



Al-Ameen COLLEGE

Edathala, Aluva - 683 561

Re-Accredited by NAAC with A Grade (CGPA 3.15)

Affiliated to Mahatma Gandhi University- Kottayam
Minority Educational Institution covered under Article 30 of the
Constitution of India

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HAND BOOK & CALENDAR

2024-2025

Name.....

Class..... Roll No.....

Name of Tutor

Name of Guardian

Home Address.....

.....

Blood Group..... Phone

College Prayer

കാരുണ്യസിന്ധുവാം അല്ലാഹുവിൻ തിരു-
നാമത്തിലോതുന്ന്യ ദിവ്യമാം സുഫികൾ
ലോകങ്ങളൊക്കെയും കാത്തുരക്ഷിച്ചിടും
ലോകയ്ക നാഥനെ വാഴ്ത്തുന്നു സർവ്വരും
കാരുണ്യമേറുന്ന രക്ഷകാ നിൻ കൃപ
പുരം നിരന്തരം വർഷിയ്ക്ക ഞങ്ങളെ
തീർപ്പുകൾ നൽകുന്ന വാസരെ ഞങ്ങളെ
കാരുണ്യമോടുനീ കാത്തുകൊള്ളേണമേ

(തീർപ്പുകൾ....)

ധ്യാനത്തിലാമജ്ഞമാകും മനസുമായ്
കാലം തെളിക്കുന്നു സർവ്വദാ ഞങ്ങളും (2)

(കാരുണ്യസിന്ധുവാം...)

National Pledge

India is my country. All Indians are my brothers and sisters. I love my country. I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall give my parents, teachers and all elders respect and treat everyone with courtesy. To my country and my people, I pledge my devotion. In their well being and prosperity alone, lies my happiness.

National Integration Pledge

I solemnly pledge to work with dedication to preserve and strengthen the freedom and integrity of the nation.

I Further affirm that I shall never resort to violence and that all differences and disputes relating to religion, language, region or other political or economic grievances should be settled by peaceful and constitutional means.

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Prologue

With the noblest aim of providing quality education to the students in and around Edathala, a small yet vibrant hamlet in the Ernakulam district of Kerala, the Al-Ameen Educational Trust under the visionary leadership of its founder Dr. Mumtaz Ahmed Khan, Bangalore established the Al-Ameen College at Edathala in the year 1981. The College was first affiliated to the University of Kerala. Later in 1983, when Mahatma Gandhi University, Kottayam was founded, the College came under its jurisdiction.

The Al-Ameen Trust is a charitable trust registered under the Indian Trust's Act with a clear view to promote education with eminence based on personality development, character formation and communal harmony. It lays stress on the imparting of education with a firm moral base. The main objective of the Trust is to develop a strong sense of social obligation among its students. The empowering of the students from minority communities, especially the Muslim community, is yet another affirmative onus taken by the Trust.

The Al-Ameen College is one among the various centres of educational excellence envisioned by the selfless and sincere members of the Al-Ameen Educational Trust. Al-Ameen Academic Centre, Edathala, Al-Ameen Public School, Edappally, Al-Ameen Public School, Chandiroor, Al-Ameen International Public School, Edathala, Al-Ameen Kindergarten, Manappathyparambu, Al-Ameen Public School, Sreemoolanagaram and Al-Ameen Industrial Training Centre, Edathala are the other centres that relentlessly try to realise the dream of its founding members.

The year 1991 was a landmark in the history of the College. It was during this year that the College got elevated to the status of a first grade college with the introduction of B Com Degree Course. Since then the institution has acquired reputation as a celebrated first grade college with multiple graduate and post-graduate courses catering to the needs of students to achieve vocational proficiency.

In 2015 the College got accredited by National Assessment and Accreditation Council (NAAC). In 2020 the College got re-accredited by NAAC with A Grade (CGPA 3.15).

In 2023, AISPACE was introduced as a groundbreaking initiative aimed at advancing student project and innovation. In 2023, a ladies' hostel was introduced, funded by RUSA.

Sri. Anwar Hashim
Chairman

Dr. Junaid Rahman
Manager & Secretary

Prof. (Dr.) Cini Kurian
Principal

Vision

- ❖ *To create an educated and enlightened society.*
- ❖ *To place a strong thrust on secularism, culture, tradition and character formation for the betterment of society.*

Mission

The College strives to provide the best possible academic platform by offering ICT enabled comprehensive teaching-learning techniques for transforming our youth into globally competent, ethically sound and socially committed individuals.

Motto

“Lord give unto me more knowledge”

Milestones of Progress

- 1981** - College was established in the year 1981 with four Pre Degree batches affiliated to University of Kerala under the aegis of Al-Ameen Education Trust.
- 1982** - NSS Started
- 1983** - College got affiliation in Mahatma Gandhi University, Kottayam
- 1985** - Arabic introduced as a second language.
- 1991** - B.Com Programme was introduced
- 1995** - B.Sc. Chemistry (Model III Petro Chemicals Programme was introduced.
- 1998** - B.A Economics - (Model II - Vocational) introduced with affiliation.
- 2000** - B.Sc Physics - (Model II - Vocational) introduced with affiliation.
- 2001** - M.Com introduced with affiliation.
- 2002** - Opened New Block. NCC started.
- 2003** - Started B.Sc Biotechnology (self - financing)
- 2003** - Separate Hostels for Men and Women Students started.
- 2004** - Sanctioned permanent affiliation by Mahatma Gandhi University, Kottayam.
- 2004** - Started M.Sc. Physics and B.Com (Computer) (Self-financing).
- 2006** - The College got included under section 2(f) and section 12 (B) of the UGC Act.
- 2008** - Awarded Minority Educational Institution status by Govt. of India.
- 2009** - Started BTS and BA Communication English (Self - financing)
- 2013** - Started B.Sc Computer Science (Self-financing)
- 2013** - Started Add - on- Courses (1) Holistic Yoga Therapy
(2) Office Management with Tally Accounting.
- 2014** - Started M.Sc. Mathematics (aided)
- 2014** - Started B.C.A (Self -financing)
- 2015** - Started B.B,A (Self-financing)
- 2015** - College got accredited by National Assessment and Accreditation Council (NAAC)
- 2017** - Started IGNOU Study Centre
- 2018** - Introduced B.Voc (Sound Engineering) - UGC Sponsored
- 2019** - B.Voc Recording Studio
- 2020** - B.Voc & M.Voc Introduced
- 2021** - M.Sc. Computer Science (Data Analytics)
- 2023** - Incubation Centre (AISPACE)
- 2023** - RUSA Funded Girls Hostel

AL-AMEEN EDUCATIONAL TRUST (REGD.)

KOCHI - 24

Dr. MUMTAZ AHMED KHAN (Late)
(Founder Al-Ameen Movement, Bangalore)

Dr. JUNAID RAHMAN
(Manager Al-Ameen College)
(Secretary, Al-Ameen Educational Trust)
9447797331

BOARD OF TRUSTEES

Sri. Anwar Hashim
Chairman
9846066644

Dr. Junaid Rahman
Secretary
9447797331

Sri. Faizal Khader. T
Treasurer
9847045075

Sri. K.M. Shamsuddin
Vice Chairman
9447458679

Sri. Shafeek K.H
Joint Secretary
9497779173

Sri. K.M. Ismail
Patron Trustee
8593936705

OTHER TRUSTEES

Adv. T.P.M. Ibrahim Khan : 9447141323
Dr. A.A. Abdul Majeed : 9447105638
Dr. Jerish Mohammed Ali : 9539205598
Sri. Thanvir Haque : 9845540751
Sri. F.M. Farooq : 9539966666
Adv. A.A. Nazir : 9446055581
Sri. Muhammed Ibrahim : 9495777333
Sri. Samir Bin Kamal : 9895311222
Dr. Shafiq Rehman : 9846676393
Sri. A K Abdul Jabbar : 9400708986

Our Principals

| | | |
|-----------------------------|------------|------------|
| Prof. P.A Alikunju | 03.09.1981 | 07.01.1986 |
| Prof. C.A. Abdul Jaleel | 08.01.1986 | 07.01.1991 |
| Prof. P.A. Alikunju | 08.01.1991 | 31.03.1994 |
| Prof. C.A. Abdul Jaleel | 01.04.1994 | 08.05.1994 |
| Prof. C.I. Abdul Rahiman | 09.05.1994 | 30.04.1996 |
| Prof. C.A. Abdul Jaleel | 01.05.1996 | 30.06.2011 |
| Prof. M.S. Muhammed Basheer | 01.07.2011 | 31.05.2012 |
| Prof. K.M. Abdul Karim | 01.06.2012 | 31.03.2015 |
| Dr. Anita Nair | 01.04.2015 | 31.03.2018 |
| Prof. Saisdharan M.B. | 01.04.2018 | 31.03.2020 |
| Prof. (Dr.) Cini Kurian | 01.04.2020 | Onwards |

FACULTY, DEPARTMENT & PROGRAMME OFFERED...

Principal

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TEACHING FACULTY (AIDED)

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Department of Physics

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TEACHING FACULTY (Self Financing)

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College Library

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| Radhamani | Sweeper | 9895933505 |
| Muneera Subair | Sweeper | 9895116191 |
| Sandhya Anilkumar | Sweeper | 8547963319 |
| Binu Paul | Sweeper | 9961422983 |
| Nabeesa E A | Sweeper | 9946962743 |
| Soumya Sunilkumar | Lift Operator | 9605028874 |

Drivers

| | |
|------------|------------|
| C.K. Rajan | 9947835513 |
| Gopi | 9846098144 |

Security Staff

| | |
|-------------|------------|
| Mathai K.P. | 9947841000 |
| Kasim | 9961745384 |
| Vijayan | 9895328112 |

THE MAHATMA GANDHI UNIVERSITY UNDER GRADUATE PROGRAMMES (HONOURS) REGULATIONS 2024 MGU-UGP (Honours)

The University Grants Commission (UGC) has issued the Curriculum and Credit Framework for Undergraduate Programmes 2023 (CCFUP) which would provide a flexible choice-based credit system, multidisciplinary approach, multiple entry and exit options, and establish three Broad Pathways, (a) 3-year UG Degree, (b) 4-year UG Degree (Honours), and (c) 4-year UG Degree (Honours with Research).

The Kerala Higher Education Reforms Commission has recommended a comprehensive reform in the undergraduate curriculum for the 2023-24 academic year, adopting 4-year undergraduate programs to bring Kerala's undergraduate education at par with well-acclaimed universities across the globe.

The Kerala State Curriculum Committee for Higher Education has been constituted, and have proposed a model Kerala State Higher Education Curriculum Framework (KSHECF) for Undergraduate Education.

In exercise of the powers conferred upon it by Section of the Mahatma Gandhi University Act, 1981 read with subsequent amendments, the appropriate Authority approves the following Regulations namely as: THE MAHATMA GANDHI UNIVERSITY UNDER GRADUATE PROGRAMMES (HONOURS) REGULATIONS, 2024 {MGU-UGP (Honours)} under the New Curriculum and Credit Framework, 2024.

