



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	AL-AMEEN INSTITUTE OF MANAGEMENT STUDIES
Name of the head of the Institution	Dr. B A Anuradha
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	08022114493
Mobile no.	9880085736
Registered Email	anupratap2018@gmail.com
Alternate Email	infoalameenmba@gmail.com
Address	Al-Ameen Institute of Management Studies Hosur road opp to Lalabagh main gate.
City/Town	Bangalore
State/UT	Karnataka

Pincode	560027																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Urban																		
Financial Status	Self financed																		
Name of the IQAC co-ordinator/Director	Abdul Rizwan Shariff																		
Phone no/Alternate Phone no.	08022114492																		
Mobile no.	9900519754																		
Registered Email	iqacaims17@gmail.com																		
Alternate Email	infoalameenmba@gmail.com																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	https://alameenbba.in/iqac																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	https://alameenbba.in/student_support																		
5. Accreditation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B++</td> <td>2.84</td> <td>2017</td> <td>22-Feb-2017</td> <td>21-Feb-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	1	B++	2.84	2017	22-Feb-2017	21-Feb-2021
Cycle	Grade	CGPA	Year of Accreditation	Validity															
				Period From	Period To														
1	B++	2.84	2017	22-Feb-2017	21-Feb-2021														
6. Date of Establishment of IQAC	09-Jun-2014																		
7. Internal Quality Assurance System																			
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td colspan="3"> </td> </tr> </tbody> </table>						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								
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No Data Entered/Not Applicable!!!

[View File](#)

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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

12

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

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. A 3 days workshop was organized in association with NEN on Entrepreneurship awareness programme 2. A 3 day Excel workshop programme for Management students. 3. Free medical checkup for students in association with Lions club 4

No Files Uploaded !!!

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
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	07-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	AIMS has signed an MoU with Optra Dobig data solutions for operating MIS. The two technology companies enable our initiation with respect to attendance, modules, generating SMSs, reports on students, parent and faculty portals. Further the student portal facilitates online application and admission processes. Student can gain accesses to learning materials digitally uploaded by the faculty on the website.

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

Al-Ameen Institute of Management Studies has adopted a well-planned & an organized comprehensive approach for curriculum delivery & documentation. Academic planning is done well before the start of the academic year in line with the prescribed curriculum and syllabus framed by affiliating university – Bengaluru Central University (BCU). The curriculum is formulated in consultation with professional bodies and Experts from affiliated colleges by the Board of Studies of the university. The teaching, learning and evaluation schedules are strictly followed as per the academic calendar notified by BCU. However, the Institution goes that extra mile to compare the syllabi of other regional and national universities and provide the extra modules not being included in the syllabi, as Add-Ons. The course matrix under the Choice Based Credit System is centered around fostering skill development and interdisciplinary subject benefits. The curriculum is designed once every 2 years, thus preparing the management students to be industry ready after having factored issues and challenges which are the need of the hour in the corporate world. The Institution takes the lead to depute the respective subject faculty to Workshops, Refreshers courses, Training and Development and Orientation programmes, to get updated with the latest curricular aspects thereby enabling the Transfer of Learning in the classrooms. The IQAC facilitates and monitors regular seminars, conferences, for both staff and students. The semester academic calendar of events is issued by the university each time the syllabus

is revised. The institution also prepares its own academic calendar of events, complying with the university calendar, by factoring in curricular, co-curricular and extra-curricular activities. The Institution adopts relevant and sustainable teaching methodologies wherein lesson plans and work diaries are maintained by the subject faculty members. Remedial teaching, mentorship, tutorials along with tagging the slow learners with the advanced learners, adoption of diverse pedagogy including case studies, role plays, video clippings, quiz & group discussion are also followed meticulously, so as to provide innovative learning experience; bridge the knowledge gap and at the same time captivate the students interest in the subject. Moreover, this is taken up as a continuous review and evaluation process by the respective mentors. Several guest lecturers from Industry practitioners and Experts are also conducted to supplement the curriculum. We also have inked an MOU with an NGO by name CMCA that acts as a bridge between the application of academic concepts and finding solutions to social problems such as Women Empowerment and Active Citizenship. This exercise enables us to instill a sense of empathy amongst the future managers which falls in line with the Corporate Social Responsibility.

