



## **YEARLY STATUS REPORT - 2022-2023**

### **Part A**

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

|                                                      |                                                                        |                                                 |
|------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------|
| <b>1.Name of the Institution</b>                     |                                                                        | <b>AL-AMEEN INSTITUTE OF MANAGEMENT STUDIES</b> |
| • Name of the Head of the institution                | <b>Dr. B. A Anuradha</b>                                               |                                                 |
| • Designation                                        | <b>Principal</b>                                                       |                                                 |
| • Does the institution function from its own campus? | <b>Yes</b>                                                             |                                                 |
| • Phone no./Alternate phone no.                      | <b>080-22114493</b>                                                    |                                                 |
| • Mobile no                                          | <b>9880085736</b>                                                      |                                                 |
| • Registered e-mail                                  | <b>info@alameenedu.co.in</b>                                           |                                                 |
| • Alternate e-mail                                   | <b>anupratap@gmail.com</b>                                             |                                                 |
| • Address                                            | <b>Al-Ameen Educational Campus, Near Lalbagh Main Gate Hosur Road,</b> |                                                 |
| • City/Town                                          | <b>Bangalore</b>                                                       |                                                 |
| • State/UT                                           | <b>Karnataka</b>                                                       |                                                 |
| • Pin Code                                           | <b>560027</b>                                                          |                                                 |
| <b>2.Institutional status</b>                        |                                                                        |                                                 |
| • Affiliated /Constituent                            | <b>Affiliated</b>                                                      |                                                 |
| • Type of Institution                                | <b>Co-education</b>                                                    |                                                 |
| • Location                                           | <b>Semi-Urban</b>                                                      |                                                 |

|                                                                                                                      |                                                                                           |                |                             |                   |                   |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------|-----------------------------|-------------------|-------------------|
| • Financial Status                                                                                                   | <b>Self-financing</b>                                                                     |                |                             |                   |                   |
| • Name of the Affiliating University                                                                                 | <b>Bangalore City University</b>                                                          |                |                             |                   |                   |
| • Name of the IQAC Coordinator                                                                                       | <b>Dr. Abdul Rizwan Shariff</b>                                                           |                |                             |                   |                   |
| • Phone No.                                                                                                          | <b>08022279235</b>                                                                        |                |                             |                   |                   |
| • Alternate phone No.                                                                                                | <b>08022114492</b>                                                                        |                |                             |                   |                   |
| • Mobile                                                                                                             | <b>990519754</b>                                                                          |                |                             |                   |                   |
| • IQAC e-mail address                                                                                                | <b>iqacaims17@gmail.com</b>                                                               |                |                             |                   |                   |
| • Alternate Email address                                                                                            | <b>info@alameenedu.co.in</b>                                                              |                |                             |                   |                   |
| <b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>                                              | <a href="https://alameenbba.in/iqac">https://alameenbba.in/iqac</a>                       |                |                             |                   |                   |
| <b>4.Whether Academic Calendar prepared during the year?</b>                                                         | <b>Yes</b>                                                                                |                |                             |                   |                   |
| • if yes, whether it is uploaded in the Institutional website Web link:                                              | <a href="https://alameenbba.in/student_support">https://alameenbba.in/student_support</a> |                |                             |                   |                   |
| <b>5.Accreditation Details</b>                                                                                       |                                                                                           |                |                             |                   |                   |
| Cycle                                                                                                                | Grade                                                                                     | CGPA           | Year of Accreditation       | Validity from     | Validity to       |
| <b>Cycle 1</b>                                                                                                       | <b>B++</b>                                                                                | <b>2.84</b>    | <b>2017</b>                 | <b>22/02/2017</b> | <b>21/02/2021</b> |
| <b>6.Date of Establishment of IQAC</b>                                                                               |                                                                                           |                | <b>09/06/2014</b>           |                   |                   |
| <b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b> |                                                                                           |                |                             |                   |                   |
| Institutional/Department /Faculty                                                                                    | Scheme                                                                                    | Funding Agency | Year of award with duration | Amount            |                   |
| <b>NA</b>                                                                                                            | <b>NA</b>                                                                                 | <b>NA</b>      | <b>NA</b>                   | <b>NA</b>         |                   |
| <b>8.Whether composition of IQAC as per latest NAAC guidelines</b>                                                   |                                                                                           |                | <b>Yes</b>                  |                   |                   |
| • Upload latest notification of formation of IQAC                                                                    |                                                                                           |                | <a href="#">View File</a>   |                   |                   |

|                                                                                                                                                                                                                                                                                                                                                                                                         |                  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--|
| <b>9.No. of IQAC meetings held during the year</b>                                                                                                                                                                                                                                                                                                                                                      | <b>12</b>        |  |
| <ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>                                                                                                                                                                                                                                  | <b>Yes</b>       |  |
| <ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>                                                                                                                                                                                                                                                                            | No File Uploaded |  |
| <b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>                                                                                                                                                                                                                                                                                       | <b>No</b>        |  |
| <ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>                                                                                                                                                                                                                                                                                                                            |                  |  |
| <b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>                                                                                                                                                                                                                                                                                                         |                  |  |
| <p>A four week intensive Employability Training Programme jointly organized by Al-Ameen Educational Society. Organized "Rural Immersion" Program A Field visit to Jalige Village in association with Letstagon an NGO. ISO Awareness training program for all MBA/BBA faculty members. A Guest Lecture on "Civic Sense Day" for our students. Organized EN-EXPO 2023 for our budding entrepreneurs.</p> |                  |  |
| <b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>                                                                                                                                                                                                                             |                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                         |                  |  |

| Plan of Action                               | Achievements/Outcomes                                                                                                                                                                                                                  |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EN EXPO 2023</b>                          | En EXPO has several practical implications. By participating in such activities, the students become more passionate and confident. These activities also foster team spirit and sense of responsibility in the students.              |
| <b>Parent Teacher Meet</b>                   | PTM is an opportunity to exchange observation with each other .sharing experience and observation provides a wider prospect for parent and teacher to plan, prepare and execute planning for better learning outcomes                  |
| <b>Graduation Day Celebration</b>            | This day was one of the best moments in Student life. Prizes were distributed to the students                                                                                                                                          |
| <b>Cultural Week</b>                         | Cultural activities have several practical implications. By participating in such activities, the students become more passionate and confident. These activities also foster team spirit and sense of responsibility in the students. |
| <b>International Women's Day Celebration</b> | The women's day celebration was a huge success it provided an opportunity for women to come together ,share their experience, and inspire each other                                                                                   |
| <b>Workshops/Guest Lecturer.</b>             | They provide students with alternative perspectives, opinions, and personal experiences that can reinforce the teaching of the instructor. The guest lecture may have stories or anecdotes other than those used by the instructor.    |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>13. Whether the AQAR was placed before statutory body?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Yes</b>                |
| <ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                           |
| <b>Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Date of meeting(s)</b> |
| <b>LIC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>01/07/2023</b>         |
| <b>14. Whether institutional data submitted to AISHE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                           |
| <b>Year</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Date of Submission</b> |
| <b>2024</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>04/04/2024</b>         |
| <b>15. Multidisciplinary / interdisciplinary</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                           |
| <p><b>Vision :</b> “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”.</p> <p>Al-Ameen Institute of Management Studies is affiliated to Bengaluru City University and hence adheres to the rules &amp; regulations, syllabi and curriculum prescribed by the university. However, along with the academic calendar of events notified by the university, we factor all co-curricular &amp; extra-curricular activities, regularly monitoring the overall Knowledge Delivery System, keeping in mind the latest developments in the corporate world.</p> <p>We ensure to offer a flexible and innovative curricular which engages in credit based courses along with emphasis on topics related to ethics, corporate spirituality, governance, environmental awareness, civic sense, failure management, health &amp; fitness, mental health, law of the land etc., providing holistic and multidisciplinary education to our students. All the subjects taught fall in line with the course matrix provided by BCU</p> <p>At the undergraduate level we provides multiple entry &amp; exit options enabling a multidisciplinary &amp; flexible curriculum as follows :</p> <ol style="list-style-type: none"> <li>1. After completing One year - Exit Option with Certification.</li> <li>2. After completing Two years - Exit Option with Diploma.</li> <li>3. After completing Three years - Exit Option with Basic Bachelors Degree.</li> </ol> |                           |

#### 4. After completing Four years - Exit Option with Bachelor Degree Honors.

Staff meetings are regularly held to monitor the overall Knowledge Delivery System. Based on the expertise of individual teacher, the syllabus is allotted to them and the subject teachers have to necessarily discuss lesson plan & submit revised lesson plans to the Principal & H.O.D. The syllabi of other premier universities are also compared by the faculty, to list out the additional modules that could be taught to the students beyond the prescribed curriculum as value Adds.

#### 16.Academic bank of credits (ABC):

Since we are affiliated to BCU, we follow the Choice Based Credit System and syllabus as prescribed by the university with Semester Scheme with Multiple Entry and Exit Options for Under Graduate Course- as per NEP 2020. ABC will allow students of undergraduate and postgraduate degree courses to exit the course and enter within a stipulated period providing the option to explore more than one stream without any rigidity of combination of subjects. "Academic Bank of Credits shall deposit Credits awarded by Registered Higher Education Institutions, for Courses pursued therein, in the Academic Bank Account of the student and the validity of such credits shall be as per norms and guidelines issued by the Commission from time to time," as per UGC Regulation 2021.

We are open to ABC since it is a virtual/digital storehouse containing information of the credits earned by individual students throughout their learning journey. It will enable students to open their accounts and provide multiple options for entering and leaving colleges or universities thereby providing flexibility to the students and keeping the doors open for future. Further, the ABC Regulations intends to give impetus to blended learning Mode, allowing students to earn credits from various HEIs registered under this scheme and through SWAYAM, an online repository of courses. The student can earn up to 50 percent credits from outside the college/university where she/he is enrolled for the degree/diploma programme.

Students will get a wide array of opportunity to obtain Credits by undergoing Skill-courses from Registered Higher Education Institutions offering vocational Degree or Diploma or Post Graduate Diploma or Certificate programmes, since these are also eligible for accrual and redemption of credits through the Academic Bank of Credits.

Further, our faculty are encouraged to design their own curricular & pedagogical approaches by factoring extra modules in the lesson plan, for each & every subject, after comparing the syllabus of other universities as Value Additions. Along with this the latest developments in the corporate world are also taken up as case studies. The principal also gives suggestions to further improve & strengthen the curriculum.

#### **17.Skill development:**

Al-Ameen gives due focus on skill development by inking MOUs with IBM - Vision Digital India & Monks Learning Lab offering Certification Courses in "Business Analytics" and "Entrepreneurship" respectively which is of 50 hours duration each. Apart from this, regular guest lectures by experts are conducted to hone the soft skills. We have collaborated with an NGO - CMCA (Children's Movement for Civic Awareness) to instill a sense of Corporate Social Responsibility in our students. We have taken up social immersion, rural immersion and global immersion programmes to enhance the students' academic performance - proficiency, cognition, skills, aptitude, and gain more knowledge, thus paving way to design, articulate and make an impact in real life. The university as such has also allotted four skill enhancement/development courses to be studied in the first six semesters as part of the regular curriculum for the undergraduate students.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Our faculty provides flexibility in terms of teaching students in languages such as hindi, urdu and, kannada apart from the regular English language, whenever the need arises, to ensure effective knowledge delivery system enabling education to be relatable, relevant, interesting, and effective for all our students. Since India is a treasure trove of culture, we organize various events so that our students are well versed with the rich culture, tradition and heritage of India and can take pride in it.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Al-Ameen delves into approaches for learning outcomes and learning objectives that will help & guide students in the learning process. Learning outcome & learning objective help students map out their progress through a course; regardless of what stage or degree progression they are at. Transparency in these terms helps us as educators to take a student-centric approach to curriculum design. Feedback after each semester helps us incorporate changes in the curriculum taking into consideration the student's progress for each

subject. Since it's important to define what students know, understand and are able to engage/do on completion of a unit of study. Learning management system enables faculty to identify outcomes to track mastery in a course, and add outcome aligned rubrics to the course for effective visibility.

We make sure to take on the practical challenges of the corporate world. Hence we provide students a hands-on experience through case studies, simulation, role plays, internships, projects, workshops, quiz sessions, seminars, conferences, paper presentations, book reviews, assignments, tests, exposure to guest lectures from experts and industry consultants. Our Faculty are also deputed regularly to seminars, conferences, webinars, refresher courses to get updated and enable the transfer of learning.

#### 20.Distance education/online education:

We are offering full time regular programme under Bengaluru city University.

### Extended Profile

#### 1.Programme

1.1

2

Number of courses offered by the institution across all programs during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

#### 2.Student

2.1

209

Number of students during the year

| File Description                        | Documents                 |
|-----------------------------------------|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

2.2

144

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year



| File Description                                                  | Documents                 |
|-------------------------------------------------------------------|---------------------------|
| Data Template                                                     | <a href="#">View File</a> |
| 2.3                                                               | <b>133</b>                |
| Number of outgoing/ final year students during the year           |                           |
| File Description                                                  | Documents                 |
| Data Template                                                     | <a href="#">View File</a> |
| <b>3.Academic</b>                                                 |                           |
| 3.1                                                               | <b>15</b>                 |
| Number of full time teachers during the year                      |                           |
| File Description                                                  | Documents                 |
| Data Template                                                     | <a href="#">View File</a> |
| 3.2                                                               | <b>0</b>                  |
| Number of sanctioned posts during the year                        |                           |
| File Description                                                  | Documents                 |
| Data Template                                                     | <a href="#">View File</a> |
| <b>4.Institution</b>                                              |                           |
| 4.1                                                               | <b>10</b>                 |
| Total number of Classrooms and Seminar halls                      |                           |
| 4.2                                                               | <b>17 . 38728</b>         |
| Total expenditure excluding salary during the year (INR in lakhs) |                           |
| 4.3                                                               | <b>180</b>                |
| Total number of computers on campus for academic purposes         |                           |

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Al-Ameen Institute of Management Studies is affiliated to Bengaluru City University and hence adheres to the syllabi & curriculum prescribed by the university. The curriculum is designed by the Board of Studies constituted by the university, ensuring a proper & an adequate representation of senior academicians of member colleges, industry practitioners & consultants. We go beyond the curriculum to deliver Value Addition to students by conducting industrial visits, guest lectures, panel discussion, collaborative programmes, seminars, workshops, Social, Rural & Global Immersion programmes and outbound learning. The IQAC actively takes part in enhancing the students & faculty's competencies through the intervention of workshops & developmental programmes.

We adhere to the academic calendar of events notified by the university, after having factored all co-curricular & extra-curricular activities. The syllabi of other premier universities are also compared by the faculty, to list out the additional modules that could be taught to the students beyond the prescribed curriculum. Each subject teacher has to then necessarily discuss & submit lesson plans to the Principal & H.O.D. Staff meetings are regularly held to monitor the overall Knowledge Delivery System.

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

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

Both Internal & External evaluation process is specified by the university in order to assess the students on the skills being gained, as they are progressing to become full fledged graduates. The Internal evaluation is a hybrid of conventional & modern approach which includes assessing performance along with written tests, assignments, group discussions, presentations, attendance regularity & punctuality, participation in co-curricular & extra-curricular activities. All these activities have honed the communication & inter-personal skills of the students.

Further, the Internal Assessment Marks are displayed on the notice

board to ensure transparency.

At Al-Ameen evaluation is used to measure student progress, reform education systems, and enhance accountability for outcomes. Assessment is most effectuated when it results in students' progress.

Thus to ensure Continuous Internal Evaluation we deliver teaching-learning process in a systematic & planned way with some level of precision by incorporating value added topics beyond the topics specified in the course curriculum and by adopting regular quality audit procedures to assess the effectiveness in achieving our goals. This advocates for a Quality Enhanced Knowledge Delivery System.

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

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

| File Description                                                                                       | Documents                 |
|--------------------------------------------------------------------------------------------------------|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information                                                                             | <a href="#">View File</a> |

## 1.2 - Academic Flexibility

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

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

**2**

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

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****3**

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

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****220**

| File Description                                                                    | Documents                 |
|-------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                          | <a href="#">View File</a> |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

**1.3 - Curriculum Enrichment**

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

**In order to sensitize students on ethics, human values, corporate spirituality & good governance, Al-Ameen Institute of Management Studies conducts value education classes once every month to both faculty & students. We have equipped our library with ample books on**

value addition to ingrain elements of integrity, honesty, empathy, respect for others & civic sense into the personality of students.

Further, several lectures are delivered to students about environmental issues such as global warming, carbon emissions, rain water harvesting, significance of planting trees and effects of stubble burning & Sustainable Development Goals.

At Al-Ameen Institute of Management Studies, we observe earth-hour by switching off the electricity between 1.00 p.m. & 2.00 p.m. every day, we observe vanamahatsav and Swacch Bharath programmes. Women's Day is celebrated compulsorily to reinforce among the students the achievements of women in all walks of life & lectures on various outcomes of practicing Gender diversity are delivered. Inculcating the practice of "Respect Women in the society" is a predominant activity at Al-Ameen Institute of Management Studies.

