YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	AMC GROUP OF EDUCATIONAL INSTITUTIONS
• Name of the Head of the institution	Dr. Byju K
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9995427765
• Mobile no	9495562472
• Registered e-mail	amcottapalam@gmail.com
• Alternate e-mail	amcottappalam@gmail.com
• Address	AMC Building, Kothayur Road,Manisseri
• City/Town	Ottapalam
• State/UT	Kerala
• Pin Code	679521
2.Institutional status	
• Affiliated /Constituent	YES
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Self-financing**
• Name of the Affiliating University	**UNIVERSITY OF CALICUT**
• Name of the IQAC Coordinator	**JISHA K**
• Phone No.	**8606261381**
• Alternate phone No.	**8606261381**
• Mobile	**8606261381**
• IQAC e-mail address	**iqacamcotp@gmail.com**
• Alternate Email address	**amcottapalam@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://amc-college.com/naac-documents-1
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://amc-college.com/admission-%26-calender

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**2.79**	**2022**	**26/04/2022**	**25/04/2027**

6.Date of Establishment of IQAC	**02/08/2018**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
N/A	**N/A**	**N/A**	**N/A**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

* Ensured the complete participation of faculty in research publications and received ISBN status on 20th March 2023 for the inhouse journal DAKSHA-AMC'S TREATISE ON SOCIAL SCIENCE RESEARCH

*The HEI increased its collaborations and MOUs with higher educational institutions and industries for augmenting academic quality and exposure for students.

*The feedback system has strengthened by introducing, Students Interaction Forum (SIF) - a direct platform for students to interact with the higher authority to share their grievances and suggestions towards the betterment of academics and non academics

*Certificate courses on softskill, Life skill and basic computer skills was conducted for students in association with other agencies

*Understanding the importance of Yoga as a healthy habit among students, several practical sections on meditation , pranayama was conducted to relieve their stress and to refresh their minds.

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

Plan of Action	Achievements/Outcomes
Promotion of reaearch publication among faculty	Faculty published research articles in UGC Care listed journals.Besides, the HEI recieved ISBN status for its

	inhouse journal- DHAKSHA - AMC's Treatise on Social Science Research
Strengthen the existing feedback system	Implemented a face to face feedback collection platform- Students' Interaction Forum (SIF)
To increase MOUs and collaborations with HEIs and Industries for enhancing quality	Faculty exchange and student exchange were ensured.Students were given with an international certificate Training programme on softskills and lifeskills,joining hands with LINUS Educational Services Canada
Promotion of Women empowerment programes	Woman development cell,Gender Equity Club etc conducted vaious programes and training sessions on self defence and woman empowerment.
Introduction of a new initiative to ensure stress free Teaching	Various stress buster activities were conducted for faculty under the banner - Euphoria : Happy Teacher, Happy Classroom
Promotion of organic food and healthy lifestyle among students	The Entrepreneur Development Club in association with various Departments conducts Weekly Food stalls for the promotion of organic food habit among students.
Proper assistance and direction for the promotion of Yoga as a best practice among students to build mental and physical wellbeing	Started Yoga as a daily practice and sessions on meditations and traininf for practicing Pranayama were given for students by Yoga trainers from Art of Living and Shri Ram Chandra Mission
Feedback	Analysis of Feedback was prepared and submitted to CGC

13.Whether the AQAR was placed before	Yes

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
CGC	10/05/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	02/02/2023

15.Multidisciplinary / interdisciplinary

Multidisciplinary learning adopted in the new NEP help the coming generation students to learn a singlr topic from multiple disciplinary perspectives.It helps to augment student engagemnet in learning.The inter disciplinary aproach integrates knowledge and techniques from different discplines to address complex topics in the carriculum. These aproaches promote holistic understanding of subjects and also engareges citical thinking among students.By adopting multidisciplinary system students get enriched by industry exposure and more axis to higher education programmes.Multidisciplinary aproach integrates knwledge and skill from various academic disciplines so that a students get fullfleged vista of knowledge by the completion of the programme.

16.Academic bank of credits (ABC):

Academic Bank of new NEP visioned by the Government of India gives a scope of storing the academic credits earned by the students in digital infrastructure.The ABC scheme provides larger posibility to complete their course within a span of period by avoiding dropout in the midway.It ensures more flexibil and students oriental education sytem which helps the students to undergo their studies in the inderested academic area.It gives axix to wide range of educational opertunities and helps them save time and money.

17.Skill development:

With regard to the employability aspect, Today it s ecential to indroduce skill based learning techniques in curriculum.In todays hihgly competitive Job market it is ecencial to get exposed to varied skills.Skill based learning helps them to apply their learned theaorees to practical areas.Entrepreneurship skills in students

gets honed by contionous exposure to multitudes of skil sets from the foundational stage to the higher educational level. Technology driven leraning pattern also prepare them to be competent to encounter the chellenges offered by the Employemnt sectore. Besides the focus given for vocational training also helps the puple to bridge the gap between education and employemnt.

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

The New NEP empasises the promotion of Indian culture, Values and Traditions by promoting day observations, conducting cultural exhibitions and other linguistc fest inside and outside of the Campus area. The outreach and extended programmes can be conducucted to inculcate cultural values and tradition across India.The new generation Students should be exposed to the rich Indian culture and they should be made proud be in part of incredible India. A strong sense of one's own cultural history,Arts,Languages and Tradition will develop inn the posterity. The cultural awareness and expression will act as catalyst in moulding him/her as an individual with social commitments and security.

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

The entire cariculum gives liberty to a student to choose what they would like to study and how they would like to study. The sudents join for a corse with a certain goal of developing skills or to gain knowledge by the completion of the programme. This aproach helps to make education more students entered and result oriental. The OBE Effective as it comprises of curriculum design,Teaching learning methods,Assessment and continiual quality ipmrovemnt and monitoring.Outcome based learning become effective only with appropriate content, instructional method and assessment strategies. The students should be able to do or know what he should opt next after completing course or programme.

20.Distance education/online education:

We are living in an digital world, Hence use of Internet and Digital technology is the need of the our. Educational content and instruction to students who canot physically attend the classes can be aproached and availed through this innavative scheme.Students can have insight to their pasion and can grab certificates by undergoing distance learning process along with their regular course. The existing Online Education system like SWAYAM, E PATHASHALA, SWAYAMPRABHA, MOOC etc. will ensure that the technology-based learning easy and accessible. Students can obtain online certification in interested areas at low cost.

Extended Profile

1.Programme

1.1	**187**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File](#)

2.Student

2.1	**1001**
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2	**116**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	[View File](#)

2.3	**290**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**37**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	**2**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**26**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**85.45**
4.3 Total number of computers on campus for academic purposes	**33**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college's academic programs are affiliated with the University of Calicut, necessitating adherence to the university's prescribed syllabi across all departments. Led by the Principal and senior faculty, the Academic Council meticulously crafts a comprehensive timetable, effectively allocating time for academic pursuits and co-curricular activities. This balanced schedule incorporates international video conferences for theoretical and problem-based lectures, tutorials, ICT integration, life skills, value education, and certificate courses, ensuring diverse student engagement.

Departments ardently pursue curriculum delivery through a blend of proven and innovative teaching methodologies. Subject allocation occurs democratically through deliberations among faculty members during departmental meetings. Faculty diligently ensure timely syllabus completion, while periodic meetings of the IQAC, Department Heads with the Principal, and general staff gatherings monitor teaching-learning progress.

The college boasts state-of-the-art facilities, including smart classrooms, virtual environments, audio-visual aids, and extensive ICT resources. These resources are extensively leveraged by educators in daily teaching practices, enhancing the attractiveness of curriculum delivery to students.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	http://docs.uoc.ac.in/website/Syll/

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

"The institution prioritizes adherence to the established academic calendar for the successful execution of Continuous Internal Evaluation (CIE). Emphasizing effective time management, the Academic Council diligently crafts the final academic schedule in alignment with the affiliated university's published calendar well in advance of each semester.This finalized academic timetable is prominently displayed on departmental notice boards and the institution's official website. In instances of unforeseen developments necessitating changes in the academic calendar, prompt communication is extended to all students. Faculty members, guided by the academic calendar, meticulously prepare lesson plans, ensuring comprehensive coverage aligned with internal examination dates. Adherence to this schedule is a requisite for faculty members.Moreover, the institution adheres strictly to the academic calendar designated by the University for respective courses. This strategic alignment empowers both teachers and students to effectively organize their teaching and learning schedules, allowing for structured assessments.The Academic Council actively oversees the consistent coverage of syllabi across all classes, having devised a standardized format for this purpose. Regular general staff meetings facilitate the review of information, providing a platform for proposed measures to address any impediments encountered in syllabus coverage. Such obstacles may include unforeseen circumstances, personal reasons affecting a teacher, or variations in student comprehension across specific classes."

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://amc-college.com/admission-%26-calender

1.1.3 - Teachers of the Institution participate in `C. Any 2 of the above` **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

`8`

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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

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

11

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

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

999

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

1. * Understanding ethical frameworks and cultivating a strong sense of professional conduct are fundamental for future professionals. It fosters integrity, responsibility, and accountability, essential traits in any career path. 2. * Addressing gender dynamics in education promotes equality, diversity, and inclusivity. It creates a space where students understand and respect different perspectives, contributing to a more equitable society. * In a constantly changing world, preparing students beyond traditional subjects empowers them to face real-world challenges effectively. -:* Educating on ethics, environmental consciousness, and social equality cultivates responsible citizenship, crucial for a sustainable and harmonious society. :* Encouraging interdisciplinary learning enhances adaptability and critical thinking skills, vital in navigating an ever-evolving global landscape.

The institution is trying for the integration of professional

ethics, gender studies, human values, environmental sciences, and sustainability into institutional curriculum is not merely an educational innovation but a necessity. It lays the foundation for a generation equipped to address the multifaceted challenges of the present and future, fostering a more inclusive, sustainable, and ethically conscious society.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

8

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

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

997

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://amc-college.com/documents-2#46d3159b -9252-49e8-b61c-010c52d8b728
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://amc-college.com/documents-2#46d3159b -9252-49e8-b61c-010c52d8b728

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

382

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

83

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

- **A unique program called Student Motivation And Real Transformation (SMART) is designed for advanced learners who want to interact with scholars and expand their understanding of the world at large. To help advanced learners identify and assess successful entrepreneurs' business strategies, initiatives have been put in to practice by meet with entrepreneurs and industry professionals.**
- **Students can present and publish papers on the Research Forum, a forum designed to help them discuss the most recent developments in their field of study. It is intended to support the students' personal growth and aptitude for research.**
- **Online Question Bank: To facilitate their learning, advanced students create online question banks for practically every subject and share them with other students. The experience of preparing questions helps advanced learners become more capable of learning. The library provides study materials to help with competitive exam preparation.**
- **For weaker students - our college categorized these students in to TIPS (Total Improvement Programmes). In this students**

were benefited by remedial classes, peer teaching and question banks prepared by smart students

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

Number of Students	Number of Teachers
1001	**37**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Various Departments of our College conducted various programs to improve student's skills and Academic knowledge as part of Participative learning. The activities are as follows

PPT Presentation Competition: - The main aim behind this is to enhance presentation skills and ability to use computers in the modern world.