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
Entrepreneurship Awareness Certification	Nil	03/07/2019	3	entrepreneurship	entrepreneur skill development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	112	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
CMCA	17/09/2019	40
CMCA	11/06/2019	77
French Foreign Language	16/11/2019	77
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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
No Data Entered/Not Applicable !!!		
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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
A 360 degree structured feedback from the stakeholders inclusive of students, teachers, parents, employees and alumni was collected for the year 2019-20 along the parameters of the relevance, content, quality of the syllabi teaching effectiveness, curriculum and infrastructure. The feedback obtained was discussed in the colleges Governing Council and accordingly bridge courses, certification courses and value added courses were rolled out thus strengthening the curriculum. The course objectives, content, learning outcomes assessment tools are reviewed redefined accordingly so as to improve teaching-learning process. Periodical analysis is made by the IQAC Cell of the students' performance faculty performance and the overall feedback suggestions are taken, scrutinized and implemented after each and every semester to ensure quality enhancement. Various committees reinforce the curriculum by incorporating these as value additions.

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
No Data Entered/Not Applicable !!!				
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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
2019	107	92	8	10	11

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
No Data Entered/Not Applicable !!!					
View File of ICT Tools and resources					
No file uploaded.					

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

The mentoring process extends far beyond supporting through professional guidance and encouragement, because at Al-Ameen we believe that the “heart soul” of mentorship comes from “a commitment to education, a hope for its future and passing the torch to the next generation” to make sure that our students outshine both on the professional level as well as personal level. The system of Mentoring has been operational at our institution wherein a set of 10 to 15 students are assigned to each and every faculty to mentor their academic progress, personality development, attendance, participation in curriculum, co-curricular and extra-curricular activities. The mentors co-ordinate with the parents in case their set of students come with emotional baggages such as financial constraints and personal problems. The mentors also bring up such issues to the notice of the principal for timely intervention, ultimately facilitating the students academics stability in the institution. Fee concessions, scholarships and installment facilities are provided to the deserving students to overcome their financial constraints. Remedial classes are also provided to enable slow learners. The slow learners are identified on the basis of performance in class, test results, submission of assignments, punctuality and personal interaction. On the other hand advanced learners are also given encouragement and ample opportunity to showcase their talents skills and to boost participative learning approach, create interest, increase their involvement in research activities with the faculty so as to provide exposure and hone them further. All these facilitate them to learn beyond the prescribed course curriculum.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
199	11	1:18

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
2	2	Nil	2	Nil

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
2019	Dr. B. A. Anuradha	Principal	International Business Council in association with The Global Achievers Foundation
2019	Dr. B. A. Anuradha	Principal	Lions Club International
2019	Dr. B. A. Anuradha	Principal	BWSSB (Bangalore Water Supply Sewage

No file uploaded.

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
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No Data Entered/Not Applicable !!!

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous and formative evaluation of the skills gained by the student is given importance in the course per se. The college is affiliated to BCU., and adheres to the norms prescribed by the university in the evaluation and award of the internal assessment marks and grades. Due weightage is given to the students participation in attendance, group discussions, seminars, written test assignments, classroom activities, co-curricular and extra co-curricular activities and the entire process is objective based. The internal marks awarded, are brought to the notice of the students prior to its dispatch to the university in order to address grievances if any and each student is justified for the marks/grades awarded and any discrepancies shall be immediately addressed by the Principal. As a part of the Continuous Internal Evaluation, we have initiated reforms by the institution on its own, through approaches adopted to measure student achievement which have positively impacted the system and significant improvements made in ensuring rigor and transparency in the internal assessment and weightages assigned, as well as for the overall development of students is assessed through Innovation Quality Effective Leadership Governance Team Centric, Student Centric Faculty Centric Exercises Interactive Learning Classroom Discipline Competitive Spirit. Latest books are regularly added to our rich collection in the library so as to keep abreast with the latest. Further, each year ISO Auditing is also in place as part of the continuous evaluation process

