	Cooperative Credit Society- banking
	Non Teaching	Cooperative Credit Society- banking
	Students	Students avail several central/state scholarships Book Bank facility in the college library

	<p>Co-operative store</p> <p>Staff and Student donations funded the treatment of student, their parents etc.</p> <p>Counselling Cell conducts professional counselling for those who require professional help</p> <p>Many students receive free ship from management</p>
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6.5	Total Corpus generated	Nil
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6.6	Whether annual financial audit has been done	No
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6.7	Whether Academic and Administrative Audit (AAA) has been done				
	Audit Type	External		Internal	
		Yes/No	Agency	Yes/No	Agency
	Non Teaching	No		Yes	IQAC
	Students	Yes	Government	Yes	Management



6.8	Does the University/Autonomous College declare results within 30 days?	
	For UG Programmes	No
	For PG Programmes	No


6.9	What efforts are made by the University/ Autonomous College for Examination Reforms
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	N.A
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6.10	What efforts are made by the University to promote autonomy in affiliated/ Constituent Colleges
	N.A

6.11	Activities and support from Alumni Association
	<p>Alumni Association instituted ‘Endowment award’ Many members were resource persons for seminars and workshops. They were part of many statutory bodies and committees of the institution</p>

6.12	Activities and support from Parent –Teacher Association
	<ul style="list-style-type: none">  The topper in each department is rewarded by PTA  Parents Teachers association has been instrumental in the funding of the internal examinations.

6.13	Development Programmes for support staff
	<ul style="list-style-type: none">  Training programmes for teachers and non teaching staff

6.14	Initiatives taken by the institution to make campus eco-friendly
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	<p>Solar Panel Herbal Garden Vegetable Cultivation in the Campus Traditional trees are preserved with labeling and special caring Paddy cultivation in the campus</p>
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CRITERION –VII

7.	Innovations and Best Practices
7.1	Innovations introduced during this academic year which have created a positive impact on functioning of the Institution. Give details.
	<ul style="list-style-type: none">∑ Structured remedial class∑ Academic auditing∑ Academic monitoring committee∑ Automated attendance

7.2	Provide the Action Taken Report (ATR) based on the plan of action decided upon the beginning of the year
	<ul style="list-style-type: none">∑ Internal Academic Audit∑ Internal Academic Monitoring∑ Two College bus launched∑ Two internal examination in each semester with University Model booklet∑ Remedial classes in a more structured way∑ Special trainers for extracurricular activities

7.3	Give two Best Practices of the institution (please see the format in the NAAC self study Manuals)
	<ol style="list-style-type: none">1. Life Long Pension Scheme2. ‘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)*

BEST PRACTICE -I

1. Title of the Practice: LIFE LONG PENSION SCHEME 2. Goal :

A teacher must be a role model for the students. This best practice initiated by the teachers has the goal of creating awareness among our students on moral values and social commitment. The Institution aims at inculcating a feeling of 'Give and share' relationship among student community. This contributes to the betterment of the society, thus fulfilling the mission stipulated by the Institution. The College lays stress on imparting education with a firm moral base, a strong sense of duty and service to the society.

3. The Context:

Al-Ameen College, Edathala is located in a rural area which is socially and economically backward. The socio economic status of people living in this area was seen to be below average. Hence, the teaching staff of the Institution put forward the idea of implementing a system of monetary aid to those members of the society who sorely needed it. To ensure that this aid would not peter out, it was decided at the beginning to make it a 'lifelong pension' where the beneficiary could be assured of receiving it until his or her last breath. The aid of the Edathala Panchayath authorities were sought to identify the beneficiaries and the 'Life Long Pension Scheme' came into practice.

4. The Practice

Service to society

Our society and country has blessed us with an identity and sense of belongingness. It is our prime duty to pay back to the society whenever possible. 'Life Long Pension Scheme' exemplifies this ideal.

All faculty members have worked together for the success of this programme. Adequate publicity was given to this scheme through Edathala Panchayath, ward members and by circulating a notice in the concerned locality. Applications were shortlisted after a preliminary enquiry and three families were selected as beneficiaries of the scheme by a committee that includes the Principal and the concerned ward member

The teacher's staff association collects the requisite contribution every month from each willing member. A proposal has been made to collect contributions from willing students with the permission of the management. A cash-box has been kept for the purpose. At present the selected needy receive Rs. 1000/ month. The College hopes to increase this amount.

5. Evidence of Success

The local MLA, Sri Anwar Sadath who inaugurated this programme, was highly impressed and appreciative of this noble endeavour by the Staff Association. He termed it as an attempt to seek out the right beneficiaries bypassing the loop holes found in the government social welfare programmes.

The honourable MLA also stressed that this *Life long pension scheme plan* was the first initiative of the sort taken up by an educational Institution in the state. Moreover, he added that the teaching staff has demonstrated to the public about the duty of a concerned citizen.