Article Review Competition: - The purpose of conducting this competition was to improve the writing as well as analytical abilities of students.

Book review competition: - The main objective of this program was to enhance creativity and knowledge of students.

Speech Competition: - Our college conducted Speech competition on various topics to improve language and self confidence among the students.

Quiz competition: - The purpose behind this is to evaluate the

knowledge of the students and to encourage them to attend the competitive examinations.

Advertisement Copy making Competition: - To give awareness among the students regarding the importance of Advertisement in Marketing and also enhance their creativity.

Jumble Crumble Competition: - To Brainstorm and to improve the vocabulary of students

Video Presentation Competition: - The main aim is to give the students the opportunity to demonstrate their reading, thinking and writing skill.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

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

Teachers use ICT enabled tools to support enhance and optimize the delivery of information to students for effective teaching -learning process in the college. The ICT tools used by the teachers are LCD projector, Computers and Laptops, Scanner and Printer, Free e-resources, Power point presentations, Online Learning Platforms, Online video conferencing and Soft copy of notes. In teaching-learning process LCD projector is used to make visual impacts for enhancing learning ability. In college, there is a computer lab for students to enhance and facilitate their knowledge in the field of information technology. On the other side teachers make use of Scanners and Printers for preparing question papers of internal exams and e-book materials. Students can freely access Digital Locker facility through library to get e- resources for their references in studies. Teachers are taking sessions using Power point presentations in classes which are useful to the students for further reference in future. All students are using online platform for learning which are an integrated set of interactive online services to manage teaching -learning process and also to disseminate. Polycom hardware and software is used for international video conferences to take sessions from various countries.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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

2.3.3.1 - Number of mentors

37

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

37

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	[View File](#)

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

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

3

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

166

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Continuous Internal Evaluation system at AMC Group of Educational Institutions, affiliated with the University of Calicut, upholds the University's evaluation standards. Both internal and external assessment methods recommended by the University are employed to continuously evaluate students. The college ensures a structured evaluation process, conducting centralized internal exams with prompt result publication. Any concerns regarding grading or marks are addressed by the respective teachers and Department Heads, escalating to the college grievance cell if needed. The college follows an academic calendar aligned with the University's guidelines, discussed in the academic and staff councils and distributed via departmental channels. Additionally, the tutorial system facilitates monthly one-on-one discussions monitored by class teachers, providing a platform for students to address concerns and showcase achievements. Moreover, seminars, assignments, attendance, and classroom participation contribute to internal assessment marks, promoting a comprehensive evaluation approach.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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

Centralised Internal Examination: College conducts Internal Examinations at College level by following the procedures same as University Examinations to minimize the chance of malpractices and to get an experience of examination to the students

Timely Evaluation: After Examinations answer scripts are valued within short time and return back to individual students for verifying their marks and to get a chance to consult the subject teacher to make correction, if any. Publish the internal examination result in notice board.

Progress Card System: Prepare Progress card for individual students to keep their progress report to communicate with the parents as their demand. Students Grievance cell &Complaint box: Any grievances related to internal examination procedures including valuation can be reported to the concerned subject teacher, Mentor, Class Tutor, HOD, and Principal in this order. If the concern is not addressed, students can approach Grievance cell or put complaints in complaint box.

Attendance Report: Class Tutor prepare monthly APC and publish in college noticeboard to make alert the students to maintain proper attendance.

Class PTA: Arrange class PTA and discuss the performance of students with their parents. Mentors alert the parents about the performance of students regularly.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://amc-college.com/internal-marks%26programmes

2.6 - Student Performance and Learning Outcomes

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

The final result of conducting specific programs which communicates the outcome of particular discipline is understood as the program outcome. Teachers and students are made well aware about the Course Outcome, Program Outcome and Program Specific Outcome that has been identified by the college. The Course Outcome, Program Outcome and Program Specific Outcome are communicated by the college in the modes as mentioned henceforth. Display of Course Outcome, Program Outcome and Program Specific Outcome in the college website: The college website depicts the Course Outcome, Program Outcome and Program Specific Outcome in a detailed content. Program Outcome described through prospectus: Each students are provided with a prospectus by the college which describes about the outcomes of the Program, Program specific and Course, during the admission process. Also the college calendar specifically explains about the Course Outcome, Program Outcome and Program Specific Outcome. Information about the Syllabus to the students: Students are particularly informed about the syllabus and curriculum, by sharing the soft copy of the syllabus as per the Scheme of Affiliated University.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

Program Outcome, Program Specific Outcome evaluation by the Institution: College monitor program outcome and program specific outcome on a regular basis and take necessary steps to measure the level of achievement. Program outcome is measured in terms of the placement and higher studies opted by the students. Also evaluate the performance of students in different competitive examination like CAT, MAT etc. University Result analysis: University result analysis is carried, regularly soon after the declaration of university results. For this each department designate a teaching faculty to collect and evaluate the result on semester wise properly. A department level review is carried under the guidance of Department Head. After department analysis it is reported to IQAC under the chairmanship of Principal and appropriate steps are taken

to corrective action. Internal exam evaluation: College take more attention with the continuous development of students through internal exam evaluation. In every semester college conduct internal examination in a centralized pattern. Results thus received and published through progress card and identify weak students and give proper attention to each course through remedial classes. Feedback from Alumni: College follows a system to collect feedback from alumni to understand the extent to which the course outcome benefitted them in their employment. College also initiate to collect employer feedback from the students those who are placed to evaluate their efficacy to carry out industrial demand. Student Interaction Forum is functioned under the support of IQAC which is to collect students response about the requirements to improve academic performance.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

259

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://amc-college.com/survey%26welfare-activities

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0.2

File Description	Documents
Any additional information	<u>View File</u>
e-copies of the grant award letters for sponsored research projects /endowments	<u>View File</u>
List of endowments / projects with details of grants(Data Template)	<u>View File</u>

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

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

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

0

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

3.2 - Innovation Ecosystem

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

The college makes sure that students are improving to the competent levels both in academic and extracurricular settings. The execution of Entrepreneurship Development Club sorts out different exercises like Field visits, grooming sessions and meetings with fruitful business people. ED club keep aliveness in the units of LED bulbs, soaps, washing powders, paper pen and paper files. Innovative skills of manufacturing and marketing improves through the effective participation. To activate the business tactics, ED store, Friday stalls take turns as part of drive of ED club.

Research Forum, gives exploration among understudies both in UG and PG as well as in faculties for effective learning curriculum. Research paper publication in different journals and Intercollegiate paper presentations enhances the traits. Scholarly progression guaranteed through the fests directed in department levels by decisive reasoning exercises and insightful games to distinguish the abilities and its best use. " Parivartan" Synergy, and "BECO" are some of them. 'Daksha ' the booklet and ECHO, the newsletter is pride of AMC. The magazines slot displays skills and creativities. ICT equip scholastic and Vocational training equip the in different units loke cloth mat, envelope, scrubber, washing soap etc. For educational experience, internships and intercollegiate exercises are enhanced.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://amc-college.com/documents-2#3fbc30b0 -3a19-4b36-85ad-73d350e94a13

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

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

18

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

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

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

1

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	[View File](#)

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

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

38

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

45

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

3.4.1. qualitative(extension)

AMC do extension and outreach activities through various clubs like NSS, Social Service Club, Red Ribbon Club, Anti Drugs Cell and various departments .Rural India has been facing Uncleaning, unhygienic and malnutrition conditions. Cleanliness programme done by NSS unit & Nature club in the college and local community .Red ribbon club do many blood donation camp & medical camp to the community. They organized an awareness rally regarding World aids day and gave awareness among society. Social service club conduct various awareness programme, fund collection to needy people, distribution of food, cloth and medical kit to the local people. Working outside the college campus and with diversified social groups of people allow students to gain more self-confidence. Anti drugs cell in association with police and excise department give various awareness programme on illicit use of drugs and also conduct

flash mob and human chain against drug abuse. Various department has conducted the following programmes

1 Supplying teaching aid to local community and Special school

2.Distribution of books to nearest Anganwadi

3.Mid-day meal program of selected hospitals and orphanages College- Local Community Partnership

4. visit to orphanages in nearby community

5 Cleaning campaign at various charitable institutions and orphanages

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

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

1

File Description	Documents
Any additional information	[View File](#)
Number of awards for extension activities in last 5 year (Data Template)	[View File](#)
e-copy of the award letters	[View File](#)

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

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

57

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

1177

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

10

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<u>View File</u>
Any additional information	<u>View File</u>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<u>View File</u>

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College has 24 spacious class rooms with ample furniture facilities. Out of these 24 class rooms, 12 class rooms have ICT facility and 10 classes have WI_FI facilities.

Library.

Library is an inseparable part of a college or it is part of academics. AMC has a good library and has a good collection of books as reference books, books for general reading and reference books for competitive examinations. We have a good collection of magazines and journals.

International Video conferencing.

College has implemented video conferencing facility from 2009 for providing ICT classes to the students. We have dedicated management team in Canada and also in Middle East for providing international classes for our students. For this purpose, we are using Polycom Software with dedicated internet line.

Seminar Hall.

For conducting special meetings and seminars we have an ICT enabled Seminar Hall. It is spacious and has ample facilities for conducting teaching learning activities for students.

Computer Lab:

The college is providing short-term ICT training programmes that are offered by CIAS. This training helps the students to get employment in IT field. For this purpose, we have a well-equipped Computer Lab with 30 computers.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

Arts, sports and other activities are important as academics. So, AMC is providing facilities for non-academics and academics such as

Play Ground

College management has special interest in sports activities. So, AMC has a spacious playground of 2.6 acres and has facility to play football, cricket, badminton etc.

Health Club.

Our management is highly enthusiastic to the physical fitness of the students and staff. we have a multi gymnastic facility with highly sophisticated implements like power cycle, Walker, etc.

Cultural activities

Cultural activities are conducting to promote the creativity of the students. To promote cultural activities of the students we have different clubs like Fine arts club, debate club, literary club etc.

Kalakshetra

The college has an open auditorium known as Kalakshetra to conduct various cultural activities

Santiniketan.

Students are encouraged to participate in speech competitions, debate competition, communication games to hone their communication abilities. It's an outdoor space where most of the teaching learning activities are conducted.

Additional amenities:

- During menstruation days and any other illness, female staff members and students can relax in college ladies rest room. The college has installed a restroom with an incinerator next to the room and a vending machine for sanitary pads.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

15

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

36.71

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

Our ILM Software, Necttos, is used to issue and return the books. New books are also added in Necttos and its issue will be possible only after updating the stock. Details of books once added can also be edited. Foot fall entries and details of books issued can also be obtained from Necttos. Maximum number of 10 books can be issued to teachers and post graduate students, in the case of graduate students a maximum of 5 books can be issued. New subjects can also be created under which new books can be added.