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

Al-Ameen Institute of Management Studies is affiliated to BCU., and hence adheres to the academic calendar of events prescribed by the university as mentioned earlier, keeping these events and dates intact, all other dates for academic, extra-curricular activities and internal examinations are factored into the academic calendar. The BBA department and MBA department time table is prepared separately by the principal and HOD'S to enable teachers allot ample time for each subject as per the university stipulated teaching hours. The Principal scrutinizes and makes sure that value additions are included in each subject. This exercise also helps teachers to prepare lesson plans and work diaries to ensure there is a buffer time factored for adequate revisions too. Al-Ameen Institute of Management Studies has a practice of strictly adhering to the calendar of events and we have faced no difficulties in completing the curriculum even if there are any exigencies imposed by factors beyond our control eg: protests/bandh. Al-Ameen Institute of Management Studies has the practice of engaging students for special classes beyond the college working hours or on Sundays to make up for such losses in classrooms Teaching hours. Further, Question bank are solved for the benefit of the students and as part of the revision Calendar of events is uploaded on the website and displayed on

the notice board too

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://alameenbba.in/course_outcome

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
No Data Entered/Not Applicable !!!					
View File					

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://alameenbba.in/pdf/SSS-BBA-19-20.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
Any Other (Specify)	Nil	Nil	Nil	Nil
No file uploaded.				

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
Self-Awareness	MBA	06/12/2019
How to Handle Failures in Life	MBA	02/11/2019
Motivation and Inspiration for Success	MBA	26/10/2019
New Era of Leadership	MBA	15/06/2019
Team Working	MBA	25/05/2019
Group Discussion on various emerging topics in the field of Management	MBA	11/05/2019
Next Millenium Leaders	MBA	04/05/2019
Personality Development and Experiences	MBA	31/01/2019
Stress Management	MBA	04/01/2019

Career Development	BBA	14/03/2019
Setting Goal and Achieving Success In life	BBA	15/03/2019
Self Confidence	BBA	22/03/2019
Personality grooming	BBA	23/03/2019
Next Millennium Leaders	BBA	04/03/2020
Goal Setting	BBA	13/05/2020
Biz Quiz Competition	BBA	04/05/2020

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
No Data Entered/Not Applicable !!!				
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
3	1	3

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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	Mangement	5	5.75
International	Management	3	5.87
No file uploaded.			

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
Management	2
No file uploaded.	

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
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No Data Entered/Not Applicable !!!

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
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No Data Entered/Not Applicable !!!

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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	Nil	11	Nil	Nil
Presented papers	2	1	Nil	Nil
Resource persons	Nil	1	Nil	Nil

No file uploaded.

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
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No Data Entered/Not Applicable !!!

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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
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No Data Entered/Not Applicable !!!

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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
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No Data Entered/Not Applicable !!!

[View File](#)

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
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No Data Entered/Not Applicable !!!

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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
No Data Entered/Not Applicable !!!					
View File					

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
No Data Entered/Not Applicable !!!			
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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
200000	371889

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
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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
Newgenlib	Fully	NGL Licensed version	2019

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

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
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No Data Entered/Not Applicable !!!

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	180	140	140	10	6	6	18	5	0
Added	0	0	0	0	0	0	0	0	0
Total	180	140	140	10	6	6	18	5	0

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

5 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
AIMS E-LEARNING	aimslibrary.blogspot.com

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
50000	7500	150000	15000

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)

Various committees are responsible for the smooth maintenance of all facilities, to plan and ensure that the available resources are in line with the institutions' academic growth and that is optimally utilized. Further, Governing Council also discusses the important issues, procedures and policies for the improvement maintenance of facilities, be it physical or academic support facilities. Al-Ameen Institute of Management Studies has a full time Maintenance Manager employed by Al-Ameen Educational Society to oversee the maintenance of all facilities on campus. He is aided by full time assistants in the capacity of Electricians, Plumber, Carpenter Gardener. Systems are in place for Preventive Maintenance. However in cases of Breakdown Maintenance, these issues are brought to the notice of the Principal by the faculty Students and the Principal ensures the timely addressal through the maintenance manager. The computer systems at Al-Ameen Institute of Management Studies are being maintained by Vertical Technology with whom we have an Annual Maintenance contract. All the telephones and intercom systems are maintained by Ozone systems. The college has a generator to ensure uninterrupted supply. The institution has 6 housekeeping staff for the upkeep of the campus hygiene sanitation. We have a fire safety mechanism in place being maintained by Mini MAK Fire Services. All electrical equipments are supported by voltages stabilizers. Water purifiers are in place and are regularly maintained by Aqua

Guard Company. Cleanliness, hygiene and sanitation is also taken care of regularly, in line with the country's mission of Swachh Bharat Abhiyan. Our library has Open Access System and all books are bar-coded. Provision maintenance for power back-up, CCTV surveillance, Photostat facility, stationery, record room, IQAC office along with library, computer centre, sports room, classrooms staff rooms is ensured by optimal allocation utilization of resources.