ACADEMIC PROGRAMMES

FYUG PROGRAMMES

1. B. A. Economics (Finance) (Honours)
2. BCom (Finance and Taxation) (Honours)
3. BSc Chemistry with Specialization in Petrochemicals (Honours)
4. BSc Physics with Specialization in Material Science (Honours)
5. BCom (Finance and Taxation) (Honours)(Self)
6. BA English (Media Studies) (Honours)
7. BSc Biotechnology (Honours)
8. BSc Computer Science (Data Science and Analytics) (Honours)
9. BTTM (Bachelor of Travel and Tourism Management) (Honours)

AICTE UG PROGRAMMES

1. BBA (Bachelor of Business Administration) (Honours)(AICTE)
2. Bachelor of Computer Application (BCA)(Honours) (AICTE)

MINOR AND MDC LIST

AIDED

AVAILABLE MINOR LIST

| SL NO. | AVAILABLE MINORS | OFFERING DEPARTMENT |
|--------|--------------------------------------|-----------------------|
| 1 | ART OF COMPUTING AND PROBLEM SOLVING | COMPUTER SCIENCE |
| 2 | DOCUMENTATION TOOLS AND TECHNIQUES | COMPUTER APPLICATIONS |
| 3 | INTRODUCTION TO WEB DESIGNING | COMPUTER APPLICATIONS |
| 4 | GROUND ROOTS OF MATHEMATICS | MATHEMATICS |
| 5 | MARKETING MANAGEMENT | COMMERCE |
| 6 | CORPORATE REGULATIONS AND COMPLIANCE | COMMERCE |
| 7 | FUNDAMENTALS OF PHYSICS | PHYSICS |

MDC LIST

| SL NO. | AVAILABLE MDC | OFFERING DEPARTMENT |
|--------|--|---------------------|
| 1 | MATHEMATICS FOR COMPETITIVE EXAMINATIONS | MATHEMATICS |
| 2 | INTERNET AND WEB TECHNOLOGIES | COMPUTER SCIENCE |
| 3 | CYBER LAWS AND ONLINE SAFETY | COMPUTER SCIENCE |
| 4 | PYARI HINDI | HINDI |
| 5 | മൊഴിമൊഴി | MALAYALAM |
| 6 | CONTENT WRITING | ENGLISH |
| 7 | FOLK TALES AND SONGS FROM INDIA | ENGLISH |

SELF FINANCING

AVAILABLE MINOR LIST

| SL NO. | AVAILABLE MINORS | OFFERING DEPARTMENT |
|--------|---|-----------------------|
| 1 | ART OF COMPUTING AND PROBLEM SOLVING | COMPUTER SCIENCE |
| 2 | DOCUMENTATION TOOLS AND TECHNIQUES | COMPUTER APPLICATIONS |
| 3 | COMPUTER FUNDAMENTALS AND BASICS OF PC HARDWARE | COMPUTER SCIENCE |
| 4 | GROUND ROOTS OF MATHEMATICS | MATHEMATICS |
| 5 | INTRODUCTION TO TOURISM | TOURISM |
| 6 | LITERARY GENRES: POETRY, FICTION AND FOLKTALES | ENGLISH |
| 7 | MALAYALAM LITERATURE IN ENGLISH TRANSLATION | ENGLISH |
| 8 | INTRODUCTION TO COMMUNICATION | ENGLISH |
| 9 | BASIC FINANCE FOR DAILY LIFE | COMMERCE |
| 10 | MARKETING MANAGEMENT | COMMERCE |
| 11 | COORPORATE REGULATIONS AND COMPLIANCE | COMMERCE |
| 12 | FUNDAMENTALS OF BIOTECHNOLOGY | BIOTECHNOLOGY |
| 13 | UNSEEN WORLD OF MICROBES | BIOTECHNOLOGY |
| 14 | THE SCIENCE OF LIFE | BIOTECHNOLOGY |

MDC LIST

| SL NO. | AVAILABLE MDC | OFFERING DEPARTMENT |
|--------|--|---------------------|
| 1 | MATHEMATICS FOR COMPETITIVE EXAMINATIONS | MATHEMATICS |
| 2 | INTERNET AND WEB TECHNOLOGIES | COMPUTER SCIENCE |
| 3 | PYARI HINDI | LANGUAGE |
| 4 | മുഹൂർത്തം | LANGUAGE |
| 5 | ECOLOGY AND ENVIRONMENTAL SCIENCE | BIOTECHNOLOGY |
| 6 | BUSINESS ORGANISATION AND ENTREPRENEURSHIP | COMMERCE |
| 7 | NARRATIVES OF HUMOUR | ENGLISH |
| 8 | FUNDAMENTALS OF ADVENTURE TOURISM | TOURISM |

Under Graduate Programmes

- | | |
|---|--|
| 1) B.Com (Taxation) | Model - I - Aided Course |
| 2) B.Sc. (Petrochemicals) | Model - III - Aided Course |
| 3) B.Sc. (Physics) | (Model II - Vocational) - Aided Course |
| 4) B.A. (Economics) | (Model II - Vocational) - Aided Course |
| 5) B.Sc. (Bio Technology) | Model - III - Self Financing Course |
| 6) B.Com. (Computer Applications) | Model - II - Self Financing Course |
| 7) B.A (Communicative English) | Model - III - Self Financing Course |
| 8) B.T.T.M (Bachelor of Tourism & Travel Management) | Model - III - Self Financing Course |
| 9) B.Sc. (Computer Science) | Model - III - Self Financing Course |
| 10) B.C.A (Bachelor of Computer Applications) | Model-III- Self Financing Course |
| 11) BBA (Bachelor of Business Administration) | Model-III- Self Financing Course |
| 12) B.Voc (Sound Engineering) | Self Financing Course |

Post Graduate Programs

- | | |
|---|-----------------------|
| 1) M.Com. (Finance) | Aided Course |
| 2) M.Sc. Physics | Self Financing Course |
| 3) M.Sc. Mathematics | Aided Course |
| 4) M.Sc. Computer Science (Data Analytics) | Aided Course |

IGNOU Study Centre

| | | |
|----------|--------------|------------|
| Viju P.V | Co-ordinator | 8921135875 |
|----------|--------------|------------|

Placement cell

| | | |
|-------------------|----------------------|------------|
| Vishnu Lona Jacob | Placement consultant | 8089483994 |
|-------------------|----------------------|------------|

| AL-AMEEN COLLEGE, EDATHALA, ALUVA | |
|--|------------------------|
| List of Duties assigned for the Academic year 2024-2025 | |
| University Examinations | |
| Principal | Chief Examiner |
| Ms.Indu.G | Asst.to Chief Examiner |
| OBE Cell | |
| Dr. Sreeja S | coordinator |
| Anjalee Muralleedharan | Joint coordinator |
| Dept.Coordinators | Members |
| Academic Monitoring Cell | |
| Ms. Indu G | Coordinator |
| Ms. Rahimol Remesh | Member |
| Internal Exam Cell | |
| Ms. Shamna P K | Coordinator |
| Ms. Beenatries N Joy | Member |
| Ms. Rilga K O | Member |
| Ms. Husna | Member |
| Internal Exam Complaint Committee | |
| Ms. Indu G | Coordinator |
| Disciplinary Committee | |
| Dr. Dino Varghese | Coordinator |
| Departments HoDs | |
| NSS | |
| Dr.Nisha Joseph | Programme Officer |
| Dr.Sajin.P.J | Programme Officer |
| UBA | |
| Dr.Nisha Joseph | Coordinator |
| MOOC ON ORGANIC FARMING | |
| Dr. Shibinimol P.A | coordinator |
| Department Representatives | |
| NCC | |
| Dr. Dino Varghese | Programme Officer |
| Red cross/ Red Ribbon | |
| Dr. Dino varghese | Coordinator |

| Ethics and value education/UHB | |
|---|---|
| Ms. Beenatries N Joy | Coordinator(Ethics and value education) |
| Ms. Surabhi | Member |
| Deepathi Serene Jose | Coordinator(UHB) |
| Sulfath | Member |
| Student Union Advisory Board | |
| Dr. Leji Latheef | Coordinator |
| Ms. Shamna S | Joint coordinator |
| Dr. Angel C John | Member |
| Ms.Allen Varghese | Member |
| College Union Election | |
| Dr.Abdul Hakkeem | Returning Officer |
| Ms.Hiba Rahman E | Assistant to RO |
| College Magazine | |
| Dr. Fathima Perveen | Staff Editor |
| (Statutory Members) | |
| College Hand Book | |
| Ms. Namitha Salim | Coordinator |
| Office Superintendent | |
| Student Mentoring | |
| Mr. Abdul Salam A P | Coordinator |
| Ms. Sanooja | Member |
| Mental Health Club | |
| Ms. Zaina MH | Coordinator |
| Women Cell/Gender Sensitization Cell | |
| Dr. Angel C John | Coordinator |
| Ms. Parvathy | Member |
| Ms. Vandana | Member |
| Research Journal Committee | |
| Ms.Zaina M H | Staff Editor |
| Research promotion Council | |
| Dr. Sajin P J | Coordinator |
| Representative from all the departments | |

| Endowment and Awards | |
|--|----------------------------------|
| Dr. Leena Varghese | Coordinator |
| Ms. Sangeetha G | Member |
| Ragging Committee/Anti drug Committee/Nasa Mukth | |
| Mr. Mohammed Midlaj | Coordinator - Anti Ragging |
| Mr. Viju P V | Coordinator-Anti drug Nasa Mukth |
| EDP/SES REC/NISP/IC /CII/KAPILA/IPR CELL/AISSPACE | |
| Dr. Kala N | General Convenor |
| Ms. Sweatha | Manager |
| Ms. Remya B Nair | Joint coordinator |
| Dr. Jyothy Joseph | Executive Committee Member |
| Ms. Fasin Shoukath | Executive Committee Member |
| Ms. Sahala Sherin | Executive Committee Member |
| Ms. Remisha Ramesh | Executive Committee Member |
| Mr. Aneesh | Executive Committee Member |
| Ms. Rilga K O | Executive Committee Member |
| Dr. Shadiya | Executive Committee Member |
| Ms. Surabhi | Executive Committee Member |
| Ms. Namitha Salim | Executive Committee Member |
| Ms. Shamna S | Executive Committee Member |
| Mr. Nandu R | Executive Committee Member |
| Dr. Aravind | Executive Committee Member |
| IEDC/LEAP/NIRF-Innovation | |
| Dr. Kala N | Nodal Officer |
| Executive Committee Members | |
| MSME | |
| Dr. Jyothy Joseph | Convenor |
| Executive Committee Members | |
| YIP | |
| Ms. Remya B Nair | Convenor |
| Executive Committee Members | |
| Ladies Hostel | |
| Dr. Thanuja | Administrator |
| Dr. Dino Varghese | Assistant Administrator |
| Alumni | |
| Dr. Abdul Hakeem P M | Coordinator |
| PTA | |
| Dr. Dino Varghese | Secretary |

| Website & ERP | |
|--|--|
| Dr.Shaniba M H | Coordinator |
| Mr.Abdul Salam A P | Member |
| Dr.Sajin P J | Member |
| Ms. Sangeetha G | Data Entry Associate |
| Attendance Software | |
| Ms. Shameera V K | Coordinator |
| Ms. Rini Berin | Coordinator |
| | |
| Nature club / Bhoomitra Sena Club/biodiversity Club/Forestry Club | |
| Dr. Thanuja | Coordinator(Bhoomitra Sena Club) |
| Ms.Husna | Joint Coordinator(Bhoomitra Sena Club) |
| Ms.Alphy | Coordinator(Biodiversity /Nature Club) |
| Ms. Jiss Theres | Coordinator(/Forestry Club) |
| Folklore IKS club | |
| Mr. Abdul salam A P | Coordinator |
| Ms.Jasla Jaleel | Member |
| Admission Committee | |
| Dr. Shibinimol | Coordinator |
| FYUGP | |
| Dr.Sreeja S | Nodal Officer |
| statutory member | |
| Online certification courses | |
| Ms.Soorya M.U. | Spoken Tutorial/Swayam |
| Right to Information (RTI) Cell | |
| Dr.Leji Latheef | Coordinator |
| (Statutory Members) | |
| Internal Complaint Committee (ICC)(Anti Sexual Harassment Cell) | |
| Ms.Shamna P K | Coordinator |
| Ms.Deepthi Serene | Joint Coordinator |
| Mr. Midlaj | Member |
| Statutory members | |
| | |
| | |
| SC/ST, OBC / Minority/ Equal Opportunity Cell | |
| Dr.Abdul Hakkeem P M | Coordinator |
| Mr.Mohammad Fahiz | Member |
| (Statutory Members) | |