Since "Education Can Promote Social Progress" we conduct Outreach Programmes to instill these values in our students in collaboration with Red Cross, NCC & NSS units of our institute.

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

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

**2**

| File Description                                                                             | Documents                 |
|----------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                   | No File Uploaded          |
| Programme / Curriculum/ Syllabus of the courses                                              | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded          |
| MoU's with relevant organizations for these courses, if any                                  | No File Uploaded          |
| Institutional Data in Prescribed Format                                                      | <a href="#">View File</a> |

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

140

| File Description                                                                                            | Documents                 |
|-------------------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                                  | <a href="#">View File</a> |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students Teachers Employers Alumni**

**A. All of the above**

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

**1.4.2 - Feedback process of the Institution may** **A. Feedback collected, analyzed**

be classified as follows

and action taken and feedback available on website

| File Description                  | Documents                                                                   |
|-----------------------------------|-----------------------------------------------------------------------------|
| Upload any additional information | <a href="#">View File</a>                                                   |
| URL for feedback report           | <a href="https://alameenbba.in/feedback">https://alameenbba.in/feedback</a> |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

##### 2.1.1.1 - Number of students admitted during the year

209

| File Description                        | Documents                 |
|-----------------------------------------|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

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

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

43

| File Description                                              | Documents                 |
|---------------------------------------------------------------|---------------------------|
| Any additional information                                    | <a href="#">View File</a> |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

### 2.2 - Catering to Student Diversity

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

We assess the learning level of the students & organize special programmes for advanced & slow learners.

Al-Ameen Institute of Management Studies has a track record of

admitting students with as low as 35% in their last Qualifying exams for our courses and we deem it a challenge to implement a full fledged Knowledge Delivery System with continuous evaluation to track the academic progress of the students. Tests are conducted by all teachers in their subjects, chapter-wise & the results are monitored in addition to their participation in class room presentations & activities.

This exercise has enabled us to clearly identify the Advanced Learners & Slow Learner categories. Slow learners are given extra individual attention by their mentors and are given special classes & remedial classes on the topics they are finding difficulties with. This exercise is carried out stringently at our Institution.

Further, a group of slow learners are tagged with 2 or 3 advanced learners to foster peer learning. The advanced learners are deputed to represent our Institution in several Inter-Collegiate Co-Curricular & Extra-Curricular competitions & events. Our efforts are reflected in the final examination results declared by the university, which is of a high pass percentage.

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

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 209                | 15                 |

| File Description           | Documents        |
|----------------------------|------------------|
| Any additional information | No File Uploaded |

## 2.3 - Teaching- Learning Process

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

At Al-Ameen Institute of Management Studies, students are encouraged to indulge in all the student centric methods such as experiential learning, participative learning & problem solving methodologies to enhance their learning experience during their stay in the campus.



**Experiential Learning :** Industrial visits, Internship training in corporate and dissertation titles chosen by the students gives a hands-on corporate experience to the students. Further students are encouraged to choose a research topic for delving into its depth through data collection & data analysis; developing, presenting & publishing a research article in seminars/conferences. They are given orientation to prepare a Bankable Business Plan too.

**Participative Learning :** Students participate in several Inter-Collegiate Management events regularly & have bagged several prizes. They are also being deputed to attend several seminars/webinars, sponsored by the Institution. Regularly Quizzes, Role Plays, group discussions are conducted.

**Problem Solving :** Students are taught management concepts & lessons through Case Studies for each & every subject. Case study approach is one of the compulsory adopted teaching tool.

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

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

Indeed we are amidst a Digital Revolution and Information Technology plays a pivotal role in leveraging the overall Knowledge Delivery System. Quality teaching is linked to the use of internet. Technology infuses class room with digital learning tools, expands course offerings, enhances student engagement & motivation & accelerates learning. Our campus is Wifi enabled & a separate server provides a high speed internet.

The faculty are all provided with a work station. The library is fully computerized with online Question banks & study materials are all uploaded on the website for the benefit of the students.

All the class rooms are equipped with LCDs, the seminar hall & AV room have smart boards too. Our library has several ICT tools & e-Resources such as Delnet, NewGenLib, Sage Management Plus package & Gale Cengage Learning etc.

Teachers are encouraged, trained and rewarded for making students go

beyond the normal and explore learning using ICT tools as well as the global resources. We ensure that session plans, lesson plan, teaching aids and assessment are all integrated with ICT so as to keep in pace with the emerging trends in educational technology.

| File Description                                                                                  | Documents                 |
|---------------------------------------------------------------------------------------------------|---------------------------|
| Upload any additional information                                                                 | No File Uploaded          |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="#">View File</a> |

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

#### 2.3.3.1 - Number of mentors

11

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

### 2.4 - Teacher Profile and Quality

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

15

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

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

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

4

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

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

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

15

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

#### 2.5 - Evaluation Process and Reforms

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

Examination is an important aspect of assessing and evaluating learners' academic achievement of desired knowledge and competencies. All the students of the institution are oriented about the evaluation process & the rules of which is published in the prospectus of the Institution as prescribed by the Bengaluru City University, as applicable to both Internal assessment & External assessment. The institution believes in continuous & holistic evaluation.

Further, faculty members reinforce these instructions in the classroom & a copy is displayed on the students' notice board.

Mock tests, Model Question papers are given to students & evaluated

by the subject teachers, to enable students answer Questions in the most expected manner. The Internal examination assessment procedure as prescribed by the Bengaluru City University, gives weightage to attendance, class tests & presentations.

Further, our practice of giving class tests after each chapter compels students to think critically, consistently work hard in studies, and curb students' absenteeism.

Regular staff meetings are conducted & the faculty are made aware of the latest updates in the evaluation process as & when the university issues notifications.

Further the university has introduced Optical Magnetic Recognition Answer Sheets to maintain transparency & confidentiality

| File Description                | Documents        |
|---------------------------------|------------------|
| Any additional information      | No File Uploaded |
| Link for additional information | Nil              |

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

A distinct Examination Committee oversees the overall conduct of Internal Assessment Examinations at Al-Ameen Institute of Management Studies so as to ensure that the evaluation is carried out in a fair & transparent manner. All the answer sheets & marks list records are maintained. After the evaluation process, the students are counseled one-to-one in the presence of their parents, about their performance & ways to improve. Students are free to approach the Examination Committee for sorting out Grievances (if any) & if the Grievance is not addressed, the principal solves anomalies (if any) & only then forwards the marks list to the university Registrar (Evaluation). As regards the external examinations, our institution takes pride to be recognized as one of the examination centres of BCU & the exams are conducted in a fair & a transparent manner with a strict vigilance. Students having grievances with the external examination evaluation process, have the option for re-evaluation & challenge evaluation at the university.

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

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The MBA course is designed to hone the following cognitive abilities of the students such as Remembering, Understanding, Applying, Analyzing, Evaluating & Creating all the Managerial Concepts in real life business scenario & enables students to take strategic decisions.

The BBA course is designed to hone the following cognitive abilities of the students such as Remembering, Understanding, Applying and Analyzing all the Managerial Concepts in real life business scenario & enables students to take executive decisions.

The course outcomes are published in the prospectus & website to facilitate students to make an informed decision about their career aspirations. Further, the students seeking admission to our college are counseled about the course outcomes & those who take admission are given an in-depth induction programme by the faculty.

The faculty are regularly sensitized by the Principal about the course outcomes, so that there is a reinforcement of it, by the faculty to the students, in the overall Knowledge Delivery System.

| File Description                                        | Documents                                                                               |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Upload any additional information                       | <a href="#">View File</a>                                                               |
| Paste link for Additional information                   | <a href="https://alameenbba.in/course_outcome">https://alameenbba.in/course_outcome</a> |
| Upload COs for all Programmes (exemplars from Glossary) | No File Uploaded                                                                        |

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

The metrics used by Al-Ameen Institute of Management Studies, to evaluate the course outcomes would be the success rate of placements, the number of students turning into entrepreneurs and

the overall pass percentage and % of first classes & distinctions in the final examination results declared by the university.

We also seek inputs & intervention of the Industry experts & Consultants to deliver a few series of lectures on the emerging issues in the Corporate World. We sensitize our students on the paradigm shift & new age courses such as Digital Marketing, Business Analytics, Internet of Things etc., to keep them updated with the Industry expectations.

At Al-Ameen Institute of Management Studies, we believe in the concept of continuous evaluation of students' progress, in not only curricular but also in co-curricular & extra-curricular activities. The faculty mentors to whom the students are assigned regularly track the participation of students in class room presentations, tests, seminars, sports & cultural activities, etc in order to make them readily employable.

With emphasis on outcomes, competencies, knowledge delivery, continuous assessment & evaluation, our higher education demands better, intelligent workflows for the sake of improving quality on a continuous basis.

| File Description                      | Documents                                                                               |
|---------------------------------------|-----------------------------------------------------------------------------------------|
| Upload any additional information     | <a href="#">View File</a>                                                               |
| Paste link for Additional information | <a href="https://alameenbba.in/course_outcome">https://alameenbba.in/course_outcome</a> |

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

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

**148**

| File Description                                                                                                   | Documents                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a>                                                                                                               |
| Upload any additional information                                                                                  | <b>No File Uploaded</b>                                                                                                                 |
| Paste link for the annual report                                                                                   | <a href="https://alameenbba.in/pdf/Annual%20Report%20%202022-2023.pdf">https://alameenbba.in/pdf/Annual%20Report%20%202022-2023.pdf</a> |

## 2.7 - Student Satisfaction Survey

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

<https://alameenbba.in/pdf/Students%20Satisfaction%20Survey%20BBA%20022-23.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

**0**

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

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

**1**

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

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

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

**0**

| File Description                                              | Documents               |
|---------------------------------------------------------------|-------------------------|
| List of research projects and funding details (Data Template) | <b>No File Uploaded</b> |
| Any additional information                                    | <b>No File Uploaded</b> |
| Supporting document from Funding Agency                       | <b>No File Uploaded</b> |
| Paste link to funding agency website                          | <b>Nil</b>              |

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

**At Al-Ameen Institute of Management Studies we believe that facilitating “Job Creation” rather than chasing jobs is of utmost importance. Promoting an ecosystem that nurtures entrepreneurs is an important policy priority for the development of economies.**

**Since “Entrepreneurship” plays a pivotal role in the growth of the economy; spur industry transformations, create new markets and help build resilient communities. Thus we felt the need to help churn out “Entrepreneurs” which will in turn help benefit the society through economic growth, wealth generation, social change and community development. And Innovation lies at the heart of “Entrepreneurship”, infact it is the driving force.**

**The challenging issues that had to be addressed in designing and implementing the practices were that B-Schools graduates’ placements are subjected to business life cycles.**



We have an add-on course on “Entrepreneurship” for our students to strengthen the ecosystem further. We also delved into teaching our students Business Analytics from too from IBM and MOU’s were signed to this effect.

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

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

11

| File Description                                               | Documents                 |
|----------------------------------------------------------------|---------------------------|
| Report of the event                                            | <a href="#">View File</a> |
| Any additional information                                     | <a href="#">View File</a> |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

| File Description                                                                                                   | Documents        |
|--------------------------------------------------------------------------------------------------------------------|------------------|
| URL to the research page on HEI website                                                                            | Nil              |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | No File Uploaded |
| Any additional information                                                                                         | No File Uploaded |

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during

the year

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

5

| File Description                                                                                   | Documents                 |
|----------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                         | <a href="#">View File</a> |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

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

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

6

| File Description                                                        | Documents                 |
|-------------------------------------------------------------------------|---------------------------|
| Any additional information                                              | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

### 3.4 - Extension Activities

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

**Al-Ameen Institute of Management Studies follows the rich legacy of Al-Ameen Movement in imparting the importance of Extension Activities and leaves no stone unturned to help provide support and sensitize our students about this important issue. "Al-Ameen Scholarship Committee" established since 1968 sets an example by providing support to meritorious underprivileged students of not only Al-Ameen Institutions but extends help to student community throughout Karnataka and beyond.**

**Motivated by this legacy, our staff & alumni have passionately joined hands in this endeavour & added momentum to this movement wherein the staff donates 0.5% of their basic salary every month & alumni donates school fees for poor children.**

**To sensitize our students on issues such as Diversity & Social**

**Justice, Equality & Gender, Democratic Citizenship, Composite Culture & Development of Social Scientific Temper** we have inked an MOU with an NGO named CMCA – Children’s Movement for Civic Awareness. CMCA sessions deploy various techniques such as visual aids, discussions, debates, role plays, stories, field trips & campaigns to stir interest, enliven the experience & for a holistic development.

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

### **3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

#### **3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

**0**

| File Description                                                         | Documents        |
|--------------------------------------------------------------------------|------------------|
| Any additional information                                               | No File Uploaded |
| Number of awards for extension activities in last 5 year (Data Template) | No File Uploaded |
| e-copy of the award letters                                              | No File Uploaded |

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

#### **3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**3**

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

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

**105**

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

### 3.5 - Collaboration

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

**6**

| File Description                                                                       | Documents                 |
|----------------------------------------------------------------------------------------|---------------------------|
| e-copies of related Document                                                           | <a href="#">View File</a> |
| Any additional information                                                             | No File Uploaded          |
| Details of Collaborative activities with institutions/industries for research, Faculty | <a href="#">View File</a> |

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

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

6

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

Al-Ameen Institute of Management Studies is located on a campus of about 2.86 acres of land, amidst a beautiful landscaped garden with two blocks, one for BBA & one for MBA. It has state-of-the-art physical infrastructural facilities to aid effective teaching-learning. It has a spacious & well furnished seminar hall, adequate number of class rooms, computer lab, library equipped with resources, workstation for each & every faculty.

The seminar hall has a built up area of 223.2 sq. mts with a seating capacity of 125 with AC. It is equipped with smart board, LCDs & video conferencing facility.

We have an Audio-Visual room, with a built up area of 75 sq. mts equipped with a smart board & AC.

The computer lab has a smart board with about 120 computers, 10 printers & scanners, in a built up area of 216 sq. mts.

The Classrooms are spacious, ventilated and well lit with ergonomically designed seats, LCDs and podium. We make use of language software to hone the communication skills of our students.

Library is equipped with a high speed internet of 5 mbps, 1:1 with Wifi facility & reprographic facility. It has about 13,840 titles,

**24,377 volumes, 14 national journals, 08 international journals & several e-learning resources too.**

| File Description                      | Documents                                                                                 |
|---------------------------------------|-------------------------------------------------------------------------------------------|
| Upload any additional information     | <b>No File Uploaded</b>                                                                   |
| Paste link for additional information | <a href="https://alameenbba.in/student_support">https://alameenbba.in/student_support</a> |

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

**The infrastructure at Al-Ameen Institute of Management Studies supports the conduct of sports, outdoor & indoor games & cultural activities.**

We have a playground to support throw ball, volley ball, badminton and kabaddi matches. We hire MES Ground at Jaynagar or Nandana Football Ground at Victoria Layout which are nearby to conduct cricket tournaments.

There is a student recreation room to facilitate indoor games like carrom, chess and table tennis.

Our college has a gymnasium with a few equipments like tread mill, hyper extension bench, cardio, cycle.

We also have an amphi theatre with a seating capacity of 1500 where we conduct cultural events.

| File Description                      | Documents                                                                                                                   |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Upload any additional information     | <a href="#">View File</a>                                                                                                   |
| Paste link for additional information | <a href="https://alameenbba.in/facilities/infrastructure_photos">https://alameenbba.in/facilities/infrastructure_photos</a> |

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

**10**

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

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

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

**66.78**

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

## 4.2 - Library as a Learning Resource

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

**Al-Ameen Institute of Management Library has been redefined as facilitators to a world of information far beyond physical collections, providing access to global information through online resources and systems, and at the same time creating our own knowledge content. Faculty and students expectations are developing in line with these changes in a conducive teaching, research and scholarly ecosystem.**

**Library has taken a major role in supporting students and faculty value addition much to the expectations and requirements of information users. A library needs to provide an excellent search and discovery experience for both the faculty and students. As access to gadgets like a mobile device becomes inevitable, users expect seamless access to information and services; providing**

information from anywhere, anytime and for everyone.

The college library is automated with an Integrated Library Management System (ILMS), 'NEWGEN LIB', in the year 2016. New arrivals of books are regularly updated in the library software and made available for the students and faculty. Library has a computerized barcode based issue and return process. Online Public Access Catalogue (OPAC) facility is made available in the central library.