<https://alameenbba.in>

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	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b) International	Nill	Nill	Nill

[View File](#)

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
No Data Entered/Not Applicable !!!			
View File			

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 passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
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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
3	3	30

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed

No Data Entered/Not Applicable !!!

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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
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No Data Entered/Not Applicable !!!

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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
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No Data Entered/Not Applicable !!!

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

Activity	Level	Number of Participants
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No Data Entered/Not Applicable !!!

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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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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No Data Entered/Not Applicable !!!

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

Students play an important role in the progress development of the institution and they are included in various academic administrative committees. This exercise boosts the students participation level and inculcates a sense of responsibility belonging in them. Each committee is headed by a faculty. Al-Ameen Institute of Management Studies has student representatives in the following Academic and Administrative committees : 1) Advisory Committee - The student members apprise the committee about the requirements of students with regard to academics, proposals for improvement in curriculum, internship experiences and recruitment activities. 2) Student Welfare Committee - Matters related to student welfare and programmes beneficial to students' development are put forth by the student members. 3) Anti-ragging Committee - The students in the committee are counselled to keep a watchful eye on problems and issues faced by students if any and to immediately bring it to notice of the committee. 4) Sexual Harassment Committee - Male and female students are members of the committee and help address harassment issues of their college mates. 5) Grievance Redressal Committee - Student representatives attend to registered and unregistered grievances of students in association with faculty representatives of the committee to redress the grievances. 6) Editorial Board of College Magazine - Student members actively take part in inviting articles,

compiling and publishing. 7) Co-curricular Committee - The students representatives are actively involved in organizing co-curricular activities in the college such as quiz competitions, seminars, workshops and conferences. 8) Extra-curricular Committee - Students representatives function as a conduit between the college and students for conducting as well as participating in the extra-curricular activities. 9) Library Advisory Committee - The student members suggest a list of new books to be added in the library and also give suggestions pertaining to the library functioning and its working hours. 10) Placement Committee - The student members help in preparing the placement brochures, arranging pre-placement talks and chalks out companies to be approached for recruitments. 11) Sports Committee - They co-ordinate in the successful planning and completion of NCC/NSS activities and other indoor and outdoor sports. The student representatives along with faculty representatives in the different committees provide the representation of the views and expectations of the students to the college principal and this aids in effective and informed decision making. The College Administration takes the initiative to meet, the students' expectations as much as possible. The Principal ensures that there is no quashing of animal spirits amongst the young students and at the same time ensures that all decisions taken is in cohesion with the institutions' mission, vision objectives. This provides a platform for the students to showcase their skills at various levels through teamwork and leadership and provides an opportunity for hands-on experience and interaction.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

AIMS has registered alumni association registered on dated 16/11/2016 it is a full fledged association with the office bearers in the capacity of President, Secretary, Treasurer and other committee members for the year 2017-18 the unanimously elected list of office bearers are 1.Shah Nizamuddin Mujahid- President 2.Syed Abdul Rahim- Vice President 3. Aga Sajjad Murthuza- General Secretary 4.Mohamed Salman- Assistant Secretary 5.Zeeshan Hassan- Treasurer 6.Ameen Ahsan- Assistant Treasurer

5.4.2 – No. of enrolled Alumni:

199

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

235000

5.4.4 – Meetings/activities organized by Alumni Association :

There is an annual Alumni Meeting held every year. We have a database of all the student Alumni. The meeting notice is dished out to them in advance. Thereby we have a turnout of atleast 200 representatives from the Alumni enabling Industry-Institute Interaction and this promotes the training, internships and placement opportunities for the existing outgoing students

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)