| Staff Grievance Redressal Committee | |
|---|--|
| Ms. Indu G (Statutory Members) | Convenor |
| Students Grievance Redressal Committee | |
| Ms. Indu G (Statutory Members) | Convenor |
| Campus Radio /Poetree | |
| Ms.Remya K Prabha | Coordinator |
| Ms.Sheethal | Member |
| Mr.Christopher | Member |
| Competitive Examination Coaching Cell | |
| Dr. Mary P U | Coordinator |
| Dr.Aravind | Member |
| Career Guidance and Placement Cell | |
| Ms.Shamila N A | Coordinator |
| Department Coordinators | |
| Cultural club | |
| Ms. Shyney Syed | Coordinator |
| Ms. Sumasree | Coordinator - Dance |
| Mr. Akash Philip | Coordinator - Music |
| Mr. Aneesh | Member |
| CRITERIA/AQAR | |
| Ms. Anjalee Muraleedharan | Criteria 1 - Curriculum (3) |
| Dr. Leena varghese, Ms. Sangeetha G | Criteria 2 - Faculty (5) |
| Dr. Shadiya, Ms. Vijaya Gopinath, Ms.Ambili | Criteria 3 - Infrastructure (5) |
| Ms. Shahanoor Beegum, Mr. Midlaj,Ms.Darsana | Criteria 4 - Financial (6) |
| Ms. Hiba Rahman E,Dr.Sreeja S, Ms. Suma Sree | Criteria 5 - Learning & Teaching - (6) |
| Dr. Vinitha T, Ms.Sweatha ,Ms. Greeshma | Criteria 6 Extended Curricular - (6) |
| Ms.Shamila N A, Ms. Nazla,Ms.Simna | Criteria 7 - Governance (6) |
| Ms. Dhanya Kuriakose, Ms. Chinnu, Ms. Rini Berin,Ms.Fasin Skoukath | Criteria 8 - Student Outcome (7) |
| Dr. Jyothy Joseph, Ms. Remya B Nair, Ms.Abinsha Meeran | Criteria 9 - Research (4) |
| Dr. Thanuja, Ms. Alphy Nisa,Mr.Nandu R | Criteria 10 - Sustainability (5) |
| NIRF/ KIRF/AISHE | |
| Dr. Leena varghese | Coordinator - NIRF |
| Ms.Anjalee Muraleedharan | Member |
| Ms.Sangeetha G | Member |
| IGNOU | |
| Mr.Viju P V | Coordinator |
| Certificate Course/LITE | |
| Ms.Vijaya Gopinath | Coordinator |
| Documentation Committee | |
| Ms.Akhila Madhusudhanan | Coordinator |
| Ms.Aiswarya Pushpakaran | Member |
| Ms.Fathima Sahla | Member |

| College Council | |
|-------------------------|-----------------------------|
| Principal | Chairperson |
| Dr.Dino Varghese | Member |
| Ms.Shahanoor Beegum | Member |
| Dr.Shaniba.M.H | Member |
| Dr. Leena varghese | Member |
| Dr.Leji Latheef | Member |
| Dr. Sreeja S | Member |
| Dr. Vinitha. T | Member |
| Dr.Jyothy Joseph | Member |
| Dr.Angel.C John | Member |
| Mr.Abdul Salam.A.P | Member |
| Dr.Sajin.P.J | Member |
| Ms.Ambili.K.R | Member |
| Ms.Beenatries N Joy | Member |
| Ms.Aiswarya Pushpakaran | Member |
| Ms.Rahimol Ramesh | Member |
| Ms.Deepthi Serene | Member |
| Dr.Mary .P.U | Member |
| Ms. Jiss Theres | Member |
| Mr.Nandu.R | Member |
| Ms.Ashna. | Member |
| Newsletter | |
| Ms.Aiswarya Pushpakaran | Coordinator |
| Ms.Akhila Madhusudhanan | Member |
| Social Media | |
| Mr. Christopher | Coordinator |
| Mr. Akash | Joint Coordinator |
| IQAC | |
| Dr.Leena Varghese | Coordinator(IQAC) |
| Dr.Shaniba M H | Coordinator(NAAC) |
| Literary Club | |
| Ms. Fathima Sahala | Coordinator - Literary Club |
| Ms.Anurose | Member |
| Dr.Akhil Sivanandan | Member |
| Debate Club | |
| Ms.Deepthi Serene | Coordinator |
| Quiz Club | |
| Ms.Fathin Shoukath | Coordinator |
| Ms. Darsana | Member |

| | |
|---------------------------------------|-------------------|
| Film and Drama Club | |
| Mr. Viju P V | Coordinator |
| Charity | |
| Dr.Cini Kurian | Coordinator |
| Dr.Shibinimol P A | Member |
| Al Ameen Vision | |
| Ms. Sheethal | Coordinator |
| Public Relation Officer | |
| Ms. Remya K Prabha | Coordinator |
| Student Feedback | |
| Ms. Shameera V K | Coordinator |
| Ms. Sulfath | Member |
| VIDEO PRODUCTION | |
| Ms. Christopher | Coordinator |
| Ms. Seethal George | Member |
| Ms. Remya Prabha | Member |
| student representatives | |
| TOURISM CLUB | |
| Ms. Jiss Theres | Coordinator |
| Mr. Aneesh | Joint Coordinator |
| | |
| | |
| DISASTER MANAGEMENT CELL | |
| Dr.Dino Varghese | Coordinator |
| Greeshma | Member |
| NEP | |
| Dr.Leena Varghese | Coordinator |
| TIME TABLE | |
| Dr.Vinitha T | Coordinator |
| Ms.Beenatries N Joy | Member |
| Ms. Sulfath MS | Member |
| ASAP/SEC | |
| Ms.Dhanya Kuriakose | |
| Moodle | |
| Ms.Soorya M U | |
| Legal /Electoral Literacy Cell | |
| Dr.Fathima Perveen | Coordinator |
| Ms.Parvathy | Member |
| FYUGP Grievance | |
| Ms.Indu G | |

| Divyangjan | |
|--|--------------------|
| Ms. Shamila NA | Coordinator |
| Mohammed Fahiz | Member |
| Staff Association | |
| Dr.Abdul Hakkeem | Secretary |
| Dr.Vinitha T | Treasurer |
| Counselling Cell | |
| Rahimol Ramesh | Coordinator |
| Shabnam | Consellor |
| Aangelin Maria Paul | Jeevani Counsellor |
| Karmachari/Earn While You Learn | |
| Dr.Aravind | Nodal Officer |
| Scholarship | |
| Shamila N A | Liaison Officer |
| Ajeena(Office Staff) | Nodal Officer |
| | |
| | |

Important Instructions to Students

- ❖ Students must wear their uniforms on all days except on Fridays.
- ❖ Identity cards must be worn prominently by all the students inside the College campus.
- ❖ All kinds of political activities such as strikes, demonstrations, agitations, dharnas, hartals, etc. are banned in the campus. Students indulging in such activities shall be summarily dismissed from the College.
- ❖ No student shall bring any banner, flag, board, notice, pamphlets or other such propaganda materials to the campus for any form of political mobilisation.
- ❖ Students are forbidden from organising or attending any meeting in the College campus unless such meetings are convened and organised by the college authorities or given special consent by the institutional head.
- ❖ No student shall indulge in any activity that may cause disruption to the classes or disturbance in the campus. Students found to be violating this rule shall be subjected to immediate disciplinary action.
- ❖ Usage of mobile phones is strictly prohibited in the classroom
- ❖ Ragging is a criminal offence and the College shall show no mercy on the offender. He/She shall be legally prosecuted for engaging in such crimes.
- ❖ Students are strictly warned against the usage of any type of intoxicants or drugs inside the campus. Smoking is also banned inside the College campus.
- ❖ The walls, doors, windows, furniture and other properties of the college shall not be damaged or disfigured in any form. Such actions shall invite strict disciplinary action and penalty.

- ❖ Study tours and industrial visits: These activities should be conducted as per the rules set by the government, management, and respective departments.
- ❖ Celebrations : All celebrations inside the campus should be conducted according to directions of the Government, University, and college authorities.
- ❖ Malpractices : Any form of malpractice will be considered a serious offense and will be punished according to the directions and rules of the university.
- ❖ Vehicle inside the campus : First-year undergraduate students are not allowed to bring vehicles into the campus. However, other students are allowed to bring vehicles through a special gate provided for that purpose. Students are not permitted to enter through the college's main entrance with their vehicles.
- ❖ Shortage of attendance : The attendance report published by the department before the 10th of every month is considered the final report for the previous month. No additions for deletions will be allowed to the monthly published attendance under any circumstances.

ATTENDANCE AND LEAVE

Attendance

- ❖ Every working day is divided into five hours comprising of three and two periods respectively.
- ❖ Attendance will be marked at the beginning of each period by the teacher concerned.
- ❖ On hearing the bell, students shall assemble in the classroom without delay and occupy their seats before the attendance is taken. Latecomers should not enter the classroom or should any student leave the classroom without the permission of the teacher.
- ❖ Latecomers may or may not be given attendance or marked late at the discretion of the teacher concerned.
- ❖ Prior permission should be taken in the prescribed form from the HOD and the Principal for availing leave for sports, games, student union activities and the like. Non-compliance will be considered as absence from the class.
- ❖ For the purpose of marking attendance, all working days, irrespective of the number of effective periods, shall be considered as full working days.
- ❖ The annual Certificate of Attendance and Progress required by the University for promotion or admission to examinations will in no case be granted unless (1) a student has attended not less than three-fourth of the total number of working days for her/his course during the academic year and (2) the Principal is convinced that the student's progress and conduct have been satisfactory.

Leave

- ❖ No student shall stay away from class without availing leave. Application for leave shall be submitted to the tutor in charge.
- ❖ When sick-leave is required for more than three consecutive working days, application for the same must be supported by a duly issued medical certificate.
- ❖ A student can avail duty leave for a maximum of nine days in a semester and the same must be applied in prescribed format.
- ❖ A student absent for more than ten consecutive working days will have her/his name removed from the rolls and she/he may be readmitted only on payment of the admission fee of Rs. 2/- and the College fee dues if any.
- ❖ Absence or leave from any examination or composition/practical work will be considered as leave without permission and the same will be dealt with seriously.
- ❖ Students should get 75% of attendance a year and should they fall short, the deficiency will be condoned only when the University Syndicate is satisfied that the absence was for reasons beyond the control of the student. Deficiency beyond 20 days will on no account be condoned and exemption will not be granted for more than one academic year in any course of study.