The latest version of NewGenLib is:

3.1.5,

Written in:

Java

Operating system:

LINUX, Windows

Type:

**Integrated Library Management System**

| File Description                      | Documents                                                                                       |
|---------------------------------------|-------------------------------------------------------------------------------------------------|
| Upload any additional information     | No File Uploaded                                                                                |
| Paste link for Additional Information | <a href="https://alameenbba.in/facilities/library">https://alameenbba.in/facilities/library</a> |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** **A. Any 4 or more of the above**



| File Description                                                                                  | Documents                 |
|---------------------------------------------------------------------------------------------------|---------------------------|
| Upload any additional information                                                                 | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

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

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

**3.3475**

| File Description                                                                                                     | Documents                 |
|----------------------------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                                           | <a href="#">View File</a> |
| Audited statements of accounts                                                                                       | <a href="#">View File</a> |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |

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

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

**235**

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

#### 4.3 - IT Infrastructure

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

Al-Ameen Institute of Management Studies is a Wifi enabled campus,we have a leased line of 5 Mbps, 1:1 with 04 Wifi nodes. We intend to upgrade the Information & Communication Technology enabled tools & resources with the latest configurations. Emphasis is laid on upgrading the existing IT infrastructure with the improved versions

of hardware, software, firewall etc. Faculty are provided with workstations. Library is fully digitalized with access to ejournals & e-learning resources. Extensive use of Smart Boards & Projectors in the class rooms is encouraged. Computerized students attendance is emphasized. Emphasis is laid on the usage of language lab facility by the students.

| File Description                      | Documents                                                                               |
|---------------------------------------|-----------------------------------------------------------------------------------------|
| Upload any additional information     | No File Uploaded                                                                        |
| Paste link for additional information | <a href="https://alameenbba.in/facilities/ict">https://alameenbba.in/facilities/ict</a> |

#### 4.3.2 - Number of Computers

105

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | No File Uploaded          |
| List of Computers                 | <a href="#">View File</a> |

#### 4.3.3 - Bandwidth of internet connection in the Institution E. < 5MBPS

| File Description                                                         | Documents                 |
|--------------------------------------------------------------------------|---------------------------|
| Upload any additional Information                                        | No File Uploaded          |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

4.48

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

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

**Al-Ameen Institute of Management Studies has a full time Maintenance Manager to ensure the repair & upkeep of all the facilities on campus. He is aided by full time assistants in the capacity of Electricians, Plumber, Carpenter & Gardener. A civil contractor is also identified for undertaking all masonry & repair work.**

**Systems are in place for Preventive Maintenance. However in cases of breakdown, these issues are brought to the notice of the Principal by the faculty & Students and the Principal ensures its timely fixation in co-ordination with the maintenance manager.**

**The computer systems 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. We have fire safety mechanism in place being maintained by Mini MAK Fire Services. Water purifiers are maintained by Aqua Guard Company with whom we have an Annual Maintenance contract. The institution has about 8 housekeeping staff to regularly oversee the hygiene & sanitation of the premises.**

**Our Website is maintained and updated regularly with the help of external professionals. Student's attendance, performance & key information updates are sent to parents regularly by SMS through OPTRA & EMBASE services.**

| File Description                      | Documents                                                                       |
|---------------------------------------|---------------------------------------------------------------------------------|
| Upload any additional information     | <b>No File Uploaded</b>                                                         |
| Paste link for additional information | <a href="https://alameenbba.in/facilities">https://alameenbba.in/facilities</a> |

## STUDENT SUPPORT AND PROGRESSION

## 5.1 - Student Support

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

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

147

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

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

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

147

| File Description                                                                                                                   | Documents                 |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Upload any additional information                                                                                                  | No File Uploaded          |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <a href="#">View File</a> |

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

| File Description                                                                  | Documents                                                                       |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Link to Institutional website                                                     | <a href="https://alameenbba.in/curriculum">https://alameenbba.in/curriculum</a> |
| Any additional information                                                        | <a href="#">View File</a>                                                       |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a>                                                       |

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

100

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

| File Description                                                                                                             | Documents                 |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                                                   | <a href="#">View File</a> |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

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

**A. All of the above**

| File Description                                                                                                             | Documents                 |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <a href="#">View File</a> |
| Upload any additional information                                                                                            | No File Uploaded          |
| Details of student grievances including sexual harassment and ragging cases                                                  | No File Uploaded          |

## 5.2 - Student Progression

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

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

65

| File Description                                             | Documents                 |
|--------------------------------------------------------------|---------------------------|
| Self-attested list of students placed                        | <a href="#">View File</a> |
| Upload any additional information                            | <a href="#">View File</a> |
| Details of student placement during the year (Data Template) | <a href="#">View File</a> |

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

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

41

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

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

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

0

| File Description                                                                                                   | Documents        |
|--------------------------------------------------------------------------------------------------------------------|------------------|
| Upload supporting data for the same                                                                                | No File Uploaded |
| Any additional information                                                                                         | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | No File Uploaded |

**5.3 - Student Participation and Activities**

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

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

0

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

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

**Al-Ameen Institute of Management Studies embraces the practice of having student representatives in various academic & administrative committees to facilitate the smooth running of the institution.**

We are committed to provide our students with varied activities & opportunities to gain experience, to share their interest & views, showcase their talents & passion, and join our efforts to make a positive & real difference in providing holistic quality education. Our range of activities and initiatives will help our student's to not only get involved at various academic & administrative processes but also to increase our student's knowledge & experience of sustainability and make a positive difference along the way.

The Committees with student representatives are Advisory Committee, Student Welfare Committee, Anti-ragging Committee, Sexual Harassment Committee, Grievance Redressal Committee, Editorial Board of College Magazine, Co-curricular Committee, Cultural Committee, Extra-curricular Committee, Library Advisory Committee, Placement Committee and Sports Committee

| File Description                      | Documents                                                                               |
|---------------------------------------|-----------------------------------------------------------------------------------------|
| Paste link for additional information | <a href="https://alameenbba.in/infrastructure">https://alameenbba.in/infrastructure</a> |
| Upload any additional information     | <a href="#">View File</a>                                                               |

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

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

| File Description                                                                                                                                                                     | Documents        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Report of the event                                                                                                                                                                  | No File Uploaded |
| Upload any additional information                                                                                                                                                    | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | No File Uploaded |

## 5.4 - Alumni Engagement

### 5.4.1 - There is a registered Alumni Association that contributes significantly to the development of



the institution through financial and/or other support services

Yes, Al-Ameen Institute of Management Studies has registered its Alumni Association under the Societies Registration Act 1980. The association regularly meets & interacts with the principal. Our Alumni are the brand ambassadors of Al-Ameen, spread across the globe & they are the binding forces of the Institution & Industries thus facilitating training, research, internships, tie-ups & placements.

Our Alumni have made us proud by occupying top notch positions in the corporate world & a few of our Alumni have turned out to be successful entrepreneurs. They volunteer to deliver Guest Lectures to our students & share their success stories thereby facilitating Industry-Institute Interactions, placements, academic enrichment & leveraging their contacts to support various endeavours thereby contributing to the quality & continuous improvement of the institution. Infact some of the alumni are on the present teaching rolls of the institution too.

They have also contributed voluntarily for educating underprivileged children of Al-Ameen Nursery & Primary School.

The office bearers of the Alumni Association strengthen the network of members' year on year & conduct regular meetings to facilitate enhanced Industry-Institute Interactions. We have a strong Alumni Association with about 2000 members till date.

| File Description                      | Documents                                                                           |
|---------------------------------------|-------------------------------------------------------------------------------------|
| Paste link for additional information | <a href="https://alameenbba.in/alumini_info">https://alameenbba.in/alumini_info</a> |
| Upload any additional information     | <a href="#">View File</a>                                                           |

#### 5.4.2 - Alumni contribution during the year **D. 1 Lakhs - 3Lakhs** (INR in Lakhs)

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

institution

## 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”.**

## 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”.**

Al-Ameen Educational Society is a non-profit, secular, philanthropic, and a minority institution founded in the year 1966, by our Founder, Late Dr. Mumtaz Ahmed Khan in the quest to promote & spread education, as a foundation of success – a significant contribution to economic development, social progress and political democracy in our society & country. The need to provide excellence in professional education led to the establishment of Al-Ameen Institute of Management Studies in 1991-92 and today we take pride to be offering 120 seats each for BBA & MBA courses.

Al-Ameen offers Add-on skill development programmes and sensitize the relevance of Ethics and Corporate Spirituality to holistically orient & develop students in all areas. Entrepreneurship development programmes are conducted to make a significant contribution to the Industrial Economy. Placements are given due importance.

| File Description                      | Documents                                                                               |
|---------------------------------------|-----------------------------------------------------------------------------------------|
| Paste link for additional information | <a href="https://alameenbba.in/vision_mission">https://alameenbba.in/vision_mission</a> |
| Upload any additional information     | <a href="#">View File</a>                                                               |

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

**Effective education leadership makes a difference in improving learning-teaching. We constantly renew our efforts, to ensure that leadership matters and how important these effects are in promoting the learning-teaching process. A decentralized functioning mechanism empowers individual faculty with a great level of flexibility in academic administration thereby facilitating the decision making**

process. The policies are well defined by the Principal, within the purview of the rules & regulations of Bangalore City University, AICTE, Government of Karnataka & Al-Ameen Educational Society. Faculty & students are well represented in various academic & administrative committees ensuring adequate checks and balances by the IQAC & Governing Council. The Management of Al-Ameen Educational Society, Principal & IQAC are in cohesion to ensure that the objectives & purpose of the decisions made, is accomplished.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Al-Ameen Educational Society is a movement with a philanthropic mission of empowering Minority Students through Education. Al-Ameen Institute of Management Studies takes pride to be functioning under the aegis of Al-Ameen Educational Society founded in 1966 by late Dr. Mumtaz Ahmed Khan.

Al-Ameen Institute of Management Studies, is guided by the philanthropic ideas of our beloved founder; to provide education to the impoverished sections of the society, to eradicate illiteracy & to raise the standard of living of the poor students in general & muslim students in particular.

To further this noble cause, Al-Ameen Scholarship Committee was established in 1966, to provide scholarships to meritorious & financially poor students. The Scholarship Committee disburses annually about two crores INR of scholarship to all the deserving students pursuing education, not only at the Institutions of Al-Ameen but across all other institutions too.

Inspired by this noble service, all the faculty & staff working at Al-Ameen, have passionately joined hands in this endeavour, by voluntarily donating 0.5% of their basic salary every month to the Al-Ameen Scholarship fund since Feb 2015. This act of giving has become infectious, wherein our Alumni students have also donated voluntarily to support the education of deserving students.

| File Description                                       | Documents                                                                                                                                                               |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic Plan and deployment documents on the website | <b>No File Uploaded</b>                                                                                                                                                 |
| Paste link for additional information                  | <a href="https://alameenbba.in/pdf/Perspective_Strategic_Plan_Deployment_Document.pdf">https://alameenbba.in/pdf/Perspective_Strategic_Plan_Deployment_Document.pdf</a> |
| Upload any additional information                      | <a href="#">View File</a>                                                                                                                                               |

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

**Al-Ameen Institute of Management Studies has a Quality Policy as mentioned below :**

**“A Platform for Professional Business and Management Education, where Values meet Excellence; to be achieved with constant upgradation of Conceptual, Entrepreneurial, Technical & Human Resources Skills and Ethical Values through Continuous Industry-Institute Interactions, Faculty Development and Student Personality Development programmes and Research”.**

**Al-Ameen Institute of Management Studies Quality Policy reflects our Vision & Mission and is a guideline for our Decision Making and at the same time ensures the following :**

- **Compliance with the B.C.U/AICTE/State Government/ UGC Rules & Regulations.**
- **Establishing and Monitoring the performance of faculty and students along appropriate Performance Indicators and Benchmarking through Continuous Interactions and Feedback received from our Stakeholders viz., Students, Parents, Alumni & Recruiters.**
- **Reviewing and Deploying adequate Resources to confirm to the requirements.**
- **To constantly access the changing global business environment and factoring the changes in our Knowledge Delivery System.**

**Al-Ameen Institute of Management Studies has a Service Rule Book that clearly expresses the Appointment & Service Regulations to be followed.**

| File Description                              | Documents                                                                       |
|-----------------------------------------------|---------------------------------------------------------------------------------|
| Paste link for additional information         | Nil                                                                             |
| Link to Organogram of the institution webpage | <a href="https://alameenbba.in/organogram">https://alameenbba.in/organogram</a> |
| Upload any additional information             | <a href="#">View File</a>                                                       |

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

A. All of the above

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

## 6.3 - Faculty Empowerment Strategies

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

Al-Ameen Institute of Management Studies believes in the practice of considering employees as “Human Resource” & so both Teaching & Non-Teaching staff are being extended with several welfare measures such as :

1. Daily refreshments.
2. Canteen serving healthy food at subsidized rates.
3. Maternity leave and earned leave / vacation leave.
4. Recreation facilities like indoor games & gymnasium.
5. Scholarship & fee concession to the children of the staff for pursuing education at Al-Ameen.
6. Provident Fund & E.S.I. facility as per the norms.
7. Loan assistance for employees seeking personal loan / vehicle loan.
8. A campus doctor is available for emergency & regular health

check-up.

9. A separate Ladies Room for the women staff.
10. Congenial working conditions are adhered.
11. Faculty pursuing Ph.D., in recognized universities are given a Research Allowance Package of Rs.90,000/- while the Non-teaching staff are encouraged to pursue their higher education.
12. "Al-Ameen Welfare Fund" setup to cater to the medical or health related exigencies of the staff.
13. Uniforms are provided to supporting staff
14. Faculty are deputed & sponsored to various developmental programmes.
15. Free Wifi facility.
16. Sanitary napkins vending machine and incinerators in the ladies room/ restroom.

| File Description                      | Documents                                                                               |
|---------------------------------------|-----------------------------------------------------------------------------------------|
| Paste link for additional information | <a href="https://alameenbba.in/infrastructure">https://alameenbba.in/infrastructure</a> |
| Upload any additional information     | No File Uploaded                                                                        |

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

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

6

| File Description                                                                                                        | Documents                 |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Upload any additional information                                                                                       | <a href="#">View File</a> |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <a href="#">View File</a> |

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

**3**

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

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

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

**32**

| File Description                                                                                  | Documents                 |
|---------------------------------------------------------------------------------------------------|---------------------------|
| IQAC report summary                                                                               | <a href="#">View File</a> |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | <a href="#">View File</a> |
| Upload any additional information                                                                 | <a href="#">View File</a> |
| Details of teachers attending professional development programmes during the year (Data Template) | <a href="#">View File</a> |

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

**Performance Appraisal is an annual exercise and is a compulsory pre-requisite for rewarding the faculty with incentives & promotions.**

Speaking about the Performance Appraisal of Teaching Staff, each faculty is subjected to a 3600 appraisal by their own self, students, principal, peer group and alumni on various parameters in order to have an objective and holistic evaluation. Each of the appraisal evaluation forms are designed in the most comprehensive manner & are exhaustive.

The non-teaching staff Performance Appraisal takes place in 2 phases (a) Self Appraisal (b) Appraisal by the Principal.

The Appraisal reports with the consolidated score of each staff are discussed with the Management by the Principal on a case-to-case basis. In the process of carrying out the Appraisal & Reward of the Teaching or Non-Teaching staff, if under any circumstances the Principal identifies scope for improvement of Performance of the staff, timely intervention & counseling is provided by the Principal to enhance their performance capabilities in the work areas assigned to them.

The staff are motivated to enhance their emotional intelligence, communication and interpersonal skills in order to achieve the set realistic but challenging goals.

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

## 6.4 - Financial Management and Resource Mobilization

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

**Our Institution has the policy of adopting fair & transparency process in our accounting system.**

**Internal Audit is stringently carried out every Quarter & the Financial Audit is carried out diligently at the end of the Financial Year.**

**All the fee receivables from the students are either in Demand Drafts or online payment. Our Accounts Department comprises of qualified & an experienced Accounts Superintendent, assisted by two accountants, who regularly update the accounts as & when, any**



transaction takes place. All accounts are maintained in the TALLY software.

The Auditors are appointed by the Al-Ameen Educational Society. All the Financial Statements, Income & Expenditure accounts, Receipts & Payments accounts prepared by our Accounts department are thoroughly scrutinized by the Internal team of Auditors & by the External team of Auditors.

In case of any audit objections, the auditors communicate to the Executive Committee of Al-Ameen Educational Society and immediately such objections are addressed with the suggested changes in the accounting process & the same is totally complied with. The audited reports of our Institution are placed for ratification by the Management in its Executive Committee meetings & Annual General Body meetings.

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

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

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

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

Al-Ameen Institute of Management Studies is a self financing institution. The only source of funding is the Tuition fee collected from the students.

Before the beginning of each financial year, a Budget is prepared & submitted by the Principal for approval by the Hon. Secretary of Al-Ameen Educational Society. The budget explicitly provides for all incidental, recurring & non-recurring revenues & capital expenditure.

There are several rounds of discussions with the Principal & Management of Al-Ameen before approving the final budget. The approved budget estimates are the guidelines for the Principal to know the maximum amount of expenditure to be incurred. Very rarely do we exceed the budgeted expenditure & in case of exigencies or any unforeseen expenditure, the Management of Al-Ameen Institute of Management Studies does not have any second thought in making provision for such expenditure too.