Name of software – NECTTOS

Nature of Automation – Partly

Version – 3.0.14

Year of Automation - 2022

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

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

E. None of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

.62

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

28

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

For the IT and WIFI facilities college is providing the following facilities.

Office Automation

For the untroubled functioning of the office the college is using NECTTOS Software. It is used for academic documentation, online teaching, office administration, fee collection and all other fee related matters. For the functioning of library too college is using NECTTOS software.

Computer Lab

The college is equipped with computer lab with 30 computers and 3 laptops for the use of departments. The system head will maintain and update the lab and system properly and timely.

WIFI and Internet.

College is providing free Wi-Fi . for this college is equipped with 2 BSNL connections and 1 rail ware net

International Video Conferencing

Providing international classes to the students is a specialty of this college. For this purpose, we are using POYCOM system which was implemented in 2009 onwards. For this purpose, college is using dedicated BSNL lines.

Other Facilities.

- For supporting academic and non -academic activities college has enough hardware facilities.
- college has ICT enable seminar hall for meetings and discussions.
- 16 well-functioning CCTV
- One printer for academic and non-academic purposes.
- One dot- matrix printer for office use.
- One scanner for academic and non-academic purposes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.3.2 - Number of Computers

33

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the `C.10 - 30MBPS` Institution

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

16.80

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

College has an extended systems and procedure for repairing and maintaining the physical, academic and support facilities. The college has efficient policies and procedures for maintaining the infrastructure and other amenities in order to make the best possible use of facilities necessary to operate effectively. The administration set aside the necessary finance for the upkeep of the infrastructural and support facilities. Provisions are made in

budget for both new and existing facilities, repairs and upkeeps. Management always tries to met the infrastructural needs as its self-initiative and other requisites are acclaimed by concerned departments to the principal and college council and also to the management. A team of efficient workers are responsible for keeping the college premises clean. The library maintenance is done by the staff members headed by the librarian. The IT infrastructure in college is updated by IT consultants. The college maintains a stock register to verify and maintain the stocks in the institutions yearly. Maintenance of gardens are done by a team of staffs and the Physical Education Department ensures the equipment's working condition in gymnasium. The institution hosts yearly maintenance agreement for equipment's and physical facilities that are regularly maintained.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

210

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

47

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	https://amc-college.com/documents-1#1f9d254c-a086-429d-819c-3789f44e3f6d
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

647

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

647

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

30

File Description	Documents
Self-attested list of students placed	*View File*
Upload any additional information	*View File*
Details of student placement during the year (Data Template)	*View File*

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

5.2.2.1 - Number of outgoing student progression to higher education

226

File Description	Documents
Upload supporting data for student/alumni	*View File*
Any additional information	*View File*
Details of student progression to higher education	*View File*

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

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

14

File Description	Documents
Upload supporting data for the same	*View File*
Any additional information	*View File*
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	*View File*

5.3 - Student Participation and Activities

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

during the year

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

0

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

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

The AMC Group of Educational Institutions makes it easier for students to participate in a range of extracurricular, administrative, and academic activities. The institution has student committees, a student union, and a college union. Every member of the College Union represents students in accordance with university policy. Each and every student-related activity is run by a staff adviser with guidance from College Union. Under the direction of the Union Chairman, the Student Union is granted autonomy and backing from the government to plan a range of activities. Activities related to sports and culture are organized by the general captain and secretary of the arts club, respectively. Student articles are gathered by the magazine editor for the campus publication. The voice of the students is represented by the University Union Councilor and the class reps. In addition, two student organizers oversee the forums, clubs, and cells. To promote gender neutrality, a coordinator post is set aside for females alone. The Students Council organizes extracurricular events such as Fresher's Day, Union Inauguration, Arts, Festival and Cultural Programs, Food Festival, Department Association Activities, Sports Meet, Publication of College Magazine, and Celebration/Observation of National/International Days each year. Student representatives in academic and administrative bodies are represented by members of the Students' Council. Representatives from the student body speak up in

Department Associations, NSS, Cells, and Clubs.

File Description	Documents
Paste link for additional information	https://amc-college.com/events-gallery-1#7
Upload any additional information	View File

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

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

69

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

5.4 - Alumni Engagement

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

The Alumni Association of AMC group of Educational Institutions always stands as the backbone of general Welfare of the college. It contributes financially and morally for every actions that may result in the upgradation of college. This association always seems to be the strength of college as it was the fruitful after effect of the excellent guidance and encouragement that our college had provided. On 15th July 2022, the Alumni Association has rendered a helping hand to the Alumni Bijoy for his treatment by handing over the collected amount. An Alumni meet that conducted by the 2018-21 BA Economics batch on 29th of October 2022 was a remarkable one with its enthusiasm. Alumni arranged a meeting of delegates of college on 31 December 2022 to visit the industries and met the heads of PMS & TAICO FZC in UAE for the support for the student and progression. On

1st January 2023 as part of the 20th anniversary celebration, AMC Alumni conducted a Grand Alumni meet at Dubai. On the same day, same venue the Association conducted a seminar on "Role of Alumni in enhancing quality Education". And on every year, our Association gathers together for Iftar meets which we proudly represent as our pride. On 30th January 2023 Alumni Association together with career guidance and placement cell provided a career guidance program on "How to prepare MAT Exam". The Alumni Association of AMC is an inevitable factor in its progress.

File Description	Documents
Paste link for additional information	https://amc-college.com/about-alumni%26annualreport
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The journey of every educational institution begins with a clear Vision, Mission and Values. The institution is backed by the vision of:

VISION

TO TRANSFORM RURAL YOUTH TO VIBRANT, RESPONSIBLE AND SOCIALLY

COMMITTED CITIZENS IN THE SPIRIT OF EDUCATION AND EXCELLENCE.

MISSION

BUILD MORALLY, PROFESSIONALLY, TECHNOLOGICALLY UPDATED FUTURE

CITIZENS.

VALUES

CREATIVITY, COMPETENCY AND COMMITMENT

MOTTO

HAKUNA MATATA- IT MEANS "DON'T WORRY! BE HAPPY"

To strengthen the vision and mission of the institution -Principal, Vice Principal, IQAC, Faculty members along with the stake holders work hard to fulfil it. The management of the institution plays a pivotal role to achieve the same. As the residents in the rural area belongs to first generation category, the HEI provides opportunities for them to upgrade their standard of life. To transform rural youth to vibrant, responsible and socially committed citizens, the institution provides quality education and make them competent to live in this scenario.

As mentioned in the mission, to build morally, professionally, technologically updated citizens, the management has introduced a Polycom facility (video conferencing) within the campus from the beginning itself. This is done to uplift the students as they are coming from a rural background.

Various clubs and cells are functioning in the HEI. The aim of the clubs and cells is to inculcate values such as creativity, competency and commitment among students. With the sincere involvement of faculties and stake holders related to all activities of clubs and cells helps to achieve the same.

File Description	Documents
Paste link for additional information	https://amc-college.com/vision%2Cmission%2Ccorevalues
Upload any additional information	View File

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

The HEI always believes in the culture of decentralization and participative management. This culture reflects in the planning and administration, policy decision making and office management. The Management, Principal, Vice Principal, Heads of Departments, Teaching and Non teaching staff, Students, Parents, Alumni,

CGC,IQAC, Academic council, Student council ,Staff council belongs to this. In the beginning of every academic year all teaching and nonteaching staff are assigned with duties of various clubs and cells and they are given due freedom to organize various programmes that are beneficial for the physical, mental and creative betterment of students. In a way this is a platform for the students to showcase their innate abilities and their social commitment. Management is actively involved in various activities related to students' progression. Students are provided freedom to approach the head of the institution and the management to fulfil their needs related to their academics and non academics. The suggestions from the students, alumni, PTA, teachers are considered by the management with due respect and is discussed with CGC. Al the decisions related to the upliftment of the institution is discussed with the CGC, College Governing Council which is the uppermost decision making body. Then the CGC approves the favourable suggestions put forward by the stake holders for the betterment of the institution.

File Description	Documents
Paste link for additional information	https://amc-college.com/college-council-%26-chart
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The HEI demonstrates a comprehensive strategic plan focused on key aspects. The strategic goals encompass Internal Quality Assurance, emphasizing NAAC-regulated IQAC formation, regular quality policy framing, and the establishment of monitoring committees. Institution prioritize a robust Teaching-Learning Process by structuring academic planning, utilizing advanced teaching aids, fostering research, and ensuring transparent feedback mechanisms.

Leadership and participative management are promoted through decentralization, functional committees, and transparent performance appraisal systems. Student development and participation are encouraged via budget allocations, placement activities, and involvement in committees, competitions, and career guidance programs.

The management takes involvement in making discussions with higher authorities and statutory bodies like AICTE,AIU etc - regarding

academic matters. They also takes great interest in making follow-up visits of NAAC first cycle accreditation with authorities concerned. This active engagement of Management by consultattion with higher authorities helps the HEI to be par ahead with the innovative implementations of the statutori bodies.

Staff development and welfare are prioritized through recruitment policies, performance evaluations, training, infrastructure provision, welfare policies, career advancement schemes, and support for research and innovation. Financial management includes framing policies, department-wise budgeting, income-expenditure forecasting, purchase committee functioning, MoUs with industries, and facilitating industry-based projects.

Lastly, the plan highlights green governance, accreditation pursuits, academic audits, and infrastructural developments aligned with student needs. These strategic goals collectively illustrate a comprehensive approach to educational excellence, stakeholder involvement, and holistic institutional development.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://amc-college.com/management
Upload any additional information	View File

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

The college has a well defined organizational structure which comes under Trisha Non-profit Organization established in 2003 for the upliftment of rural education. It includes:

Managing Committee

College Governing Council

Academic Council

Academic Departments

IQAC

Administrative Department.

The trust is headed by Meena Ramaswamy, Ramaswamy & Manikandan Ramaswamy. The managing committee under this trust executes all administrative as well as organizational duties as per their vision and policies. The college recruit teachers mainly concentrated in rural area and as per UGC norms. College Governing Council is an apex body which meets frequently to take important decisions. It includes Principal, Vice Principal, Department Heads and one non-teaching staff. All the activities of the college comes under UGC norms and discussed in the CGC and passed to the managing committee and finally approved by CGC. All the major decisions regarding the staff appointment, internal administration of the college is taken by the College Council. IQAC is a significant body to monitor both system and quality of the HEI There are three academic Departments and administrative wing to monitor day to day functioning of the departments. Head of each department take the responsibility regarding various academics as well as non-academic performance of the students. Our college has number of clubs to promote non-academic calibre of students like WDC, ED Club, SSC (NYNA) Nature Club, Grievance cell, Anti Ragging Cell, Anti-Drugs Cell etc

File Description	Documents
Paste link for additional information	https://amc-college.com/college-council-%26-chart
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	[View File](#)
Screen shots of user inter faces	[View File](#)
Any additional information	[View File](#)
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

The HEI provides a sustainable environment and ensures high degree of satisfaction of its staff. The institution has welfare measures for all teaching and non-teaching staff. Proper guidance and support is given to the faculty by the esteem management The management of the institute is always kind and supportive and provide all personal and academic requirements whenever necessary.