MG University Students' Code of Conduct – Rules

1. **Title :** These rules shall be known as Mahatma Gandhi University Students' Code of Conduct Rules - 2005.
2. **Object:** These rules are framed with a view to maintain and enforce good conduct inside the class rooms and on campus in the affiliated colleges from the Part of students.
3. **Application :** These rules shall be applicable to all of the affiliated colleges under the University, all the Departments of Teaching Research and Self Financing Schools under Mahatma Gandhi University.
4. **Definitions:**
 1. College : Means a college as defined in Section 2(2) and section 2 (7) of the Mahatma Gandhi University Act 1985.
 2. Vice Chancellor : Means the Vice Chancellor of the Mahatma Gandhi University.
 3. Students' Grievance Redressal Committee: Students' Grievance Redressal Committee constituted as per Rule 8 of these Rules.
 4. Student: A full time student as defined in Section 2 (26) of Mahatma Gandhi University Act.
 5. Principal: Means Head of the College as defined in Section 2 (16) of the Mahatma Gandhi University Act 1985.
 6. Political activity means any act, activity or conduct by any student in a college by which political ideologies of any political parties recognized by the Election Commission are preached, professed, imparted or disseminated by speeches, visible representation or other means of communication whatsoever.

In case of definitions not mentioned above, the definitions in the University Act and Statutes shall prevail.

5. Prohibition on Political Activity inside the campus

- A. No student of the college shall get himself/herself involved in any Political activity by himself or herself; the said activity to be carried on by fellow students inside the campus in any manner whatsoever. Any such activity is hereby banned inside the campus.
- B. Taking part in any political activity by organizing students or to cause gathering inside the college campus for the purpose of doing any activities as defined in Rule 4(6) shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for gross indiscipline in this regard and the Principal shall have the power to take disciplinary action against students who indulge in the aforesaid activities.
- C. It shall constitute gross indiscipline to call for an appeal to strike, based on policies and ideologies that may be preached by the political parties or their sister organizations or students wings. The participants in the strike as aforesaid shall be dealt by the disciplinary authority and they shall be imposed appropriate punishments provided in these rules.
- D. No student of the college shall stage or indulge in any activity like Dharna, Gherao, obstructing entry to and from any class room, office, hall or other places inside the campus. Such activities shall be treated as misconduct.
- E. No student shall shout slogans inside the class rooms, office or any other place inside the campus and obstruct and interfere or cause disturbance and nuisance to the ordinary functioning of the institution.

These activities shall be treated as misconduct.

6. Procedure for imposition of punishment

- a) The Principal of the college shall be the disciplinary authority in respect of the students of the college.
- b) If it comes to the notice of the Principal that a student or a class of students have committed misconduct as referred to in Rule 5 above and if the Principal is satisfied that there is enough prima facie material in the allegation against the delinquent student, he shall immediately pass an order suspending student/ students from the college.
- c) If the Principal is satisfied that the delinquency alleged in the complaint requires further investigation/enquiry, he shall report the matter to the College Council. After reporting the matter and after seeking the views of the Council referred to above, the Principal shall appoint a competent teacher / teachers to enquire into the matter and to submit the report immediately.
- d) The Enquiry Officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complaints as well as the person against whom the allegations/ delinquency were made. The Enquiry Officer also shall give fair and reasonable opportunity to all the parties and shall submit a report to the Principal without unnecessary delay. After the receipt of the report the Principal shall consider it and take appropriate action, as he deems fit, including the imposition of the following punishments.
 - * Imposition of fine
 - * Issuance of compulsory transfer certificate
 - * Dismissal from the college

In the event of imposition of punishment of dismissal or compulsory issuance of transfer certificate, the Principal shall forward the order along with the report to the University.

7. Prohibition of damage to property

The student shall not disfigure the class rooms, compound wall, or other buildings, inside the college campus by pasting posters, or writing on the walls in connection with any activity. They shall not damage or destroy any furniture, equipment and other materials inside the college campus. In the event of any student indulging in any such activities, a fine shall be imposed on him, to be fixed by the Principal of the College after evaluating the extent and magnitude of the damage so caused. The aforesaid imposition of fine is without prejudice to the liability of the delinquent student for prosecution under the provisions of the Indian Penal Code, under the provisions of Prevention of Damage to Public Properties Act. The damage so fixed by the Principal shall be recovered as arrears of land revenue and in the event of nonpayment, recovery proceedings shall be taken against the person responsible.

8. Students' Grievance Redressal Forum

In every college there shall be a Students' Grievance Redressal Forum constituted by the Principal. The Chairman of the said committee shall be the Principal. The committee shall consist of three teachers nominated by the College Council, of whom one shall be a lady teacher. The Chairman of the College Union as well as the Secretary shall be ex-officio members of the said committee. The committee shall meet once every month and evaluate the steps taken or frame guidelines or general instructions or directions for the maintenance of peaceful atmosphere in the campus. The Committee shall generally discuss the various basic problems of the students and any unhealthy relationship between the students and teachers or students and non-teaching staff of the college, and suggest and implement remedial measures.

9. Right to Appeal

A student, against whom disciplinary order has been passed, shall have the right to appeal to the Board of Adjudication of Students' Grievances as provided in Chapter 27 of Mahatma Gandhi University Statute 1997.

The appellate authority shall have the power to set aside, modify or cancel the order, provided the appeal is found to be genuine and filed within the period of 30 days from the date of receipt of the order. The appellate authority shall also have the power to condone the delay in filing the appeal, if it is proved to the satisfaction of the appellate authority by the appellant that he was prevented by sufficient cause from referring the appeal within the time.

Kerala Ragging Prohibition Act – 1998.

Anti Ragging Committee and Anti - Ragging Squad are functioning in this college to prevent ragging activities in this college. This committee extends an awareness programme for all freshers in this college every year.

The Kerala State government, taking serious note of the grievances related to ragging in educational institutions, has instituted the 'Kerala Prohibition of Ragging Act - 1998'.

1. Ragging' has been defined in the Act as doing any act, by disorderly conduct, to a student of an educational institution, which causes or is likely to cause physical or psychological harm, or raising apprehension, or fear, or shame or embarrassment to that student.
2. **Ragging includes**
 - a. Teasing, abusing or playing practical jokes on, or causing hurt to that Student
 - b. Asking a student to do any act or perform something which the student will not, in the ordinary course, willingly do
 - c. Punishment for the offender - The act provides for penalty, suspension and /or dismissal of the student offender.

- d. Ragging within or outside any educational institution is prohibited under this Act. Ragging is now characterized as physical torture with a sadistic tendency and sexual perversion that has crossed the bounds of decency and entered the arena of physical and mental torture.
- e. Under the Kerala Ragging Prohibition Act not only those who indulge in ragging but also those who directly or indirectly involved will be penalized.
- f. Friends / relatives of persons involved in ragging offences who attempt to save the culprits are as much guilty of ragging as the main offenders.
- g. The names and addresses of witnesses giving information will be kept confidential in all cases.

CODE OF CONDUCT

I. Discipline

- 1 The Principal is the ultimate disciplinary authority in the college.
- 2 In the interest of the institution and for the sake of discipline, the Principal is entitled to refuse admission to any applicant, to suspend, dismiss or take any other punitive action on any student for his / her misconduct.

Misconduct shall include :

- a) Staying away from classes without sufficient reason.
- b) Disrespectful behaviour towards the staff.
- c) Provoking students to abstain from classes and participating in strikes in the College.

- d) Loitering in the verandahs during free hours and creating disturbance to the classes. (During free hours the students are expected to make use of the library or go to the retiring rooms).
 - e) Disorderly behaviour in the class.
 - f) Organizing tours without the permission of the Principal
 - g) Use of mobile phones inside the campus is strictly prohibited as per the direction of the Hon. High Court of Kerala.
 - h) Organizing meetings in the college or displaying notices on the college notice board without the permission of the Principal.
 - l) Bringing outsiders unnecessarily into the college campus.
 - j) Distributing leaflets, hand-bills or other printed materials and displaying banners and posters inside the campus.
 - k) Scribbling offensive, abusive obscene words or figures on black boards, or any kind of writing on the wall or other places in the college.
 - l) Holding meetings on political basis, as politics is strictly banned in the college campus.
 - m) Physical violence on campus will be considered as grave misconduct.
3. Smoking, consumption of alcoholic beverages and use of narcotic drugs are strictly prohibited. Criminal proceedings will be taken against those found under the influence of alcohol or narcotic drugs within the campus.
4. Vandalism and destruction of college property will be severely dealt with and material loss will be fully recovered with fine.

5. Students should always carry college identity cards which should be shown to the authorities and to the watchman when demanded.
6. Students involved in any misconduct will be brought before the College Disciplinary Committee. They will further be prohibited from being part of elected students bodies.
7. These rules are liable to be amended when found necessary.

II. Politics, Uniforms, Mobile Phone, Ragging, Identity card and Drug abuse.

a) POLITICS

As per the Judgment of the Hon'ble High Court of Kerala in RP No: 437/2003, political activities, politically motivated strikes, dharnas and gheraeos etc. are banned in Al-Ameen College Campus.

b) UNIFORM

Students are allowed in the campus only on full uniform. They are instructed to wear the prescribed mode of Uniform except on Fridays, at all times with in the institution. Jeans apparels in any form will not be permitted in the campus.

c) MOBILE PHONE

Usage of mobile phones is strictly banned inside the Class. In case of violation, appropriate punishment shall be imposed by the Disciplinary Authority against such students. All the teachers of the institution have been given authority to impound mobile phones from the students inside the campus.

d) RAGGING

Ragging in any form is strictly prohibited in the campus as per the Kerala Ragging Prohibition Act of 1998. Students are strictly warned not to indulge in any ragging incidents directly or indirectly as it is a Criminal Offence.

e) IDENTITY CARD

Separate Identity cards are provided for each student studying in this college during the course of study. Students have to wear their identity cards at all times within the institution during working days.

f) DRUG ABUSE

Students are strictly warned against the consumption of liquor, narcotic drugs and other intoxicating items inside the campus. Students who violate the college rules will have to face severe punishment from the college authorities including dismissal from the college without any further appeal and enquiry.

PAYMENT OF FEES

1. Fee is to be paid in two equal installments or in one lot for the full year. Special fee will be collected along with the first installment.
2. If a student fails to pay the fees on the due date, he/she shall pay a fine of Rs. 10/- along with the fee on or before the 10th day after the due date; if the 10th day happens to be a holiday the next working day will be considered as the 10th day.
3. If the fee and fine of an installment are not paid before the last opportunity given for payment, the name of the student will be removed from the rolls of the college with effect from the date following the expiry of this period and the student will not get the benefit of attendance from the date of removal from the rolls of the college. If the student is to be re-admitted, he/she has to apply for the special permission of the Principal and also to remit all arrears of fee with fine. A sum of Rs. 50/- as re-admission fees will be realized in such cases of re-admission. The re-admitted students will get the benefit of attendance only from the date of re-admission.

4. The last opportunity for payment of an installment of fee will be the date previous to the due date of the succeeding installment. But in the case of the final installment, the opportunity is fixed as 5th March. If 5th happens to be a holiday, then the last working day prior to that date will be considered as the last opportunity.
5. If a Student studying in degree or post graduate course in an arts or science course leaves with T.C. and is admitted in another similar college, he/she shall pay the fee for the term only in one college. He/she should produce the receipts and certificate of remittance, obtained from the college which he/she has left, at the college where he/she is admitted. However, special fees and caution deposit will have to be paid again at the new college.
6. Absence with or without leave from the college shall not be an excuse for non-payment of fee at the proper date.
7. No part payment will be accepted.
8. Students who are admitted for a term for making up shortage of attendance for the course which the student was undergoing, should pay one third of the tuition fee for the year together with full special fee and caution deposit at the time of admission. Only the former students of this college will be admitted as term students.
9. Every student has to pay the prescribed fee for the whole term during any part of which his/her name is on rolls of the College.
10. In the case of students admitted late after the commencement of the academic year, the fee for the preceding months, if any, will be collected at the time of admission.