As mentioned earlier, Al-Ameen Educational Society is built on the foundation of philanthropic ideals & any surplus that gets generated from the Institution at the end of the financial year is ploughed back to the Institution by way of Infrastructure development and scholarships to the needy

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

## 6.5 - Internal Quality Assurance System

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

Regular IQAC meetings has enabled our Institution to ideate and implement curricular, co-curricular & extra-curricular activities aimed at holistic student development, faculty enrichment, placements & overall brand building of Al-Ameen Institute of Management Studies.

The two practices institutionalized as a result of IQAC initiates are :

### 1. Certification Course in “Business Analytics”.

We felt that students need to learn business analytics since this does not just ensure better customer experience or better decisions or better results or understanding competitors, their strategy, USPs

but throws insight about the workforce too. The quest to understand the bond between data and to know for sure what the driving workforce trends has ushered will definitely result in a stronger impact on business outcomes for a long time. We have signed an MOU with Vision Digital India, who are IBM Certified Trainers for an intensive industry certification course which is of 50 hours duration.

## 2. Certification Course in "Entrepreneurship"

At Al-Ameen Institute of Management Studies we recognize the importance of "Job Creation" rather than Chasing Jobs. We signed an MOU with Monks Learning Lab which is founded by an IIM(B) Graduate for 50 hours Certification Course to promote the spirit of Entrepreneurship amongst our students.

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

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

**AIMS has a policy of reviewing its teaching-learning process, structures & methodologies of operations & learning outcomes at periodic intervals through IQAC such as :**

1. We believe in the practice of obtaining feedback to perform better and feedback is collected from the stake holders viz., students, parents, alumni, employers so as to enable continuous & comprehensive evaluation of the overall course curriculum. We strictly adhere to the 3600 appraisal of faculty by peers, students & principal to continuously review the Teaching-Learning Process & take corrective action wherever necessary. Students' performances are continuously evaluated & their progress is tracked. Tests are conducted after each & every chapter to continuously assess the student's potential. Remedial classes are conducted for slow learners.

2. IQAC ensures that all the faculty & students are updated with the latest developments in the Corporate & Business World. The faculty are deputed to FDPs, seminars, conferences, workshops & refreshers

courses. The students are provided with business newspapers free of cost and are sponsored & deputed to several competitive events, paper presentations, conferences & webinars for knowledge exposure & confidence building. Assignments, class room presentations, group discussions, debates, quizzes & simulation exercises are regularly conducted and monitored. Guest Lectures from eminent personalities are being delivered to expand students' Thinking Horizons. The adoption of Information & Communication Technology has improved Teaching pedagogy & student-teacher interactions.

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

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

**C. Any 2 of the above**

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

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

We are committed to ensuring and promoting gender equality, and seek to identify and mitigate imbalances if any. We align with the Sustainable Development Goals ( Goal # 5) in our efforts to promote gender equality. We take pride to say that there are ZERO cases of ragging or discrimination in our institute.

We ensure to promote a positive and fully inclusive environment which supports and encourages all our students equally by giving equal opportunity, organizing sensitization programmes, supports our staff by offering training programmes that tackles issues of inequality and reduces the risk of gender, race or other discrimination when making decisions.

Specific training through :

- Awareness Programmes : equal access to education, guest lectures, role plays, psychodrama, celebrating Women's Day, gender advocacy by visiting orphanages etc.
- Understanding Unconscious Bias : introduces implicit or unconscious bias and how it impacts on decision-making & relationships including recruitment, selection & assessment. Saying "NO" to discrimination.
- We have a Sexual Harassment Committee and Anti-ragging Committee in place.
- Counseling intervention is provided to all the students.
- Access to, and usage of, infrastructure and utilities.
- Inclusion of boys & girls in various administrative committees.

| File Description                                                                                                                                                                 | Documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Annual gender sensitization action plan                                                                                                                                          | <p><u>In order to sensitize students on ethics, human values, corporate spirituality &amp; good governance, Al-Ameen Institute of Management Studies conducts value education classes once every month to both faculty &amp; students. We have equipped our library with ample books on value addition to ingrain elements of integrity, honesty, empathy, respect for others &amp; civic sense into the personality of students. Further, several lectures are delivered to students about environmental issues such as global warming, carbon emissions, rain water harvesting, significance of planting trees and effects of stubble burning &amp; Sustainable Development Goals. At Al-Ameen Institute of Management Studies, we observe earth-hour by switching off the electricity between 1.00 p.m. &amp; 2.00 p.m. every day, we observe vanamahatsav and Swachh Bharath programmes. Women's Day is celebrated compulsorily to reinforce among the students the achievements of women in all walks of life &amp; lectures on various outcomes of practicing Gender diversity are delivered. Inculcating the practice of "Respect Women in the society" is a predominant activity at Al-Ameen Institute of Management Studies. Since "Education Can Promote Social Progress" we conduct Outreach Programmes to instill these values in our students in collaboration with Red Cross, NCC &amp; NSS units of our institute.</u></p> |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | <p><u><a href="https://alameenbba.in/facilities/facilities_for_staff">https://alameenbba.in/facilities/facilities_for_staff</a></u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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

**D. Any 1 of the above**

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

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | <a href="#">View File</a> |

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

**The college has adopted the following initiatives towards solid waste management :**

- Routine waste is daily collected in dustbins at different locations, which are emptied in movable containers and carts, segregated into different types of bio and non-bio degradable waste and taken to the dumping yard.
- Dust bins are provided at the corners of each class room and corridors to collect solid waste.
- Display boards regarding the provision of dust bins.
- Students are sensitized to throw solid waste strictly into dustbins.
- College adopts almost paperless concept by digitization of office procedures through electronic means via WhatsApp as group.
- Use of paper printed on one side is encouraged in sending fax, print drafts before final document, meeting minutes, memos and notes in office practices as environmentally preferred alternative to waste management to reduce pollution.
- Students are encouraged to use waste paper and newspaper in creative practices during various extracurricular activities.
- Biodegradable kitchen waste from mess and cafeteria, horticultural waste such as dried leaves, twigs, and plant clippings is collected from all around the campus and used for vermi composting. Vermi compost so produced is enriched with water soluble nutrients and is used in organic farming.

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

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

**D. Any 1 of the above**

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

**7.1.5 - Green campus initiatives include**

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

**D. Any 1 of the above**

- 1.Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

| File Description                                                   | Documents                 |
|--------------------------------------------------------------------|---------------------------|
| Geo tagged photos / videos of the facilities                       | <a href="#">View File</a> |
| Various policy documents / decisions circulated for implementation | <b>No File Uploaded</b>   |
| Any other relevant documents                                       | <b>No File Uploaded</b>   |

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

**7.1.6.1 - The institutional environment and**

**D. Any 1 of the above**



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

| File Description                                                          | Documents                 |
|---------------------------------------------------------------------------|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | <a href="#">View File</a> |
| Certification by the auditing agency                                      | No File Uploaded          |
| Certificates of the awards received                                       | No File Uploaded          |
| Any other relevant information                                            | <a href="#">View File</a> |

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

**D. Any 1 of the above**

**5.**

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

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

Al-Ameen fosters an Inclusive Environment and practices Secularism, Professionalism, promotes Harmony and respects Cultural Differences. The objective of promoting inclusive learning environment, is by identifying and addressing the individual needs of all learners and working towards removing barriers if any. The most effective method of differentiating is to ensure that resources and assessment methods are planned and executed accordingly.

We, at Al-Ameen have Students & Employees from Hindus, Christians, Sikhs & Muslim community and there is a perfect religious harmony amongst each other. Every one jointly celebrates cultural and religious festivals. Motivational lectures of eminent persons are arranged for mutual understanding, cohesiveness & all-round personality development of the students and to make them responsible citizens following the national values of social, communal harmony and national integration.

We have a tie-up with an NGO, Children's Movement for Civic Awareness - CMCA which helps fosters these values in our students.

We observe Ethnic Day & Cultural Day for students to showcase their community's unique culture too. We are happy that there has been no untoward incidents of Racial discrimination whatsoever at our campus till date.

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

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

We sensitize the students and the employees of the institution to the Constitutional Obligations about values, rights, duties, and responsibilities of citizens which enables them to imbibe as a responsible citizen.

The affiliating University curriculum is framed with mandatory courses like Professional Ethics and Human Values, Constitution of India, Essence of Indian Traditional Knowledge, as a step in the right direction to inculcate constitutional obligations amongst the

students.

The students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities by inviting prominent people. The institute conducted awareness programs on the ban on plastics, cleanliness, Swachh Bharat, etc. involving students. We have a tie-up with an NGO, CMCA to further this cause, and we have experts from CMCA visiting our institution to instill & ingrain amongst our students the importance of being responsible citizens of India.

| File Description                                                                                     | Documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <p><u>Any other relevant information : India has a glorious history of democracy, and includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race or sex. Fundamental responsibilities are thus the moral obligations that all citizens of a nation must follow in order to encourage patriotism and reinforce India's unity. The Preamble of our Constitution says, WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a [SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC] and to secure to all its citizens: JUSTICE, social, economic and political; LIBERTY of thought, expression, belief, faith and worship; EQUALITY of status and of opportunity; and to promote among them all FRATERNITY assuring the dignity of the individual and the [unity and integrity of the Nation]. The preamble can be referred to as the preface which highlights the entire Constitution, makes it very clear that the ideals of the Constitution have to percolate to every citizen of India. Objectives : i. To sensitize students and employees of the Institution to the constitutional obligations: Fundamental values, rights, duties, and responsibilities of citizens. ii. Understand the Fundamental Duties, that</u></p> |

are defined as the moral obligations of all citizens to help promote a spirit of patriotism and to uphold the Unity of India. iii. The idea of citizenship has acquired a new meaning, content, and purpose in the democratic world. While emphasizing rights, it very important that one is also sincere about his or her duties towards the society at large and the country in particular, especially its safety and security imperatives. iv. We believe that "Work is Worship", which emphasizes on one's duty, which means that if every individual performs their duties with sincerity & dedication, then it amounts to nothing less than worship. The Initiatives by our institution are : 1. Vigilance Awareness Week: 'Integrity - A way of Life 'To spread awareness regarding Values & Ethics and knowing one's personality. 2. Our NSS unit successfully participates in activities & programmes and encourages other students to serve this noble cause too. Some of the initiatives by our NSS unit are listed below : a) Al-Ameen Group of Institutions launched "Awareness Drive on Crime Prevention" in collaboration with Karnataka Police Department and Bengaluru City Police Department at Al-Ameen Educational Campus on 20th Dec 2023 as a part of the Crime Prevention Month. b) World Stroke Day Walkathon organized by Trustwell Hospitals on 28th Oct 2023. c) Breast Cancer Awareness was observed on 27th Oct 2023. d) A Thyroid Health Clinic Camp was organized by Abbott India Ltd., Bangalore on 2nd Aug 2023. e) International Day against Drug Abuse & Illicit Traffic was observed on 26th Jun 2023. f) Guest Lecture on Mental wellness and Illness by Trustwell Hospitals on 05th June, 2023. g) As a gesture of support to the "Parliament Chalo" massive movement initiative on 14th Feb 2023 against the present socio-economic problems our staff contributed a sum of Rs.2,500 & Al-Ameen Institute of Management Studies contributed

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                | <p><u>Rs.3,000 to the All India Mahila Samskritik Sanghatan and its Karnataka State Committee for raising awareness on issues, hurdles &amp; atrocities faced by women &amp; children. h) "Women's Health Awareness" by Al-Ameen College of Law in collaboration with People Tree Hospital on the 4th February 2023. i) Awareness on "Inequalities faced by Girl Child" was initiated to carry forward the Ministry of Women and Child Development, Government of India's initiative by observing National Girl Child Day on 24th Jan 2023. j) Dental Checkup Camp by Bangalore Institute of Dental Sciences and Hospital, Bangalore on 14th Mar 2022. k) World Cancer Day Rally was organized on 5th Feb 2022. l) Free Vaccination Drive by Narayana Health City Institute on 3rd Feb 2022. 3. Beti Bachao, Beti Padhao Jan Aandolan Awareness Programmes. 4. Visits to slum areas nearby to create awareness on the fundamental rights &amp; duties as citizens of India and also to motivate the community to take up this most important responsibility of encouraging education, especially to the browbeaten sections of the society and help eradicate illiteracy, raise the standard of living and boost economic growth. 5. Lectures on : a) Law, Logic, International Relation &amp; Human Rights - To create opportunities for the participants to learn, prosper, and work internationally. b) Know Your Rights To inculcate the spirit of social entrepreneurship among the students.</u></p> |
| Any other relevant information | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students,**

**A. All of the above**

teachers, administrators and other staff 4.

**Annual awareness programmes on Code of Conduct are organized**

| File Description                                                                                                                                                                     | Documents                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Code of ethics policy document                                                                                                                                                       | <a href="#">View File</a> |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded          |
| Any other relevant information                                                                                                                                                       | No File Uploaded          |

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

We celebrate National and International days enthusiastically every year. The academic calendar is brimming with important events, many national and international commemorative days and festivals. All the students and staff come together to create awareness, bring out the significance and portray the rich history, heritage, tradition, diversity and instill a sense of patriotism.

Central to our country's political and social framework is the observance of several important days of historic importance, to honour distinguished political leaders, freedom fighters & important personalities of our country. These can be considered festivals of national integration as they bring together the whole nation in a shared experience. It gives a universal message of love and solidarity, which resounds throughout the length and breadth of the country.

The observation of such National & International days sends a strong message to our students that, these celebrations unites a diverse country with harmony, brotherhood, unity and brings about pluralism & diversity of India in particular and the whole world in general and each event is celebrated in that very spirit.

List of commemorative days, events and festivals celebrated in our college

- Oil Conservation week
- Road Safety Week

- **National Youth Day**
- **Indian Tourism Day**
- **Republic Day**
- **National Cleanliness**

| File Description                                                                          | Documents                 |
|-------------------------------------------------------------------------------------------|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events                                              | <b>No File Uploaded</b>   |
| Any other relevant information                                                            | <b>No File Uploaded</b>   |

## 7.2 - Best Practices

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

**Best Practice 1: Shaping up Students to become a Complete Personality**

**Best Practices - 2 Book Review from Students**

| File Description                            | Documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Best practices in the Institutional website | <a href="https://alameenbba.in/pdf/Best-Practies.pdf">https://alameenbba.in/pdf/Best-Practies.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Any other relevant information              | <p><u>Best Practice 1:Context : Most of the Management Students suffer from “Perception Performance Paradox” wherein they have a perception about their capabilities which may not match with their performance. This gap between deserve &amp; desire needs to be understood and addressed. Objectives of the Practice : The Primary Objective of the Practice is to provide a Holistic Education that drives students towards Academic Excellence and Character Formation with an element of Social Concern. The other objectives of the practice are 1) Creating an ecosystem in the campus that fosters Leadership Skills. 2) Providing adequate exposure to Industry, Professional Bodies &amp; other organizations of importance. 3) Offering a conducive environment for students to explore &amp; innovate in their areas of interest. Practice : This idea was rolled into practice after having had several consultations, discussions, deliberations &amp; feedback mechanisms that caters to the achievement of academic excellence, character formation &amp; social responsibility. In this direction the institution embraces practices such as : a) Experiential Learning through internship programmes, industrial visits, seminars, guest lectures, workshops &amp; students club activities. b) Certification programmes in Entrepreneurship &amp; Business Analytics. c) Social, Rural, Global &amp; Corporate Immersion Programmes. d) Our curriculum includes “Soft Skills” training through professional trainers. e) Participative decision making where student &amp; faculty representatives in various administrative &amp; academic committees to hone their Leadership Skills. f) Independent Learning : Students are</u></p> |



motivated to enroll for MOOC programmes. g) Career Guidance : The Placement Cell of the college organizes programmes under the head "Finishing School Training" to enhance the success rate of placements by enhancing their competencies. h) Collaborations with NGO : In order to instill Social Responsibility, lectures & sermons are organized by the institution by inviting religious leaders to instill in the minds of the students about honesty & being successful in the long run rather than being a victim to short lived success achieved by cutting corners. i) Going Beyond the Prescribed Curriculum : In addition to delivering the modules prescribed in the curriculum by the university, every week workshop sessions are compulsorily held to all the students and is factored in the time table to discuss & deliberate the burning issues, amalgamations, collaborations, paradigm shifts etc., taking place in the corporate world to keep themselves abreast with the Changing Corporate Scenario. Obstacles : It was essential to establish a clear line of communication from the Principal to the teaching staff, administrative staff & the students entrusted to our care about the Big Picture behind rolling out this practice. Hence, several rounds of sensitization was executed to roll out this programme. Impact of the Practice : The best metric to evaluate the impact of this practice is the success rate of placements that we can display. Our students have occupied coveted positions in the Corporate and few have also turned Entrepreneurs. The academic results of our students are excellent too. Best Practices - 2 Context : Reading has been the best way to acquire Knowledge and expose oneself to new information & ideas. Reading enhances vocabulary, improves conversation skills & stimulates the mind. Reading also helps to boost confidence & forestalls intellectual decay. Other than bestowing knowledge,

reading encourages one to shape character & their social abilities too. It is also said that reading helps one to become successful in their chosen field of profession.