List of existing welfare measures

- **ESI & PF Scheme**
- **ICT Training & Workshop**
- **Duty leaves are sanctioned for attending seminar and workshop**
- **Institution grants maternity leave for eligible members**
- **Separate parking facility for the staff**
- **Wi-Fi facility offered by the institution**
- **Awareness programs are conducted for teaching and non-teaching staff**
- **Health Club**
- **Community lunch**
- **Staff tour**
- **Refreshment programs**

- **New year program**
- **Free wi fi facility in campus**
- **Free medical check up**

- **Festival allowance**

A Staff Welfare Club is functioning actively in the institution

which ensures the welfare and wellbeing of the employees. The president of the club is the head of the institution and it has one male and female coordinator. The club maintains a welfare fund in order to meet the financial requirement of the members. Welfare fund is used to provide :

- **Wedding Gifts**

- **Gifts during house Warming**

- **Medical Exigencies**

- **Honoring the staff for their achievements and during retirement**

- **Refreshment**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

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

5

File Description	Documents
Upload any additional information	[View File]()
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File]()

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

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

4

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

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

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

5

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

1. Minimum 5 years of relevant experience in AMC.

2. Annual leave should not exceed the allowable limit.

3. Active participation, support, and timely completion of all NAAC-related activities.

4. Avoidance of mistakes in university, HIE, government, and other responsible matters that could negatively impact students' futures or the institution's image.

5. No involvement in severe academic complaints from students.

6. Adherence to college policies and regulations, seeking prior permission from the head of the institution for any deviations.

7. Maintain professional and respectful behaviour with colleagues, heads, directors, and board members, setting an example for students.

8. No involvement in misappropriation or mishandling of cash, reports, or valuable items on campus.

9. Fulfil responsibilities diligently, especially for Heads of Departments (HODs) and class teachers, including attendance, internal marks, academics, and communication with parents and disciplinary actions.

By implementing this policy, we aim to create an ideal environment for both staff and students, fostering excellence and accountability within our institution. This policy ensures that employee benefits like increments, bonuses, and positions are based on performance.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

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

AMC Group of Educational Institutions has a transparent and systematic financial management system. The HEI has strategies to ensure the effective utilization of available fund and resources. The institution being a self financing college does not receive any capitation for admission and appointments. The students' tuition fee and fund allotted by Trisha Charitable Trust are the only source of fund. An effective committee is functioning in the college for planning and development headed by the College Governing Council.

All the strategic decisions regarding optimum utilization and allocation of resources are taken by the council. AMC Group of Educational Institutions conducts internal and external audit regularly . An internal audit committee is functioning in the college which includes Principal and office staff.

Over the years chartered accountant V. Gopinathan & Co has played a pivotal role in guiding and advice the institution to carry out the audit of the institute in a seamless manner. Since from inception the institution has been utilizing the services of V. Gopinathan &Co. The external audit analyze and verify the accuracy, completeness and reliability of the financial statement. The institution has been relying on services of external auditor. The institution haven't faced any objections regarding external audit till now.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

1

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

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

The well organised executive committee of AMC Group of Educational Institutions takes care of the effective utilisation of available resources. The HEI has its own strategy for mobilizing fund. The executive committee includes Principal and Directors. The committee

assess, plans, implements and supervise the fundraising activities of the college. The HEI is governed by Trisha Charitable Trust. In emergency situations the trust gives certain amount of money to carry out the financial expense of the institution. The fund is utilized for giving salary to staff, purchase library books and campus maintenance and beautification. A certain amount of money is spent for the maintenance of play ground as it plays avital role in a students' academic life and to promote the sportsman spirit of rural youth. Our management is far sighted that they have a plan to give playground for the outsiders on a rental basis in the coming years. Thus the institution can mobilize fund through this way. There is no capitation fee for admission and appointments in our institution as it is governed by a Charitable Trust. Departments are given freedom to raise their own department fund by organizing food fest, selling products which is made by the production unit of each department to meet their own expenses.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

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

The two practices institutionalized by the IQAC of the HEI during the academic year 2022-23 was

1.COLLABORATIONS WITH OTHER HEI'S AND INDUSTRIES

2.YOGIC WELLNESS FOR FACULTIES AND STUDENTS

Collaboration with other educational institutions and industries aims to improve the creativity, problem solving techniques and innovative ideas of the students and faculties. It creates an opportunity to enhance one's confidence level and communication skills. Collaboration strengthens the capability of students and faculties by transferring knowledge and it helps to upgrade competencies related to management. The collaborations made by the HEI in the academic year helped to foster the expertise of faculties and students. As part of this, students and faculties in the HEI participated in various intercollegiate programs like quizzes,

seminars and FDP'S. This practice provided a good platform to nurture the intrinsic caliber of both faculties and students.

To strengthen the mental health of faculties and students, IQAC of the HEI initiated 'Yogic Wellness' in the academic year 2022-23. Mental health of faculties and students is an indispensable part of both academics and non academics in this scenario. The management of the HEI take care of this initiative and gives maximum support to achieve this. The NSS unit of the institution along with IQAC organizes various programmes related to yogic wellness. Yoga masters from other institutions provided classes for the students and faculties which helped to improved the mental health.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

IQAC of HEI implemented two institutional reviews related to teaching learning process. They are

1.SIF (Students' Interaction Forum)

2.International Certificate Course

Students Interaction Forum was introduced in the HEI by IQAC to improve the quality of teachers. In the end of each semester students of all categories (high learners, average students and low learners) were selected and a face to face interactive session was carried out. The committee consists of Vice Principal, IQAC Co ordinator, Department Head and Class Teacher. This is done to understand teacher's subject knowledge and their approach towards students. After collecting the feed back from the students, it is conveyed to the respective teacher which will help them to rectify and improve their class room performance.

Certificate course for students is given to strengthen and develop their career skills. It will also help the students to update their profile. Certificate course is given in the international level to

the students once in every year during their course period. As the director of the HEI is an academician, and serves herself as the resource person of the programme. Students' gets a great exposure & at the end a certificate is provided for each and every participants.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	[https://amc-college.com/affiliation%26annual-report]
Upload e-copies of the accreditations and certifications	[View File]
Upload any additional information	[View File]
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File]

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

HEI organizes activities with vision of instilling gender equality that they all will adhere throughout their entire lives. It includes equal treatment in terms of rights, benefits etc. An impeccable security service is provided to avoid unauthorized entrance and

protect students. Fire extinguisher and CCTVs are fixed for safeguarding and monitoring students. Cells like Gender equity, Woman Development Cell, Anti sexual harassment cell is functioning in the college to encourage students and spread spark of togetherness. College always initiates for conducting cultural, sports and various club activities. Grievance cell actively functions in the campus to identify and resolve academic and non-academic grievances of students. Anti-ragging cell takes efforts to curb ragging and to make awareness among students. A complaint box is placed inside campus so that, students can freely share their mental or physical tensions and are duly addressed. Counselling cell provides moral, psychological, academic and non-academic guidance to needful students. Equal representation in Union Council, cultural, sports and club activities are ensured. Separate toilets for boys and girls and a rest room for girls with necessary amenities like sanitary pads, hot bags are also ensured. A well-equipped gym facility is available for all students to maintain their fitness. HEI always inculcate values in students to respect all genders in the society and always take initiative to assist them and help them in each and every way we can.

File Description	Documents
Annual gender sensitization action plan	https://amc-college.com/documents-1#ca917cd5 -332a-42e9-83f2-25ccc914eb76
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://amc-college.com/documents-1#68deda6a- e43f-4d7a-9b27-fc3d7dde43e5

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of

degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

HEI maintains a systematic waste management system in the campus. Compost pit in the campus adds more backing to this ideal practice of the institution. The institution follows a 3Bucket system in the campus for habitual zing and institutionalizing effective waste disposal among the stakeholders.

The Nature club of the HEI frequently gives instructions to students concerning responsible waste disposal. There is a visible change in the decrease of soil erosion inside the campus and increased storage of underground water due to the implementation of plans like metaling, construction of rock garden, planting bamboo saplings and so on . Waste management lets in the re-use of things we assume about as garbage. It helps us meet our desires at the same time as in addition making splendid that the environment is not exploited over and over. Reusing and recycling is the exceptional choice to waste management, as it is the most efficient way to control environmental pollution HEI initiate this through RRR initiative Reduce, Reuse, Recycle, to rephrase old plastic and glass bottletrees etch to recreate it, like pots for plants, beautification and so on. We encourage plastic removal campaign in and outside campus especially to protect water heritage.

Moreover, by way of reusing, we will be in a position to limit the emission of greenhouse gases and as a consequence, prevent the damages to Earth. In this way, we can make sure that the environment will be protected and can be safely passed on to the posterity.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Our college strive to create an inclusive environment that embraces the spirit of communal harmony through various activities and programs. We firmly believe in promoting diversity and unity among

students of different cultural backgrounds.

Celebration of festivals like Onam, Christmas, and Eid provides opportunities to learn about different cultures and traditions together. These celebrations also create a sense of unity among students.

Furthermore, our college organizes events like Annual Day, Freshers Day, Arts Day, and Sports Day to showcase their talents and skills. These events provide equal opportunities for all students, regardless of their background or abilities. By emphasizing the importance of participation and recognizing individual talents, we create environment that values the diversity within our students.

SC/ST Club of our college works for creating equal opportunities to students from marginalized communities and raising awareness about social issues. Grievance Cell ensures supportive environment for students to address their concerns and grievances. These initiatives not only promote inclusiveness but also create a sense of belonging and support for all students.

Our college emphasizes the significance of social, economic, and linguistic diversities through workshops, seminars, and cultural programs. By creating an atmosphere of acceptance and harmony, we encourage students to embrace diversity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The HEI clubs and cells have been organized various programs to instil a sense of constitutional obligations in society and students. The Anti-Drug cell coordinated awareness campaigns both inside and outside of the campus with "Vimukthi," the Kerala government's anti-drug campaign aimed at eradicating narcotics.