11. If, in a particular term, a student who stands admitted in the college, but has not attended any of the classes, requests permission to discontinue his/her studies in that college and takes T.C. on that accord, the refund in such cases should be requested by the student to the Principal by submitting an application within 2 months from the date of leaving the college as revealed from the entries in the Transfer Certificate issued to the applicant. If the application for refund is not submitted before this period, the claim for refund will be forfeited.
12. Refund of fees including special fees once remitted will not be granted to those students who had already paid the tuition and other special fees for one particular course and then joined another professional or technical college or institution offering a different course of instruction not coming under the Director of Collegiate Education or under the Scheme of Direct payment. Wherever the term 'fees' is mentioned, it means 'tuition fees' alone.
13. Any student seeking admission shall have to pay the fees prescribed before his/her name is enrolled. No student shall be enrolled after the beginning of a term unless he/she has paid all the instalments of fees which he/she would have had to pay, had his/her name been on the rolls from the beginning of the term.
14. Students belonging to Scheduled Castes and Scheduled Tribes who are bonafide subjects of Kerala state are eligible for full fee concession and stipend. They will have to produce a certificate of nativity and community (only if these are not specified in their S.S.L.C. Book) from a revenue officer not below the rank of a Tahasildar.
15. A receipt signed by the college accountant shall be given for every payment made, which the student shall preserve and produce whenever required by the Principal.
16. Mistakes, if any, in the receipts issued for payments made, should be pointed out then and there, and should be corrected on the spot.

Issue of Certificates

- a. A student who has paid all dues to the College is entitled to a Transfer Certificate (T.C.) at the end of an academic year, if progress and conduct have been satisfactory.
- b. Application for T.C. received after the fifteenth working day of the academic year immediately following shall be accompanied by a fee of Rs. 5/-
- c. In the case of a student who has been a candidate for the University examination the results of which have not been published before the beginning of the academic year, an additional fee of Rs. 3/- is to be paid only from the day after the result of that examination has been announced at the University office.
- d. A student, past or present, desiring to obtain a certificate (Transfer, Course & Conduct, Age, Marks, Identification etc.) shall apply to the Principal in writing stating the years of study and the class number. Application for T.C. shall ordinarily be countersigned by the parent or the approved guardian.
- e. All such applications shall be submitted along with a search fee of Rs. 3/- for students on the rolls and Rs. 5/- for others. For all such payments a receipt shall be obtained from the accountant.
- f. Ordinarily a notice of 24 hours is necessary for the issue of a certificate. Conduct certificates will be issued only 48 hours after submitting the application.
- g. No certificate will be sent by post unless the whole transmission charge is prepaid in cash or in postage stamps.
- h. In case a student is expelled from the college for serious misconduct or repeated misbehavior, his/her T.C. will be sent to the Registrar of the University and the matter will be reported to his/her parent or guardian.
- i. Every student should collect his/her T.C. at the end of his/her course and produce it when admitted to the next course. T.C. will be issued only against the surrender of identity card.

CONDUCT CERTIFICATE

- a. Conduct Certificate is a document, which a student has to earn. It is not issued as a matter of course. Conduct Certificate is issued by the Principal on the basis of an over-all evaluation of the students by the teachers concerned.

17. On the days fixed for the payment of fees for a particular class, fees from other classes will not be accepted.
18. All cash transactions will be closed in the office at 3 p.m.
19. For Self Financing Programmes the following time line should be strictly followed
 - **I Semester** At the time of admission
 - **III, V Semesters**
 - June 1st to 10 - without fine
 - June 11 to 20 (10 days) - Rs. 50/- fine
 - June 21 to 30 (10 days) - Rs. 100/- fine
 - After this time period removal
 - From roll without any prior notice
 - **II, IV, VI Semesters**
 - November 1st to 10 - without fine
 - Nov. 11 to 20 (10 days) - Rs. 50/- fine
 - Nov. 21 to 30 (10 days) - Rs. 100/- fine
 - After this time period removal
 - From roll without any prior notice

Caution Deposit

- a. Caution deposit will be refunded on completion of the course of study or when the student leaves the college with T.C. after deducting dues or fine if any.
- b. It shall be the responsibility of the student to claim the refund of his/her caution deposit.
- c. Claim for refund of caution deposit should be made before the re-opening of the college, after the completion of the course. Amounts that remain unclaimed after two months from the date of the course completion will be forfeited.
- d. If, after admission to a course of study in a particular group/subject, a student changes a group/subject and if that change calls for only a lesser amount of caution deposit, then the excess amount paid may be refunded to him/her after adjusting dues, if any. Similarly, if the change in group/subject would call for payment of a higher amount of caution deposit, then only the balance amount that is to be paid will be collected.
- e. The students should keep in safe custody the receipts issued for remittance of the caution deposit and it should be produced along with the application for refund of the caution deposit. Failure to produce the original receipt will result in forfeiture of the claim for the refund.

IQAC (INTERNAL QUALITY ASSURANCE CELL)

To monitor the academic, co-curricular and extra-curricular progress of the Institution in a diligent and systematic fashion so as to attain an overall quality enhancement that is reflected in the performance and attitude of the student body.

Establishment

The IQAC, in its present form was established in 2012

Functions of IQAC

- To spearhead and monitor activities of the Institution.
- To ensure the overall quality levels are reached.
- To conduct regular progress evaluations.
- To inform all participants about quality levels and aspects.
- To organize workshops/ seminars that aim at quality improvement as well as the energizing of staff members.
- To consolidate and prepare the self-study report for Accreditation by NAAC.

AISSPACE

“Ignite, Innovate, Incubate”

Step into AISSPACE, the Incubation Centre at Al-Ameen College, where ideas take flight! Our state-of-the-art facility is designed to nurture and accelerate your innovative concepts into tangible solutions. With access to cutting-edge resources, mentorship and collaboration opportunities, AISSPACE is your gateway to transforming ideas into reality. AISSPACE is registered under **Section 8** of the Companies Act, enjoys legal recognition, tax exemptions and limited liability, instilling confidence and providing access to grants, fostering a solid foundation for sustainable and impactful endeavours.

Mission: To provide end-to-end support for technology-based ventures, from ideation to commercialization.

Vision: To be a premier incubation centre that nurtures innovation, fosters entrepreneurship, and accelerates the growth of start-ups, transforming ideas into impactful enterprises that contribute to economic development and societal well-being.

Services & Facilities:

- Incubation for start-ups/ co-working space for start-up with less financial and physical infrastructure (Rs. 1500/- per seat)
- 24x7 access
- IoT lab and 3D printer
- Certificate courses
- Industrial collaborations/ Internships/ training with certificate
- Academic project-mentoring support with certificate (UG/PG/School students)

- Skill sharpening sessions/ workshops/ Entrepreneurial training sessions with certificate
- Placement opportunities
- Patent filing support/ Networking support

Incubated Start-Ups:

1. SUMSKAR
2. HIRE D
3. NEXPRESSION
4. FOODYKO
5. NATURE TO KERALA

Incubated Student Start-ups:

1. EBINU'S FISH PRODUCTS
2. HEXAMETA TECHNOLOGIES
3. MICRORED SOLUTIONS
4. ETHNO SPICES

Incubated Faculty Start-up:

1. AL-AMEEN VOYAGE

AISSPACE Collaborated Companies:

1. URBAN TRASH
2. UFARMS
3. TILTEDU
4. LENORE
5. ICUBO DESIGNS

Our Partners:

- Kerala Start-up Mission
- MG University

Contact:

Dr. Cini Kurian

Director – AISSPACE

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+91 7012921484

Student Opportunities

National Service Scheme (NSS)

The Government of India introduced the National Service Scheme in Colleges and Universities in the year 1969 - 70. The Universities of Kerala implemented the NSS programme in 1971-72. A unit of the N.S.S. was started in the college in 1982-83.

The aim of the NSS is to educate the students through community service and enrich their personality and deepen their understanding of the social environment in which they live. The more specific objectives of the NSS are to arouse the students' social awareness, to provide them with opportunities to work with people for community development and the like.

NSS being a two year training scheme, the degree students are preferred as its members. The students of NCC will not be enrolled under NSS which is an alternative scheme to NCC.

Although admission to the scheme is purely voluntary, once a student opts for it, it will be compulsory for him/her to complete the minimum requirements. The NSS volunteers are expected to work for 120 hours in a year. So they should be prepared to utilise their holidays and vacations for social work whenever required.

The NSS volunteers who complete the minimum requirements for two consecutive years will be given a certificate from the university signed by the Vice-Chancellor. The holders of such certificates will be given incentives similar to those given to NCC Certificate holders and are eligible to get weightage of marks at the time of admission to any course of study.

National Cadet Corps (NCC)

The National Cadet Corps (NCC) gives opportunities for military training and social service to the students without imposing on them any obligation for active military service. The aims of NCC are:

- (a) To develop character, comradeship, ideals of service and capacity for leadership in the youth.
- (b) To provide service training to students so as to stimulate interest in the defence of the country.
- (c) To build up a reserve of potential officers so that the defence service of the country can expand in a national emergency.

The immediate benefit of NCC training is the improvement in physical and mental alacrity, cultivation of a sense of pride in smart turnout and bearing, fostering a sense of discipline and responsibility, development of a social personality and an aptitude for leadership and the inculcation of the principles and practices of Military Science.

Members of the Corps have no liability to military service but definite obligations for training.

The attendance at weekly parades held during the three academic terms is compulsory. Parades will cease one week before terminal examinations, and about three weeks before annual examinations.

Members of the Corps may attend the annual Training camp for 10 days held during the Onam and December holidays. Expenses in connection with the mess and the travel from college to the camp and back will be met by the Government.

Every enrolled member undertakes to continue in the Corps in the first instance for two years. At the end, every member will be issued with a discharge certificate which will carry weightage for recruitment in Government and other services, and for admission in all professional colleges.

Military uniform, which is to be worn at all parades, is issued free of cost to all members and will be withdrawn prior to their discharge. Cadets obtaining Certificate 'C' and a university degree are eligible to appear before the Service Selection Board for direct commission in the army and navy without appearing for the UPSC examination.

NCC Cadets are entitled to the following benefits:-

A. Reservation to professional Courses in the state.

- | | |
|-------------------|----------------------------|
| 1. Engineering-31 | 6. BV.S.C.-01 |
| 2. M.B.B.S.-03 | 7. B.Sc. Nursing-02 |
| 3. B.H.M.S.-02 | 8. B.Pharm-01 |
| 4. B.D.S.-02 | 9. Polytechnic-27 |
| 5. B.A.M.S.-02 | 10. Women's Polytechnic-03 |

B. The following grace marks will be awarded to NCC Cadets for admission to University Courses

1. Graduation - 15 marks
2. Post-graduation - 5 marks
3. B.Ed - 5 marks
4. T.T.C - 10 marks

Sports and Games

The college provides facilities for various Sports and Games and encourages participation at various levels under the guidance of the Physical Education Department.