Objectives of the Practice : With the increasing popularity of technology, youngsters end up spending time browsing on a screen or watching a television show that may not be productive. This is where reading has an upper hand. The primary objectives of the Practice include : 1) To promote reading habit amongst students to enhance their reading capacity. 2) Reading supports their learning & equips them with skills that are essential to succeed in a dynamic environment. 3) Reading exhilarates the learning process & stimulates out-of-the-box thinking too.

Practice : There was a felt need to engage students on a Continuous Learning Mode failing which they would restrict their knowledge & focus to the syllabi prescribed by the university. Students need to scan the Corporate Environment for tracking changes, developments, paradigm shifts & philosophies. The Principal is involved in the hand picking of inspirational books in general & management books in particular and these books are distributed to each & every student of the college as per their choice to compulsorily read & present the chosen Book's Review, chapter wise both in soft & hard copy. The presentations of the review are made to the entire student group, and the hard copies of it are filed in the library for future references.

Obstacles : Al-Ameen Institute of Management Studies is located strategically in the heart of Bangalore City - the capital of the State of Karnataka. Al-Ameen Institute of Management Studies has no financial constraints to equip our library with books that act as a game changer in the lives of the students. Our library has an eclectic mix of national & international Best Seller series of Books. We have inculcated Reading Habits amongst

our students and have induced a thirst in them to crave for reading. Impact of the Practice : There are several ruberics to evaluate the impact of this practice such as Excellent Academic Results, Improved Rate of Placements, Increasing number of Entrepreneurs & no cases of Ragging or Sexual Harassment of students. Thus the purpose of Inculcating Reading Habits amongst students in Shaping up their Character & Transforming their Personality is being served. Upload Any other relevant information As a part of the Social Immersion Programme Al-Ameen Institute of Management Studies has inked an MOU with an NGO named CMCA – Children’s Movement for Civic Awareness to sensitize, promote and educate our students on important social issues. The students are sensitized on issues such as Diversity & Social Justice, Equality & Gender, Democratic Citizenship, Composite Culture and Development of Social Scientific Temper through techniques such as visual aids, discussions, debates, role plays, stories, field trips & campaigns. Al-Ameen Institute of Management Studies has collaborated with LetsTagOn, founded by an IIM(A) graduate for a Rural Immersion Programme for an experiential learning as well as to sensitize the students towards social concerns.. The programme covers activities & awareness sessions on a range of topics such as sustainability, social responsibility, diversity, rural development challenges – CSR, reflection-discovery of personal interests & skills to achieve socio-economic progress and environmental protection. For Global Immersion Programme, talks are on with Harvard Business Publishing Education knowledge delivery partners to have an MOU with Al-Ameen Institute of Management Studies for rolling our programmes to promote student-centric & experiential learning for our students. The modules include : Change management, Crisis Management, Global Collaboration, Leveraging

networks, Diversity, Managing your Boss, Project Management, Meeting Management, Writing skills & Goal Settings and simulations include : Innovation, Value Proposition, Merger & Acquisition & Supply Chain Management. Further we had organized a case study on "Project Management" of the world famous engineering marvel HOOVER DAM project at USA by Dr. Sarvesh Swarup from Elliot City, Maryland, USA who has a strong professional and academic credential with rich techno-economic experience spanning over 35 years. As a part of the Corporate Immersion Programme, we enable our students undergo internships with companies & submit dissertations with respect to corporates & industries; we organize guest lectures from consultants & industry stalwarts; we organize industrial visits and we have membership with professional bodies such as Bangalore Management Association, AIMS - Association of Indian Management School, AIMS International - The Association of Indian Management Scholars & CEE - Confederation of Education Excellence to facilitate Industry-Institute Interactions.

### 7.3 - Institutional Distinctiveness

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

**Al-Ameen Practices the philosophy of "Empowering through Education" especially for the marginalized sections of the society.**

**Al-Ameen Institute of Management Studies takes pride to be functioning under the aegis of Al-Ameen Educational Society founded in 1966 by late Dr.Mumtaz Ahmed Khan whose philanthropic mission was 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. To further this noble cause, Al Ameen Scholarship Committee was established in 1968 to provide scholarship to minorities and economically backward students.**

**All the faculty & staff working at Al-Ameen have passionately joined hands in this endeavor by donating 0.5% of their basic salary every**

month to the scholarship fund.

Our Alumni also donates school fees for deserving children.

The Scholarship Committee disburses annually a whopping two 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.

We are constantly overhauling our Knowledge Delivery System in order to address global challenges and advance societal good through innovation & excellence in performance.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Al-Ameen Institute of Management Studies is affiliated to Bengaluru City University and hence adheres to the syllabi & curriculum prescribed by the university. The curriculum is designed by the Board of Studies constituted by the university, ensuring a proper & an adequate representation of senior academicians of member colleges, industry practitioners & consultants. We go beyond the curriculum to deliver Value Addition to students by conducting industrial visits, guest lectures, panel discussion, collaborative programmes, seminars, workshops, Social, Rural & Global Immersion programmes and outbound learning. The IQAC actively takes part in enhancing the students & faculty's competencies through the intervention of workshops & developmental programmes.

We adhere to the academic calendar of events notified by the university, after having factored all co-curricular & extra-curricular activities. The syllabi of other premier universities are also compared by the faculty, to list out the additional modules that could be taught to the students beyond the prescribed curriculum. Each subject teacher has to then necessarily discuss & submit lesson plans to the Principal & H.O.D. Staff meetings are regularly held to monitor the overall Knowledge Delivery System.

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

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

Both Internal & External evaluation process is specified by the university in order to assess the students on the skills being gained, as they are progressing to become full fledged graduates. The Internal evaluation is a hybrid of conventional & modern

approach which includes assessing performance along with written tests, assignments, group discussions, presentations, attendance regularity & punctuality, participation in co-curricular & extra-curricular activities. All these activities have honed the communication & inter-personal skills of the students.

Further, the Internal Assessment Marks are displayed on the notice board to ensure transparency.

At Al-Ameen evaluation is used to measure student progress, reform education systems, and enhance accountability for outcomes. Assessment is most effectuated when it results in students' progress.

Thus to ensure Continuous Internal Evaluation we deliver teaching-learning process in a systematic & planned way with some level of precision by incorporating value added topics beyond the topics specified in the course curriculum and by adopting regular quality audit procedures to assess the effectiveness in achieving our goals. This advocates for a Quality Enhanced Knowledge Delivery System.

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

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

**A. All of the above**

| File Description                                                                                       | Documents                 |
|--------------------------------------------------------------------------------------------------------|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information                                                                             | <a href="#">View File</a> |

## 1.2 - Academic Flexibility

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

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

2

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

### 1.2.2 - Number of Add on /Certificate programs offered during the year

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

3

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

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

220



| File Description                                                                    | Documents                 |
|-------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                          | <a href="#">View File</a> |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

### 1.3 - Curriculum Enrichment

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

In order to sensitize students on ethics, human values, corporate spirituality & good governance, Al-Ameen Institute of Management Studies conducts value education classes once every month to both faculty & students. We have equipped our library with ample books on value addition to ingrain elements of integrity, honesty, empathy, respect for others & civic sense into the personality of students.

Further, several lectures are delivered to students about environmental issues such as global warming, carbon emissions, rain water harvesting, significance of planting trees and effects of stubble burning & Sustainable Development Goals.

At Al-Ameen Institute of Management Studies, we observe earth-hour by switching off the electricity between 1.00 p.m. & 2.00 p.m. every day, we observe vanamohatsav and Swacch Bharath programmes. Women's Day is celebrated compulsorily to reinforce among the students the achievements of women in all walks of life & lectures on various outcomes of practicing Gender diversity are delivered. Inculcating the practice of "Respect Women in the society" is a predominant activity at Al-Ameen Institute of Management Studies.

Since "Education Can Promote Social Progress" we conduct Outreach Programmes to instill these values in our students in collaboration with Red Cross, NCC & NSS units of our institute.

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

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

**2**

| File Description                                                                             | Documents                 |
|----------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                   | <b>No File Uploaded</b>   |
| Programme / Curriculum/ Syllabus of the courses                                              | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | <b>No File Uploaded</b>   |
| MoU's with relevant organizations for these courses, if any                                  | <b>No File Uploaded</b>   |
| Institutional Data in Prescribed Format                                                      | <a href="#">View File</a> |

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

**140**

| File Description                                                                                            | Documents                 |
|-------------------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                                  | <a href="#">View File</a> |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

## 1.4 - Feedback System

|                                                                                                    |                            |
|----------------------------------------------------------------------------------------------------|----------------------------|
| <b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution</b> | <b>A. All of the above</b> |
|----------------------------------------------------------------------------------------------------|----------------------------|

| <b>from the following stakeholders Students</b><br><b>Teachers Employers Alumni</b>                                                                                                                        |                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| File Description                                                                                                                                                                                           | Documents                                                                                 |
| URL for stakeholder feedback report                                                                                                                                                                        | <a href="https://alameenbba.in/feedback">https://alameenbba.in/feedback</a>               |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management                                                                | <a href="#">View File</a>                                                                 |
| Any additional information                                                                                                                                                                                 | <b>No File Uploaded</b>                                                                   |
| <b>1.4.2 - Feedback process of the Institution may be classified as follows</b>                                                                                                                            | <b>A. Feedback collected, analyzed and action taken and feedback available on website</b> |
| File Description                                                                                                                                                                                           | Documents                                                                                 |
| Upload any additional information                                                                                                                                                                          | <a href="#">View File</a>                                                                 |
| URL for feedback report                                                                                                                                                                                    | <a href="https://alameenbba.in/feedback">https://alameenbba.in/feedback</a>               |
| <b>TEACHING-LEARNING AND EVALUATION</b>                                                                                                                                                                    |                                                                                           |
| <b>2.1 - Student Enrollment and Profile</b>                                                                                                                                                                |                                                                                           |
| <b>2.1.1 - Enrolment Number Number of students admitted during the year</b>                                                                                                                                |                                                                                           |
| <b>2.1.1.1 - Number of students admitted during the year</b>                                                                                                                                               |                                                                                           |
| <b>209</b>                                                                                                                                                                                                 |                                                                                           |
| File Description                                                                                                                                                                                           | Documents                                                                                 |
| Any additional information                                                                                                                                                                                 | <a href="#">View File</a>                                                                 |
| Institutional data in prescribed format                                                                                                                                                                    | <a href="#">View File</a>                                                                 |
| <b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b> |                                                                                           |
| <b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>                                                                                                           |                                                                                           |
| <b>43</b>                                                                                                                                                                                                  |                                                                                           |

| File Description                                              | Documents                 |
|---------------------------------------------------------------|---------------------------|
| Any additional information                                    | <a href="#">View File</a> |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

## 2.2 - Catering to Student Diversity

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

**We assess the learning level of the students & organize special programmes for advanced & slow learners.**

Al-Ameen Institute of Management Studies has a track record of admitting students with as low as 35% in their last Qualifying exams for our courses and we deem it a challenge to implement a full fledged Knowledge Delivery System with continuous evaluation to track the academic progress of the students. Tests are conducted by all teachers in their subjects, chapter-wise & the results are monitored in addition to their participation in class room presentations & activities.

This exercise has enabled us to clearly identify the Advanced Learners & Slow Learner categories. Slow learners are given extra individual attention by their mentors and are given special classes & remedial classes on the topics they are finding difficulties with. This exercise is carried out stringently at our Institution.

Further, a group of slow learners are tagged with 2 or 3 advanced learners to foster peer learning. The advanced learners are deputed to represent our Institution in several Inter-Collegiate Co-Curricular & Extra-Curricular competitions & events. Our efforts are reflected in the final examination results declared by the university, which is of a high pass percentage.

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

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

|                    |                    |
|--------------------|--------------------|
| Number of Students | Number of Teachers |
| <b>209</b>         | <b>15</b>          |

|                            |                         |
|----------------------------|-------------------------|
| File Description           | Documents               |
| Any additional information | <b>No File Uploaded</b> |

### 2.3 - Teaching- Learning Process

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

**At Al-Ameen Institute of Management Studies, students are encouraged to indulge in all the student centric methods such as experiential learning, participative learning & problem solving methodologies to enhance their learning experience during their stay in the campus.**

**Experiential Learning : Industrial visits, Internship training in corporate and dissertation titles chosen by the students gives a hands-on corporate experience to the students. Further students are encouraged to choose a research topic for delving into its depth through data collection & data analysis; developing, presenting & publishing a research article in seminars/conferences. They are given orientation to prepare a Bankable Business Plan too.**

**Participative Learning : Students participate in several Inter-Collegiate Management events regularly & have bagged several prizes. They are also being deputed to attend several seminars/webinars, sponsored by the Institution. Regularly Quizzes, Role Plays, group discussions are conducted.**

**Problem Solving : Students are taught management concepts & lessons through Case Studies for each & every subject. Case study approach is one of the compulsory adopted teaching tool.**

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

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

Indeed we are amidst a Digital Revolution and Information Technology plays a pivotal role in leveraging the overall Knowledge Delivery System. Quality teaching is linked to the use of internet. Technology infuses class room with digital learning tools, expands course offerings, enhances student engagement & motivation & accelerates learning. Our campus is Wifi enabled & a separate server provides a high speed internet.

The faculty are all provided with a work station. The library is fully computerized with online Question banks & study materials are all uploaded on the website for the benefit of the students.

All the class rooms are equipped with LCDs, the seminar hall & AV room have smart boards too. Our library has several ICT tools & e-Resources such as Delnet, NewGenLib, Sage Management Plus package & Gale Cengage Learning etc.

Teachers are encouraged, trained and rewarded for making students go beyond the normal and explore learning using ICT tools as well as the global resources. We ensure that session plans, lesson plan, teaching aids and assessment are all integrated with ICT so as to keep in pace with the emerging trends in educational technology.

| File Description                                                                                  | Documents                 |
|---------------------------------------------------------------------------------------------------|---------------------------|
| Upload any additional information                                                                 | No File Uploaded          |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="#">View File</a> |

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

#### 2.3.3.1 - Number of mentors

**11**

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

## 2.4 - Teacher Profile and Quality

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

15

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

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

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

4

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

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

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

15

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

## 2.5 - Evaluation Process and Reforms

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

Examination is an important aspect of assessing and evaluating learners' academic achievement of desired knowledge and competencies. All the students of the institution are oriented about the evaluation process & the rules of which is published in the prospectus of the Institution as prescribed by the Bengaluru City University, as applicable to both Internal assessment & External assessment. The institution believes in continuous & holistic evaluation.

Further, faculty members reinforce these instructions in the classroom & a copy is displayed on the students' notice board.

Mock tests, Model Question papers are given to students & evaluated by the subject teachers, to enable students answer Questions in the most expected manner. The Internal examination assessment procedure as prescribed by the Bengaluru City University, gives weightage to attendance, class tests & presentations.

Further, our practice of giving class tests after each chapter compels students to think critically, consistently work hard in studies, and curb students' absenteeism.

Regular staff meetings are conducted & the faculty are made aware of the latest updates in the evaluation process as & when the university issues notifications.

Further the university has introduced Optical Magnetic Recognition Answer Sheets to maintain transparency & confidentiality



| File Description                | Documents               |
|---------------------------------|-------------------------|
| Any additional information      | <b>No File Uploaded</b> |
| Link for additional information | <b>Nil</b>              |

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

A distinct Examination Committee oversees the overall conduct of Internal Assessment Examinations at Al-Ameen Institute of Management Studies so as to ensure that the evaluation is carried out in a fair & transparent manner. All the answer sheets & marks list records are maintained. After the evaluation process, the students are counseled one-to-one in the presence of their parents, about their performance & ways to improve. Students are free to approach the Examination Committee for sorting out Grievances (if any) & if the Grievance is not addressed, the principal solves anomalies (if any) & only then forwards the marks list to the university Registrar (Evaluation). As regards the external examinations, our institution takes pride to be recognized as one of the examination centres of BCU & the exams are conducted in a fair & a transparent manner with a strict vigilance. Students having grievances with the external examination evaluation process, have the option for re-evaluation & challenge evaluation at the university.

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

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The MBA course is designed to hone the following cognitive abilities of the students such as Remembering, Understanding, Applying, Analyzing, Evaluating & Creating all the Managerial Concepts in real life business scenario & enables students to take strategic decisions.

The BBA course is designed to hone the following cognitive abilities of the students such as Remembering, Understanding, Applying and Analyzing all the Managerial Concepts in real life

business scenario & enables students to take executive decisions.

