



Yearly Status Report - 2018-2019

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	AMAL COLLEGE OF ADVANCED STUDIES
Name of the head of the Institution	Dr. P. M Abdul Sakir
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04931-207055
Mobile no.	9846432683
Registered Email	amalcollege@gmail.com
Alternate Email	pmabdulsakir@gmail.com
Address	AMAL COLLEGE OF ADVANCED STUDIES Santhigramam, Myladi Eranhimangad P.O Nilambur Kerala - 679329
City/Town	Nilambur
State/UT	Kerala
Pincode	679329

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr K A Dhanya
Phone no/Alternate Phone no.	04931207055
Mobile no.	9447991520
Registered Email	amalcollege@gmail.com
Alternate Email	iqacamalcollege@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.amalcollege.ac.in/SSR/SelfStudyReport.aspx
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.amalcollege.ac.in/IQAC/AcademicCalendar.aspx

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	3.11	2019	20-May-2019	19-May-2024

6. Date of Establishment of IQAC	17-Jul-2013
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
ISO Certification	04-Feb-2019	850

	365	
SSR Submission	14-Feb-2019 365	850
IIQA Submission	31-Dec-2018 1	850
NIRF participation	12-Jul-2018 365	850
Academic Administration Audit	25-Mar-2019 365	850
Feedback on curriculum	14-Mar-2019 365	836
Regular meeting of IQAC	07-Jun-2018 1	10

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Amal College	Walk with a Scholar	State Government	2018 365	264400
Amal College	Students Support Program	State Government	2018 365	85500
Amal College	Faculty Improvement Program	UGC	2019 730	2494848

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

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

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

No

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

Feedback on curriculum administration and faculties a) Feedback on curriculum from teachers, students, alumni and parents b) Feedback on teachers by students c) Feedback on office and administration by students

1) Academic Enrichment Initiatives a) Formation of Advanced Learners b) Final Year Students Project Abstract Compiling and Best Project Award.

Setting of Quality Benchmark for Research Promotion a) Minimum two Publications by each faculty b) Complete Ph D by teachers who has enrolled and others join for ph D c) Interdisciplinary journal or book by each department

Integration of modern methods of teaching and learning a) Every month one youtube lecture b) Purchased moodle platform and conducted orientation class c) Online exams and regular use of google classroom by faculties

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

Plan of Action	Achivements/Outcomes
International Colloquium - Series 1	Prof. Bernad Ryder delivered a lecture on "International Scenario of Higher Education'
Execution of student feedback on teachers, curriculum and non-teaching staff	Improved and enriched curriculum and curriculum delivery mechanism.
Best Paper Award Distribution	Promoted research attitude and publications among faculty
Think Tank session	This open forum provided a space for the teachers to have a discussion on innovative techniques in the process of teaching learning process and implemented the same.
Professional Development Programmes	Helped to enrich the professional quality of faculty members.
Quality Enhancement Programmes.	It cultivated a quality culture in academic and administrative process of the institution.
Organizes workshops and programmes.	Helped to create a work culture among the faculty members.
Review of Result analysis.	Reviewed the results of the year to improve the academic quality of students.
Releasing of Academic Calendar and action plan- both curricular and non-curricular for the academic year	Resulted in the time bound delivery of teaching learning process and it helped to complete the evaluation process on

2018-19.	time.				
Composition of IQAC Plans to reconstitute IQAC by including more participation of external members.	IQAC included academic experts and industry experts which promoted a research culture among teachers.				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">College Council</td> <td style="text-align: center;">04-Mar-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Council	04-Mar-2020
Name of Statutory Body	Meeting Date				
College Council	04-Mar-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	14-May-2019				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	30-Sep-2018				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Management Information System partially assists the management of institution in capturing, processing and analysing the relevant data and requirements like student enrollment and monitoring, admissions, course schedules, attendance of both teachers and students, salary disbursement of faculty and provision of examinations which cater the daily activities of institution. It helps the institution to segregate and systematize the student data such as the attendance, academic grades of students, regular timetable and library details by significantly minimising the workload. An organized approach of MIS has been implemented through Online TCS Application in order to collect and process the student attendance and regular timetable of teachers by allotting the stakeholders username and password. The students can easily login to the system and assess their own</p>				

attendance appraisal and give necessary feedback regarding teachers' performance. The online attendance management system has helped the institution in increasing the attendance percentage of students.. MIS plays a vital role in the examination process too where keeps the nominal roll of students, give out the hall tickets, arrange the examination halls and enter the absentees statements. As a part of office automation, a software of Online TCS Machine Logic is applied to maintain routine information of students' databases which include enrollment details, disbursement of TC and academic and nonacademic profile of students and profile of teachers' and administrative staff. The institution awards scholarships and egrants to 95 of graduate and undergraduate students through notifying all students in the institution about the application process and deadlines via MIS. The software of Online TCS Machine Logic also enables the management for planning and deciding the annual budget, preparing the income and expenditure statement and auditing of the year. In the payroll side, accurate and automatic payroll processing is facilitated through Service and Payroll Administrative Repository for Kerala. This webbased application integrates and processes the payroll management system and institution provides a pay slip to its employees thereby ensures the transparency. The institution offers library automation to ensure the proper management of books and information resources. In library automation we can store all information consists of book number, details of books , egate register and check in check out system to issue and return books. The management information system adopted by the library of institution is KOHA Software which makes it a digital library and functions as a repository of equestions, ejournals and ebooks. The yearly subscription of INFLIBNETN List is provided to avail web e resources to teachers and students. Moreover the information technology such as Web OPAC changed the entire environment of library including resources, techniques and services which facilitates the

remote access of information resources of institution through a username and password provided by the Library. Therefore MIS effectively works in computer assisted environment of the institution though it has been implemented partially.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The very process of Planning and implementation of curriculum to an institution encompasses a wide variety of aspects related to teaching and learning. Therefore, an experienced and updated curriculum implementation is necessarily unique to each institution. Our college has also taken special care and measure, with a compelling sense of directing the college's teaching-and student community to a better future, in imparting and implementing updated curriculum through a regular and systematic reviewing and revaluation of its its aspects. The primary objective of implementing a standard and updated curriculum is to provide the learners a range of exposure to have the skill and competency in their related subjects and also in subjects of interdisciplinary nature. The curriculum of all programs is designed by the University of Calicut and our college has shown extreme care in strictly following the updates made by the university. The IQAC of the college has meticulously developed and set up a well-planned, and well-framed documentation mechanism for effective implementation of curriculum. In order to maximize the development and achievement of the learners, all the academic departments in the college have initiated certificate courses from 2013 onwards in association with Laurus Institute, Kochi to facilitate the learning outcome of the college. During the academic year of 2018-19, the college has successfully conducted 23 certificate programs and 2 diploma courses. These certificate programs and diploma course focused on providing the learner/student community of Amal college the necessary literacy, language and employability skills they need for succeeding in further studies and moulding life in the future. In terms of student welfare it should be mentioned that , many of our faculty members serve in various bodies of Universities and other colleges. Along with these courses 12 Value Added courses have also been conducted by our college during 2018-19. Of all the programs conducted in the college, (100%) comes under CUCBCS and more than 75% of students got enrolled in add-on and certificate courses. Our curriculum accommodates courses which intergrate cross cutting issues like gender, environment and human values. On average more than half of the student community of Amal college are undertaking field projects or internships on various institutions. A hardcore and well- structured feedback system has also been initiated and maintained by IQAC to collect feedback on the curriculum, from Students, Parents, Teachers, the Alumni, and employers. It should also be of worth mentioning that the syllabus for Add-on courses have been designed on the basis of the findings of feedback survey. The feedback is collected through using Google forms and the same is analyzed using SPSS. Feedback is reviewed in the college council and action is taken. Feedback and Action Taken Report is displayed on the website.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of	Duration	Focus on employ	Skill
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			Introduction		ability/entrepreneurship	Development
Mental Health First Aid	Nil	03/11/2018	30	Psychological Skills for Mental Health	Self-Esteem and Self-Confidence	
Life Skill Education	Nil	12/07/2018	30	Counseling and mental Health Area	Leadership and stress management	
Digital Banking	Nil	01/10/2018	30	To enhance knowledge on online Banking applications like NEFT, RTGS	Use of Banking Technologies	
Bootstrapping	Nil	03/08/2018	30	Starting business with one's own money as venture capital	Ability to take risks and manage finance	
Tally Ace	Nil	04/02/2019	30	Accounting software in manufacturing industries	Use of Tally software and accounting Applications	
Computerised Accounting	Nil	20/10/2018	30	General accounting packages and its application	To enhance use of computer technology and software in accounting	
Six Sigma	Nil	13/07/2018	30	Quality control and eliminating defects in the product	Management techniques to enhance business skills	
Live Translation and Live Reporting	Nil	13/07/2018	30	To get jobs in fields like media and press	Communication and social responsibility	
Ecology and Literature	Nil	04/10/2018	30	To fit into emerging social welfare related careers like NGO	To develop the skill to approach learning from interdisciplinary perspectives.	
Content Writing	Nil	10/12/2018	30	To find job	To develop creative	

				positions as web writer, blog writer etc.	writing skills
Junior Programmer	Nil	06/08/2018	30	Web development	Basic Programming skill
Introduction to Cloud Computing	Nil	06/08/2018	30	To get jobs in areas like data and cloud engineering	Data engineering and advanced networking
Computer Application in Economic Analysis	Nil	01/08/2018	30	Data Entry	Data analysis and Interpretation