Physical Education

The College provides facilities for various games and sports. The students are expected to take active part in these games and sports for which the teacher in Physical Education shall be the guide. The Annual Athletic meet is held in the College ground on a large scale. Facilities have been provided for Football, Basketball, Volleyball, Kabaddi, Ball Badminton, Shuttle Badminton, Athletics and Cricket. A sports council has been constituted to provide impetus to those students interested in sports and games. The Principal is the Ex-officio President and the teacher in Physical Education is the Secretary of the Council. A General Captain is nominated by the Union Executive Committee.

Nature Club

Forests are the precious gifts given to man by nature. It is the duty of every human being to preserve this boon and hand it over to the next generation. The College Nature Club revived in the year 1990 organises conservation activities and awareness programmes keeping this responsibility in mind. The Club functions in close association with the Department of Social Forestry. Seminars, lectures, film shows, poster exhibitions, study tours and nature camps are some of the activities organised by the club.

The club has developed a non-formal pro-action system of imparting environmental education to the students by involving them in various environmental activities through the various schemes of voluntary organisations.

The membership of the club is open to all students. Those who are interested may enrol themselves as members.

Women's Cell

The Women's Cell functions with the aim of encouraging participation of girl students in various activities. It also aims at enlightening the students on various aspects of women empowerment.

Counselling Centre

A Counselling Centre has been set up as per the directives of the Mahatma Gandhi University to provide a space where students can confide and analyze their problems. An external counselor periodically visits the college for this purpose.

Ethics and Value Education

Ethics Committee functioning in the college, organises programmes to impart values among students. It aims at making an effective frame work for spreading moral and other values in life among all students of the College.

Value education aims at making the students aware of the values they cherish and helps them live up to them. For achieving this value education classes are given to the students every year.

Mentoring System

The mentoring system practiced in the College is envisioned for a smooth relationship between the students and the teachers. By dividing the students into different groups, a teacher is given the responsibility to listen to, to analyse and to solve both the personal and the academic problems faced by them. This will help the students develop a morally upright and emotionally stable life both within and outside the college.

Placement Cell

The primary mission of our Placement Cell is to bridge the gap between academia and industry, enabling students to seamlessly transition from college life to a successful career. We are committed to providing a conducive environment that fosters personal growth, career development, and industry exposure.

We provide the following services,

1. **Career Guidance and Counseling:** Our expert counselors work closely with students to identify their strengths, interests, and career aspirations. Through one-on-one sessions, we guide them towards the most suitable career paths and help them make informed decisions.
2. **Skill Enhancement Workshops:** We organize regular workshops and training sessions to equip students with essential employability skills. These workshops cover areas such as resume writing, interview techniques, communication skills, and interpersonal development.
- 3.. **Campus Recruitment Drives:** We actively liaise with renowned companies and invite them for on-campus recruitment drives. This provides students with a platform to showcase their talents and secure employment in leading organizations.

Over the years, our college has witnessed an impressive track record of successful placements. Our alumni have made us proud by excelling in diverse industries and holding esteemed positions in both national and international organizations.

Remedial

Remedial coaching is offered to the students after the assessment of their knowledge level and skills through the Bridge Programme and Academic Counselling. It envisages to extend support to the students with timely assistance in terms of tutorials, additional lectures, interactive sessions, question banks and study materials. The programme aims at imparting personalized additional support to the needy students.

Other Clubs and Cells

REGISTERED CLUBS

- Bhoomithrasena Club
- Biodiversity Club
- Folklore Club
- Forestry Club

NON REGISTERED CLUBS

- Anti-Drug Cells(Vimukti Club)
- Community Extension
- Charity Club
- Red Cross/Red Ribbon
- Legal Literacy & Human Rights
- Incubation Center and IEDC
- Internal Complaint Committee
- SC/ST/OBC/Minority Cell
- Student Grievance Redressal
- IPR Cell
- Cultural Club
- Electoral Literacy Club
- Tourism Club

UBA (UNNAT BHARAT ABHIYAN)

UNNAT BHARAT ABHIYAN (UBA) is a flagship programme of the Ministry of Human Resource Development, with the intension to enrich Rural India. It aims to create a vibrant relationship between the society and the higher education institutes, with the latter providing the knowledge and technology support to improve the livelihoods in rural areas and to upgrade the capabilities of both public and private organizations in the society.

AI – Ameen College, Edathala is a Participating Institution of Unnat Bharat Abhiyan and has adopted five villages – 1. Aroor 2. Aroorkutty 3. Ezhupunna 4. Kuthiyathode 5. Vadakkumbhagom. The institution constituted a team comprising of a general staff co ordinator, along with five individual staff co ordinators for each villages assisted with a team of students representations for Unnat Bharat Abhiyan programme. In the initial phase, the team has conducted the household survey and village survey and has identified the major problems faced by the villagers in the adopted areas.

Even though a wide variety of problems was communicated by the villagers, the more severe problem identified was plastic waste. Addressing this problem, the institution has organized a “Plastic Free Village Camp” on 2nd October, 2019 in these villages and distributed free cloth bags as part of inducing public to use cloth bags instead of plastic bags.

SCHOLARSHIP & AWARDS

1) National Merit Scholarship (NMS)

Those who have passed Plus Two with 50% marks can apply for the scholarship. Those with income below Rs. 25,000/- will get Rs. 60/- per month and those with income above Rs. 25,000/- will get a National Prize of Rs. 100/- and a merit certificate. Application form can be obtained from: The Special Officer of Scholarships, Directorate of College Education, Sanskrit College Campus, Thiruvananthapuram - 695 034.

2) State Merit Scholarship

Those who have secured 50% and more marks can avail this scholarship. Income limit is given below:

| <u>Class</u> | <u>Income Limit</u> | <u>Scholarship Amount</u> |
|--------------|---------------------|---------------------------|
| DC | Rs. 10,000/- | Rs. 625/- |
| PG | Rs. 12,000/- | Rs. 750/- |

Application forms can be collected from the college office.

3) District Merit Scholarship

Students who secured 80% or more marks in S.S.L.C. Examination are eligible for this scholarship. Applications should be sent through their school itself. Later, they can renew the scholarship at Plus Two and Degree levels. (Students of P.G. Classes should send fresh application, however). Application for this can be had from the following address: The Special Officer of Scholarships, Directorate of Collegiate Education, Sanskrit College Campus, Thiruvananthapuram - 695 034.

4) University Merit Scholarship

Students who have secured 90% and above marks are eligible for this scholarship. This has no income limit

| <u>Class</u> | <u>Amount of Scholarship</u> |
|--------------|------------------------------|
| DC | Rs. 900/- |
| PG | Rs. 1200/- |

Although there is no prescribed application form for this, the candidates may submit an attested copy of the concerned mark list in the college office soon after getting admission.

5) NCERT Scholarship

Those who have cleared National Talent Research Scheme Test are eligible for the Scholarship. Annual income should not exceed Rs. 50,000/- Application form can be had from National Council of Education Research and Training, Sree Aurobindo Marg, New Delhi- 110 016

6) National Loan Scholarship

Those who have minimum 50% marks and with income less than Rs. 25,000/- are eligible for this.

Class Amount of Scholarship

IDC Rs. 720/- per annum

IPG Rs. 900/- per annum

Students have to reimburse this amount within one year of getting jobs. Address for obtaining / sending application: The Special Officer for Scholarships, Directorate of Collegiate Education, Sanskrit College Campus, Thiruvananthapuram - 695 034.

7) Kerala State Govt. Scholarship

Students of low-income groups are eligible for this scholarship.

Class Income Limit Scholarship Amount

IDC Rs. 10,000/- Rs. 625/-

IPG Rs. 12,000/- Rs. 750/-

Application forms can be obtained from the college office. Application should be accompanied with income certificate and a copy of mark list. Application should be renewed every year.

8) Hindi Scholarship

The scholarship is for students of Non-Hindi speaking states for studying Hindi beyond Plus - Two level. Applicants should have passed

previous examinations. Filled in application along with copies of mark lists should be submitted in the college office. Application forms can be had from the special Officer for Scholarships, Directorate of Collegiate Education (Annex), Sanskrit College Campus, Thiruvananthapuram - 695034, by sending a request with a self-addressed, stamped envelope.

9) K.P.C.R. Scholarship

All students who come under the low income category as mentioned below can avail this scholarship.

IDC - Rs. 25,000/-

IPG - Rs. 42,000/-

Application should be submitted along with attested true copies of S.S.L.C. Book (1st page), mark lists and income certificate from village officer). This is to be renewed every year.

10) Labour Welfare Funds Scholarship

The children of members of Kerala Labour Welfare Board are eligible for this scholarship. The application can be obtained from the Labour Welfare Fund Commissioner, Vazhuthakkadu, Thiruvananthapuram - 34

11) Fishermen Scholarship

This is only for the children of Fishermen and Fish Workers. There is no income limit. Scholarship should be renewed every year. Application should contain copy of the S.S.L.C. Book page No. 1 and copies of certificates revealing educational qualification. The eligible students should get counter signature on the application from the Fisheries Officer before it is submitted to the college office. The scholarship includes fees benefit, lumpsum grant and stipend.

12) OBC Educational Concession

OBC Students with low income are eligible for the stipend.

Class Income limit

IDC Rs. 25,000

IPG Rs. 42,000

Application along with caste and income certificates should be submitted to the college office within 5 days from the beginning of the course. Application forms can be collected from the college office. This should be renewed every year.

13) OEC Educational Concession

Dheevera, Vala, Kudumbi and Christian converted communities are eligible for this stipend. There is no income limit. Lumpsum grant, stipend and fee concession are available for the eligible. They should obtain application form from the college office at the time of admission by showing the caste certificate. Applications should be submitted within 5 days of starting the course.

14) SPH (Scholarship for the Physically Handicapped)

This scholarship is given to those students who have 40% physical disability. Income should not exceed Rs. 24,000/- per annum. Application forms can be had from the college office at the time of admission by showing a physician's certificate revealing the disability. The filled in application form should be submitted in the college office within 5 days from the commencement of the classes.

15) SC Educational Concession (For Scheduled Caste Students)

They can obtain application form from the college office by showing the caste certificate. Filled in application should be submitted in the college office within 5 days from the commencement of classes. The scholarship includes lumpsum grant, stipend and fees concession. This should be renewed every year.

16) ST Educational Concession (For Scheduled Tribe Students)

They can have the application form at the time of admission from the college office by showing the Tribe certificate. Filled in application

should be submitted in the college office within 5 days of starting the course. The Scholarship includes lumpsum grant, stipend and fees concession.

17) Other Scholarships Available

- a) Merit Scholarship to the children of school teachers
- b) Educational concession to the children of political sufferers.
- c) Educational concession under the Unified Fee Concession Scheme.
- d) Scholarship for proficiency in sports

18) PJMS (Prof. Joseph Mundassery Scholarship)

This scholarship is provided to meritorious students belonging to minority communities pursuing education at SSLC, Plus two and VHSE level and are domicile of Kerala State.

19) Snehapoorvam Scholarship

The scholarship is only available for orphan children who are residing in the Kerala State of India the orphan will be able to continue there education without any worry of financial burden on the family who is undertaking other expenses related to them.

For details, students shall contact the college office or the teacher in charge of scholarship

N.B: A student can avail only one Scholarship at a time

Scholarship Offered (Additional Scholarships)

1. Post Metric Scholarships

Scholarship will be awarded to the students who have secured not less than 50% marks or equivalent grade in the previous final examination and the annual income of whose parents/guardian from all sources does not exceed Rs. 2.00 lakh.