The course outcomes are published in the prospectus & website to facilitate students to make an informed decision about their career aspirations. Further, the students seeking admission to our college are counseled about the course outcomes & those who take admission are given an in-depth induction programme by the faculty.

The faculty are regularly sensitized by the Principal about the course outcomes, so that there is a reinforcement of it, by the faculty to the students, in the overall Knowledge Delivery System.

| File Description                                        | Documents                                                                               |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Upload any additional information                       | <a href="#">View File</a>                                                               |
| Paste link for Additional information                   | <a href="https://alameenbba.in/course_outcome">https://alameenbba.in/course_outcome</a> |
| Upload COs for all Programmes (exemplars from Glossary) | No File Uploaded                                                                        |

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

The metrics used by Al-Ameen Institute of Management Studies, to evaluate the course outcomes would be the success rate of placements, the number of students turning into entrepreneurs and the overall pass percentage and % of first classes & distinctions in the final examination results declared by the university.

We also seek inputs & intervention of the Industry experts & Consultants to deliver a few series of lectures on the emerging issues in the Corporate World. We sensitize our students on the paradigm shift & new age courses such as Digital Marketing, Business Analytics, Internet of Things etc., to keep them updated with the Industry expectations.

At Al-Ameen Institute of Management Studies, we believe in the concept of continuous evaluation of students' progress, in not only curricular but also in co-curricular & extra-curricular activities. The faculty mentors to whom the students are assigned regularly track the participation of students in class room presentations, tests, seminars, sports & cultural activities, etc in order to make them readily employable.

With emphasis on outcomes, competencies, knowledge delivery, continuous assessment & evaluation, our higher education demands better, intelligent workflows for the sake of improving quality on a continuous basis.

| File Description                      | Documents                                                                               |
|---------------------------------------|-----------------------------------------------------------------------------------------|
| Upload any additional information     | <a href="#">View File</a>                                                               |
| Paste link for Additional information | <a href="https://alameenbba.in/course_outcome">https://alameenbba.in/course_outcome</a> |

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

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

**148**

| File Description                                                                                                   | Documents                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a>                                                                                                         |
| Upload any additional information                                                                                  | No File Uploaded                                                                                                                  |
| Paste link for the annual report                                                                                   | <a href="https://alameenbba.in/pdf/Annual%20Report%202022-2023.pdf">https://alameenbba.in/pdf/Annual%20Report%202022-2023.pdf</a> |

### 2.7 - Student Satisfaction Survey

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

<https://alameenbba.in/pdf/Students%20Satisfaction%20Survey%20BBA%202022-23.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

**0**

| File Description                                                                | Documents        |
|---------------------------------------------------------------------------------|------------------|
| Any additional information                                                      | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template)             | No File Uploaded |

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides****1**

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

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year****0**

| File Description                                              | Documents        |
|---------------------------------------------------------------|------------------|
| List of research projects and funding details (Data Template) | No File Uploaded |
| Any additional information                                    | No File Uploaded |
| Supporting document from Funding Agency                       | No File Uploaded |
| Paste link to funding agency website                          | Nil              |

**3.2 - Innovation Ecosystem****3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

At Al-Ameen Institute of Management Studies we believe that facilitating “Job Creation” rather than chasing jobs is of utmost importance. Promoting an ecosystem that nurtures entrepreneurs is an important policy priority for the development of economies.

Since “Entrepreneurship” plays a pivotal role in the growth of the economy; spur industry transformations, create new markets and help build resilient communities. Thus we felt the need to help churn out “Entrepreneurs” which will in turn help benefit the society through economic growth, wealth generation, social change and community development. And Innovation lies at the heart of “Entrepreneurship”, infact it is the driving force.

The challenging issues that had to be addressed in designing and implementing the practices were that B-Schools graduates’ placements are subjected to business life cycles.

We have an add-on course on “Entrepreneurship” for our students to strengthen the ecosystem further. We also delved into teaching our students Business Analytics from too from IBM and MOU’s were signed to this effect.

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

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

**11**

| File Description                                               | Documents                 |
|----------------------------------------------------------------|---------------------------|
| Report of the event                                            | <a href="#">View File</a> |
| Any additional information                                     | <a href="#">View File</a> |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

### 3.3 - Research Publications and Awards

**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year****0**

| File Description                                                                                                   | Documents               |
|--------------------------------------------------------------------------------------------------------------------|-------------------------|
| URL to the research page on HEI website                                                                            | <b>Nil</b>              |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | <b>No File Uploaded</b> |
| Any additional information                                                                                         | <b>No File Uploaded</b> |

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year****3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year****5**

| File Description                                                                                   | Documents                 |
|----------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                         | <a href="#">View File</a> |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year****6**

| File Description                                                        | Documents                 |
|-------------------------------------------------------------------------|---------------------------|
| Any additional information                                              | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

**3.4 - Extension Activities**

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

Al-Ameen Institute of Management Studies follows the rich legacy of Al-Ameen Movement in imparting the importance of Extension Activities and leaves no stone unturned to help provide support and sensitize our students about this important issue. "Al-Ameen Scholarship Committee" established since 1968 sets an example by providing support to meritorious underprivileged students of not only Al-Ameen Institutions but extends help to student community throughout Karnataka and beyond.

Motivated by this legacy, our staff & alumni have passionately joined hands in this endeavour & added momentum to this movement wherein the staff donates 0.5% of their basic salary every month & alumni donates school fees for poor children.

To sensitize our students on issues such as Diversity & Social Justice, Equality & Gender, Democratic Citizenship, Composite Culture & Development of Social Scientific Temper we have inked an MOU with an NGO named CMCA – Children's Movement for Civic Awareness. CMCA sessions deploy various techniques such as visual aids, discussions, debates, role plays, stories, field trips & campaigns to stir interest, enliven the experience & for a holistic development.

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

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

| File Description                                                         | Documents        |
|--------------------------------------------------------------------------|------------------|
| Any additional information                                               | No File Uploaded |
| Number of awards for extension activities in last 5 year (Data Template) | No File Uploaded |
| e-copy of the award letters                                              | No File Uploaded |

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

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**3**

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

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

**105**

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



**3.5 - Collaboration****3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year****6**

| File Description                                                                       | Documents                 |
|----------------------------------------------------------------------------------------|---------------------------|
| e-copies of related Document                                                           | <a href="#">View File</a> |
| Any additional information                                                             | <b>No File Uploaded</b>   |
| Details of Collaborative activities with institutions/industries for research, Faculty | <a href="#">View File</a> |

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year****3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year****6**

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

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

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

**Al-Ameen Institute of Management Studies is located on a campus of about 2.86 acres of land, amidst a beautiful landscaped garden with two blocks, one for BBA & one for MBA. It has state-of-the-**

art physical infrastructural facilities to aid effective teaching-learning. It has a spacious & well furnished seminar hall, adequate number of class rooms, computer lab, library equipped with resources, workstation for each & every faculty.

The seminar hall has a built up area of 223.2 sq. mts with a seating capacity of 125 with AC. It is equipped with smart board, LCDs & video conferencing facility.

We have an Audio-Visual room, with a built up area of 75 sq. mts equipped with a smart board & AC.

The computer lab has a smart board with about 120 computers, 10 printers & scanners, in a built up area of 216 sq. mts.

The Classrooms are spacious, ventilated and well lit with ergonomically designed seats, LCDs and podium. We make use of language software to hone the communication skills of our students.

Library is equipped with a high speed internet of 5 mbps, 1:1 with Wifi facility & reprographic facility. It has about 13,840 titles, 24,377 volumes, 14 national journals, 08 international journals & several e-learning resources too.

| File Description                      | Documents                                                                                 |
|---------------------------------------|-------------------------------------------------------------------------------------------|
| Upload any additional information     | No File Uploaded                                                                          |
| Paste link for additional information | <a href="https://alameenbba.in/student_support">https://alameenbba.in/student_support</a> |

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

**The infrastructure at Al-Ameen Institute of Management Studies supports the conduct of sports, outdoor & indoor games & cultural activities.**

We have a playground to support throw ball, volley ball, badminton and kabaddi matches. We hire MES Ground at Jaynagar or Nandana Football Ground at Victoria Layout which are nearby to conduct cricket tournaments.

There is a student recreation room to facilitate indoor games like carrom, chess and table tennis.

Our college has a gymnasium with a few equipments like tread mill, hyper extension bench, cardio, cycle.

We also have an amphi theatre with a seating capacity of 1500 where we conduct cultural events.

| File Description                      | Documents                                                                                                                   |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Upload any additional information     | <a href="#">View File</a>                                                                                                   |
| Paste link for additional information | <a href="https://alameenbba.in/facilities/infrastructure_photos">https://alameenbba.in/facilities/infrastructure_photos</a> |

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

**10**

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

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

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

**66.78**

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

## 4.2 - Library as a Learning Resource

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

Al-Ameen Institute of Management Library has been redefined as facilitators to a world of information far beyond physical collections, providing access to global information through online resources and systems, and at the same time creating our own knowledge content. Faculty and students expectations are developing in line with these changes in a conducive teaching, research and scholarly ecosystem.

Library has taken a major role in supporting students and faculty value addition much to the expectations and requirements of information users. A library needs to provide an excellent search and discovery experience for both the faculty and students. As access to gadgets like a mobile device becomes inevitable, users expect seamless access to information and services; providing information from anywhere, anytime and for everyone.

The college library is automated with an Integrated Library Management System (ILMS), 'NEWGEN LIB', in the year 2016. New arrivals of books are regularly updated in the library software and made available for the students and faculty. Library has a computerized barcode based issue and return process. Online Public Access Catalogue (OPAC) facility is made available in the central library.

The latest version of NewGenLib is:

3.1.5,

Written in:

Java

Operating system:

LINUX, Windows

Type:

Integrated Library Management System

| File Description                      | Documents                                                                                       |
|---------------------------------------|-------------------------------------------------------------------------------------------------|
| Upload any additional information     | <b>No File Uploaded</b>                                                                         |
| Paste link for Additional Information | <a href="https://alameenbba.in/facilities/library">https://alameenbba.in/facilities/library</a> |

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

**A. Any 4 or more of the above**

| File Description                                                                                  | Documents                 |
|---------------------------------------------------------------------------------------------------|---------------------------|
| Upload any additional information                                                                 | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

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

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

**3.3475**

| File Description                                                                                                     | Documents                 |
|----------------------------------------------------------------------------------------------------------------------|---------------------------|
| Any additional information                                                                                           | <a href="#">View File</a> |
| Audited statements of accounts                                                                                       | <a href="#">View File</a> |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |

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

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

**235**

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

### 4.3 - IT Infrastructure

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

Al-Ameen Institute of Management Studies is a Wifi enabled campus, we have a leased line of 5 Mbps, 1:1 with 04 Wifi nodes. We intend to upgrade the Information & Communication Technology enabled tools & resources with the latest configurations. Emphasis is laid on upgrading the existing IT infrastructure with the improved versions of hardware, software, firewall etc. Faculty are provided with workstations. Library is fully digitalized with access to e-journals & e-learning resources. Extensive use of Smart Boards & Projectors in the class rooms is encouraged. Computerized students attendance is emphasized. Emphasis is laid on the usage of language lab facility by the students.

| File Description                      | Documents                                                                               |
|---------------------------------------|-----------------------------------------------------------------------------------------|
| Upload any additional information     | <b>No File Uploaded</b>                                                                 |
| Paste link for additional information | <a href="https://alameenbba.in/facilities/ict">https://alameenbba.in/facilities/ict</a> |

#### 4.3.2 - Number of Computers

**105**

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <b>No File Uploaded</b>   |
| List of Computers                 | <a href="#">View File</a> |

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

**E. < 5MBPS**

| File Description                                                         | Documents                 |
|--------------------------------------------------------------------------|---------------------------|
| Upload any additional Information                                        | <b>No File Uploaded</b>   |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

**4.48**

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

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

**Al-Ameen Institute of Management Studies has a full time Maintenance Manager to ensure the repair & upkeep of all the facilities on campus. He is aided by full time assistants in the capacity of Electricians, Plumber, Carpenter & Gardener. A civil contractor is also identified for undertaking all masonry & repair work.**

**Systems are in place for Preventive Maintenance. However in cases of breakdown, these issues are brought to the notice of the Principal by the faculty & Students and the Principal ensures its timely fixation in co-ordination with the maintenance manager.**

**The computer systems 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. We have fire safety mechanism in place being maintained by Mini**

**MAK Fire Services.** Water purifiers are maintained by Aqua Guard Company with whom we have an Annual Maintenance contract. The institution has about 8 housekeeping staff to regularly oversee the hygiene & sanitation of the premises.

Our Website is maintained and updated regularly with the help of external professionals. Student's attendance, performance & key information updates are sent to parents regularly by SMS through OPTRA & EMBASE services.

| File Description                      | Documents                                                                       |
|---------------------------------------|---------------------------------------------------------------------------------|
| Upload any additional information     | No File Uploaded                                                                |
| Paste link for additional information | <a href="https://alameenbba.in/facilities">https://alameenbba.in/facilities</a> |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

**147**

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

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

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

**147**



| File Description                                                                                                                                                                                                                                | Documents                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Upload any additional information                                                                                                                                                                                                               | <b>No File Uploaded</b>                                                         |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)                                                                                                              | <a href="#">View File</a>                                                       |
| <b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b> | <b>A. All of the above</b>                                                      |
| File Description                                                                                                                                                                                                                                | Documents                                                                       |
| Link to Institutional website                                                                                                                                                                                                                   | <a href="https://alameenbba.in/curriculum">https://alameenbba.in/curriculum</a> |
| Any additional information                                                                                                                                                                                                                      | <a href="#">View File</a>                                                       |
| Details of capability building and skills enhancement initiatives (Data Template)                                                                                                                                                               | <a href="#">View File</a>                                                       |
| <b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>                                                                                          |                                                                                 |
| <b>100</b>                                                                                                                                                                                                                                      |                                                                                 |
| <b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>                                                                                        |                                                                                 |
| <b>0</b>                                                                                                                                                                                                                                        |                                                                                 |
| File Description                                                                                                                                                                                                                                | Documents                                                                       |
| Any additional information                                                                                                                                                                                                                      | <a href="#">View File</a>                                                       |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)                                                                                                                     | <a href="#">View File</a>                                                       |
| <b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>                                                                                                                                                      | <b>A. All of the above</b>                                                      |

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

| File Description                                                                                                             | Documents                 |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <a href="#">View File</a> |
| Upload any additional information                                                                                            | No File Uploaded          |
| Details of student grievances including sexual harassment and ragging cases                                                  | No File Uploaded          |

## 5.2 - Student Progression

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

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

**65**

| File Description                                             | Documents                 |
|--------------------------------------------------------------|---------------------------|
| Self-attested list of students placed                        | <a href="#">View File</a> |
| Upload any additional information                            | <a href="#">View File</a> |
| Details of student placement during the year (Data Template) | <a href="#">View File</a> |

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

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

**41**

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

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

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

0

| File Description                                                                                                   | Documents        |
|--------------------------------------------------------------------------------------------------------------------|------------------|
| Upload supporting data for the same                                                                                | No File Uploaded |
| Any additional information                                                                                         | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | No File Uploaded |

### 5.3 - Student Participation and Activities

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

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

0

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

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

**Al-Ameen Institute of Management Studies embraces the practice of having student representatives in various academic & administrative committees to facilitate the smooth running of the institution.**

**We are committed to provide our students with varied activities & opportunities to gain experience, to share their interest & views, showcase their talents & passion, and join our efforts to make a positive & real difference in providing holistic quality education. Our range of activities and initiatives will help our student's to not only get involved at various academic & administrative processes but also to increase our student's knowledge & experience of sustainability and make a positive difference along the way.**

**The Committees with student representatives are Advisory Committee, Student Welfare Committee, Anti-ragging Committee, Sexual Harassment Committee, Grievance Redressal Committee, Editorial Board of College Magazine, Co-curricular Committee, Cultural Committee, Extra-curricular Committee, Library Advisory Committee, Placement Committee and Sports Committee**

| File Description                      | Documents                                                                               |
|---------------------------------------|-----------------------------------------------------------------------------------------|
| Paste link for additional information | <a href="https://alameenbba.in/infrastructure">https://alameenbba.in/infrastructure</a> |
| Upload any additional information     | <a href="#">View File</a>                                                               |

**5.3.3 - Number of sports and cultural events/competitions in which students of the**

**Institution participated during the year (organized by the institution/other institutions)****5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year****0**

| File Description                                                                                                                                                                     | Documents        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Report of the event                                                                                                                                                                  | No File Uploaded |
| Upload any additional information                                                                                                                                                    | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | No File Uploaded |

**5.4 - Alumni Engagement**

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

**Yes, Al-Ameen Institute of Management Studies has registered its Alumni Association under the Societies Registration Act 1980. The association regularly meets & interacts with the principal. Our Alumni are the brand ambassadors of Al-Ameen, spread across the globe & they are the binding forces of the Institution & Industries thus facilitating training, research, internships, tie-ups & placements.**

**Our Alumni have made us proud by occupying top notch positions in the corporate world & a few of our Alumni have turned out to be successful entrepreneurs. They volunteer to deliver Guest Lectures to our students & share their success stories thereby facilitating Industry-Institute Interactions, placements, academic enrichment & leveraging their contacts to support various endeavours thereby contributing to the quality & continuous improvement of the institution. Infact some of the alumni are on the present teaching rolls of the institution too.**

**They have also contributed voluntarily for educating underprivileged children of Al-Ameen Nursery & Primary School.**

**The office bearers of the Alumni Association strengthen the**

network of members' year on year & conduct regular meetings to facilitate enhanced Industry-Institute Interactions. We have a strong Alumni Association with about 2000 members till date.

| File Description                      | Documents                                                                           |
|---------------------------------------|-------------------------------------------------------------------------------------|
| Paste link for additional information | <a href="https://alameenbba.in/alumini_info">https://alameenbba.in/alumini_info</a> |
| Upload any additional information     | <a href="#">View File</a>                                                           |

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

**D. 1 Lakhs - 3Lakhs**

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

#### 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".**

#### 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".**

Al-Ameen Educational Society is a non-profit, secular, philanthropic, and a minority institution founded in the year 1966, by our Founder, Late Dr. Mumtaz Ahmed Khan in the quest to promote & spread education, as a foundation of success - a significant contribution to economic development, social progress and political democracy in our society & country. The need to provide excellence in professional education led to the establishment of Al-Ameen Institute of Management Studies in 1991-92 and today we take pride to be offering 120 seats each for

**BBA & MBA courses.**

Al-Ameen offers Add-on skill development programmes and sensitize the relevance of Ethics and Corporate Spirituality to holistically orient & develop students in all areas.