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Computer science, Microprocessor and application	01/11/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	English Language and Literature	01/06/2018
BA	English Language and Literature	01/06/2018
BA	Economics with Foreign Trade	01/06/2018
BBA	Finance	01/06/2018
BCom	Computer Application	01/06/2018
BSc	Computer Science	01/06/2018
BSc	Psychology	01/06/2018
BHM	Tourism and Hotel Management	01/06/2018

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

	Certificate	Diploma Course
Number of Students	610	60

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
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Certificate in Advanced Communication in English	01/09/2018	120
Hardware Networking	12/09/2018	34
Gerontology	10/01/2019	30
Income Tax Return Filing	11/07/2018	30
Goods and Services Tax	05/12/2018	35
Green Auditing	18/09/2018	30
Academic writing and Professional Writing	09/10/2018	40
A practical approach to Database Administration	04/12/2018	30
Fire and Safety	22/12/2018	20
Hygiene and sanitation	06/10/2018	16
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The Curriculum design and its successful implementation is an important factor in quality policy of any higher education institution. Curriculum is a dynamic product which needs regular revision to ensure its relevance to students and industry. Stakeholders such as students, teachers, employers, alumni and parents play a vital role in enriching the curriculum content and its other aspects in improving its effective delivery. Here in Amal College, we used to collect structured feedback from all stockholders except employers regarding curriculum design and delivery through online questionnaire. Unstructured feedback about curriculum from employers are also collected by the college and taken into consideration while designing certificate and value added courses. The survey is conducted and analysed at the end of every academic year. The collected data are scrutinized using tables, graphs, percentages etc. in order to draw conclusions. The result of feedback analysed on curriculum from different stakeholders are also published on the college website for easy access to interested parties. The major outcome of this exercise is that the stakeholders are sensitised about current trends in the academia and industry</p>

and in a position to make informed decisions with respect to the choice of courses to be learned and taught in the colleges. A separate discussion session is conducted in the college council every year regarding the feedback findings and accordingly guidelines are drafted to ensure the received feedbacks are well incorporated into the curriculum with immediate effect. The syllabus for regular programmes are designed by University of Calicut and given to us for implementation. As such, we have limited role in making changes directly in the curriculum. However, every year we will forward the major findings and suggestions based on the feedback to the university for further action. The certificate courses and value added courses are designed at college level. So, every year syllabus of certificate courses and value courses are updated and enriched by fully incorporating the findings from the stake holder's feedback. A progressive growth in the demand for our programmes is ensured through the practice of offering new and trending certificate courses and value added courses along with regular degree programmes. Teachers and students are consistently made aware of industry demands and are brought to a position to fill the skill gap by acquiring additional knowledge in missing domains along with their regular course of study. The feedback from alumni and employers helped us a lot in formulating the project and internship plans in such a way that projects and internships acting as a finishing edge for students to get placement after their course completion. Moreover, the feedback survey on curriculum will also help teachers and students in identifying topics for national and international seminars to be organised in the college and to be participated outside to equip them with latest and relevant knowledge and skills.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	English, Language and Literature	20	435	20
BHM	Tourism And Hotel Management	48	1649	42
BA	Economics, Foreign Trade	60	2372	60
BA	English, Language and Literature	45	3002	44
BBA	Finance	50	2357	50
BCom	Computer Application	66	3110	65
BSc	Computer Science	36	991	34
BSc	Psychology	36	2496	36

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	927	41	25	3	6

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
42	42	5	16	8	7

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Yes. The Students' mentoring system is to provide guidance to students on both academic and personal matters and to promote a close and a healthy relationship between students and the teachers. Students' Mentoring system is an individualized form of counseling and guidance activities. It addresses the needs of the students to have a friend, a counselor, a motivator and a guide on the campus. The practice is aimed at promoting a better rapport between the students and the teachers at a personal level. A mentor is a teacher acting both as a friend and a role model who supports and encourages a student in his/her academic and personal growth. The mentor guides a student in his /her academic pursuits and emotional and psychological development, particularly in the transitional phase of the students. The mentor also guides his/her wards to develop their knowledge, confidence and communication skills. It helps to bridge the gap between the teachers and students. Students Mentoring System creates a better environment in college, where students can approach teachers for both educational and personal guidance. Each faculty member is the mentor of a group of 28 students allocated to him/ her by the Internal Quality Assurance Cell (IQAC) in consultation with the Heads of the Departments. Regular meetings are held between the mentors and mentees and a mentor diary is maintained for each student. The Mentor maintains personal details of the mentees including their address, contact numbers, overall academic performance and progress. Students are allowed to approach the mentor for both academic and personal problems. The mentor finds time to meet the wards informally outside class hours and guides them in their personal as well as career options. A documented record of the mentoring process is maintained by the mentor teacher for reference purposes which will be monitored by IQAC. The mentor contacts parents/guardians in the case of academic irregularities negative behavioural changes etc. IQAC will discuss mentoring related issues during its meetings and revise/upgrade the system if necessary. Walk With a Scholar Programme is another students' monitoring system funded by Directorate of Collegiate Education, Govt of Kerala monitored by a college level monitoring committee. WWS scheme has been designed to arrange specialized mentoring programmes for students in UG Arts, Science and Commerce streams. Applications are invited from academically bright students who are willing to participate in the programme. A total of 6 students will be selected from each department and allocated under a mentor. This Programme has a college level Co-coordinator. Coordinator has to collect the activity report from all internal mentors on monthly basis. Internal mentors should be the person who is able to do mentoring and support the scholar and act as a guide in building his/her career. A detailed bio data of the student is collected by the concerned internal mentor and documented. Internal mentors keep a proper attendance of the sessions with his/her mentees. External mentoring sessions are also provided for the students under this scheme.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
968	34	1 : 28

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
34	34	0	13	6

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Mr. Janeesh Babu K P	Assistant Professor	Best NSS Program officer 2017-18
2019	Dr. Dhanya K A	Assistant Professor	Vanita Ratna Puraskar
2019	Ms. Sini K	Assistant Professor	Vanita Ratna Puraskar
2019	Ms. Nisha S	Assistant Professor	Vanita Ratna Puraskar

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MA	MEG	Semester	16/07/2018	04/09/2018
BHM	BTM	Semester	15/03/2019	06/05/2019
BA	AEF	Semester	04/04/2019	16/05/2019
BA	AEG	Semester	04/04/2019	16/05/2019
BBA	BBA	Semester	15/03/2019	06/05/2019
BCom	BCM	Semester	15/03/2019	06/05/2019
BSc	SCS	Semester	01/04/2019	18/05/2019
BSc	SPY	Semester	01/04/2019	18/05/2019