The involvement cooperation of all the stakeholders for the accomplishment of its mission and vision, ensuring a uniform exposure distribution of duties for academic professional development paves way for the progress success of an institution. Al-Ameen Institute of Management Studies has clearly stated its

mission vision as : **MISSION** " To be the Best Vendor of Ethical and Value Added Human Capital to the Development of Corporate and Industry Economy through Quality Training and Continuous Learning." **VISION** "We aspire to become a leading Institution in Management Education with a Global and Dynamic Outlook by continually expanding and defining new frontiers of Management Education and its implications in the corporate world." Leadership and teamwork are always given importance at Al-Ameen Institute of Management Studies. This approach values the relevance of human intellect and strives for developing a good relationship with all the stake holders and brings about a conflux of qualities like increased communication cooperation, joint decision making, quality circles, quality of work-life, increase in job satisfaction, conflict resolution, etc. Various Academics Administrative committees are constituted with member representatives from faculty and students thereby promoting the spirit of Decentralization and Participative Management such as : ? Anti sexual Harassment Committee ?Anti Ragging Committee ?Equal Opportunity Cell Committee ?Students Welfare Committee ?Grievances Committee ?Admission Committee ?Sports Committee ?Cultural Committee To further the cause, the institution has a multipronged strategy to review and receive feedback in addition to having regular consultations with subject experts and industry experts for developing and implementing the Knowledge Delivery System at Al-Ameen Institute of Management Studies

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
Admission of Students	The applications for BBA course are issued immediately after the announcement of 2nd PUC /12th results. The applications are made available online which can downloaded by students. The duly filled in applications are submitted to the office by the students. The students along with the parents are called for an interview by the principal and admission committee and the admissions are made accordingly. The applications for MBA course are issued immediately after the degree results are announced. 50 of our seats are allotted by the State Government through PG CET, adhering to the roster system, while the remaining 50 of our seats come under Management Quota, which will be filled on the basis of merit. Students with financial constraints are given concessions and permission to pay the fees in installments by the Hon. Secretary.
Industry Interaction / Collaboration	The college organizes guest lectures from industry experts, consultants and practitioners. Students are taken on regular industrial visits, one visit

each semester for experiential learning. Students undertake projects at various organizations there by enabling them to have adequate industry exposure. 2 MOU's are signed during 2019-20 by Al-Ameen Institute of Management Studies, to facilitate Industry Institute Interaction paving way for projects, guest lectures, internship and placements. Alumni are invited to share their experiences expertise and for placements.

Human Resource Management

We have a team of faculty who are qualified and experienced in their subject areas. The staff abide by the rules and regulations of the Management with respect to attendance discipline leave and promotional policies. Faculty are paid UGC scales. They are encouraged to attend several seminars /conferences to present and publish research papers.

Library, ICT and Physical Infrastructure / Instrumentation

The library is regularly updated and upgraded by adding new text books, reference books, research journals, magazines, newspapers and e-books. We have a full fledged library with 20,992 volumes, 11,964 titles. Our library is of 229.2 Sq mts. Library has a reprographic facility we have subscribed to e-journals through Gale Cengage learning, Sage Publication and AIMS International. There are 25 national international journals and 10 computers in our library. All the class rooms are equipped with LCD and we have 2 smart boards at the seminar hall and audio visual hall. We have a computer lab with 60 computers. Each of our faculty is provided with work stations. All the class rooms are spacious and well designed with ergonomic furniture for students, faculty and staff ours is a WIFI enabled campus. Al-Ameen Institute of Management Studies has rest rooms drinking water facility on each floor, separate common room for boys girls, cafeteria, gym, stationery shop, printers, scanners photocopy facility, generator UPS provision too. The entire campus is now on CCTV surveillance for security purposes.

Curriculum Development

Since Al-Ameen Institute of Management Studies is affiliated to BCU., we strictly adhere to the curriculum prescribed by BCU. However, our subject faculty are invited to the

Board of Studies, in the framing of the syllabus. Industry Experts are members of the B.O.S too. Further, Orientation programmes are given to the faculty by the university, as and when the curriculum is revised to facilitate the transfer of learning to the students. In addition to the syllabus, we believe in the holistic development of the students. Suggestions are taken from IQAC, subject experts, industry experts, alumni plus the latest development in the corporate world are continuously reviewed and value additions are made accordingly. Employability enhancement skills are also included in the curriculum focusing on the employability of the course. Students are also encouraged to take up certification courses through MOOC. Choice Based Credit System (CBCS) curriculum is implemented and feedback on course curricula is regularly taken from all its stakeholders and improvements are incorporated.