The award will be discontinued if a student fails to secure 50% marks or equivalent grade in the previous final examination. Scholarship will not be awarded for more than the normal period of time taken to obtain Certificate / Degree/ M. Phil Degree / Doctorate Degree. Scholarships will not be given to more than two students in a family.

2. Central Sector Scholarship

Students who are above 80th percentile of successful candidates in the relevant stream for a particular Board of Examination, in class XII of 10+2 pattern or equivalent and not belonging to the creamy layer as defined by the Department of Personnel and Training in their Notification No. 36012/22/93- Estt. (SCT), dated 8.11.93 (Annexure IV), and as modified vide their OM No. 36033/3/2004-Estt. (Res), dated 9th March, 2004 (Annexure V), and as may be further modified from time to time, pursuing regular courses (not correspondence or distance mode) from recognised educational institution and not availing of any other scholarship scheme, would be eligible for consideration under this Scheme. This is applicable to all categories of students both 'general' and 'reserved'.

Under Graduate Students: Rs. 1000/- per month for (Subject to a Maximum of Rs. 10,000/- for an academic year) and Rs. 2000/- per month for Post-Graduate studies (Subject to a Maximum of Rs. 20,000/- for an academic year), provided they are selected for Scholarship at UG level.

3. Samunnathy Scholarship

Those who have minimum 70% marks and with income less than 2.0 lakh and belong to forward community are eligible for this.

4. Higher Education Scholarship

Eligibility Criteria

1. Students studying Science, Social Science, Humanities and Business Studies at graduate level in Govt./Aided colleges in Kerala are eligible for this.
2. Qualifying Marks
ST-Pass
SC - 55% for Science, Humanities and Social Science and 60% for Business Studies
BPL and OBC - 60% for Science, 55% for Humanities and Social Science and 65% of Business Studies.
General - 75% for Science and Business Studies and 60% for Humanities and Social Sciences.

5. C.H. Muhammed Koya

The Scholarship is for GIRL student who is native of Kerala, (belong to Muslim, Latin, Converted Christian Community), studying for the first year graduation or Higher courses in Govt./ Aided Institution. Students should have scored minimum 50% marks with income less than 4.5 laks. are eligible for this. Those who apply for Hostel stipend should be staying in recognized hostels.

Class Amount of Scholarship

IDC Rs. 5,000/- per annum

IPG Rs. 6,000/- per annum

6. Suvarna Jubilee Merit Scholarship

The student should be a first year student of under graduate or post graduate course on Govt./Aided colleges or University Departments. The scholarship is for students who belong to BPL family. They should have scored 50% or above in the qualifying examination.

ENDOWMENTS AND CASH PRIZE

1. **ENDOWMENT BY DEPARTMENT OF CHEMISTRY** : Instituted by the faculty of Department of Chemistry, Al-Ameen College. The annual interest accruing on this endowment of Rs 10,000/- is to be awarded to a B.Sc Chemistry student who secures second highest marks in B.Sc Chemistry in the University Examination.
2. **ENDOWMENT BY PROF. (DR.) CINI KURIAN** : Instituted by Prof. (Dr.) Cini Kurian, Principal, Al-Ameen College. The annual interest accruing on this endowment of Rs. 10,000/- is to be awarded to a B.Sc Computer Science / BCA student who secures the highest marks in B.Sc Computer Science / BCA in the University Examination
3. **FOUMIC MEMORIAL ENDOWMENT:** Instituted by B.com Taxation students (1994-97 batch) in memory of their class mate Fomic V Subair . The annual interest accruing on this endowment of Rs 15,000/- is to be awarded to a B.com Taxation student who secures the highest marks in B.com Taxation in the University Examination.
4. **Dr. Suresh Karun Memorial Endowment** : Instituted by Dr. Sreeja S, Faculty , Department of Physics. The annual interest accruing on this endowment of Rs. 10,000/- is to be awarded to a M.Sc Physics student who secures the highest marks in M.Sc Physics in the University Examination.
5. **Prof P.N.R Raju Memorial Endowment:** Instituted by the first and Second batches of B.A Economics Students in the memory of Late Prof. P.N.R Raju, HOD, Department of Economics. The annual interest accruing on this endowment of Rs. 6,700/- is to be awarded to BA Economics student who secures the highest Marks in BA Economics in the University Examination.

6. **ENDOWMENT BY DEPARTMENT OF PHYSICS** : Instituted by Prof. Wilson C. Jacob, faculty of the department of physics. The annual interest accruing on this endowment of Rs.10,000 is to be awarded to a B.Sc physics student who secures the highest marks in university examination.
7. **ENDOWMENT BY PROF. C.K. SAFIA** : Instituted by Prof. C.K. Safia, former Head, Department of Chemistry. The annual interest accruing on this endowment of Rs. 10,000 is to be awarded to a B.Sc Chemistry student who secures the highest marks in university examination for only Chemistry excluding petrochemicals.
8. **ENDOWMENT BY PROF. MATHEW M.I.** : Instituted by Prof. Mathew MI, former faculty, Department of Chemistry. The annual interest accruing on this endowment of Rs.10,000 is to be awarded to a B.Sc chemistry student who secures the highest marks in Petrochemicals in the university examination.
9. **ENDOWMENT BY PROF. A.B. USHA**: Instituted by Prof. A.B. Usha former faculty, Department of Hindi. The annual interest accruing on this endowment of Rs. 10,000 is to be awarded to a student who secures highest marks in Hindi in the university examination.
10. **AMMINI AMMA & SREEDHARAN NAIR MEMORIAL ENDOWMENT**: Instituted by Prof. Mohana Krishnan, former head, Department of Commerce. The annual interest accruing on this endowment of 10,000/- is to be awarded to an M.Com student who secures the highest marks in the university examination.
11. **ENDOWMENT BY PROF. C.A. ABDUL JALEEL** : Instituted by Prof. C.A. Abdul Jaleel, former Principal, Al-Ameen College. The annual interest accruing on this endowment of Rs. 10,000 is to be awarded to a Biotechnology student who secures the highest marks in university examination.

12. **ENDOWMENT BY PROF. USHAKUMARI P.A.** : Instituted by Prof. P.A. Usha Kumari, former head, Department of English. The annual interest accruing on this endowment of Rs. 10,000 is to be awarded to a student who secures the highest marks in General English in the university examination.
13. **ENDOWMENT BY PROF. PRASANNA:** Instituted by Prof.C.K. Prasanna Kumari,formar Head,Department of Physics. The annual interest accruing on this endowment of Rs. 5000/- is to be awarded to a B.Sc Physics student who secures the Second highest marks in the university examination.
14. **ENDOWMENT BY PROF. ANITA NAIR:** Instituted by Dr.Anita Nair,formar Principal and Head, Department of English. The annual interest accruing on this endowment of 15000/- is to be awarded to BA English student who secures the highest marks in the university examination.
15. **CASH PRIZE BY ALUMNI ASSOCIATION MATHEMATICS :** Instituted by Alumni Association Mathematics, Al-Ameen College. A cash prize of Rs.1000/- is to be awarded to a Msc.Maths student who secures the highest marks in the university examination.
16. **ENDOWMENT BY ALUMNI ASSOCIATION :** Instituted by Alumni Association in the name of Dr. Anita Nair, formar Principal of Al-Ameen College Edathala. The annual interest accruing on this endowment of Rs.25000/- is to be awarded to Best overall performer of the Out-going Students.
17. **ENDOWMENT BY PROF. SASIDHARAN (Principal 2018 -2020)**
Constituted by Dr. Sreeja S. faculty, Department of Physics. The annual interest accruing on this endowment of Rs. 20000/- is to be given conducting Prof. Sasidharan M.B. Edowment Lecture Department of Commerce.

STUDENT RESOURCES & CAMPUS FACILITIES

LIBRARY

About Library

The college library functions with the main objective of collecting, organizing and disseminating information to meet the educational, professional and recreational needs of students, faculty members and other staff of the college. The library, which was established in 1982, is spacious enough to accommodate a hundred students at a time. It is fully computerized and the document collection is also bar-coded.

The Library maintains a balanced collection of more than 18000 books that span various disciplines as well as subscriptions to newspapers and periodicals. The Library collection also includes several valuable reference books, leaf pamphlets, Minor Research Project Reports, back volumes of journals etc. The Library also facilitates access to a number of e-books and e-journals through its institutional membership in INFLIBNET and DELNET. The Library follows the open access system and the books are properly stacked in accordance with Dewey Decimal Classification system.

Working Hours

The Library is open from 8.30 AM to 9.30 PM on all working days.

General Rules

1. The staff and students of the college are entitled to use the Library.
2. Members are not allowed to bring personal belongings inside the library. Adequate storage space has been provided at the entrance to the library.
3. Members shall leave the library ten minutes before the closing of the library.
4. Journals, both bound volumes and loose issues, manuscripts, reference books, materials on electronic media, damaged or worn out books etc will not be issued on loan.
5. New arrivals are displayed periodically.
6. Staff members can borrow a maximum of 5 books at a time. Post graduate students are issued a maximum of 4 books at a time while undergraduate students can borrow a maximum of 2 books at a time.

7. Members shall not keep a book for more than a fortnight. If the book is not returned before its due date, a fine of Rs.1/- per book per day including holidays will be levied. A document issued may be renewed once, provided it has not been reserved by someone.
8. Members are not allowed to Sub-Lend the books of the Library.
9. Staff and students must return all books on or before 31st March each year.

Library Services

1. Reference Service.

Library has a rich collection of reference books on different branches of Knowledge.

2. New Arrivals.

New arrivals are displayed it on a special rack for two weeks.

3. Internet Facility.

Ten computers are provided for internet service in the Library.

4. Reading Room Facility.

Eighty members can use the reading room facility at a time. Facilities are also provided in the stack room for reference

5. E: Resources.

Provide access to academic journals, e-books and other digital resources through INFLIBNET-Nlist and DELNET.

6. User Awareness programme.

College Library conducts a Library User orientation for First year Degree and P.G Students every year.

7. Book Bank Facility.

The college library has a book bank, which stocks essential text books in all subjects. These books are issued to students from poor economic background and there by helps them to prepare for University examinations as they can borrow these books for longer period of time.

8. Digital Library

Library having a collection of previous year Question Papers, MRP and Newspaper Clippings etc in DSPACE Digital Library Software.

9. Library Catalogue

An entire system-WEB OPAC- for searching books available in the library collection.

10. Plagiarism Check.

Check plagiarism on request (T&C apply)

Other Important Campus Facilities & Services

- 1 Seminar Hall (Air Conditioned)
- 2 Mini Seminar Hall
- 3 Auditorium and Conference Rooms
- 4 Smart Class Rooms
- 5 Counseling Centre
- 6 Well Equipped Health Club and Yoga Center
- 7 Computerised Library
- 8 Wi-Fi Campus
- 9 E-Governance Centre
- 10 Air Conditioned Language Lab
- 11 Two Air conditioned Computer Labs
- 12 Bio-Technology Lab
- 13 Two Physics Labs
- 14 Research Laboratory
- 15 Petrochemistry Labs
- 16 Girls Restroom
- 17 Girls Hostel
- 18 Computerized Administrative System
- 19 Attendance Automation
- 20 Centralised Announcement System
- 21 Book Bank Facility
- 22 Canteen
- 23 Campus Masjid
- 24 Mentoring System
- 25 Spacious Play Ground
- 26 Basket Ball Court
- 27 Co-Operative Society
- 28 English Efficiency Enhancement Course
- 29 National Service Scheme (N.S.S)
- 30 National Cadet Corps (N.C.C)
- 31 Students Convenience Centre
- 32 LITE Advanced Web Development Programme
- 33 Water Quality Analysis Lab
- 34 College Bus
- 35 Placement Consultancy
- 36 Students & Staff Parking Area
- 37 Certificate Courses
- 38 Audio Visual Lab
- 39 Incubation Centre

PTA

Parents Teachers Association

Parent-Teacher Association is functioning in our college to render all possible help to the Management, Staff and Students for the smooth running of the College and to create a favourable environment for study within the campus. All teachers and parents are members of this Association.