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

Continuous Internal Evaluation System helps the students to analyse and evaluate their experiences as a learner in the classroom through regular monitoring and assessment. Amal College of Advanced Studies has been affiliated to the University of Calicut and it strictly follows the rules and regulations prescribed by the University. University recommends both an internal and external evaluation system to assess the students. Continuous Internal Evaluation System provides higher and qualitative learning standards for students. The College follows a structured evaluation process for this purpose. Internal Evaluation constitutes 20 of the total score and the External Evaluation conducted by the University constitutes 80 of the total score. The college conducts internal examinations, seminar presentations, assignment

submission, and proper recording of the attendance of students as a part the Continuous Internal Evaluation System. As per the University examination pattern internal tests are prepared and conducted. The students will be informed of the internal and external assessment procedure at the very beginning of every academic year. In each semester a Centralized internal examination and a Department level internal examination are conducted. Answer sheets are returned to the students within one week after the examination and the results are published on the concerned department notice board. The respective teachers provide a detailed discussion of the examination question papers in the class. Students can approach the College Grievance Cell regarding any complaint on valuation and the same will be taken up by the Committee and necessary steps will be implemented for rectifying the complaint. Other means of continuous assessment and evaluation by the teachers include giving assignments/seminars on topics related to their syllabus. There is equal weightage for assignments and seminars in the internal evaluation scoring system. Attendance of students is another criterion in this system. Online attendance system has been introduced in the college for keeping a transparency in the system which also helps to maintain a proper record of the attendance of students. Other methods of evaluation include group discussions, presentations, field trips reports etc. which ensures that the students invest considerable time in studying, preparing and building on academic skills. This also ensures that the students are in constant touch with the curriculum and all that it has to offer. The departments motivate the students to participate in academic seminars management meets, and to publish articles in different journals. Academic programs like quizzes, tests, objective tests, essay writing, and competitions on current affairs are also arranged to instil an inquisitive mind in the students and also to evaluate their skills. These procedures boost the self-confidence of the students. All the final year students are given project works and it is assessed by external examiners through viva voce. Project-based learning helps students to suggest solutions to real-world problems and issues. BBA and BTHM students are to undergo industry training for a minimum of three weeks period. Continuous Internal Evaluation System which aims at qualitative improvement in education through valuation can also ensure optimum performance of the teachers as well.

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

An academic calendar is to keep students, faculty, and staff reminded of key dates throughout the academic semester and year. It can also be useful for prospective students, alumni, and parents as well. The College is affiliated to the University of Calicut and hence the pattern prescribed by the university is strictly followed. The University provides an academic calendar that specifies the date of commencement and end of the classes for each semester along with the government holidays. The college has the following practices: Internal Evaluation Process is undertaken strictly based on the Academic Calendar of College which is synchronised with the Academic Calendar of the University. Centralized internal exams are conducted once in a semester in tune with the Academic Calendar. Dates of conducting internal examinations are fixed by the Internal Examination Cell consisting of representatives from each department as per the Academic Calendar. Question papers are set in advance by the teachers concerned, as per the instructions provided by the University, and submitted to the examination coordinator and HODs. The Department timetables are prepared according to the Academic Calendar in such a way that the required numbers of lectures are assigned for all the theory and practical subjects. The Department timetable is prepared by each department, facilitating the teachers to allot sufficient time for each subject as per the workload allotted by the University. The Department timetable is displayed in the notice board and made known to each and every student of the Department to ensure that they stick on

to the schedule. The faculty prepares their teaching plans with details such as course objectives, course outcomes, unit objectives and unit outcomes along with the academic schedule. Regular staff meetings are conducted to ensure adherence to the schedule given in the Academic Calendar. In case of any unusual and unscheduled break in the working day, the staff committee meets again to work out a schedule to compensate the working days. Dates of submission of assignments and presentation of seminars are given as per the Academic Calendar. Seminars are conducted in each department wherein the students are encouraged to participate with relevant topics. Topics of seminars and assignments are given to students and evaluation points are also intimated to them so that they can prepare in advance. Syllabus Completion Report is submitted by all teachers at the end of each semester to ensure adherence to academic calendar. Principal, IQAC, Internal Examination Coordinator and HODs make sure that these processes are followed smoothly, effectively and strictly in the time schedule as prescribed. The college is following an admirable work principle and hence it hardly ever faces troubles in completing the curriculum within the prescribed time set by the Academic Calendar.

2.6 – Student Performance and Learning Outcomes

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

https://drive.google.com/file/d/14vSF_CcShKT0XmcI37u1qCSR9jBeHrFy/view

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MEG	MA	English, Language and Literature	20	20	100
AEF	BA	Economics, Foreign Trade	47	43	91
AEG	BA	English Language and Literature	39	34	87
BBA	BBA	Finance	46	39	85
BCM	BCom	Computer Application	55	46	84
SCS	BSc	Computer Science	32	25	78
SPY	BSc	Psychology	25	24	96

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2.7 – Student Satisfaction Survey

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

<http://www.amalcollege.ac.in/SSR/SSRDocuments.aspx>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Industry sponsored Projects	730	Kerala Hotel and Restaurant Association	1.5	1.4
Industry sponsored Projects	730	Indus Motors Pvt. Ltd	1.35	1.35
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Innovations in Distance Education	IGNOU Study Centre	14/07/2018
Financial Planning	Commerce Management	11/09/2018
Basics of Computers	Computer Science	05/12/2018
Expert Colloquium	IQAC	26/12/2018
Intercollegiate Extempore Competition	Economics	25/01/2019
MIP on Customer Service in Airline Industry	Tourism Hotel Management	28/01/2019
Introduction to Python	Computer Science	29/01/2019
Ethical Hacking ways and strategies	Commerce Management	08/02/2019
Career Opportunities and Life Skills	Commerce Management	20/02/2019
Squadron1.0	Commerce Management	05/03/2019
Ignited Minds	IEDC and Dept. of Economics	06/03/2018
Political Economy of Contemporary Globalisation	Economics	08/03/2019
Travel Literature An overview	English	19/03/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
The Tribal Recipe	Irshad C and Akhilesh K	Kerala Association for Rural Development (KARD)	23/01/2019	Student
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Amal Incubation Centre	IEDC, Kerala Startup Mission	Kerala Electronics tourist Guide Assistant (KETA)	Mobile Application	27/09/2018
1	Amal Incubation Centre	IEDC, Kerala Startup Mission	Tribal recipe	Food product	25/10/2018
1	Amal Incubation Centre	IEDC, Kerala Startup Mission	E-Counselling	Mobile Application	01/01/2019
1	Amal Incubation Centre	IEDC, Kerala Startup Mission	E Road	Mobile Application	10/02/2019
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
4	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Arabic	1	0
International	English	1	0
International	Commerce Management	2	0
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Malayalam	2
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as	Number of citations
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					mentioned in the publication	excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
National Service Scheme	Best NSS Unit Award	University of Calicut	200
National Service Scheme	Best NSS Programme Officer Award	University of Calicut	200
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Squadron- the	Students from	Indus Motors	2

Management Fest	various colleges		
Academic Seminars and worksho	Students	Institute for Business Accounting and Taxation(Ibat)	1
Paristhithikam-Environmental Seminar	Students and Faculties	KSCSTE, Govt of Kerala	1
Extempore by economics	Students from other colleges	Foundation for democracy	1
Employability skills enhancement programme	Students	Laurus Institute for Logistic Management, Cochin	2
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
JSS Malappuram	16/01/2018	DDUKY Courses Technical Support, Academic Support to DDUGKY Programmes, Peer Teaching for Hotel Management Students of the College	105
Ripples Holidays India LTD	16/01/2018	Industrial Training Visits Skill development of students Faculty development Programme, Placement of Trained Students	110
Aquaserene Backwater Resort	25/01/2018	Industrial Training Visits Skill development of students Faculty development Programme, Placement of	42

		Trained Students	
Khairos Institute	07/03/2018	Industrial Training Visits Skill development of students Faculty development Programme, Placement of Trained Students	40
Bharath Sevak Samaj	17/02/2018	Skill development certification of Tally course for students	20
Chaliyar palliative care society	30/06/2018	Sensitising Students on Social Issues, Palliative nursing	60
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
28.4	27.88

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Laboratories	Existing
Class rooms	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Koha	Fully	19.11.02.000	2016

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	4310	894848	178	74738	4488	969586
Reference Books	450	215700	65	22117	515	237817
e-Books	3135809	5900	0	5900	3135809	11800
Journals	231	105263	7	6400	238	111663
e-Journals	6237	0	0	0	6237	0
Digital Database	6000	0	2224	0	8224	0
CD & Video	62	0	20	0	82	0
Library Automation	1	0	0	0	1	0
No file uploaded.						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Shanavas Pattupara	Characteristics of Human Language	Youtube	02/02/2019
Suhana Mehar	Saussurean Linguistics	Youtube	19/02/2019
Mansoor. P	Foriegn Exchange and Foriegn Exchange Regime	Youtube	12/02/2019
Abid KA	Rules of Differentiation	Youtube	20/02/2019
Abbas Vattoli	Solved Problems on Final Accounts	Youtube	19/02/2019
Sunil Mon	Introduction and meaning of Law of Demand	Youtube	20/02/2019
Dr. Umesh U	5 Ms of Business Management	Youtube	01/02/2019
Anees. KM	Least Cost Method- Transportat ionProblem	Youtube	20/02/2019
Afsal. CP	8086 Flags	Youtube	12/02/2019
Shuhana. VP	L Hospitals Rule	Youtube	11/02/2019
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt	Others
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								h (MBPS/ GBPS)	
Existing	67	30	40	33	0	8	11	95	0
Added	27	25	5	0	0	0	0	0	0
Total	94	55	45	33	0	8	11	95	0