6. Problems Encountered and Resources Required

We were not able to include more families under the scheme as our College is situated in a rural area and most of the students are from poor background. The College is thinking of including more families next year.

BEST PRACTICE-2

1. Title of the Practice

‘BE A WALKING- STICK TO ELDERS’

2. Goal

Education which does not mould character is meaningless .Our College has the mission of transforming the younger generation through holistic education. A society where respect for elders is absent never prospers. With this mission in mind, an attempt is made to increase the students’ awareness about the growing neglect of the aged and infirm in our society. They are given a clear perspective of the needs of the elders or the infirm around them. Our goal is to endorse the message that prosperity is best enjoyed in valuable service for others .The practice exemplifies the notion that ‘to raise oneself up, lift up someone else.’

3. The Context

The old-age home culture is on the rise nowadays with a total lack of humanitarian concern about the fate of these elderly people. The deviation from traditional values of our culture and vanishing of joint family relationships has created multiple social problems in the present scenario. The younger generation has become part of the nuclear family set-up and have least concern towards elderly people.

The growing evil of material consciousness renders the age old practice of a solid family relationship invalid. Respect and care traditionally given to the elders in a family is becoming a thing of the past. Couples are separated by their children, who refuse to take care of them, dumping them in charity homes instead.

The Institution has taken up the mission of transforming the mind set of our young generation through visits to senior citizen homes and orphanages to bring about consciousness about the growing neglect of the aged and the infirm in our society. This practice provides them with the opportunity to mingle with the sick and needy and help some of them to their best of their ability.

4. The Practice

The Institution has made it a practice to conduct regular visits to senior citizen homes in the vicinity of the College once in a month. Special visits in addition to this are conducted at the time of national or religious festivals. Eatables are distributed with the permission of the authorities. Collections of clothes and blankets are also distributed.

The students are given time to interact with the inmates and be their family for a short while. Variety entertainments are organized for the senior citizens by students in which the former are encouraged to take part in too. Students create a loving family atmosphere enveloping

all the inmates who blossom under this special attention. The senior citizens have requested us to visit them whenever we can. More than anything else this response on the part of the senior citizens wrung the heart strings of all those present.

5. Evidence of Success

Students who interacted with the senior citizens were heartbroken to hear the disturbing stories many had to tell them about abandonment by their children. The way that the elderly mothers still found excuses for the inhuman treatment meted out by their children affected the students most.

Students have been very vocal about this injustice. There has been a growing conviction that this is not the right way of behaviour. Some students have made up their mind to visit and maintain caring relationships with these senior citizens. We were able to make our students understand that a tender smile, a kind word, and a little attention could work miracles in broken hearts and minds.

6. Problems Encountered and Resources Required

So far the authorities of the senior citizen homes have been highly co-operative. Making more visits would be optimum but time constraints do not make this possible.

Funds are collected from the staff and students for this purpose, but more resources would be helpful.

BEST PRACTICE -3

TITLE OF THE PRACTICE: 'A HEALTHY FAMILY AS THE BASE OF A HEALTHY SOCIETY'

GOAL: The purpose of education is to create an educated, enlightened and value based society based on lofty ideals of secularism, culture, tradition and character. Our mission is to foster this purpose by empowering girl students as a base for the raising of the educational and social status of the society, minority and rural community through learning. The College strongly believes that educating a woman aids in educating a generation.

1. THE CONTEXT:

Al-Ameen College is a minority Institution situated in a rural area of Edathala Panchayath. It has the mission of transforming the younger generation through quality higher education. Edathala is a small village which is socially and economically backward with majority of people belonging to minority Muslim community.

Higher education is traditionally slowed down in areas like this due to orthodox, anti-progressive mentality, illiteracy, geographical inaccessibility, socio economic factors, unemployment etc. Higher education of girl students is not considered so important in such a community and priority is given for early marriages of girl children.

Ever increasing rates of divorces cutting across communities is another social trauma that present society faces. A broken family can do immense harm to an individual and to the society.

Empowerment of women is the need of the hour, since a mother is the first teacher of a child. Family is the basic unit of society where girls outnumber boys in this Institution.

2. THE PRACTICE:

The establishment of the Institution in this remote area was a blessing to the people of this area with the opening of a higher education facility for all those who deserve and desire. The orthodox mentality of the Muslims in educating girls due to ignorance or inadequate education facilities has now changed.

Our Institution is now dominated by girl students. The student community consists of 57% of girls, out of which 85% are Muslims.

The College has taken the stand that girls who have the fundamental responsibility of rising a new generation are in a position to forge a better society. Empowerment of girl students is possible only through education. A family that is united and enlightened will be able to surge ahead in all ways.

In practice girl students are given the opportunity to become efficient guides of the society in general and that of their family in particular. The Institution has taken the step of providing mentoring groups as distinct from tutorial groups to facilitate the process of guiding the girl students and creating a well rounded and mature citizen. Girls are given guidance on looking after their families through seminars, debates and talent development classes. They are provided the knowhow of legal points regarding marriage and domestic violence, Counselling classes are provided and ways of entrepreneurship in the family set-up are also provided.