HEI conducted a as a tribute to the Indian soldiers who lost their

lives in the Pulwama attacks. The program's goal was to foster a sense of patriotism in the minds of the younger generation. Furthermore, as part of the Abhayam project, HEI built a house for Murukesan's family from the Vaniyamkulam panchayath. District level neighbourhood youth parliament was held by the Ministry of Youth Affairs and Sports, Nehru Yuva Kendra, Palakkad, in collaboration with NSS, University of Calicut, to honour volunteers who took part in the 26th National Youth Festival, which was held in Bangalore. The institution organised awareness program in association with government agencies on traffic rules and road manners. RTI Club of our campus took initiatives for giving consciousness among students about human rights and dangerous outcomes of corruption. Anti ragging cell provided orientation class on "Say No to Ragging" in collaboration with government officials.

Additionally, the Electoral Literacy Club inspired students at nearby schools by motivating them about voting rights and political processes.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://amc-college.com/documents-1#be5381cb-4f23-451b-b614-ee4d650dab46
Any other relevant information	https://www.facebook.com/share/v/yQVbwLe6TaWfHLWL/?mibextid=TGkgF5

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

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

AMC Group of Educational Institutions gives paramount importance in observing International, National Commemorative days and festivals in the campus. These days are observed to celebrate tradition, culture, and heritage with happiness, peace, and harmony. It is highly recommended to live these moments to the fullest as they play a significant role in our social life, to address global problems and to celebrate and reinforce the achievements of humanity. The Internal Quality Assurance Cell of the HEI has given proper direction to various Departments, Clubs and Cells to observe these days and events in the campus. These celebrations provide younger generations with deep knowledge and share happiness in between exhausting routines of life. Important international & national days, all religious festivals are celebrated extensively and students actively get involved in celebrations. International Yoga Day, Independence Day, Republic Day, World Environment Day, World blood donors' day, Gandhi Jayanthi, International Disaster reduction day, National Voters Day, World Aids Day and so on are observed with all, its respect and gravity. Besides, various National, International and regional festivals such as Christmas, Nam, Deepavali, Eid, Kerala piravi and so on are also celebrated extensively in the campus and students actively get involved in all celebrations and enjoy it to the fullest and learn from it.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

BEST PRACTICE 1-NUTRI NOURISH

Consumption of organic food are healthier to our eco machine as it supports agricultural device which avoids detrimental chemical compounds compared to conventional foods. HEI always tried to inject good thoughts by promoting organic food in many ways by farming and cultivating ginger, papaya, turmeric, many varieties of vegetables, bananas etc in our campus using natural methods. Students make homely food and execute its importance in food stall NUTRI NOURISH initiated by Entrepreneurship Development club and promotes self-earning mentality among students. The objective is to disengage new generation from fast-food and encourage self-earning mentality among students along with being healthy and fit.

BEST PRACTICE 2-EmpowHER

HEI, always give prominence to Women empowerment, which entails creating an environment where ladies can take part in all spheres of society, and where their rights are protected and have the power and freedom to live their lives, without barriers.

HEI's IQAC initiative "EmpowHer" always tries to create awareness about their rights through various counselling sessions, invitee talks, etc to motivate girl students from the core and enable them to stand alone for themselves and raise voice without any hesitation. As name, we always Empower Her to the fullest, make them understand their self-worth and enjoy life with courage and confidence.

File Description	Documents
Best practices in the Institutional website	https://amc-college.com/documents-2#0bd625e3-ddf0-4e08-aa0e-003cc587011b
Any other relevant information	https://youtu.be/wwoMkj38lWA

7.3 - Institutional Distinctiveness

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

As a part of the research initiative, AMC Group of Educational Institutions acquired an important achievement on 20th March 2023 by attaining ISBN number (978-93-92892-61-5) for Daksha - our college's esteemed research publication. The occasion is viewed as a milestone in the history of AMC College as it is the first book published by our institution. The Publication comprised of 10 research articles, the book showcases the academic excellence and intellectual contributions of the entire faculty at AMC.

With an intention of faculty development, our college promoting research publications every year. All teaching staff members are actively publishing their articles on UGC care list, providing a platform for their research to reach a wider audience. To facilitate this process, the college provides holistic assistance such as orientation classes and periodic meetings designed for discussions and doubt clearance. These supportive measures ensure that faculty members receive the guidance and resources needed to direct the research publication successfully.

Through such initiatives the institution tries to maintain academic excellence and promote a commitment for producing valuable contributions to scholarly community. By empowering our faculty and providing necessary assistance, we strive to create a research-driven environment that boost up ongoing intellectual growth and development.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college's academic programs are affiliated with the University of Calicut, necessitating adherence to the university's prescribed syllabi across all departments. Led by the Principal and senior faculty, the Academic Council meticulously crafts a comprehensive timetable, effectively allocating time for academic pursuits and co-curricular activities. This balanced schedule incorporates international video conferences for theoretical and problem-based lectures, tutorials, ICT integration, life skills, value education, and certificate courses, ensuring diverse student engagement.

Departments ardently pursue curriculum delivery through a blend of proven and innovative teaching methodologies. Subject allocation occurs democratically through deliberations among faculty members during departmental meetings. Faculty diligently ensure timely syllabus completion, while periodic meetings of the IQAC, Department Heads with the Principal, and general staff gatherings monitor teaching-learning progress.

The college boasts state-of-the-art facilities, including smart classrooms, virtual environments, audio-visual aids, and extensive ICT resources. These resources are extensively leveraged by educators in daily teaching practices, enhancing the attractiveness of curriculum delivery to students.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	http://docs.uoc.ac.in/website/Syll/

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

"The institution prioritizes adherence to the established academic calendar for the successful execution of Continuous Internal Evaluation (CIE). Emphasizing effective time management,

the Academic Council diligently crafts the final academic schedule in alignment with the affiliated university's published calendar well in advance of each semester.This finalized academic timetable is prominently displayed on departmental notice boards and the institution's official website. In instances of unforeseen developments necessitating changes in the academic calendar, prompt communication is extended to all students. Faculty members, guided by the academic calendar, meticulously prepare lesson plans, ensuring comprehensive coverage aligned with internal examination dates. Adherence to this schedule is a requisite for faculty members.Moreover, the institution adheres strictly to the academic calendar designated by the University for respective courses. This strategic alignment empowers both teachers and students to effectively organize their teaching and learning schedules, allowing for structured assessments.The Academic Council actively oversees the consistent coverage of syllabi across all classes, having devised a standardized format for this purpose. Regular general staff meetings facilitate the review of information, providing a platform for proposed measures to address any impediments encountered in syllabus coverage. Such obstacles may include unforeseen circumstances, personal reasons affecting a teacher, or variations in student comprehension across specific classes."

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	[https://amc-college.com/admission-%26-calender](#)

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

8

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

11

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

999

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

1. * Understanding ethical frameworks and cultivating a strong sense of professional conduct are fundamental for future professionals. It fosters integrity, responsibility, and accountability, essential traits in any career path. 2. * Addressing gender dynamics in education promotes equality, diversity, and inclusivity. It creates a space where students understand and respect different perspectives, contributing to a more equitable society. * In a constantly changing world, preparing students beyond traditional subjects empowers them to face real-world challenges effectively. -:* Educating on ethics, environmental consciousness, and social equality cultivates responsible citizenship, crucial for a sustainable and harmonious society. :* Encouraging interdisciplinary learning enhances adaptability and critical thinking skills, vital in navigating an ever-evolving global landscape.

The institution is trying for the integration of professional ethics, gender studies, human values, environmental sciences, and sustainability into institutional curriculum is not merely an educational innovation but a necessity. It lays the foundation for a generation equipped to address the multifaceted challenges of the present and future, fostering a more inclusive, sustainable, and ethically conscious society.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year

8

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

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

997

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	https://amc-college.com/documents-2#46d315 9b-9252-49e8-b61c-010c52d8b728
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://amc-college.com/documents-2#46d315 9b-9252-49e8-b61c-010c52d8b728

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

382

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

83

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

- **A unique program called Student Motivation And Real Transformation (SMART) is designed for advanced learners who want to interact with scholars and expand their understanding of the world at large. To help advanced learners identify and assess successful entrepreneurs' business strategies, initiatives have been put in to practice by meet with entrepreneurs and industry professionals.**
- **Students can present and publish papers on the Research Forum, a forum designed to help them discuss the most recent developments in their field of study. It is intended to support the students' personal growth and aptitude for research.**
- **Online Question Bank: To facilitate their learning, advanced students create online question banks for practically every subject and share them with other students. The experience of preparing questions helps advanced learners become more capable of learning. The library provides study materials to help with competitive exam preparation.**
- **For weaker students - our college categorized these students in to TIPS (Total Improvement Programmes). In this students were benefited by remedial classes, peer teaching and question banks prepared by smart students**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
1001	37

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

Various Departments of our College conducted various programs to improve student's skills and Academic knowledge as part of Participative learning. The activities are as follows

PPT Presentation Competition: - The main aim behind this is to enhance presentation skills and ability to use computers in the modern world.

Article Review Competition: - The purpose of conducting this competition was to improve the writing as well as analytical abilities of students.

Book review competition: - The main objective of this program was to enhance creativity and knowledge of students.

Speech Competition: - Our college conducted Speech competition on various topics to improve language and self confidence among the students.

Quiz competition: - The purpose behind this is to evaluate the knowledge of the students and to encourage them to attend the competitive examinations.

Advertisement Copy making Competition: - To give awareness among the students regarding the importance of Advertisement in Marketing and also enhance their creativity.

Jumble Crumble Competition: - To Brainstorm and to improve the vocabulary of students

Video Presentation Competition: - The main aim is to give the students the opportunity to demonstrate their reading, thinking

and writing skill.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

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

Teachers use ICT enabled tools to support enhance and optimize the delivery of information to students for effective teaching -learning process in the college. The ICT tools used by the teachers are LCD projector, Computers and Laptops, Scanner and Printer, Free e- resources, Power point presentations, Online Learning Platforms, Online video conferencing and Soft copy of notes. In teaching- learning process LCD projector is used to make visual impacts for enhancing learning ability. In college, there is a computer lab for students to enhance and facilitate their knowledge in the field of information technology. On the other side teachers make use of Scanners and Printers for preparing question papers of internal exams and e-book materials. Students can freely access Digital Locker facility through library to get e- resources for their references in studies. Teachers are taking sessions using Power point presentations in classes which are useful to the students for further reference in future. All students are using online platform for learning which are an integrated set of interactive online services to manage teaching -learning process and also to disseminate. Polycom hardware and software is used for international video conferences to take sessions from various countries.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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

2.3.3.1 - Number of mentors

37

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

37

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

3

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

166

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Continuous Internal Evaluation system at AMC Group of Educational Institutions, affiliated with the University of Calicut, upholds the University's evaluation standards. Both internal and external assessment methods recommended by the University are employed to continuously evaluate students. The college ensures a structured evaluation process, conducting centralized internal exams with prompt result publication. Any concerns regarding grading or marks are addressed by the respective teachers and Department Heads, escalating to the college grievance cell if needed. The college follows an academic calendar aligned with the University's guidelines, discussed in the academic and staff councils and distributed via departmental channels. Additionally, the tutorial system facilitates monthly one-on-one discussions monitored by class teachers, providing a platform for students to address concerns and showcase achievements. Moreover, seminars, assignments, attendance, and classroom participation contribute to internal assessment marks, promoting a comprehensive evaluation approach.