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

95 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
AMAL MEDIA CENTRE	http://www.amalcollege.ac.in/Facilities/Items.aspx?Option=5&Sub=195
AMAL VLE	http://amalvle.com
AMAL MOODLE	https://amalmoodle.vlms.net/
AMAL YOUTUBE	https://www.youtube.com/channel/UCD5prPc7X3aYV70v59IPSJg

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5.2	504000	13	1280093

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

The college ensures regular maintenance and optimal usage of infrastructure pertaining to physical, academic and support facilities available in the college through A committee known as Maintenance Committee. The committee meets regularly to monitor the optimum use of infrastructure which is accessible to the students and staff of the college and optimally utilize available resources and secure maximum benefit to the students as well as teaching and nonteaching staff. Laboratories The laboratories of the college has maintained and repaired by the lab technician/ Assistants. The Record of maintenance account is maintained by lab technicians/ Assistance and supervised by HODs of the concerned departments. The committee will monitor the maintenance and repair work and controlling measures will be taken in the various laboratories. There are provisions for systematic disposal of e-waste. Library A systematic and effective mechanism is practiced to enrich library with the participation of teaching faculties and library staff under the supervision the Principal. Suggestion box is installed inside the reading hall and relevant incorporated into the on-going mission of the college to improve library facility. Proper return of books is made sure through mandatory requirement of, 'no dues' from the library for students for appearing in exam. A provision of the budget for the library maintenance is made by the college management. The activities such as fumigation and hygiene of the Library, schedule of issue/ return of books

etc. are carried out periodically and reviewed annually by the library committee. The library committee works regularly to oversee the functioning of the library and various other committees' coordinate with each other to inculcate fruitful utilization of library among students. Sports The department of physical education is equipped with a well maintained fitness centre the upkeep and maintenance of which is efficiently and effectively carried using a excellent team work of faculty as well as students of the physical education department. The department is very active and encourages various sports activities, along with training and coordinates various sports events in the college. Computers The computer lab maintained by the department of computer science also functions as a centralized computer centre for the entire college. Other than this, Departments, office and library have appropriate number of with internet connections and the utility software for their requirements. Class rooms and other students facilities The classroom infrastructures and other students facilities possessed by the college are properly maintained, through a proper mechanism called college maintenance committee. Cleanliness is maintained with the help of adequate college cleaning staff. A complaint register maintained in office enables quick resolution of problems. Students are sensitized to promote cleanliness and energy conservation. Others Other infrastructures and equipments of the college are adequately taken care off through the maintenance committee to upkeep these facilities. Electrical and the Plumbing related maintenance is done with the help local skilled persons and the expenditure is done from budget gained by college from different sources. A complaint register maintained in the college office to enable immediate action.

<http://www.amalcollege.ac.in/SSR/SSRDocuments.aspx>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Financial support to Students	229	202945
Financial Support from Other Sources			
a) National	Government Scholarship	1015	3091500
b) International	nil	0	0

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counselling and Mentoring-Walk With Scholar	10/07/2018	60	Higher Education Department, Kerala
Personal Counselling and Mentoring-Hope Counselling	22/06/2018	8	Department of Psychology

Language Lab	25/09/2018	60	Department of English
Bridge Course by Departments	23/07/2018	312	IQAC Amal College of Advanced Studies Nilambur
Remedial Coaching by Department	07/06/2018	205	IQAC Amal College of Advanced Studies Nilambur
Scholar Support Programme (Remedial Coaching)	10/07/2018	40	Higher Education Department, Kerala
Additional Skill Acquisition Program (soft skill development)	01/09/2018	30	Higher Education Department, Kerala
Yoga Meditation	21/06/2018	25	Yoga Club Amal College
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Central university PG entrance coaching	51	0	12	8
2018	management aptitude test crash course	44	0	10	7
2018	NET coaching	40	0	2	0
2018	higher education orientation class	0	70	0	0
2018	Higher Education Opportunities in Psychology	0	53	0	0
2018	Seminar on Overseas Education	0	35	0	0
2018	MBA Career Orientation Programme	0	41	0	0

2018	Career Workshop for First Year Students	0	89	0	0
2018	An Orientation to Professional Course In Commerce	0	31	0	0
2018	Career Opportunities in Media	0	39	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
10	10	4

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Indus Motors	40	10	Abudabi Airport	5	3
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	2	BSC PSYCHOLOGY	PSYCHOLOGY	SRI SANKARA CHARYA UNIVERSITY OF SANSKRIT	MSC PSYCHOLOGY
2018	1	BSC PSYCHOLOGY	PSYCHOLOGY	MG UNIVERSITY	MSC PSYCHOLOGY
2018	4	BSC PSYCHOLOGY	PSYCHOLOGY	IGNOU	MA PSYCHOLOGY
2018	1	BSC PSYCHOLOGY	PSYCHOLOGY	UNIVERSITY OF KERALA	MSC APPLIED PSYCHOLOGY
2018	1	BSC PSYCHOLOGY	PSYCHOLOGY	JAMIA MILLIA ISLAMIA NEW DELHI	MA APPLIED PSYCHOLOGY

2018	1	BA ECONOMICS	ECONOMICS	EMEA Arts and Science College Kondotty	MA ECONOMICS
2018	2	BA ECONOMICS	ECONOMICS	IGNOU	MA ECONOMICS
2018	2	BA ECONOMICS	ECONOMICS	MARTHOMA COLLEGE CHUNGATHARA	MA ECONOMICS
2018	3	BA ECONOMICS	ECONOMICS	CENTRAL UNIVERSITY OF PUNJAB	MA ECONOMICS
2018	1	BA ECONOMICS	ECONOMICS	CENTRAL UNIVERSITY OF TAMILNADU	MA ECONOMICS
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
SET	1
Any Other	24
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
AFLAC	Departmental	60
Valentines day celebration	college level	125
Xmas day celebration	college level	150
College Day	college level	400
College arts fest	college level	400
IT fest	inter departmental	60
Extempore	inter collegiate	15
Psycho fest	inter departmental	100
Squadron	inter collegiate	350
Amal literary fest	inter collegiate	40
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	33rd	National	1	0	2368	Akshay

	National ITF Taekwon-do Championship					Raj
2018	9th Dubai ITF Taekwon-do Championship	International	1	0	2368	Akshay Raj
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The students , being the direct beneficiaries of HEI , are given the topmost priority in all the decision making process. The college conducts election in the parliamentary mode where each class selects one of the candidates in the election conducted in a free and fair manner. Students thus elected constitute the Student Union . The members of the Students are given the due representation in all the decision making bodies of the college including the meetings conveyed for scheduling internal examinations and issues pertaining to students welfare and concern. The grievances received are also addressed impartially by the respective grievance cell which too enjoys the representation of the students .Various intercollegiate and interdepartmental competitions held under the auspices of various bodies of the college conceive and conduct various programme including Management games and Amal Literary Fest , Psycho fest which enhance students' soft and life skills , communication skills, organizational capacity etc. The annual Arts Day Fest and Sports Day and College Day celebrations are also led by various students bodies in the college. In order to cater to the diverse interest of the students, different wings and forums like National Service Scheme, Students in Palliative Programmes , Entrepreneurship Development Club , Debate Club, Media Club , Film Club, Speakers Forum, Readers Forum etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Amal College Old Students Association is a registered alumni association which plays a vital role in helping shape the future of our college by representing the views of his members significantly contributing to the the development of infrastructure and other amenities. The Following programmes were held under the auspices of ACOSA . Meet the Alumni: The members of the alumni who have proven their mettle in various walks of life are invited to the college and the interaction with the current students are arranged in order to boost and instill greater confidence in the students and also an important measure of reconnecting the successful alumni with the college and channelize their assistance and service for the general well being of the college. Placement Assistance: ACOSA helps the students in the quest for placement in different organizations and firms through the network of college alumni who are settled in and out of Kerala. Higher Education Guidance Counseling : The ACOSA members who are part of the premier higher education institutions and central universities in the country have conducted Higher Education Guidance regarding the process and procedure of admission, preparation for the common entrance etc. The students who have got admission are given psychological support in those centres admitted with respect to their initial stress and strain when placed in an alien environment. The alumni members pursuing higher education in

various universities also lend provisional financial support for the students who are admitted in the universities. ACOSA Scholarship Programme : ACOSA has instituted ACOSA Scholarship for the students are hailing from financially and socially vulnerable family backgrounds. The students are identified by the respective departments and the names are duly recommended to ACOSA and the funds are released accordingly . This programme has been widely appreciated so much that every passing out student of the college voluntarily come forward to contribute to the ACOSA Scholarship programme . Many students who find it difficult to continue their studies due to the financial constrains find solace and relief with the help of ACOSA. ACOSA in Birth Day Book Scheme : Birth Day Book Scheme is a novel initiative of the Patron of the College by which each person may contribute minimum 1 book to the College Library. Inspired by this noble vision, many ACOSA has initiated steps to promote this practice among the members and many members have already contributed books to the college library.