Teaching and Learning

In order to cater to the demands of the industry, we strive to make the students job-ready by offering value added sessions on ethics, excel, tally, legal literacy, finishing school concepts etc. The faculty members are deputed regularly to seminars /conference related to their subjects areas so as to enable the transfer of learning and be updated with the nuances and emerging trends. We have devised new teaching pedagogies to enable both slow learners as well as advanced learners. We ensure a perfect blend of classroom teaching ICT enabled teaching so that the students stay motivated and inculcates a sense of interest in the subject too.

Examination and Evaluation

Internal assessment exams for all subjects under the course is conducted strictly as per the university guidelines compulsorily. For UG students, the Internal assessment marks is 30 per subject. The marks are awarded along the parameters of attendance, two internal tests skill development for BBA students. Further for PG students, attendance, two internal tests, assignments, presentation and book/journal/article review for I II Sem MBA and attendance, one internal test, case study

presentations and mini project for III IV Sem MBA student. In addition to internal assessment the university evaluates students externally at the end of each semester too for 70 marks per subject for both UG PG students. Feedback from students and parents, results of tests and exams are analyzed by the IQAC and suggestions are given to the teachers for further improvement.

Research and Development

The management encourages both faculty and students to undertake research, attend seminars and conferences to present and publish research papers .The expenditure of which is borne by the Management. Further a research allowance of Rs.90,000/- is given to each faculty pursuing a Ph.D programme in recognized universities. Leave is also granted to the faculty for the same. Books are published by our faculty with a distinct ISBN. We have a rich library resource along with e-books and e-journals under delnet, Gale Cengage and sage publications.

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

E-governance area	Details
Planning and Development	There is no particular software being used for this purpose.
Administration	Since Al-Ameen Institute of Management Studies is affiliated to BCU, we follow the university portal for administrative purpose, be it payment of admission fee, sports and cultural fees and examination fees. Use of Biometrics for staff, Communication through Email, Optra, SMS WhatsApp groups between faculty, students staff.
Finance and Accounts	Tally software is used for financial accounts and Saral TDS is being used for computing income tax for staff and vendors. We also use a Financial Accounting Software.
Student Admission and Support	We have taken the support of OPTRA which is an attendance management software wherein each student is given an unique ID to log into the portal to check their attendance academic performance. All possible support and help is provided for eligible students to benefit from various scholarship offered by the government and other agencies.

Examination	All the internal assessment marks of the students are regularly uploaded on the university portal as per the university notification time frame. The university announces each semester final examination results on its portal for easy access by the students. Examination forms are filled online, payments are made online and results too are displayed online
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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
No Data Entered/Not Applicable !!!				
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)
No Data Entered/Not Applicable !!!						
View File						

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
No Data Entered/Not Applicable !!!				
View File				

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
staff trips, free newspapers, fee concessions to their sons/daughters, Research	Free uniforms, fee concessions and scholarships to their sons/daughters studying	Fee concessions and scholarships, free newspapers uniforms, gym and medical centre.

allowances, PF, facilities of gym and medical centre., vacation leaves

in Al-Ameen or anywhere else, ESI, PF, facilities of gym and medical centre, earned leaves.

6.4 – Financial Management and Resource Mobilization

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

Financial audit was carried out by both internal and external auditors appointed by the management namely M/s. Rangaraju and Associates for the year 2017-18. In addition Al-Ameen Institute of Management Studies has an ISO certification audit being done annually too.

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
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

225000

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 Constituted by B.U. I.S.O	Yes	IQAC
Administrative	Yes	Local Inquiry Committee Constituted by B.U. I.S.O	Yes	IQAC

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

Al-Ameen Institute of Management Studies has the practice of conducting annual Parents Teachers Meeting to collect the feedback from parents with reference to the overall knowledge Delivery System and to obtain first hand information about the transformation of their wards personality, as an outcome of the institution's intervention tools and techniques. Few parents have also come forward to pay partial amount of fee to financially poor and deserving students. They have given leads to the institution about entrepreneurs who may be invited to share their success stories to students. Few parents, who are by themselves successful entrepreneurs have come forward to deliver a motivational talk to the students.

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

Al-Ameen Institute of Management Studies conducts programmes to support the physical and psychological well being of support staff by conducting lectures on hygiene and sanitation significance of mental health. Further opportunities are provided to the support staff to pursue their higher studies. Training programmes on Excel and Tally were also conducted to update their computer

literacy. Scholarship and concession for their wards fees is provided by Al-Ameen Educational Society.