File Description	Documents
Any additional information	View File
Link for additional information	**Nil**

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

Centralised Internal Examination: College conducts Internal Examinations at College level by following the procedures same as University Examinations to minimize the chance of malpractices and to get an experience of examination to the students

Timely Evaluation: After Examinations answer scripts are valued within short time and return back to individual students for verifying their marks and to get a chance to consult the subject teacher to make correction, if any. Publish the internal examination result in notice board.

Progress Card System: Prepare Progress card for individual students to keep their progress report to communicate with the parents as their demand. Students Grievance cell &Complaint box: Any grievances related to internal examination procedures including valuation can be reported to the concerned subject teacher, Mentor, Class Tutor, HOD, and Principal in this order. If the concern is not addressed, students can approach Grievance cell or put complaints in complaint box.

Attendance Report: Class Tutor prepare monthly APC and publish in college noticeboard to make alert the students to maintain proper attendance.

Class PTA: Arrange class PTA and discuss the performance of students with their parents. Mentors alert the parents about the performance of students regularly.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://amc-college.com/internal-marks%26programmes

2.6 - Student Performance and Learning Outcomes

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

The final result of conducting specific programs which communicates the outcome of particular discipline is understood as the program outcome. Teachers and students are made well aware about the Course Outcome, Program Outcome and Program Specific Outcome that has been identified by the college. The Course Outcome, Program Outcome and Program Specific Outcome are

communicated by the college in the modes as mentioned henceforth. Display of Course Outcome, Program Outcome and Program Specific Outcome in the college website: The college website depicts the Course Outcome, Program Outcome and Program Specific Outcome in a detailed content. Program Outcome described through prospectus: Each students are provided with a prospectus by the college which describes about the outcomes of the Program, Program specific and Course, during the admission process. Also the college calendar specifically explains about the Course Outcome, Program Outcome and Program Specific Outcome. Information about the Syllabus to the students: Students are particularly informed about the syllabus and curriculum, by sharing the soft copy of the syllabus as per the Scheme of Affiliated University.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Program Outcome, Program Specific Outcome evaluation by the Institution: College monitor program outcome and program specific outcome on a regular basis and take necessary steps to measure the level of achievement. Program outcome is measured in terms of the placement and higher studies opted by the students. Also evaluate the performance of students in different competitive examination like CAT, MAT etc. University Result analysis: University result analysis is carried, regularly soon after the declaration of university results. For this each department designate a teaching faculty to collect and evaluate the result on semester wise properly. A department level review is carried under the guidance of Department Head. After department analysis it is reported to IQAC under the chairmanship of Principal and appropriate steps are taken to corrective action. Internal exam evaluation: College take more attention with the continuous development of students through internal exam evaluation. In every semester college conduct internal examination in a centralized pattern. Results thus received and published through progress card and identify weak students and give proper attention to each course through remedial classes. Feedback from Alumni: College follows a system to collect feedback from alumni

to understand the extent to which the course outcome benefitted them in their employment. College also initiate to collect employer feedback from the students those who are placed to evaluate their efficacy to carry out industrial demand. Student Interaction Forum is functioned under the support of IQAC which is to collect students response about the requirements to improve academic performance.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

259

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://amc-college.com/survey%26welfare-activities

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0.2

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

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

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

0

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

3.2 - Innovation Ecosystem

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

The college makes sure that students are improving to the competent levels both in academic and extracurricular settings. The execution of Entrepreneurship Development Club sorts out different exercises like Field visits, grooming sessions and meetings with fruitful business people. ED club keep aliveness in the units of LED bulbs, soaps, washing powders, paper pen and paper files. Innovative skills of manufacturing and marketing improves through the effective participation. To activate the business tactics, ED store, Friday stalls take turns as part of drive of ED club.

Research Forum, gives exploration among understudies both in UG and PG as well as in faculties for effective learning curriculum. Research paper publication in different journals and Intercollegiate paper presentations enhances the traits. Scholarly progression guaranteed through the fests directed in department levels by decisive reasoning exercises and insightful games to distinguish the abilities and its best use. " Parivartan" Synergy, and "BECO" are some of them. 'Daksha ' the booklet and ECHO, the newsletter is pride of AMC. The magazines slot displays skills and creativities. ICT equip scholastic and Vocational training equip the in different units loke cloth mat, envelope, scrubber, washing soap etc. For educational experience, internships and intercollegiate exercises are enhanced.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://amc-college.com/documents-2#3fbc30b0-3a19-4b36-85ad-73d350e94a13

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

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

18

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

1

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

38

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

45

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

3.4.1. qualitative(extension)

AMC do extension and outreach activities through various clubs like NSS, Social Service Club, Red Ribbon Club, Anti Drugs Cell and various departments .Rural India has been facing Uncleaning, unhygienic and malnutrition conditions. Cleanliness programme done by NSS unit & Nature club in the college and local community .Red ribbon club do many blood donation camp & medical camp to the community. They organized an awareness rally regarding World aids day and gave awareness among society. Social service club conduct various awareness programme, fund collection to needy people, distribution of food, cloth and medical kit to the local people. Working outside the college campus and with diversified social groups of people allow students to gain more self-confidence. Anti drugs cell in association with police and excise department give various awareness programme on illicit use of drugs and also conduct flash mob and human chain against drug abuse. Various department has conducted the following programmes

1 Supplying teaching aid to local community and Special school

2.Distribution of books to nearest Anganwadi

3.Mid-day meal program of selected hospitals and orphanages College-Local Community Partnership

4. visit to orphanages in nearby community

5 Cleaning campaign at various charitable institutions and orphanages

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

1

File Description	Documents
Any additional information	[View File](#)
Number of awards for extension activities in last 5 year (Data Template)	[View File](#)
e-copy of the award letters	[View File](#)

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

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

57

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	[View File](#)

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

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1177

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

10

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College has 24 spacious class rooms with ample furniture facilities. Out of these 24 class rooms, 12 class rooms have ICT facility and 10 classes have WI_FI facilities.

Library.

Library is an inseparable part of a college or it is part of academics. AMC has a good library and has a good collection of books as reference books, books for general reading and reference books for competitive examinations. We have a good collection of magazines and journals.

International Video conferencing.

College has implemented video conferencing facility from 2009 for providing ICT classes to the students. We have dedicated management team in Canada and also in Middle East for providing international classes for our students. For this purpose, we are using Polycom Software with dedicated internet line.

Seminar Hall.

For conducting special meetings and seminars we have an ICT enabled Seminar Hall. It is spacious and has ample facilities for conducting teaching learning activities for students.

Computer Lab:

The college is providing short-term ICT training programmes that are offered by CIAS. This training helps the students to get employment in IT field. For this purpose, we have a well-equipped Computer Lab with 30 computers.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

Arts, sports and other activities are important as academics. So, AMC is providing facilities for non-academics and academics such as

Play Ground

College management has special interest in sports activities. So, AMC has a spacious playground of 2.6 acres and has facility to play football, cricket, badminton etc.

Health Club.

Our management is highly enthusiastic to the physical fitness of the students and staff. we have a multi gymnastic facility with highly sophisticated implements like power cycle, Walker, etc.

Cultural activities

Cultural activities are conducting to promote the creativity of the students. To promote cultural activities of the students we have different clubs like Fine arts club, debate club, literary club etc.

Kalakshetra

The college has an open auditorium known as Kalakshetra to conduct various cultural activities

Santiniketan.

Students are encouraged to participate in speech competitions,

debate competition, communication games to hone their communication abilities. It's an outdoor space where most of the teaching learning activities are conducted.

Additional amenities:

- During menstruation days and any other illness, female staff members and students can relax in college ladies rest room. The college has installed a restroom with an incinerator next to the room and a vending machine for sanitary pads.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

15

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

36.71

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

Our ILM Software, Necttos, is used to issue and return the books. New books are also added in Necttos and its issue will be possible only after updating the stock. Details of books once added can also be edited. Foot fall entries and details of books issued can also be obtained from Necttos. Maximum number of 10 books can be issued to teachers and post graduate students, in the case of graduate students a maximum of 5 books can be issued. New subjects can also be created under which new books can be added.

Name of software – NECTTOS

Nature of Automation – Partly

Version – 3.0.14

Year of Automation - 2022

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**E. None of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

.62

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

28

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

For the IT and WIFI facilities college is providing the following facilities.

Office Automation

For the untroubled functioning of the office the college is using NECTTOS Software. It is used for academic documentation, online teaching, office administration, fee collection and all other fee related matters. For the functioning of library too college is using NECTTOS software.

Computer Lab

The college is equipped with computer lab with 30 computers and 3 laptops for the use of departments. The system head will maintain and update the lab and system properly and timely.

WIFI and Internet.

College is providing free Wi-Fi . for this college is equipped with 2 BSNL connections and 1 rail ware net

International Video Conferencing

Providing international classes to the students is a specialty of this college. For this purpose, we are using POYCOM system which was implemented in 2009 onwards. For this purpose, college is using dedicated BSNL lines.

Other Facilities.

- For supporting academic and non -academic activities college has enough hardware facilities.
- college has ICT enable seminar hall for meetings and discussions.
- 16 well-functioning CCTV
- One printer for academic and non-academic purposes.
- One dot- matrix printer for office use.
- One scanner for academic and non-academic purposes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

33

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**C.10 - 30MBPS**

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

16.80

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

College has an extended systems and procedure for repairing and maintaining the physical, academic and support facilities. The college has efficient policies and procedures for maintaining the infrastructure and other amenities in order to make the best possible use of facilities necessary to operate effectively. The administration set aside the necessary finance for the upkeep of the infrastructural and support facilities. Provisions are made

in budget for both new and existing facilities, repairs and upkeeps. Management always tries to met the infrastructural needs as its self-initiative and other requisites are acclaimed by concerned departments to the principal and college council and also to the management. A team of efficient workers are responsible for keeping the college premises clean. The library maintenance is done by the staff members headed by the librarian. The IT infrastructure in college is updated by IT consultants. The college maintains a stock register to verify and maintain the stocks in the institutions yearly. Maintenance of gardens are done by a team of staffs and the Physical Education Department ensures the equipment's working condition in gymnasium. The institution hosts yearly maintenance agreement for equipment's and physical facilities that are regularly maintained.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

210

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

47

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	https://amc-college.com/documents-1#1f9d254c-a086-429d-819c-3789f44e3f6d
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

647

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

647

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

30

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

226

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

14

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

one) during the year

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

0

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

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

The AMC Group of Educational Institutions makes it easier for students to participate in a range of extracurricular, administrative, and academic activities. The institution has student committees, a student union, and a college union. Every member of the College Union represents students in accordance with university policy. Each and every student-related activity is run by a staff adviser with guidance from College Union. Under the direction of the Union Chairman, the Student Union is granted autonomy and backing from the government to plan a range of activities. Activities related to sports and culture are organized by the general captain and secretary of the arts club, respectively. Student articles are gathered by the magazine editor for the campus publication. The voice of the students is represented by the University Union Councilor and the class reps. In addition, two student organizers oversee the forums, clubs, and cells. To promote gender neutrality, a coordinator post is set aside for females alone. The Students Council organizes extracurricular events such as Fresher's Day, Union Inauguration, Arts, Festival and Cultural Programs, Food Festival, Department Association Activities, Sports Meet, Publication of College Magazine, and Celebration/Observation of National/International Days each year. Student representatives in academic and administrative bodies are represented by members of the Students'

Council. Representatives from the student body speak up in Department Associations, NSS, Cells, and Clubs.