5.4.2 – No. of enrolled Alumni:

1715

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

106000

5.4.4 – Meetings/activities organized by Alumni Association :

The Amal College Old Students' Association (ACOSA) has been under taking commendable steps in widening the network of the alumni members by regularly organizing meetings and common gatherings . The Meetings thus organized also help ACOSA in charting new programmes and initiatives for aiding and accelerating the growth and development of the college in various spheres. The Members of the Executive Committee met on 16th September 2018 in the college to discuss issues pertaining the new members and the continuance of the Scholarship programme. ACOSA also organized the formal gathering of the B.Com batch of 2006-09 and many new members were admitted on 14th October 2018. The Executive Committee meeting was held on 9th February 2019 and it has reviewed the activities carried out in the current academic year. ACOSA conducted an Orientation Programme on Higher Education Institutions on 28th February 2019 . A Special Meeting of the Alumni was held on 28.03.2019 ahead of the NAAC Peer Team Visit and it offered all support to the college in this regard and ACOSA members decided to invite all alumni members for the interaction with NAAC Peer Team . As per the decision of the Executive Committee in the previous meeting mentioned above, the ACOSA members were present in the college on 14th May, 2019 in the college and they attended the NAAC Peer Team's Interaction with the Stakeholder of the College.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Amal College of Advanced Studies is a postgraduate institution. Amal College is envisioned to be an advanced learning centre that transforms lives, spearheads social empowerment, and inspires individuals to excellence. We dedicate ourselves to provide opportunities for academic, professional, and lifelong learning in an environment of compassion and inclusivity. Twenty percent of the total seats are reserved for the orphans, in addition to the existing reservation for SCs, STs and BPL students College is keen on instilling patriotic fervour coupled with global competitiveness. The college is run by the Nilambur Muslim Orphanage Committee (NMOC) a non- profit organization working for the upliftment of Nilambur region, focusing on orphans, destitute,

scheduled tribes and other backward classes. The transparency is keeping in the entire administration of the College. The best mode in practice is the participation of students in the all-academic and non-academic activities. All the cells and clubs are functioning under the leadership of a student's coordinators. Another best practice of the College is the Governing Body. The Governing body has constituted with participation of members from different sectors. It includes business people, academicians, legislative member and woman members. The college is functioning under the dynamic leadership of Sri P V Abdul Wahab M.P, Patron, NMOC. Being a Member of Parliament, an enterprising entrepreneur, a visionary who pioneered setting up world class institutions in the region, he has been a propelling force of strength and a fountain of inspiration to the college for shouldering the stupendous task of delivering quality higher education. Persistent endeavours are taken to fulfil and realize the mission and vision of the college. Teachers are appointed purely based on merit. It is ensured that there is no discrimination among teachers and students in the campus on the basis of caste, creed, gender etc. Under the overall supervision and guidance of the College Governing Body, The Principal ,who is the ex-officio member of the body ,presides over the process of framing policies with regard to the daily functioning of the college and the implementation thereof ensuring that the students are bestowed with ample opportunities to explore the sea of knowledge , equip with skills and competence and inculcate human values. All the developmental activities of the college are headed by 1. College Council 2. Internal Quality Assurance Cell and 3. Planning and Development Board.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The first step of the curriculum development process involves planning and determining who the learner is and what they need to get out of the course. Teachers design the courses based on the needs of the students. Building the Content is the important phase of curriculum development. Evaluation is also done based on the objectives of the course. The entire process of curriculum development is done by IQAC. Certificate Courses are the provision for introducing latest information to the existing curriculum of the University. Knowledge upgradation and skill-oriented courses are offered through the certificate courses of the College
Teaching and Learning	To make the system more transparent dates for internal examinations are fixed by the Internal Examination Committee which consists of representatives from each department consulted with student representatives and is then displayed on the notice

board. There exists a three-tier system for the redressing of grievances of students in respect of internal assessment. PO's and CO's are monitored on regular basis through University Result Analysis, Internal Exams Evaluation, Feedback from Alumni, Practical Sessions and Group Discussions and Debates

Examination and Evaluation

A Centralized internal examination and a Department level internal examination are conducted every semester. Other means of continuous assessment and evaluation include giving assignments and seminars. Internal Evaluation constitutes 20 of the total score attained by the students while 80 is External Evaluation conducted by the University. Other methods of evaluation include group discussions, presentations, field trips reports, Project Works and Internship Training.

Research and Development

Amal centre for research and publications which oversees and encourages the research activities among faculty members. All final year students undergo project research work or industry training. The College publishes two journals: Amal IJESS and POSEIDON. Incubation centre was established in the year 2015 for materializing and supporting the enshrined educational philosophy of the college. IPR Cell established in 2016 takes all initiatives to protect the copy right of research activities in the College and create awareness about intellectual property rights through seminars Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years. 65.36 of students have participated in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc

Library, ICT and Physical Infrastructure / Instrumentation

There are 23 classrooms which are spacious, well equipped and facilitated with projectors, wireless microphones, white/green/black boards. There are five laboratories in the campus. 1) Production Lab in Department of Tourism and Hotel Management with all facilities for practical classes 2) Service Lab in Department of Tourism

and Hotel Management to provide practical sessions on Hospitality 3) Language Lab maintained by Department of English to provide soft skill training to students 4) Psychology Practical Lab by Department of Psychology with equipment's for practical classes 5) Computer Lab, general to all departments. Moodle platform is available in the computer lab for easy access by students Wifi and LAN facilities are made available for the students to enhance their access to useful academic resources. There are two Seminar halls in the campus in which academic and non-academic activities are being held regularly. They are well equipped with interactive boards, Wifi facility and projectors. The library at Amal College is an integrated knowledge resource centre stacked with books pertaining to the syllabus as well as extra references, periodicals, magazines, national and international journals. Online resources like N LIST, e-journals, Digital library, Magazines and Research papers are also made available for the students. Library is equipped with an LCD TV with internet facility to arrange video classes and information updates for students. QR code system is used in the library for easy access of resources by students. Library maintains a Blog of its own with latest updations. There is an e-Resource Corner with free internet facility CAS, Bibliographic services, information display, e- Magazine, Paper clipping services are provided in the library Braille software is available for visually challenged students in the library BRAIN - A Book Reading and Information Network activity is successfully carried out for improving the teaching learning process Library has membership in ILA -International Library Association. Library created an institutional repository for the purpose of Online open access to old question papers, Newspaper clippings and other library activities. microphones, white/green/black boards. There are five laboratories in the campus. 1) Production Lab in Department of Tourism and Hotel Management with all facilities for practical classes 2) Service Lab in Department of Tourism

and Hotel Management to provide practical sessions on Hospitality 3) Language Lab maintained by Department of English to provide soft skill training to students 4) Psychology Practical Lab by Department of Psychology with equipment's for practical classes 5) Computer Lab, general to all departments. Moodle platform is available in the computer lab for easy access by students Wifi and LAN facilities are made available for the students to enhance their access to useful academic resources. There are two Seminar halls in the campus in which academic and non-academic activities are being held regularly. They are well equipped with interactive boards, Wifi facility and projectors. The library at Amal College is an integrated knowledge resource centre stacked with books pertaining to the syllabus as well as extra references, periodicals, magazines, national and international journals. Online resources like N LIST, e-journals, Digital library, Magazines and Research papers are also made available for the students. Library is equipped with an LCD TV with internet facility to arrange video classes and information updates for students. QR code system is used in the library for easy access of resources by students. Library maintains a Blog of its own with latest updations. There is an e -Resource Corner with free internet facility CAS, Bibliographic services, information display, e-Magazine, Paper clipping services are provided in the library Braille software is available for visually challenged students in the library BRAIN - A Book Reading and Information Network activity is successfully carried out for improving the teaching learning process Library has membership in ILA -International Library Association. Library created an institutional repository for the purpose of Online open access to old question papers, Newspaper clippings and other library activities.