Evidence of Success:

The commitment of the management and dedication of the staff have helped to bring the girls of our Institution into the main stream of the society irrespective of creed and caste. In addition to the University degree they acquire, our students are successful in developing a sense of self esteem, confidence, and belongingness towards society. All girl students, particularly of the Muslim community who make up the bulk of our student body, are given opportunities to develop their cultural, athletic, oratory and leadership skills. Their participation in activities like NCC, NSS and other social activities organized by the Institution is noteworthy. Above all they are given guidance in looking after a family. Counselling is given not only to students but also to parents on continuing the education of their wards after marriage. A serious attempt is being made to lower the dropout rates through concentrated efforts by teachers.

3. Problems encountered and Resources Required

A major problem is that though students may wish to continue studies after marriage, the in-laws are not conducive to the idea. Many students are forced to discontinue after marriage or during pregnancy and are only able to take up their studies after a long gap. The silver lining in this dismal scenario is that now more students are coming forward to complete their studies after marriage or childbirth. The Institution firmly believes that the way to progress is to create awareness among youngsters rather than changing the attitude of older generation in this respect.

4. Contact Details

Name of the Principal : **Dr Anita Nair**
Name of the Institution : **Al-AmeenCollege, Edathala**
City : **Aluva**
Pin Code : **683561**
Accredited Status : **NAAC Accredited with B (GPA-2.81 Points)**
Work Phone : **0484-2836221**

Fax : 0484-2837561
 Website : www.alameencollege.org
 E-mail : alameencollege@gmail.com
 Mobile : 9446211041

7.4	Contribution to environmental awareness / protection
	<p>Observation of World Environment day</p> <p>International Ozone Alert Day celebrated with seminar supported by Kerala State council for Science , Technology and Environment. Two important talks on the seminar was “Ozone and its impact on living system” and “Development Policy based on Ozone</p> <p>A work shop on Energy Efficient and Eco Friendly LED Bulb Assembling was conducted with the support of Kerala State council for Science , Technology and Environment.</p> <p>An exhibition of “Medical Herbs” was conducted</p>

7.5	Whether environmental audit was conducted	No
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7.6	Any other relevant information the institution wishes to add (for example SWOT Analysis)
	NO

8.	Plans of the institution for next year
	<p>External Academic auditing</p> <p>Intensive remedial coaching</p> <p>Projector for all the Departments</p> <p>Lap –top for all the departments</p> <p>WIFI in all class rooms</p> <p>Interdisciplinary research committee</p> <p>To activate Pain and Palliative care unit</p> <p>Monthly cancer ward visit</p> <p>Newsletter for the Academic year 2015-16</p> <p>Implementation of MOODLE academic software</p> <p>Automated Attendance of Students</p> <p>Special trainers for Games</p>

ACADEMIC CALENDER



The academic schedule for Undergraduate/ Post Graduate programmes in the Arts & Science Colleges affiliated to this university for the academic year 2015-16 is notified herewith for information of all concerned.

Date	Academic Activity
01-06-2015	College reopens after Mid Summer vacation. Commencement of Classes III, V semester UG and III Semester PG Classes.
15-07-2015	Commencement of I Semester UG Classes
03-08-2015	Commencement of I Semester PG Classes
21-08-2015	College closes for Onam Vacation
31-08-2015	College reopens after Onam Vacation
30-10-2015	End of III & V Semester UG and III Semester PG Classes
02-11-2015	Commencement of IV & Vi Semester UG and IV Semester PG Classes
25-11-2015	End of I Semester UG Classes
30-11-2015	Commencement of II Semester UG Classes
14-12-2015	End of I Semester PG Classes
16-12-2015	Commencement of Ii Semester PG Classes
18-12-2015	College closes for Christmas Vacation (9 days)
28-12-2015	College reopens after Christmas Vacation
31-03-2016	College Closes for Mid Summer Vacation. End of II,IV & VI Semester UG and II & IV PG Classes

No. of working Days:

June 2015	22 Days
July 2015	23 Days
August 2015	15 Days
September 2015	20 Days
October 2015	19 Days
November 2015	20 Days
December 2015	18 Days
January 2016	21 Days
February 2016	21 Days
March 2016	23 Days

I Sem UG	84 Days
II Sem UG	84 Days
III Sem UG	99 Days
IV Sem UG	103 Days
V Sem UG	99 Days
VI Sem UG	103 Days
I Sem PG	84 Days
II Sem PG	84 Days
III Sem UG	99 Days
IV Sem UG	103 Days

<p>Name: <i>Dr Cini Kurian</i></p>  <p>Signature of the Co-ordinator</p>	<p>Name: <i>Dr Anita Nair</i></p>  <p>Signature of the chairperson, IQAC</p>
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Dr Anita Nair
Principal
Al-Ameen College, Edathala