Entrepreneurship development programmes are conducted to make a significant contribution to the Industrial Economy. Placements are given due importance.

| File Description                      | Documents                                                                               |
|---------------------------------------|-----------------------------------------------------------------------------------------|
| Paste link for additional information | <a href="https://alameenbba.in/vision_mission">https://alameenbba.in/vision_mission</a> |
| Upload any additional information     | <a href="#">View File</a>                                                               |

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

Effective education leadership makes a difference in improving learning-teaching. We constantly renew our efforts, to ensure that leadership matters and how important these effects are in promoting the learning-teaching process. A decentralized functioning mechanism empowers individual faculty with a great level of flexibility in academic administration thereby facilitating the decision making process. The policies are well defined by the Principal, within the purview of the rules & regulations of Bangalore City University, AICTE, Government of Karnataka & Al-Ameen Educational Society. Faculty & students are well represented in various academic & administrative committees ensuring adequate checks and balances by the IQAC & Governing Council. The Management of Al-Ameen Educational Society, Principal & IQAC are in cohesion to ensure that the objectives & purpose of the decisions made, is accomplished.

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

**6.2 - Strategy Development and Deployment**

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Al-Ameen Educational Society is a movement with a philanthropic**

mission of empowering Minority Students through Education. Al-Ameen Institute of Management Studies takes pride to be functioning under the aegis of Al-Ameen Educational Society founded in 1966 by late Dr. Mumtaz Ahmed Khan.

Al-Ameen Institute of Management Studies, is guided by the philanthropic ideas of our beloved founder; to provide education to the impoverished sections of the society, to eradicate illiteracy & to raise the standard of living of the poor students in general & muslim students in particular.

To further this noble cause, Al-Ameen Scholarship Committee was established in 1966, to provide scholarships to meritorious & financially poor students. The Scholarship Committee disburses annually about two crores INR of scholarship to all the deserving students pursuing education, not only at the Institutions of Al-Ameen but across all other institutions too.

Inspired by this noble service, all the faculty & staff working at Al-Ameen, have passionately joined hands in this endeavour, by voluntarily donating 0.5% of their basic salary every month to the Al-Ameen Scholarship fund since Feb 2015. This act of giving has become infectious, wherein our Alumni students have also donated voluntarily to support the education of deserving students.

| File Description                                       | Documents                                                                                                                                                               |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded                                                                                                                                                        |
| Paste link for additional information                  | <a href="https://alameenbba.in/pdf/Perspective Strategic Plan Deployment Document.pdf">https://alameenbba.in/pdf/Perspective Strategic Plan Deployment Document.pdf</a> |
| Upload any additional information                      | <a href="#">View File</a>                                                                                                                                               |

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

**Al-Ameen Institute of Management Studies has a Quality Policy as mentioned below :**

**"A Platform for Professional Business and Management Education, where Values meet Excellence; to be achieved with constant upgradation of Conceptual, Entrepreneurial, Technical & Human Resources Skills and Ethical Values through Continuous Industry-**



**Institute Interactions, Faculty Development and Student Personality Development programmes and Research”.**

**Al-Ameen Institute of Management Studies Quality Policy reflects our Vision & Mission and is a guideline for our Decision Making and at the same time ensures the following :**

- **Compliance with the B.C.U/AICTE/State Government/ UGC Rules & Regulations.**
- **Establishing and Monitoring the performance of faculty and students along appropriate Performance Indicators and Benchmarking through Continuous Interactions and Feedback received from our Stakeholders viz., Students, Parents, Alumni & Recruiters.**
- **Reviewing and Deploying adequate Resources to confirm to the requirements.**
- **To constantly access the changing global business environment and factoring the changes in our Knowledge Delivery System.**

**Al-Ameen Institute of Management Studies has a Service Rule Book that clearly expresses the Appointment & Service Regulations to be followed.**

| File Description                              | Documents                                                                       |
|-----------------------------------------------|---------------------------------------------------------------------------------|
| Paste link for additional information         | <b>Nil</b>                                                                      |
| Link to Organogram of the institution webpage | <a href="https://alameenbba.in/organogram">https://alameenbba.in/organogram</a> |
| Upload any additional information             | <a href="#">View File</a>                                                       |

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

**A. All of the above**

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

### 6.3 - Faculty Empowerment Strategies

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

**Al-Ameen Institute of Management Studies believes in the practice of considering employees as “Human Resource” & so both Teaching & Non-Teaching staff are being extended with several welfare measures such as :**

1. Daily refreshments.
2. Canteen serving healthy food at subsidized rates.
3. Maternity leave and earned leave / vacation leave.
4. Recreation facilities like indoor games & gymnasium.
5. Scholarship & fee concession to the children of the staff for pursuing education at Al-Ameen.
6. Provident Fund & E.S.I. facility as per the norms.
7. Loan assistance for employees seeking personal loan / vehicle loan.
8. A campus doctor is available for emergency & regular health check-up.
9. A separate Ladies Room for the women staff.
10. Congenial working conditions are adhered.
11. Faculty pursuing Ph.D., in recognized universities are given a Research Allowance Package of Rs.90,000/- while the Non-teaching staff are encouraged to pursue their higher education.
12. “Al-Ameen Welfare Fund” setup to cater to the medical or health related exigencies of the staff.
13. Uniforms are provided to supporting staff
14. Faculty are deputed & sponsored to various developmental programmes.
15. Free Wifi facility.
16. Sanitary napkins vending machine and incinerators in the

**ladies room/ restroom.**

| File Description                      | Documents                                                                               |
|---------------------------------------|-----------------------------------------------------------------------------------------|
| Paste link for additional information | <a href="https://alameenbba.in/infrastructure">https://alameenbba.in/infrastructure</a> |
| Upload any additional information     | <b>No File Uploaded</b>                                                                 |

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

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

**6**

| File Description                                                                                                        | Documents                 |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Upload any additional information                                                                                       | <a href="#">View File</a> |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <a href="#">View File</a> |

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

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

**3**

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

#### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

##### **6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

**32**

| File Description                                                                                  | Documents                 |
|---------------------------------------------------------------------------------------------------|---------------------------|
| IQAC report summary                                                                               | <a href="#">View File</a> |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | <a href="#">View File</a> |
| Upload any additional information                                                                 | <a href="#">View File</a> |
| Details of teachers attending professional development programmes during the year (Data Template) | <a href="#">View File</a> |

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

**Performance Appraisal is an annual exercise and is a compulsory pre-requisite for rewarding the faculty with incentives &**

promotions. Speaking about the Performance Appraisal of Teaching Staff, each faculty is subjected to a 3600 appraisal by their own self, students, principal, peer group and alumni on various parameters in order to have an objective and holistic evaluation. Each of the appraisal evaluation forms are designed in the most comprehensive manner & are exhaustive.

The non-teaching staff Performance Appraisal takes place in 2 phases (a) Self Appraisal (b) Appraisal by the Principal.

The Appraisal reports with the consolidated score of each staff are discussed with the Management by the Principal on a case-to-case basis. In the process of carrying out the Appraisal & Reward of the Teaching or Non-Teaching staff, if under any circumstances the Principal identifies scope for improvement of Performance of the staff, timely intervention & counseling is provided by the Principal to enhance their performance capabilities in the work areas assigned to them.

The staff are motivated to enhance their emotional intelligence, communication and interpersonal skills in order to achieve the set realistic but challenging goals.

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

#### 6.4 - Financial Management and Resource Mobilization

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

**Our Institution has the policy of adopting fair & transparency process in our accounting system.**

**Internal Audit is stringently carried out every Quarter & the Financial Audit is carried out diligently at the end of the Financial Year.**

**All the fee receivables from the students are either in Demand Drafts or online payment. Our Accounts Department comprises of qualified & an experienced Accounts Superintendent, assisted by two accountants, who regularly update the accounts as & when, any**

transaction takes place. All accounts are maintained in the TALLY software.

The Auditors are appointed by the Al-Ameen Educational Society. All the Financial Statements, Income & Expenditure accounts, Receipts & Payments accounts prepared by our Accounts department are thoroughly scrutinized by the Internal team of Auditors & by the External team of Auditors.

In case of any audit objections, the auditors communicate to the Executive Committee of Al-Ameen Educational Society and immediately such objections are addressed with the suggested changes in the accounting process & the same is totally complied with. The audited reports of our Institution are placed for ratification by the Management in its Executive Committee meetings & Annual General Body meetings.

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

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

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

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

Al-Ameen Institute of Management Studies is a self financing institution. The only source of funding is the Tuition fee collected from the students.

Before the beginning of each financial year, a Budget is prepared & submitted by the Principal for approval by the Hon. Secretary of Al-Ameen Educational Society. The budget explicitly provides for all incidental, recurring & non-recurring revenues & capital expenditure.

There are several rounds of discussions with the Principal & Management of Al-Ameen before approving the final budget. The approved budget estimates are the guidelines for the Principal to know the maximum amount of expenditure to be incurred. Very rarely do we exceed the budgeted expenditure & in case of exigencies or any unforeseen expenditure, the Management of Al-Ameen Institute of Management Studies does not have any second thought in making provision for such expenditure too.

As mentioned earlier, Al-Ameen Educational Society is built on the foundation of philanthropic ideals & any surplus that gets generated from the Institution at the end of the financial year is ploughed back to the Institution by way of Infrastructure development and scholarships to the needy

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

## 6.5 - Internal Quality Assurance System

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

Regular IQAC meetings has enabled our Institution to ideate and implement curricular, co-curricular & extra-curricular activities aimed at holistic student development, faculty enrichment, placements & overall brand building of Al-Ameen Institute of Management Studies.

The two practices institutionalized as a result of IQAC initiatives are :

### 1. Certification Course in "Business Analytics".

We felt that students need to learn business analytics since this does not just ensure better customer experience or better decisions or better results or understanding competitors, their

strategy, USPs but throws insight about the workforce too. The quest to understand the bond between data and to know for sure what the driving workforce trends has ushered will definitely result in a stronger impact on business outcomes for a long time. We have signed an MOU with Vision Digital India, who are IBM Certified Trainers for an intensive industry certification course which is of 50 hours duration.

## 2. Certification Course in "Entrepreneurship"

At Al-Ameen Institute of Management Studies we recognize the importance of "Job Creation" rather than Chasing Jobs. We signed an MOU with Monks Learning Lab which is founded by an IIM(B) Graduate for 50 hours Certification Course to promote the spirit of Entrepreneurship amongst our students.

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

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

**AIMS has a policy of reviewing its teaching-learning process, structures & methodologies of operations & learning outcomes at periodic intervals through IQAC such as :**

**1. We believe in the practice of obtaining feedback to perform better and feedback is collected from the stake holders viz., students, parents, alumni, employers so as to enable continuous & comprehensive evaluation of the overall course curriculum. We strictly adhere to the 3600 appraisal of faculty by peers, students & principal to continuously review the Teaching-Learning Process & take corrective action wherever necessary. Students' performances are continuously evaluated & their progress is tracked. Tests are conducted after each & every chapter to continuously assess the student's potential. Remedial classes are conducted for slow learners.**

**2. IQAC ensures that all the faculty & students are updated with the latest developments in the Corporate & Business World. The faculty are deputed to FDPs, seminars, conferences, workshops &**



refreshers courses. The students are provided with business newspapers free of cost and are sponsored & deputed to several competitive events, paper presentations, conferences & webinars for knowledge exposure & confidence building. Assignments, class room presentations, group discussions, debates, quizzes & simulation exercises are regularly conducted and monitored. Guest Lectures from eminent personalities are being delivered to expand students' Thinking Horizons. The adoption of Information & Communication Technology has improved Teaching pedagogy & student-teacher interactions.

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

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

**C. Any 2 of the above**

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

#### **INSTITUTIONAL VALUES AND BEST PRACTICES**

## 7.1 - Institutional Values and Social Responsibilities

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

We are committed to ensuring and promoting gender equality, and seek to identify and mitigate imbalances if any. We align with the Sustainable Development Goals ( Goal # 5) in our efforts to promote gender equality. We take pride to say that there are ZERO cases of ragging or discrimination in our institute.

We ensure to promote a positive and fully inclusive environment which supports and encourages all our students equally by giving equal opportunity, organizing sensitization programmes, supports our staff by offering training programmes that tackles issues of inequality and reduces the risk of gender, race or other discrimination when making decisions.

Specific training through :

- Awareness Programmes : equal access to education, guest lectures, role plays, psychodrama, celebrating Women's Day, gender advocacy by visiting orphanages etc.
- Understanding Unconscious Bias : introduces implicit or unconscious bias and how it impacts on decision-making & relationships including recruitment, selection & assessment. Saying "NO" to discrimination.
- We have a Sexual Harassment Committee and Anti-ragging Committee in place.
- Counseling intervention is provided to all the students.
- Access to, and usage of, infrastructure and utilities.
- Inclusion of boys & girls in various administrative committees.

| File Description                                                                                                                                                                 | Documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Annual gender sensitization action plan                                                                                                                                          | <p><u>In order to sensitize students on ethics, human values, corporate spirituality &amp; good governance, Al-Ameen Institute of Management Studies conducts value education classes once every month to both faculty &amp; students. We have equipped our library with ample books on value addition to ingrain elements of integrity, honesty, empathy, respect for others &amp; civic sense into the personality of students. Further, several lectures are delivered to students about environmental issues such as global warming, carbon emissions, rain water harvesting, significance of planting trees and effects of stubble burning &amp; Sustainable Development Goals. At Al-Ameen Institute of Management Studies, we observe earth-hour by switching off the electricity between 1.00 p.m. &amp; 2.00 p.m. every day, we observe vanamahatsav and Swachh Bharath programmes. Women's Day is celebrated compulsorily to reinforce among the students the achievements of women in all walks of life &amp; lectures on various outcomes of practicing Gender diversity are delivered. Inculcating the practice of "Respect Women in the society" is a predominant activity at Al-Ameen Institute of Management Studies. Since "Education Can Promote Social Progress" we conduct Outreach Programmes to instill these values in our students in collaboration with Red Cross, NCC &amp; NSS units of our institute.</u></p> |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | <p><u><a href="https://alameenbba.in/facilities/facilities_for_staff">https://alameenbba.in/facilities/facilities_for_staff</a></u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>7.1.2 - The Institution has facilities for alternate sources of energy and energy</b>                                                                                         | <b>D. Any 1 of the above</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**conservation measures Solar energy  
Biogas plant Wheeling to the Grid Sensor-  
based energy conservation Use of LED bulbs/  
power efficient equipment**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | <a href="#">View File</a> |

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

**The college has adopted the following initiatives towards solid waste management :**

- Routine waste is daily collected in dustbins at different locations, which are emptied in movable containers and carts, segregated into different types of bio and non-bio degradable waste and taken to the dumping yard.
- Dust bins are provided at the corners of each class room and corridors to collect solid waste.
- Display boards regarding the provision of dust bins.
- Students are sensitized to throw solid waste strictly into dustbins.
- College adopts almost paperless concept by digitization of office procedures through electronic means via WhatsApp as group.
- Use of paper printed on one side is encouraged in sending fax, print drafts before final document, meeting minutes, memos and notes in office practices as environmentally preferred alternative to waste management to reduce pollution.
- Students are encouraged to use waste paper and newspaper in creative practices during various extracurricular activities.
- Biodegradable kitchen waste from mess and cafeteria,

horticultural waste such as dried leaves, twigs, and plant clippings is collected from all around the campus and used for vermi composting. Vermi compost so produced is enriched with water soluble nutrients and is used in organic farming.