Human Resource Management

The objectives of HRM in the College is to create a sense of responsibility and service attitude among the teenagers. We give opportunities of HRM through the various activities of clubs and forms.

Industry Interaction / Collaboration	Our College has successfully associated with various external agencies and presently we have 6 MOUs and 29 Linkages with industries, educational institutions and other bodies to impart student exchange, faculty exchange and extension activities.
Admission of Students	<p>The Directorate of Admissions of the University stream lines the entire admissions process of affiliated colleges of the University. The main aim of DoA is conducting centralised admissions to various UG, PG, M.Phil Ph.D programmes offered by the University and its affiliated colleges in a systematic, transparent and student friendly manner following all reservation rules. The of DoA is Centralised Admission Process (CAP) for UG and PG, which offers facility for online submission of single application for various UG PG courses in multiple colleges affiliated to the University. CAP helps students to submit applications of their choice through simple online steps. This hassle-free process is time saving, cost effective and ensures transparency in admission</p>

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

E-governance area	Details
Planning and Development	<p>The administrative and academic planning of the College utilises electronic mode, especially communication system. The Principal communicates with students and teachers through emails and what's app messages. The public address system is very helpful for the information transaction on the campus. The attendance status is transferred to parents on a daily basis through our TCS software.</p>
Administration	<p>The Administration of the College is functions with E-governance system. The TCS software of the College is using for this. The college have Biometric attendance for teaching and non-teaching staff. The college campus id equipped with CCTV Cameras at very place of need.</p>
Finance and Accounts	<p>The college uses has a financial management software, with meshilogic company. This helps to increase the efficiency of staff towards the accuracy in financial transactions. The</p>

	college conducts regular audit of annual books of accounts. The administrative office keeps the all financial records separately as per the events and transactions made for. The administrative office maintains the Books of Accounts properly which helps in auditing procedure.
Student Admission and Support	The most important key factor of the college toward the students admission and support is that college has system which allows the student to take admission. This is the one of the important things which supports some students those are facing financial issues. The College has TCS software for the admission purpose. College has extended helping counter for the students which provides them several services as such Admission form Filling, Examination form filling as well as Scholarship Form filling at one place only. This service counter protects the students from outside service centre where they need pay fees for it.
Examination	The College has an Examination Cell with equipped electronic tools necessary for examination purpose. As per the requirement of Examination cell, all the necessary equipment is provided by the college such as Separate Desktop and Internet Facility for online procedure of Paper Downloading and further activities for exam purpose. The examination department has the separate Machine for printing the question papers downloaded from university portal.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
View File				

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

Year	Title of the professional development programme	Title of the administrative training programme	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	organised for teaching staff	organised for non-teaching staff				
No Data Entered/Not Applicable !!!						
View File						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
REFRESHER COURSE ON COMMERCE, ECONOMICS AND MANAGEMENT. UGC- HRDC GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY- HISAR, HARIYANA	1	18/11/2018	15/12/2018	28
FDP ON SCALE DEVELOPMENT IN BEHAVIOURAL SCIENCES FIREBIRD INSTITUTE OF RESEARCH IN MANAGEMENT	1	27/04/2019	27/04/2019	1
FIVE DAY INTERNATIONAL WORKSHOP	1	03/03/2019	07/03/2019	5
ONE DAY TRAINING PROGRAMME FOR WALK WITH SCHOLAR MENTORS	6	13/10/2018	13/10/2018	1
WORKSHOP ON EMBRACING TECHNOLOGY IN HIGHER EDUCATION	4	24/11/2018	24/11/2018	1
109TH ORIENTATION PROGRAMME	1	18/02/2019	16/03/2019	28
RE DESIGNING OF COURSES FOR OUTCOME BASED EDUCATION	1	12/02/2019	14/02/2019	2
EFFECT OF SOCIAL MEDIA IN HOTEL NETWORK	1	28/12/2018	28/12/2018	1

AND FAST FOOD MANAGEMENT				
TWO DAY NATIONAL WORKSHOP ON IMPLEMENTATION OF REVISED ACCREDITATION FRAME WORK- NAAC	2	08/11/2018	09/11/2018	1
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
23	20	14	14

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
12	8	8

6.4 – Financial Management and Resource Mobilization

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

The college receives funds for its proper functioning from various sources like the Management, PTA, Alumni and the State and Central Governments. Planning and Development Cell: The Planning and Development Cell of the college is responsible for monitoring the proper utilization of these funds, especially in infrastructure. This committee meets in the beginning of every academic year and discusses the infrastructural issues faced by the college. The committee takes initiatives to find out the sources of funds and prepares proposals in advance and will be send to concerned authority. A budget will be prepared for the infrastructural development and the same will be submitted to management for approval. The college is having a proper auditing mechanism for effective utilisation of financial resources. A two-tier auditing system functions in the campus. Internal Audit Mechanism: The audit of accounts of management funds will be done internally by a team of three members constituted by the management. The team is led by Prof Pakkrutty, Former Principal, expert in accounting of Management funds. This team audits the management accounts immediately after the completion of an academic year and they finish the auditing before 30th April of every year. The PTA fund auditing will be done by a committee constituted by the PTA. A chartered accountant audits and certifies PTA funds and will be placed in the general body meeting of PTA and gets its approved. Any clarifications and/or objections will be addressed immediately. Mechanism for Documentation The funds received from the UGC are properly utilized, and timely Utilization Certificates along with the audited accounts prepared by a Chartered Accountant are sent to the UGC. All the utilization and other related documents are kept with the head accountant in the college office and made available for public auditing. External Audit Committee: The external Government auditor is appointed by the Department of Collegiate Education, the Accountant General's Office and Local Fund Office.

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

Name of the non government	Funds/ Grnats received in Rs.	Purpose
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funding agencies /individuals

No Data Entered/Not Applicable !!!

[View File](#)

6.4.3 – Total corpus fund generated

32094383.00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DISHA (DEVELOPMENTAL INITIATIVE FOR SOCIAL AND HEALTH ACTIVITIES) MALAPPURAM	Yes	IQAC- SUB COMMITTE
Administrative	Yes	DISHA (DEVELOPMENTAL INITIATIVE FOR SOCIAL AND HEALTH ACTIVITIES) MALAPPURAM	Yes	IQAC- SUB COMMITTE

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

1.Setting-up student amenities such as water cooler, napkin vending machine, incinerator and basic furniture. Also, giving financial assistance to the needy students. 2.Awarding scholarships from PTA fund to deserving students of the college. Setting-up of smart class rooms and the beautification of the campus. 3.Creation of amenities like Generator, LCD projector, etc. with the support of PTA fund.

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

- PERSONALITY DEVELOPMENT PROGRAMME
- HEALTH CARE TRAINING PROGRAMME
- ORGANAISATION CULTURE
- GUEST RELATION MANAGEMENT

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

1.Quality circles - created group of Advance learners for whom special training and coaching are given. 2.ICT enabled teaching learning initiatives 3.Implemented department diary 4.Faculty development programmes - Interaction with international figures

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality	Date of	Duration From	Duration To	Number of
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	initiative by IQAC	conducting IQAC		participants
No Data Entered/Not Applicable !!!				
View File				

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
A Seminar on importance of Breast Feeding	02/08/2018	02/08/2018	89	0
Orientation Class on Womens Development.	07/09/2018	07/09/2018	146	0
Aerobic Fitness for Woman	10/11/2018	10/11/2018	28	0
Trans Gender Seminar	14/11/2018	14/11/2018	112	64
Trans Gender Quiz	14/11/2018	14/11/2018	21	17
A Seminar on Women Biology	19/02/2019	19/02/2019	58	0
Seminar on Gender Balancing	08/03/2019	08/03/2019	120	35
Slideshow Presentation on "Famous Indian Women,who influenced me"	13/03/2019	13/03/2019	12	20
Gender sensitive programme for B.com & BBA	25/07/2018	25/07/2018	60	0
Gender equity in literature	31/01/2019	31/01/2019	80	15
Essay competition -women in 21st century	05/03/2019	05/03/2019	25	5
Debate : "will women reservation strengthen equity"	18/03/2019	18/03/2019	21	7