File Description	Documents
Paste link for additional information	https://amc-college.com/events-gallery-1#7
Upload any additional information	View File

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

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

69

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

5.4 - Alumni Engagement

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

The Alumni Association of AMC group of Educational Institutions always stands as the backbone of general Welfare of the college. It contributes financially and morally for every actions that may result in the upgradation of college. This association always seems to be the strength of college as it was the fruitful after effect of the excellent guidance and encouragement that our college had provided. On 15th July 2022, the Alumni Association has rendered a helping hand to the Alumni Bijoy for his treatment by handing over the collected amount. An Alumni meet that conducted by the 2018-21 BA Economics batch on 29th of October 2022 was a remarkable one with its enthusiasm. Alumni arranged a meeting of delegates of college on 31 December 2022 to visit the

industries and met the heads of PMS & TAICO FZC in UAE for the support for the student and progression. On 1st January 2023 as part of the 20th anniversary celebration, AMC Alumni conducted a Grand Alumni meet at Dubai. On the same day, same venue the Association conducted a seminar on "Role of Alumni in enhancing quality Education". And on every year, our Association gathers together for Iftar meets which we proudly represent as our pride. On 30th January 2023 Alumni Association together with career guidance and placement cell provided a career guidance program on "How to prepare MAT Exam". The Alumni Association of AMC is an inevitable factor in its progress.

File Description	Documents
Paste link for additional information	https://amc-college.com/about-alumni%26annualreport
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The journey of every educational institution begins with a clear Vision, Mission and Values. The institution is backed by the vision of:

VISION

TO TRANSFORM RURAL YOUTH TO VIBRANT, RESPONSIBLE AND SOCIALLY

COMMITTED CITIZENS IN THE SPIRIT OF EDUCATION AND EXCELLENCE.

MISSION

BUILD MORALLY, PROFESSIONALLY, TECHNOLOGICALLY UPDATED FUTURE

CITIZENS.

VALUES

CREATIVITY, COMPETENCY AND COMMITMENT

MOTTO

HAKUNA MATATA- IT MEANS "DON'T WORRY! BE HAPPY"

To strengthen the vision and mission of the institution -Principal, Vice Principal, IQAC, Faculty members along with the stake holders work hard to fulfil it. The management of the institution plays a pivotal role to achieve the same. As the residents in the rural area belongs to first generation category, the HEI provides opportunities for them to upgrade their standard of life. To transform rural youth to vibrant, responsible and socially committed citizens, the institution provides quality education and make them competent to live in this scenario.

As mentioned in the mission, to build morally, professionally, technologically updated citizens, the management has introduced a Polycom facility (video conferencing) within the campus from the beginning itself. This is done to uplift the students as they are coming from a rural background.

Various clubs and cells are functioning in the HEI. The aim of the clubs and cells is to inculcate values such as creativity, competency and commitment among students. With the sincere involvement of faculties and stake holders related to all activities of clubs and cells helps to achieve the same.

File Description	Documents
Paste link for additional information	https://amc-college.com/vision%2Cmission%2Ccorevalues
Upload any additional information	View File

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

The HEI always believes in the culture of decentralization and participative management. This culture reflects in the planning and administration, policy decision making and office management.

The Management, Principal, Vice Principal, Heads of Departments, Teaching and Non teaching staff, Students, Parents, Alumni, CGC,IQAC, Academic council, Student council ,Staff council belongs to this. In the beginning of every academic year all teaching and nonteaching staff are assigned with duties of various clubs and cells and they are given due freedom to organize various programmes that are beneficial for the physical, mental and creative betterment of students. In a way this is a platform for the students to showcase their innate abilities and their social commitment. Management is actively involved in various activities related to students' progression. Students are provided freedom to approach the head of the institution and the management to fulfil their needs related to their academics and non academics. The suggestions from the students, alumni, PTA, teachers are considered by the management with due respect and is discussed with CGC. Al the decisions related to the upliftment of the institution is discussed with the CGC, College Governing Council which is the uppermost decision making body. Then the CGC approves the favourable suggestions put forward by the stake holders for the betterment of the institution.

File Description	Documents
Paste link for additional information	https://amc-college.com/college-council-%26-chart
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The HEI demonstrates a comprehensive strategic plan focused on key aspects. The strategic goals encompass Internal Quality Assurance, emphasizing NAAC-regulated IQAC formation, regular quality policy framing, and the establishment of monitoring committees. Institution prioritize a robust Teaching-Learning Process by structuring academic planning, utilizing advanced teaching aids, fostering research, and ensuring transparent feedback mechanisms.

Leadership and participative management are promoted through decentralization, functional committees, and transparent performance appraisal systems. Student development and participation are encouraged via budget allocations, placement activities, and involvement in committees, competitions, and

career guidance programs.

The management takes involvement in making discussions with higher authorities and statutory bodies like AICTE,AIU etc - regarding academic matters. They also takes great interest in making follow-up visits of NAAC first cycle accreditation with authorities concerned. This active engagement of Management by consultattion with higher authorities helps the HEI to be par ahead with the innovative implementations of the statutori bodies.

Staff development and welfare are prioritized through recruitment policies, performance evaluations, training, infrastructure provision, welfare policies, career advancement schemes, and support for research and innovation. Financial management includes framing policies, department-wise budgeting, income-expenditure forecasting, purchase committee functioning, MoUs with industries, and facilitating industry-based projects.

Lastly, the plan highlights green governance, accreditation pursuits, academic audits, and infrastructural developments aligned with student needs. These strategic goals collectively illustrate a comprehensive approach to educational excellence, stakeholder involvement, and holistic institutional development.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://amc-college.com/management
Upload any additional information	View File

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

The college has a well defined organizational structure which comes under Trisha Non-profit Organization established in 2003 for the upliftment of rural education. It includes:

Managing Committee

College Governing Council

Academic Council

Academic Departments

IQAC

Administrative Department.

The trust is headed by Meena Ramaswamy, Ramaswamy & Manikandan Ramaswamy. The managing committee under this trust executes all administrative as well as organizational duties as per their vision and policies. The college recruit teachers mainly concentrated in rural area and as per UGC norms. College Governing Council is an apex body which meets frequently to take important decisions. It includes Principal, Vice Principal, Department Heads and one non-teaching staff. All the activities of the college comes under UGC norms and discussed in the CGC and passed to the managing committee and finally approved by CGC. All the major decisions regarding the staff appointment, internal administration of the college is taken by the College Council. IQAC is a significant body to monitor both system and quality of the HEI There are three academic Departments and administrative wing to monitor day to day functioning of the departments. Head of each department take the responsibility regarding various academics as well as non-academic performance of the students. Our college has number of clubs to promote non-academic calibre of students like WDC, ED Club, SSC (NYNA) Nature Club, Grievance cell, Anti Ragging Cell, Anti-Drugs Cell etc

File Description	Documents
Paste link for additional information	https://amc-college.com/college-council-%26-chart
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The HEI provides a sustainable environment and ensures high degree of satisfaction of its staff. The institution has welfare measures for all teaching and non-teaching staff. Proper guidance and support is given to the faculty by the esteem management The management of the institute is always kind and supportive and provide all personal and academic requirements whenever necessary.

List of existing welfare measures

- ESI & PF Scheme
- ICT Training & Workshop
- Duty leaves are sanctioned for attending seminar and workshop
- Institution grants maternity leave for eligible members
- Separate parking facility for the staff
- Wi-Fi facility offered by the institution
- Awareness programs are conducted for teaching and non-teaching staff
- Health Club
- Community lunch
- Staff tour
- Refreshment programs

- New year program
- Free wi fi facility in campus
- Free medical check up

- Festival allowance

A Staff Welfare Club is functioning actively in the institution which ensures the welfare and wellbeing of the employees. The president of the club is the head of the institution and it has one male and female coordinator. The club maintains a welfare fund in order to meet the financial requirement of the members. Welfare fund is used to provide :

- **Wedding Gifts**

- **Gifts during house Warming**

- **Medical Exigencies**

- **Honoring the staff for their achievements and during retirement**

- **Refreshment**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

5

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

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

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

4

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

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

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

5

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	<u>View File</u>
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

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

1. Minimum 5 years of relevant experience in AMC.

2. Annual leave should not exceed the allowable limit.

3. Active participation, support, and timely completion of all NAAC-related activities.

4. Avoidance of mistakes in university, HIE, government, and other responsible matters that could negatively impact students' futures or the institution's image.

5. No involvement in severe academic complaints from students.

6. Adherence to college policies and regulations, seeking prior permission from the head of the institution for any deviations.

7. Maintain professional and respectful behaviour with colleagues, heads, directors, and board members, setting an example for students.

8. No involvement in misappropriation or mishandling of cash, reports, or valuable items on campus.

9. Fulfil responsibilities diligently, especially for Heads of Departments (HODs) and class teachers, including attendance, internal marks, academics, and communication with parents and disciplinary actions.

By implementing this policy, we aim to create an ideal environment for both staff and students, fostering excellence and accountability within our institution. This policy ensures that employee benefits like increments, bonuses, and positions are based on performance.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

AMC Group of Educational Institutions has a transparent and systematic financial management system. The HEI has strategies to ensure the effective utilization of available fund and resources. The institution being a self financing college does not receive

any capitation for admission and appointments. The students'
tuition fee and fund allotted by Trisha Charitable Trust are the
only source of fund. An effective committee is functioning in the
college for planning and development headed by the College
Governing Council. All the strategic decisions regarding optimum
utilization and allocation of resources are taken by the council.
AMC Group of Educational Institutions conducts internal and
external audit regularly . An internal audit committee is
functioning in the college which includes Principal and office
staff.