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

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

**D. Any 1 of the above**

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

**7.1.5 - Green campus initiatives include**

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

- 1.Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

**D. Any 1of the above**

| File Description                                                   | Documents                 |
|--------------------------------------------------------------------|---------------------------|
| Geo tagged photos / videos of the facilities                       | <a href="#">View File</a> |
| Various policy documents / decisions circulated for implementation | No File Uploaded          |
| Any other relevant documents                                       | No File Uploaded          |

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

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

| File Description                                                          | Documents                 |
|---------------------------------------------------------------------------|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | <a href="#">View File</a> |
| Certification by the auditing agency                                      | No File Uploaded          |
| Certificates of the awards received                                       | No File Uploaded          |
| Any other relevant information                                            | <a href="#">View File</a> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading | D. Any 1 of the above |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|

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

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

**Al-Ameen fosters an Inclusive Environment and practices Secularism, Professionalism, promotes Harmony and respects Cultural Differences. The objective of promoting inclusive learning environment, is by identifying and addressing the individual needs of all learners and working towards removing barriers if any. The most effective method of differentiating is to ensure that resources and assessment methods are planned and executed accordingly.**

**We, at Al-Ameen have Students & Employees from Hindus, Christians, Sikhs & Muslim community and there is a perfect religious harmony amongst each other. Every one jointly celebrates cultural and religious festivals. Motivational lectures of eminent persons are arranged for mutual understanding, cohesiveness & all-round personality development of the students and to make them responsible citizens following the national values of social, communal harmony and national integration.**

**We have a tie-up with an NGO, Children's Movement for Civic Awareness - CMCA which helps fosters these values in our students.**

**We observe Ethnic Day & Cultural Day for students to showcase their community's unique culture too. We are happy that there has been no untoward incidents of Racial discrimination whatsoever at our campus till date.**

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

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

We sensitize the students and the employees of the institution to the Constitutional Obligations about values, rights, duties, and responsibilities of citizens which enables them to imbibe as a responsible citizen.

The affiliating University curriculum is framed with mandatory courses like Professional Ethics and Human Values, Constitution of India, Essence of Indian Traditional Knowledge, as a step in the right direction to inculcate constitutional obligations amongst the students.

The students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities by inviting prominent people. The institute conducted awareness programs on the ban on plastics, cleanliness, Swachh Bharat, etc. involving students. We have a tie-up with an NGO, CMCA to further this cause, and we have experts from CMCA visiting our institution to instill & ingrain amongst our students the importance of being responsible citizens of India.



| File Description                                                                                     | Documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <p><u>Any other relevant information : India has a glorious history of democracy, and includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race or sex. Fundamental responsibilities are thus the moral obligations that all citizens of a nation must follow in order to encourage patriotism and reinforce India's unity. The Preamble of our Constitution says, WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a [SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC] and to secure to all its citizens: JUSTICE, social, economic and political; LIBERTY of thought, expression, belief, faith and worship; EQUALITY of status and of opportunity; and to promote among them all FRATERNITY assuring the dignity of the individual and the [unity and integrity of the Nation]. The preamble can be referred to as the preface which highlights the entire Constitution, makes it very clear that the ideals of the Constitution have to percolate to every citizen of India. Objectives : i. To sensitize students and employees of the Institution to the constitutional obligations: Fundamental values, rights, duties, and responsibilities of citizens. ii. Understand the Fundamental Duties, that are defined as the moral obligations of all citizens to help promote a spirit of patriotism and to uphold the Unity of India. iii. The idea of citizenship has acquired a new meaning, content, and purpose in the democratic world. While emphasizing rights, it very important that one is also sincere about his or her duties towards the society at large and</u></p> |

the country in particular, especially its safety and security imperatives. iv. We believe that "Work is Worship", which emphasizes on one's duty, which means that if every individual performs their duties with sincerity & dedication, then it amounts to nothing less than worship. The Initiatives by our institution are : 1. Vigilance Awareness Week: 'Integrity - A way of Life 'To spread awareness regarding Values & Ethics and knowing one's personality. 2. Our NSS unit successfully participates in activities & programmes and encourages other students to serve this noble cause too. Some of the initiatives by our NSS unit are listed below : a) Al-Ameen Group of Institutions launched "Awareness Drive on Crime Prevention" in collaboration with Karnataka Police Department and Bengaluru City Police Department at Al-Ameen Educational Campus on 20th Dec 2023 as a part of the Crime Prevention Month. b) World Stroke Day Walkathon organized by Trustwell Hospitals on 28th Oct 2023. c) Breast Cancer Awareness was observed on 27th Oct 2023. d) A Thyroid Health Clinic Camp was organized by Abbott India Ltd., Bangalore on 2nd Aug 2023. e) International Day against Drug Abuse & Illicit Traffic was observed on 26th Jun 2023. f) Guest Lecture on Mental wellness and Illness by Trustwell Hospitals on 05th June, 2023. g) As a gesture of support to the "Parliament Chalo" massive movement initiative on 14th Feb 2023 against the present socio-economic problems our staff contributed a sum of Rs.2,500 & Al-Ameen Institute of Management Studies contributed Rs.3,000 to the All India Mahila Samskritik Sanghatan and its Karnataka State Committee for raising awareness on issues, hurdles & atrocities faced by women & children. h) "Women's Health Awareness" by Al-Ameen College of Law in collaboration with People Tree

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><u>Hospital on the 4th February 2023. i) Awareness on "Inequalities faced by Girl Child" was initiated to carry forward the Ministry of Women and Child Development, Government of India's initiative by observing National Girl Child Day on 24th Jan 2023. j) Dental Checkup Camp by Bangalore Institute of Dental Sciences and Hospital, Bangalore on 14th Mar 2022. k) World Cancer Day Rally was organized on 5th Feb 2022. l) Free Vaccination Drive by Narayana Health City Institute on 3rd Feb 2022. 3. Beti Bachao, Beti Padhao Jan Aandolan Awareness Programmes. 4. Visits to slum areas nearby to create awareness on the fundamental rights &amp; duties as citizens of India and also to motivate the community to take up this most important responsibility of encouraging education, especially to the browbeaten sections of the society and help eradicate illiteracy, raise the standard of living and boost economic growth. 5. Lectures on : a) Law, Logic, International Relation &amp; Human Rights - To create opportunities for the participants to learn, prosper, and work internationally. b) Know Your Rights To inculcate the spirit of social entrepreneurship among the students.</u></p> |
| Any other relevant information                                                                                                                                                                                                                                                                                                                                                                                                                                               | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b></p> | <p><b>A. All of the above</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| File Description                                                                                                                                                                     | Documents                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Code of ethics policy document                                                                                                                                                       | <a href="#">View File</a> |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded          |
| Any other relevant information                                                                                                                                                       | No File Uploaded          |

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

We celebrate National and International days enthusiastically every year. The academic calendar is brimming with important events, many national and international commemorative days and festivals. All the students and staff come together to create awareness, bring out the significance and portray the rich history, heritage, tradition, diversity and instill a sense of patriotism.

Central to our country's political and social framework is the observance of several important days of historic importance, to honour distinguished political leaders, freedom fighters & important personalities of our country. These can be considered festivals of national integration as they bring together the whole nation in a shared experience. It gives a universal message of love and solidarity, which resounds throughout the length and breadth of the country.

The observation of such National & International days sends a strong message to our students that, these celebrations unites a diverse country with harmony, brotherhood, unity and brings about pluralism & diversity of India in particular and the whole world in general and each event is celebrated in that very spirit.

List of commemorative days, events and festivals celebrated in our college

- Oil Conservation week
- Road Safety Week
- National Youth Day
- Indian Tourism Day

- **Republic Day**
- **National Cleanliness**

| File Description                                                                          | Documents                 |
|-------------------------------------------------------------------------------------------|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events                                              | <b>No File Uploaded</b>   |
| Any other relevant information                                                            | <b>No File Uploaded</b>   |

## 7.2 - Best Practices

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

**Best Practice 1: Shaping up Students to become a Complete Personality**

**Best Practices - 2 Book Review from Students**

| File Description                            | Documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Best practices in the Institutional website | <a href="https://alameenbba.in/pdf/Best-Practices.pdf">https://alameenbba.in/pdf/Best-Practices.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Any other relevant information              | <p><u>Best Practice 1:Context : Most of the Management Students suffer from "Perception Performance Paradox" wherein they have a perception about their capabilities which may not match with their performance. This gap between deserve &amp; desire needs to be understood and addressed. Objectives of the Practice : The Primary Objective of the Practice is to provide a Holistic Education that drives students towards Academic Excellence and Character Formation with an element of Social Concern. The other objectives of the practice are 1) Creating an ecosystem in the campus that fosters Leadership Skills. 2) Providing adequate exposure to Industry, Professional Bodies &amp; other organizations of importance. 3) Offering a conducive environment for students to explore &amp; innovate in their areas of interest. Practice : This idea was rolled into practice after having had several consultations, discussions, deliberations &amp; feedback mechanisms that caters to the achievement of academic excellence, character formation &amp; social responsibility. In this direction the institution embraces practices such as :</u></p> <p><u>a) Experiential Learning through internship programmes, industrial visits, seminars, guest lectures, workshops &amp; students club activities. b) Certification programmes in Entrepreneurship &amp; Business Analytics. c) Social, Rural, Global &amp; Corporate Immersion Programmes. d) Our curriculum includes "Soft Skills" training through professional trainers. e) Participative decision making where student &amp; faculty representatives in</u></p> |

various administrative & academic committees to hone their Leadership Skills.

f) Independent Learning : Students are motivated to enroll for MOOC programmes.

g) Career Guidance : The Placement Cell of the college organizes programmes under the head "Finishing School Training" to enhance the success rate of placements by enhancing their competencies.

h) Collaborations with NGO : In order to instill Social Responsibility, lectures & sermons are organized by the institution by inviting religious leaders to instill in the minds of the students about honesty & being successful in the long run rather than being a victim to short lived success achieved by cutting corners.

i) Going Beyond the Prescribed Curriculum : In addition to delivering the modules prescribed in the curriculum by the university, every week workshop sessions are compulsorily held to all the students and is factored in the time table to discuss & deliberate the burning issues, amalgamations, collaborations, paradigm shifts etc., taking place in the corporate world to keep themselves abreast with the Changing Corporate Scenario.

Obstacles : It was essential to establish a clear line of communication from the Principal to the teaching staff, administrative staff & the students entrusted to our care about the Big Picture behind rolling out this practice. Hence, several rounds of sensitization was executed to roll out this programme.

Impact of the Practice : The best metric to evaluate the impact of this practice is the success rate of placements that we can display. Our students have occupied coveted positions in the Corporate and few have also turned Entrepreneurs. The academic results of our students are excellent too.

Best Practices - 2 Context : Reading has been the best way to acquire Knowledge and expose oneself to new

information & ideas. Reading enhances vocabulary, improves conversation skills & stimulates the mind. Reading also helps to boost confidence & forestalls intellectual decay. Other than bestowing knowledge, reading encourages one to shape character & their social abilities too. It is also said that reading helps one to become successful in their chosen field of profession. Objectives of the Practice :

With the increasing popularity of technology, youngsters end up spending time browsing on a screen or watching a television show that may not be productive. This is where reading has an upper hand. The primary objectives of the Practice include : 1) To promote reading habit amongst students to enhance their reading capacity. 2) Reading supports their learning & equips them with skills that are essential to succeed in a dynamic environment. 3) Reading exhilarates the learning process & stimulates out-of-the-box thinking too. Practice : There was a felt need to engage students on a Continuous Learning Mode failing which they would restrict their knowledge & focus to the syllabi prescribed by the university. Students need to scan the Corporate Environment for tracking changes, developments, paradigm shifts & philosophies. The Principal is involved in the hand picking of inspirational books in general & management books in particular and these books are distributed to each & every student of the college as per their choice to compulsorily read & present the chosen Book's Review, chapter wise both in soft & hard copy. The presentations of the review are made to the entire student group, and the hard copies of it are filed in the library for future references.

Obstacles : Al-Ameen Institute of Management Studies is located strategically in the heart of Bangalore City - the capital of the State of



Karnataka. Al-Ameen Institute of Management Studies has no financial constraints to equip our library with books that act as a game changer in the lives of the students. Our library has an eclectic mix of national & international Best Seller series of Books. We have inculcated Reading Habits amongst our students and have induced a thirst in them to crave for reading. Impact of the Practice : There are several rubrics to evaluate the impact of this practice such as Excellent Academic Results, Improved Rate of Placements, Increasing number of Entrepreneurs & no cases of Ragging or Sexual Harassment of students. Thus the purpose of Inculcating Reading Habits amongst students in Shaping up their Character & Transforming their Personality is being served. Upload Any other relevant information As a part of the Social Immersion Programme Al-Ameen Institute of Management Studies has inked an MOU with an NGO named CMCA – Children’s Movement for Civic Awareness to sensitize, promote and educate our students on important social issues. The students are sensitized on issues such as Diversity & Social Justice, Equality & Gender, Democratic Citizenship, Composite Culture and Development of Social Scientific Temper through techniques such as visual aids, discussions, debates, role plays, stories, field trips & campaigns. Al-Ameen Institute of Management Studies has collaborated with LetsTagOn, founded by an IIM(A) graduate for a Rural Immersion Programme for an experiential learning as well as to sensitize the students towards social concerns.. The programme covers activities & awareness sessions on a range of topics such as sustainability, social responsibility, diversity, rural development challenges – CSR, reflection-discovery of personal interests & skills to achieve socio-economic progress and

environmental protection. For Global Immersion Programme, talks are on with Harvard Business Publishing Education knowledge delivery partners to have an MOU with Al-Ameen Institute of Management Studies for rolling our programmes to promote student-centric & experiential learning for our students. The modules include : Change management, Crisis Management, Global Collaboration, Leveraging networks, Diversity, Managing your Boss, Project Management, Meeting Management, Writing skills & Goal Settings and simulations include : Innovation, Value Proposition, Merger & Acquisition & Supply Chain Management. Further we had organized a case study on "Project Management" of the world famous engineering marvel HOOVER DAM project at USA by Dr. Sarvesh Swarup from Elliot City, Maryland, USA who has a strong professional and academic credential with rich techno-economic experience spanning over 35 years. As a part of the Corporate Immersion Programme, we enable our students undergo internships with companies & submit dissertations with respect to corporates & industries; we organize guest lectures from consultants & industry stalwarts; we organize industrial visits and we have membership with professional bodies such as Bangalore Management Association, AIMS - Association of Indian Management School, AIMS International - The Association of Indian Management Scholars & CEE - Confederation of Education Excellence to facilitate Industry-Institute Interactions.

### **7.3 - Institutional Distinctiveness**

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

**Al-Ameen Practices the philosophy of "Empowering through Education" especially for the marginalized sections of the society.**

Al-Ameen Institute of Management Studies takes pride to be functioning under the aegis of Al-Ameen Educational Society founded in 1966 by late Dr.Mumtaz Ahmed Khan whose philanthropic mission was 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. To further this noble cause, Al Ameen Scholarship Committee was established in 1968 to provide scholarship to minorities and economically backward students.

All the faculty & staff working at Al-Ameen have passionately joined hands in this endeavor by donating 0.5% of their basic salary every month to the scholarship fund.

Our Alumni also donates school fees for deserving children.

The Scholarship Committee disburses annually a whopping two 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.

We are constantly overhauling our Knowledge Delivery System in order to address global challenges and advance societal good through innovation & excellence in performance.

| File Description                             | Documents                 |
|----------------------------------------------|---------------------------|
| Appropriate web in the Institutional website | No File Uploaded          |
| Any other relevant information               | <a href="#">View File</a> |

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

**Efforts to promote sensitization and implementation of Sustainable Development Goals amongst the stakeholders of Al-Ameen Institute of Management Studies.**

Sustainable development also focuses on finding better ways of doing things without affecting the quality of our life through economic growth, environmental stewardship, conservation of natural resources, and social inclusion.

To become catalysts of change – whether in addressing issues such as poverty, gender equality or sustainable infrastructure, it's imperative to create awareness about these issues amongst our students through education. We also need to increase our efforts

to imbibe in them the necessary skills & mindset to address these goals as good citizens of the world.

We at Al-Ameen have taken upon ourselves as educationist to address Sustainable Development Goals. Although there are 17 SDGs, we have adopted our focus on our available resources towards the following SDGs :

1. Good Health and Well Being
2. Quality Education
3. Gender Equality
4. Industry, Innovation and Infrastructure
5. Reduced Inequalities
6. Peace, Justice and Strong Institutions
7. Partnerships for achieving the goals