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

Percentage of power requirement of the University met by the renewable energy sources

Environmental Consciousness and Sustainability/Alternate Energy initiatives: 1. Rain water harvesting 2. LED Bulbs 4. Solar Energy Panel 5. Bio-gas Plant 6. Solid, Liquid and E- Waste Management System Percentage of power requirement of the University met by the renewable energy sources: 25 percentage.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Ramp/Rails	Yes	3
Braille Software/facilities	Yes	1
Rest Rooms	Yes	3
Scribes for examination	Yes	8
Any other similar facility	Yes	3

7.1.4 – Inclusion and Situatedness

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

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

Title	Date of publication	Follow up(max 100 words)
College Website	01/06/2018	Institution website is uploaded with code of conduct for following stakeholders. 1. Principal 2. Teachers 3. Students The website is also uploaded with unified rules for employees of the State of Kerala (Kerala Service Rule)
College calendar Hand Book	23/07/2018	In the beginning of every academic year the college publish a College Handbook which include the following details 1. Code of Conduct for Students, Teachers and Parents. 2. College Profile. 3. Details of

Faculty and Administrative Staff. 4. General and Library Rules. 5. University Exam Rules. 6. Fee Regulations, Structure, Concession and Scholarships. 6. Details of different clubs and Committees and its Services.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

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

ONE GOAL ONE TREE PROJECT N.S.S students of Nilambur Amal College planted trees in the campus for each goal scored in the FIFA World Cup. The programme was organized on 22nd June 2018 Both boys and girls planted trees for their favourite teams like Argentina, Brazil, Spain, France, Portugal, etc. N.S.S programme officers K.P.Janeesh Babu and K.Sini stated that the aim of the programme was to encourage students to welcome one of the world's largest sports events by doing eco-friendly activities instead of celebrating with flexes. The project entitled as 'Goal Trees' was inaugurated by principal in charge P.M.Abdul Sakir. N.S.S volunteers P.Kensha , P.A.Mubashir, Farshid and Irfan lead the programme.

JACK-FRUIT PLANTATION The N.S.S Unit of Nilambur Amal College planted hundred jack-fruit trees all over the state after the declaration of jack-fruit as the official fruit by government of Kerala. Trees were planted in the houses of volunteers besides the campus as a part of the project. The programme was inaugurated by Tourism and Hotel Management department head T.Shameer Babu, N.S.S Programme officers K.P.Janeesh Babu, K.Sini, S.Anujith spoke in the function. N.S.S. secretaries Farshid, Arsha, Swalih, and Gopika gave Leadership. The programme is organized on 14/07/2018.

PLASTIC FREE COLLEGE CAMPAIGN As a part of the project 'plastic free campus' held by National Service Scheme at Amal College, Bhoomitrasena Club handed over steel plates and glasses. The plates and glasses will be used for different programmes conducted in the college. The aim was to abandon plastic plates and paper cups completely from the campus. The project intended to use Eco friendly banners and decorations. Rebuilding the campus was the aim of the project. The programme was organised on 22/11/2018. College principal in charge C.H. Ali Jafar inaugurated the programme. Bhoomitrasena co-ordinator Dr.Umesh handed over the steel plates and glasses. N.S.S programme officers K.P. Janeesh Babu, K.Sini, U.U.C Abdulla Naeem, N.S.S secretaries Farshid Illickal, E.P.Salihetc spoke.

PAPER PEN AND PEN STAND TRAINING As part of a programme called Eco centric campus against plastic Amal College N.S.S students were given training to make paper pen, pen stand and paper file. Valanchery M.E.s. College N.S.S. programme officer Minshiya.P took class for the students participated. Those students gave training to other students in the college. Make use of the paper pens and other products inside college was the aim of N.S.S. The programme was held on 28/11/2018.

DISTRIBUTION OF PAPER PEN Amal College Commerce Association launched Paper pen

at the cost of Rs 10/- in the campus as a part of Eco-friendly initiative. The programme was held on 28/02/2019.

OPEN DRINKING WATER FACILITIES FOR MIGRATING BIRDS The Bhoomithra Sena of Amal College organised drinking water facilities for birds as part of their Eco-friendly initiatives on 12/02/2019.

HOME FOR HOMELESS PETS Amal College inculcate the noble principle live and let live in its full context. Dogs running around the campus are treated with care and sympathy. They are safeguarded from rain and winter season by providing them ready made shelter facility. The programme was organised on 7th may 2019.

PAPER LESS OFFICE The office is declared as 'paperless office' as part of the Office Automation which was implemented in the year 2018. Most of the communication to staff and students are made through digital methods. Any general information for the students is announced through the public address system.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE 1

1. Title of the Practice **UJJEEVANAM - A Comprehensive Tribal Development Project for Palakkayam Colony** Ujjevanam is a tribal upliftment initiative of Amal College to support and serve a tribal colony nearby the College. As a higher education institution in the locality the college has to perform lot of things to hold up the needy. The Malayalam word "UJJEEVANAM" means elevate which means to lift or move to a higher position. The Three Major Objectives of Ujjevanam Education To empower children, women and youth to ensure education. Employability To train the people to enhance employability skills and technological skills. Emotional Support To provide human support to the tribal people when challenges arise.

3. The Context As per the UNDP Sustainable Development Goals (SDGs) the priority is to eradicate poverty in the World. While the number of people living in extreme poverty dropped by more than half between 1990 and 2015 - from 1.9 billion to 836 million - too many are still struggling for the most basic human needs. UJJEEVANAM is a conceited and prominent program of Amal College, which support and serve the Tribal community. The college is delimited with many tribal colonies with very basic facilities, and the members are not educated to hack it with present social situations. Lack of proper living facility, educational facility and unhealthy living conditions are the major challenges faced by Palakkayam colony. Exactly as the name of the scheme, our aim is to elevate the tribal community especially inhabitants of Palakkayam colony which is the nearest tribal colony to our college.

4. The Practice As part of the initiative, in 2014 student volunteers and teachers visited two tribal colonies. One is in Chaliyar Gram Panchayat and the other one is in Karulai Gram Panchayat. Students were shocked at the poverty, illiteracy, infant mortality and unemployment of the inhabitants of the colony. Since the Palakkayam colony is in close proximity with the college, it was decided to adopt the village and regular interactions and interpretations followed from 2014 onwards. College council held on 4/07/2014 passed the decision of implementing this best practice. A team of interested volunteers from all programmes is asked to register to this scheme. There is an organizing committee with teacher coordinator to monitor the activities. Three-folded objective of the practice is performed through various activities: Educational Support From a survey conducted by volunteers of Ujjevanam scheme, it was identified that there are many children in Palakkayam colony who are reluctant to join school. Even if they join school very soon they will be drop outs. This was the most important issue to be solved. We associated with a tribal school teacher Ms Kalyani and started doing activities to change the attitude of inhabitants towards education. During the last five years SIX major initiatives were undertaken to provide educational support.