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

1. To have an enhanced campus recruitment and placement drive in the campus. 2. Research have workshops like SPSS, and its application on research problems

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
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
No Data Entered/Not Applicable !!!					
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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 programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on Education and Women Empowerment	22/02/2020	22/02/2020	20	90
Women's Day Celebration	09/03/2020	09/03/2020	84	126

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
Al-Ameen Institute of Management Studies is located on a sprawling campus with greenery and it is strategically located just opposite to the landmark “LALBAGH GARDENS”, Bangalore which is also known as the lungs of Bangalore. The flora at Al-Ameen Institute of Management Studies , synchronizes with Lalbagh sometimes making seem Al-Ameen campus as an extension of Lalbagh. We observe earth hour, everyday in the campus by switching off electricity between 1.00 pm 2.00 pm, to conserve electricity, and have started using LED bulbs Dry and wet wastes are segregated and disposed off accordingly. Several lectures are being conducted to sensitize our students on Global Warming and threats of Carbon Emissions Sustainable Development Goals.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	Yes	Nil

Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

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

Title	Date of publication	Follow up(max 100 words)
Handbook on code of conduct	Nil	The college adheres to a strict code of conduct and discipline for students and this is explicitly expressed in a handbook. These norms are emphasized during the students orientation programmes and a handbook is given. Al-Ameen Institute of Management Studies has a uniform dress code for all students and they all have to maintain a minimum attendance of 75 in all subjects failing which they shall not be permitted to take up the semesters final examination. It is mandatory for all parents to attend the Parent Teachers Meeting so as to closely monitor the student progress. Further all the members of the faculty and supporting staff are given the employment-service rule book of Al Ameen

education society to
comply with.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Lecture on Case Studies on Success Failures of Corporate Governance	03/05/2019	03/05/2020	98
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Al-Ameen Institute of Management Studies classrooms are designed to have enough natural lighting and ventilation. Very rarely do we switch on the electrical lights and fans. Our campus has a rain water harvesting mechanism to conserve water. Our landscaping in the campus with adequate trees and boundaries prevent soil erosion. The college ensures that the leaves that dry and fall off the trees are not burnt but are buried in the soil to facilitate organic manure formation for self sufficiency. All waste papers are disposed off, and are never burnt. All the e-waste is handed over to e-waste collection agency. We also observe the significance of vanamahotsava water day, earth hours, swach bharat program campaigns.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1) Promoting the spirit of Entrepreneurship amongst the students. 2) Keeping abreast of the developments in the Corporate Scenario continuously – Knowledge Management.

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

<https://alameenbba.in/pdf/Best-Practies.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

Al-Ameen Institute of Management Studies take pride to be functioning under the aegis of Al-Ameen Educational Society founded in 1966 by late Dr.Mumtaz Ahmed Khan. Al-Ameen Educational Society is guided by the philanthropic ideas of our beloved founder to provide education to the impoverished section of the society, to eradicate illiteracy and to raise the standard of living of Muslim community in particular and other backward communities in general. Al-Ameen is an Educational Movement having 250 educational institutions across India. To further this noble cause, Al Ameen scholarship committee was established in 1968 to provide scholarship to minorities and financially poor students. All the faculty and staff working at Al-Ameen have passionately joined hands in this endeavor by donating 0.5 of their basic salary every month to this scholarship fund. Many of our Alumni have donated school fees for the deserving children. The Scholarship committee disburses annually a whopping one crore INR amount of scholarship to all the meritorious and deserving students pursuing education not only at the institutions of Al-Ameen but across all other institutions too. Through rigorous planning and management, the institution focuses at delivering the best of its abilities in tune with the vision of the college. It has been a matter of outmost importance to provide the best

education possible to students who deserve it. Through several institutional practices, we try to make this journey an enriched experience as easy as possible for everyone. To create a knowledge based society with a scientific temper, team spirit and dignity of labor to face global competitive challenges. To provide highly motivated and skilled manpower to the society, we are providing many opportunities to our students for skill enhancement.

Provide the weblink of the institution

<https://alameeneducationalsociety.in/>

8.Future Plans of Actions for Next Academic Year

1. To enhance the Brand Equity of the college. 2. Conducting activities to hone the creative skills of students and provide a platform to display their creativity