The aims and objectives of the Association

- ★ To foster and promote good relationship among the members of the teaching staff, students and guardians of the students.
- ★ To create in its members a keen interest for the smooth working and the progress of the college and for maintaining good discipline and high academic standards.
- ★ To institute scholarships, prizes, medals, etc. to benefit students showing a high proficiency in their studies.
- ★ To provide and ensure amenities to the students of the college.

| | | |
|-----------------|---------------------------------------|-------------|
| President | : Prof. (Dr.) Cini Kurian (Principal) | 9847734920 |
| Vice President | : Nazeer P.M | 9995599657 |
| Secretary | : Dr. Dino Varghese | 99952214977 |
| Joint Secretary | : Abbas A.E | 9446029056 |
| Treasurer | : Viju P.V | 8921135875 |
| | : Dr. Mary P.U | 9446393858 |
| | : Mrs. Shahanoor Beegum | 8547094948 |

Executive Members

| | |
|------------------|------------|
| Abdul Jaleel | 9847453738 |
| Soumya Anilkumar | 9562165502 |
| Nadhirsha | 9895205010 |
| Abdul Khader | 9449996902 |
| T.U Abdul Bucker | 9447175146 |
| Sabitha Hamza | 9562765246 |
| Anasal Azees | 9446740379 |
| Jabbar T.P | 9961732164 |
| Jafer | 9061197866 |
| Jesna Azad | 9747091162 |
| Nazia Razak | 8139848181 |
| Rehnas K.H | 9746204265 |
| Sameeja Mujeeb | 8714189755 |
| Shibi Philip | 9995540966 |
| Biju M.S | 8089983380 |
| Ansamma Joseph | 9746481200 |

Alumni Association

Al-Ameen College Alumni Association is a forum for teachers, and former students of this College. Any student passing out from this college is eligible to be a member of this Association. The Alumni Association is actively participating in the development programmes of the college. Many members of the Alumni occupy very important positions in different organizations.

Objectives

To provide opportunities to keep in touch with College.

To serve as a platform for the members to come together and renew their acquaintance with the college and college mates.

To be a part in the development of the college in various fields of activity.

| | | |
|-----------|------------------|------------|
| President | K.A. Basheer | 9746455926 |
| Secretary | Adv. Anees Fahid | 9946804616 |

Executive Members

| | |
|-----------------|------------|
| Navas P.M | 9747737590 |
| Vijinath M.I | |
| Shahirkhan K.I. | |

Treasurer

Shahul Hameed M.A

Ex. Officio Members

| | |
|----------------------|-------------------------|
| Dr. Abdul Hakeem P.M | Department of Economics |
| Shahanoor Begum | Department of Commerce |
| Dr. Shaniba M.H | Department of Economics |

JUNE 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---------|--|------------------------------|--|----------|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 2 nd Year and 3 rd year UG Class | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 Last date for academic calendar | 13 Internal File audit | 14 | 15 |
| 16 | 17 Bakrid | 18 | 19 Vayana Dinam | 20 | 21 International Yoga Day | 22 |
| 23 | 24 | 25 | 26 International Day against Drug abuse | 27 | 28 Anti-Ragging Committee and meeting | 29 |
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |

JULY 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|------------------------------|-------------------------------|-------------------------------|-------------------------------|----------|
| 30 | 1 Commencement of first year UG Classes. | 2 Orientation for parents | 3 Orientation for students | 4 Orientation for students | 5 Orientation for students | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 Muharam | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |

AUGUST 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---------------------------------|---------------------------------|--------------------------|------------------------|---------------------------------------|----------|
| 28 | 29 | 30 | 31 | 1 | 2 Publication of attendance report | 3 |
| 4 | 5 | 6 Hiroshima Day | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 Independence day | 16 | 17 |
| 18 | 19 | 20 Sreenarayan Guru Jayanthi | 21 | 22 | 23 | 24 |
| 25 | 26 Sreenarayan Guru Jayanthi | 27 | 28 Ayyankali Jayanthi | 29 | 30 UG / PG admission closes | 31 |

SEPTEMBER 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|-------------------------------------|---------|-----------|---------------------------|----------------------------------|----------|
| 1 | 2 Fresher's Day | 3 | 4 | 5 Teachers Day | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 Onam Celebration | 13 Onam vacation Starts | 14 |
| 15 | 16 World Ozone Day | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 Re-opens after Vacation | 24 | 25 | 26 | 27 World Tourism Day | 28 |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |

OCTOBER 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---------------------------------|-------------------------|---|--------|----------|
| 29 | 30 | 1 International Music Day | 2 Gandhi Jayanthi | 3 Tentative date for college election | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 First Internal for UG Students | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 Deepavali | 1 | 2 |

NOVEMBER 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|--|-----------|--------------------------------------|--------|----------|
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 First Internal for 1 st Year Students | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 Expecting 3 rd and 5 th UG Exams | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 Expecting first sem Exam | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

DECEMBER 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|----------------------------------|-----------------|------------------------|--------|----------|
| 1 | 2 | 3 World day of Handicapped | 4 | 5 World soil Day | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 Christmas | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |

JANUARY 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------------------------|-----------------------------|-----------------------------|--|------------|----------|
| 29 | 30 | 31 | 1 New Year | 2 Mammam Jayanthi | 3 | 4 |
| 5 | 6 | 7 Arts literary Items | 8 Arts literary Items | 9 Arts | 10 Arts | 11 |
| 13 | 14 World Ozone Day | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 National Pie Day | 24 International day of education | 25 | 26 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |

FEBRUARY 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|--|-----------|--------------------------|-----------------------------------|----------|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 World cancer day First Internal Exam for 2nd and 3rd Year | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 International Day of women and girls in science | 12 | 13 world Radio Day | 14 Saint Valentine's Day | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 National Science Day | 1 |

MARCH 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|-------------------------|-------------------|-------------------------------|--------|----------|
| 30 | 31 | | | | | 1 |
| 2 | 3 | 4 Second Internal | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 College day | 20 National science Day | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

INTERCOM NUMBERS

| Sl No. | Department | | Intercom No. |
|--------|-------------------------------|--------|--------------|
| 1 | PRINCIPAL | | 25 |
| | RECEPTION | | 24 |
| 2 | MUSTHAFA.P.H | OFFICE | 46 |
| | ASHNA.U.A | | 20 |
| | AJEENA.K.A | | 34 |
| | HAFIZ.V.A | | 31 |
| | SHEMEEM KHAN.P.M | | 21 |
| | NAJMUNNISA.N.A | | 22 |
| | SREEKALA.D.T | | 45 |
| | MOHAMMED ASHIQUE | | 23 |
| | MUHAMMED ROSHAN.K, SUMAYYA | | 57 |
| 3 | BBA | | 51 |
| 4 | BOARD ROOM | | 27 |
| 5 | BIOTECHNOLOGY DEPT. | | 35 |
| 6 | BIOTECHNOLOGY LAB | | 36 |
| 7 | BIOCHEMISTRY LAB | | 37 |
| 8 | PLACEMENT CELL | | 42 |
| 9 | B.Com COMPUTER (Dept) - ANNEX | | 56 |
| 10 | BTTM DEPARTMENT | | 50 |
| 11 | B.Sc PHYSICS LAB | | 52 |
| 12 | BALANCE ROOM | | 58 |
| 13 | B.Voc DEPARTMENT | | 47 |
| 14 | EXAM - PACKING ROOM | | 28 |
| 15 | COMPUTER LAB | | 32 |
| 16 | COMPUTER DEPARTMENT | | 33 |
| 17 | COMMERCE DEPARTMENT | | 44 |
| 18 | CHEMISTRY DEPARTMENT | | 55 |
| 19 | CHEMISTRY LAB | | 58 |
| 20 | ENGLISH DEPARTMENT | | 29 |
| 21 | ECONOMICS DEPARTMENT | | 48 |
| 22 | IQAC | | 30 |
| 23 | LIBRARY | | 40 |
| 24 | LANGUAGE DEPARTMENT | | 43 |
| 25 | MANAGER | | 26 |
| 26 | MATHEMATICS DEPARTMENT | | 38 |
| 27 | M.Sc PHYSICS LAB | | 53 |
| 28 | PHYSICS DEPARTMENT | | 54 |
| 29 | PHYSICS COMPUTER LAB | | 53 |
| 30 | PETROCHEMICALS LAB | | 58 |
| 31 | SMART CLASS ROOM | | 39 |
| 32 | SEMINAR HALL | | 41 |
| 33 | AL AMEEN SOCIETY | | 8078800336 |

CLASS TIME TABLE

| DAY | I hour | II hour | III hour | IV hour | V hour |
|-----------|--------|---------|----------|---------|--------|
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |

List of Rank Holders

| UNDER GRADUATE PROGRAM | | |
|---------------------------------|-----------------------|----------------------|
| Name | Department | Rank/position |
| Neha Joy | B.Sc Chemistry | First |
| Mubeena Mol K A | B.A Economics | First |
| Minsa M Nazeer | B.Sc Chemistry | Second |
| Faseela K S | B.A Economics | Second |
| Suhana Ali K A | B.Sc Physics | Third |
| Afna Mol C N | B.Sc Chemistry | Third |
| Hasnath Aliyar | B.A Economics | Third |
| Muhammed Aslam N A | B.A Economics | Fourth |
| Fathimathul Faisa C A | B.Sc Chemistry | Fourth |
| Mohammed Shafi | Tourism | Fifth |
| Abeesha Ansar | B.Sc Chemistry | Fifth |
| Arthana N P | Tourism | Sixth |
| Shahana Ashraf | B.Sc Chemistry | Sixth |
| Nijiya Mol K N | B.A English | Seventh |
| Fathima Shabana | B.Sc Chemistry | Seventh |
| Fathima Nasrin P.M | B.A Economics | Seventh |
| Fathimath Sumayya P S | B.A Economics | Eighth |
| Safna K S | B.Sc Physics | Ninth |
| Anzila Mehar | B.A Economics | Ninth |
| Raihana Parvin. T.M | B.A Economics | Tenth |
| Post Graduate Programmes | | |
| Juman E (2023) | M.Sc Computer Science | Eighth |
| Hajara Beevi P N | M.Sc Computer Science | Third |
| Shilja S | M.Sc Computer Science | Seventh |
| Fathima Nadha P T | M.Sc Computer Science | Seventh |
| U M Fabi | M.Sc Computer Science | Eight |
| Harshal Babu | M.Sc Computer Science | Nineth |
| Muhammed Rameez A K | M.Sc Computer Science | Tenth |

National Anthem

Jana gana mana adhinayaka jaya hè

Bharath bhagya vidhata

Punjab Sindh Gujarata Maratha

Dravid Utkala Banga

Vindhya Himachala Yamuna Ganga

Uchala Jaladhi taranga

Tava Subh namè jagè

Tava Subh ashish magè

Gahè tava jaya gatha

Jana gana mangala dayaka jaya hè

Bharat bhagya vidhata

Jaya hè, Jaya hè, Jaya hè

Jaya, jaya, jaya jaya hè.