1. EDUCATIONAL SENSITISATION CAMPAIGN 2. FINDING THE DROP OUTS 3. 10TH EQUIVALENCY WRITING SCHEME 4. PUSTHAKAVANDI (MOBILE LIBRARY) 5. TEACH ONE INITIATIVE 6. GUEST TALKS IN TRIBAL SCHOOLS Employability Enhancement Support Unawareness and lack of technical knowhow is the main challenge faced by colony inmates to come out of their shell. Skill oriented activities were conducted for colony inmates which motivates them to take up new employment opportunities . 7 major initiatives are undertaken in this regard. 1. UMBRELLA MAKING AND ARTIFICIAL JEWELLERY MAKING 2. DIGITAL BANKING 3. MARKETING OF TRIBAL PRODUCTS 4. OORUKOOTAM BHAKSYAMELA (TRIBAL FOODFEST) 5. AUTO DRIVING CLASS 6. TRAINING SESSION ON COOKING 7. E- LITERACY CAMPAIGN Emotional Support One of the major challenge faced by us in promoting tribals was their habit of showing reluctance towards all new things. The basic life style and attitude of tribals is entirely different from other communities. We can make changes in them only by making them emotionally stable and independent . The major highlights are 1. AWARENESS CAMPAIGN - HYGIENE CLASS TRAINING 2. CROSS SUBSIDY- INSURANCE COVERAGE SCHEME 3. PERSONAL COUNSELING - HOPE 4. CULTURAL EVE WITH TRIBES 5. Evidence of Success This development scheme has got its uniqueness in higher education scenario. Students are given training and support to organize socially committed programmes . It's a unique opportunity of students to improve their extra curricular skills as the main agenda of higher education is the overall development of the student. The programme seems to be a success as there has been an improvement in the inhabitants of Palakkayam colony over the last 4 years. 20 beneficiaries from Pallkkayam ST colony are on their way to the literacy 6 students doing graduate degree Enrolment to mobile library by tribal students has increased over the years. 100 insurance coverage 10 tribes benefitted from driving class Presently a student from the colony is doing his final year degree in our college Participatory rural appraisal system is adopted .Introduction of a talking pen to script literacy revolution in tribals Ms Sheeba from Anakolli tribal colony completed Bcom degree from our college . Apart from this, students of our college have taken this initiative as their own and actively take part in this mission The practice has helped in improving the overall development of our students. 6. Problems Encountered and Resources Required The most important challenge encountered in this regard was transportation problem to tribal colonies. As part of mobile library students have to go in jeep through trucking roads to reach Palakkayam colony. But due to the beauty of nature students enjoyed this journey. Non cooperation from the part of tribals to accept the change is yet another problem faced by us. They will cooperate and interact only with persons who are familiar to them. So in the early stages there was a problem in communication with them. But now as we are regular visitors of the colony things have changed. 7. Notes (Optional) Since Nilambur is a backward area with lots of tribal colonies, the best practice suits the requirements of the locality. Social empowerment initiatives taken by our management is also a motivational factor behind introducing this scheme. Moreover in this era of competition students should be equipped in all ways to deliver the best to society. BEST PRACTICE 2 Title of the Practice Learn Earn Serve - An initiative for Experiential Learning Objectives of the Practice The college has introduced an innovative earn while learn initiative named Learn Earn Serve in the academic year 2015-16. This is an academic - industry interface programme to enhance the knowledge level of students through experimental learning. This is a comprehensive programme for the overall development of the students. The specific objectives of the practice include Promote the habit of earn while learn among students .Create a sense of responsibility and service attitude among the teenagers Experience the practical lessons of human resource management ,Practice accounting, banking and financial management with real life transactions The Context The present system of higher education envisages more on imparting theory based knowledge rather than providing practical exposure. Students gain knowledge from theory papers but very often they don't get chance to learn from experience. Higher

education institutions and regulatory bodies like UGC specify the relevance of conducting participative and experimental learning methods by which student can learn while doing. There comes the relevance of our best practice "Learn Earn and Serve". As majority of students in our college are from rural background this new practice of learn earn and serve will help them to earn while learn. The structure of the practice is framed in such way to inculcate a sense of social consciousness among students. Hence the practice is having three fold effects. It addresses the changing attitude of new generation students towards work, responsibility and social service. The Practice Recent reports on India's higher education emphasized the need for employability of graduating students from the college. It is quite true that fresh graduates coming out of the colleges are not straightaway employable in the present jobs offered in the corporate sector. It is because of the loose relationship between academics and industry. There is an urgent need to strengthen the linkage between industry and academy. Similarly the gross enrolment ratio of rural villages of our country is significantly lower than the national average. The fundamental reason for the drop out of students from higher education can be directly attributed to poor financial background of the rural and village people. Keeping this unique need of the country in mind, the college has perceived it in a wider perspective and shaped its best practice to include three broader aspects such as learn, earn and serve in the programme. The scheme was introduced in 2015-16 through the college council held on 25.05.2015. Mr. Hafees V K from the Department of Tourism and Hotel Management and Mr Abbas Vattoli from the Department of Commerce and Management were identified as teacher coordinators for the programme. The teacher coordinators have the responsibility to arrange professional training and certification to the interested students. Selected students will be given two day intensive training in catering and event management. Identity cards will be issued to the students who successfully complete the training.

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

<http://www.amalcollege.ac.in/SSR/SSRDocuments.aspx>

7.3 – Institutional Distinctiveness

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

Orphan Quota- the institutional distinctiveness Introduction Amal College of Advanced Studies is a new generation institution with minority status established in 2005. It is affiliated to the University of Calicut and Aided by the Government of Kerala. The College is run by the Nilambur Muslim Orphanage Committee, Nilambur (Estd. 1969) to impart quality higher education to the people of backward and rural areas. Mission and Vision Amal College is envisioned to be an advanced learning centre that transforms lives, spearheads social empowerment, and inspires individuals to excellence. We dedicate ourselves to provide opportunities for academic, professional, and lifelong learning in an environment of compassion and inclusivity. College is keen on instilling patriotic fervour coupled with global competitiveness. . Orphan Quota- the institutional distinctiveness Amal College of Advanced Studies is the only College in the Nation that reserves 20 out of its total seats to students who are orphans. This is a distinctive practice implemented by the College since its inception in 2005. Being a College with minority status and situated in the backward locality of Nilambur, the Management of Amal College of Advanced Studies realized the necessity of uplifting and providing a window of opportunity for the orphans, destitute and the weak by comprehending the social climate of the locality. For this, incessant efforts were taken by the Management to get sanction from the higher authorities for converting the

community reserved seats of the College (20 of the total seats) into orphan reservation category and the result was a promising future for hundreds of students who would have, otherwise, been deprived of any opportunity for Higher Education. This 20 reservation to orphaned students is in addition to the existing reservations for SCs, STs and BPL students in the College. The allocated Community reservation seats for the College is thus converted into Orphan Reservation category and preference is given to the orphan students. If seats remain vacant even after the last orphan candidate from the application list is admitted, those seats in orphan reservation category are allotted to students under Community Reservation. Outcome: The candidates who are orphaned are admitted to the reserved seats through a process in which eligible students are identified through the criteria laid down by the College and ratified by the university. The students who have thus got admission to the reserved orphan seats have successfully completed their studies and are working in various fields as well as pursuing higher studies. It helps promote and fulfill the Amal Vision of developing the students to face challenges of the time and to shoulder responsibilities of the community service and Nation building, thereby becoming ideal Citizens. This distinctiveness of Amal College of Advanced Studies, by the process of uplifting an orphan through education, in turn, serves to improve the socio-economic status of the related family members and other dependants consolidating their social ,cultural and financial capitals , thus materializing the vision of learning in an environment of compassion and inclusivity.

Provide the weblink of the institution

<http://amalcollege.ac.in/AboutUs/AboutAmal.aspx>

8.Future Plans of Actions for Next Academic Year

Amal College is envisioned to be an advanced learning centre that transforms lives, spearheads social empowerment and inspires individuals to excellence. We dedicate ourselves to provide opportunities for academic, professional and lifelong learning in an environment of compassion and inclusivity. Amal College of Advanced Studies has a practice of preparing well structured sort out academic and administrative plan for five years and short term plans for each academic year. In the beginning of each year IQAC and all departments , clubs and forums prepare an action plan and college prepares an academic calendar . IQAC will monitor and ensure that all activities are carried out as per the plan. Following are the major areas and their future plan made for next year. IQAC: IQAC follows the action plan prepared in the beginning of the year. Structured plan is made to promote research culture in the college. Steps are also taken to improve ICT methods of teaching, to promote more effective curriculum delivery - Each faculty will publish minimum one paper - More participation in seminars and workshops - Teachers who are enrolled for Ph D will complete it - Publish interdisciplinary books and journals - Plan to conduct more youtube classes and online classes Departments: Departments will ensure that curriculum is delivered to students effectively and value additions are given to students - Each department will offer one certificate course for each class in association with Laurus institute Kochi - Each department will offer one value added course - Computer science department will train students in web development - More efforts will be taken for placements and higher education - Review of results will be done on regular basis Clubs and Forums : All forums in the college will function more effectively and each club willconduct minimum 3 programs which will benefit students . Steps will be taken for conducting more cultural, sports activities Innovative Teaching learning: Next year onwards regular recording and uploading of youtube classes will be there . Every month one youtube class will be uploaded. More online exams will be conducted and each teacher will use an additional tool other than google classroom. Academic Enrichment: To improve academic quality academic circles are created and special training classes will be given to these students to make them

role models to others. Students will be encouraged to do paper presentations

Infrastructure : More infrastructure and student facilities will be started next year - New Academic block - New bathroom block for girls and boys separately - More equipments in labs and more sports facilities

Student Support programmes : New programmes especially for students will be organized by students union and other clubs. Differently abled students will be given special training. PSC coaching will be started . Other programmes like mentor mentee, career counseling, placements , best project award etc will be continued in new pace.