Over the years chartered accountant V. Gopinathan & Co has played
a pivotal role in guiding and advice the institution to carry out
the audit of the institute in a seamless manner. Since from
inception the institution has been utilizing the services of V.
Gopinathan &Co. The external audit analyze and verify the
accuracy, completeness and reliability of the financial
statement. The institution has been relying on services of
external auditor. The institution haven't faced any objections
regarding external audit till now.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

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

1

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

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

The well organised executive committee of AMC Group of Educational Institutions takes care of the effective utilisation of available resources. The HEI has its own strategy for mobilizing fund. The executive committee includes Principal and Directors. The committee assess, plans, implements and supervise the fundraising activities of the college. The HEI is governed by Trisha Charitable Trust. In emergency situations the trust gives certain amount of money to carry out the financial expense of the institution. The fund is utilized for giving salary to staff, purchase library books and campus maintenance and beautification. A certain amount of money is spent for the maintenance of play ground as it plays avital role in a students' academic life and to promote the sportsman spirit of rural youth. Our management is far sighted that they have a plan to give playground for the outsiders on a rental basis in the coming years. Thus the institution can mobilize fund through this way. There is no capitation fee for admission and appointments in our institution as it is governed by a Charitable Trust. Departments are given freedom to raise their own department fund by organizing food fest, selling products which is made by the production unit of each department to meet their own expenses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

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

The two practices institutionalized by the IQAC of the HEI during the academic year 2022-23 was

1.COLLABORATIONS WITH OTHER HEI'S AND INDUSTRIES

2.YOGIC WELLNESS FOR FACULTIES AND STUDENTS

Collaboration with other educational institutions and industries aims to improve the creativity, problem solving techniques and innovative ideas of the students and faculties. It creates an

opportunity to enhance one's confidence level and communication skills. Collaboration strengthens the capability of students and faculties by transferring knowledge and it helps to upgrade competencies related to management. The collaborations made by the HEI in the academic year helped to foster the expertise of faculties and students. As part of this, students and faculties in the HEI participated in various intercollegiate programs like quizzes, seminars and FDP'S. This practice provided a good platform to nurture the intrinsic caliber of both faculties and students.

To strengthen the mental health of faculties and students, IQAC of the HEI initiated 'Yogic Wellness' in the academic year 2022-23. Mental health of faculties and students is an indispensable part of both academics and non academics in this scenario. The management of the HEI take care of this initiative and gives maximum support to achieve this. The NSS unit of the institution along with IQAC organizes various programmes related to yogic wellness. Yoga masters from other institutions provided classes for the students and faculties which helped to improved the mental health.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

IQAC of HEI implemented two institutional reviews related to teaching learning process. They are

1.SIF (Students' Interaction Forum)

2.International Certificate Course

Students Interaction Forum was introduced in the HEI by IQAC to improve the quality of teachers. In the end of each semester students of all categories (high learners, average students and low learners) were selected and a face to face interactive session was carried out. The committee consists of Vice

Principal, IQAC Co ordinator, Department Head and Class Teacher. This is done to understand teacher's subject knowledge and their approach towards students. After collecting the feed back from the students, it is conveyed to the respective teacher which will help them to rectify and improve their class room performance.

Certificate course for students is given to strengthen and develop their career skills. It will also help the students to update their profile. Certificate course is given in the international level to the students once in every year during their course period. As the director of the HEI is an academician, and serves herself as the resource person of the programme. Students' gets a great exposure & at the end a certificate is provided for each and every participants.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://amc-college.com/affiliation%26annual-report
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

HEI organizes activities with vision of instilling gender equality that they all will adhere throughout their entire lives. It includes equal treatment in terms of rights, benefits etc. An impeccable security service is provided to avoid unauthorized entrance and protect students. Fire extinguisher and CCTVs are fixed for safeguarding and monitoring students. Cells like Gender equity, Woman Development Cell, Anti sexual harassment cell is functioning in the college to encourage students and spread spark of togetherness. College always initiates for conducting cultural, sports and various club activities. Grievance cell actively functions in the campus to identify and resolve academic and non-academic grievances of students. Anti-ragging cell takes efforts to curb ragging and to make awareness among students. A complaint box is placed inside campus so that, students can freely share their mental or physical tensions and are duly addressed. Counselling cell provides moral, psychological, academic and non-academic guidance to needful students. Equal representation in Union Council, cultural, sports and club activities are ensured. Separate toilets for boys and girls and a rest room for girls with necessary amenities like sanitary pads, hot bags are also ensured. A well-equipped gym facility is available for all students to maintain their fitness. HEI always inculcate values in students to respect all genders in the society and always take initiative to assist them and help them in each and every way we can.

File Description	Documents
Annual gender sensitization action plan	https://amc-college.com/documents-1#ca917cd5-332a-42e9-83f2-25ccc914eb76
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://amc-college.com/documents-1#68deda6a-e43f-4d7a-9b27-fc3d7dde43e5

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy

B. Any 3 of the above

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

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

HEI maintains a systematic waste management system in the campus. Compost pit in the campus adds more backing to this ideal practice of the institution. The institution follows a 3Bucket system in the campus for habitual zing and institutionalizing effective waste disposal among the stakeholders.

The Nature club of the HEI frequently gives instructions to students concerning responsible waste disposal. There is a visible change in the decrease of soil erosion inside the campus and increased storage of underground water due to the implementation of plans like metaling, construction of rock garden, planting bamboo saplings and so on . Waste management lets in the re-use of things we assume about as garbage. It helps us meet our desires at the same time as in addition making splendid that the environment is not exploited over and over. Reusing and recycling is the exceptional choice to waste management, as it is the most efficient way to control environmental pollution HEI initiate this through RRR initiative Reduce, Reuse, Recycle, to rephrase old plastic and glass bottletrees etch to recreate it, like pots for plants, beautification and so on. We encourage plastic removal campaign in and outside campus especially to protect water heritage.

Moreover, by way of reusing, we will be in a position to limit the emission of greenhouse gases and as a consequence, prevent the damages to Earth. In this way, we can make sure that the environment will be protected and can be safely passed on to the posterity.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: | B. Any 3 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the | A. Any 4 or all of the above

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Our college strive to create an inclusive environment that embraces the spirit of communal harmony through various activities and programs. We firmly believe in promoting diversity and unity among students of different cultural backgrounds.

Celebration of festivals like Onam, Christmas, and Eid provides opportunities to learn about different cultures and traditions together. These celebrations also create a sense of unity among students.

Furthermore, our college organizes events like Annual Day, Freshers Day, Arts Day, and Sports Day to showcase their talents and skills. These events provide equal opportunities for all students, regardless of their background or abilities. By emphasizing the importance of participation and recognizing individual talents, we create environment that values the diversity within our students.

SC/ST Club of our college works for creating equal opportunities to students from marginalized communities and raising awareness about social issues. Grievance Cell ensures supportive environment for students to address their concerns and grievances. These initiatives not only promote inclusiveness but also create a sense of belonging and support for all students.

Our college emphasizes the significance of social, economic, and linguistic diversities through workshops, seminars, and cultural programs. By creating an atmosphere of acceptance and harmony, we encourage students to embrace diversity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The HEI clubs and cells have been organized various programs to instil a sense of constitutional obligations in society and students. The Anti-Drug cell coordinated awareness campaigns both inside and outside of the campus with "Vimukthi," the Kerala government's anti-drug campaign aimed at eradicating narcotics.

HEI conducted a as a tribute to the Indian soldiers who lost their lives in the Pulwama attacks. The program's goal was to foster a sense of patriotism in the minds of the younger generation. Furthermore, as part of the Abhayam project, HEI built a house for Murukesan's family from the Vaniyamkulam panchayath. District level neighbourhood youth parliament was held by the Ministry of Youth Affairs and Sports, Nehru Yuva Kendra, Palakkad, in collaboration with NSS, University of Calicut, to honour volunteers who took part in the 26th National Youth Festival, which was held in Bangalore. The institution organised awareness program in association with government agencies on traffic rules and road manners. RTI Club of our campus took initiatives for giving consciousness among students about human rights and dangerous outcomes of corruption. Anti ragging cell provided orientation class on "Say No to Ragging" in collaboration with government officials.

Additionally, the Electoral Literacy Club inspired students at nearby schools by motivating them about voting rights and political processes.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://amc-college.com/documents-1#be5381cb-4f23-451b-b614-ee4d650dab46
Any other relevant information	https://www.facebook.com/share/v/yQVbwLe6TaWfHLWL/?mibextid=TGkgF5

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

and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

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

AMC Group of Educational Institutions gives paramount importance in observing International, National Commemorative days and festivals in the campus. These days are observed to celebrate tradition, culture, and heritage with happiness, peace, and harmony. It is highly recommended to live these moments to the fullest as they play a significant role in our social life, to address global problems and to celebrate and reinforce the achievements of humanity. The Internal Quality Assurance Cell of the HEI has given proper direction to various Departments, Clubs and Cells to observe these days and events in the campus. These celebrations provide younger generations with deep knowledge and share happiness in between exhausting routines of life. Important international & national days, all religious festivals are celebrated extensively and students actively get involved in celebrations. International Yoga Day, Independence Day, Republic Day, World Environment Day, World blood donors' day, Gandhi Jayanthi, International Disaster reduction day, National Voters Day, World Aids Day and so on are observed with all, its respect and gravity. Besides, various National, International and regional festivals such as Christmas, Nam, Deepavali, Eid, Kerala piravi and so on are also celebrated extensively in the campus and students actively get involved in all celebrations and enjoy it to the fullest and learn from it.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

BEST PRACTICE 1-NUTRI NOURISH

Consumption of organic food are healthier to our eco machine as it supports agricultural device which avoids detrimental chemical compounds compared to conventional foods. HEI always tried to inject good thoughts by promoting organic food in many ways by farming and cultivating ginger, papaya, turmeric, many varieties of vegetables, bananas etc in our campus using natural methods. Students make homely food and execute its importance in food stall NUTRI NOURISH initiated by Entrepreneurship Development club and promotes self-earning mentality among students. The objective is to disengage new generation from fast-food and encourage self-earning mentality among students along with being healthy and fit.

BEST PRACTICE 2-EmpowHER

HEI, always give prominence to Women empowerment, which entails creating an environment where ladies can take part in all spheres of society, and where their rights are protected and have the power and freedom to live their lives, without barriers.

HEI's IQAC initiative "EmpowHer" always tries to create awareness about their rights through various counselling sessions, invitee talks, etc to motivate girl students from the core and enable them to stand alone for themselves and raise voice without any hesitation. As name, we always Empower Her to the fullest, make them understand their self-worth and enjoy life with courage and confidence.

File Description	Documents
Best practices in the Institutional website	https://amc-college.com/documents-2#0bd625 e3-ddf0-4e08-aa0e-003cc587011b
Any other relevant information	https://youtu.be/wwoMkj38lWA

7.3 - Institutional Distinctiveness

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

As a part of the research initiative, AMC Group of Educational Institutions acquired an important achievement on 20th March 2023 by attaining ISBN number (978-93-92892-61-5) for Daksha - our college's esteemed research publication. The occasion is viewed as a milestone in the history of AMC College as it is the first book published by our institution. The Publication comprised of 10 research articles, the book showcases the academic excellence and intellectual contributions of the entire faculty at AMC.

With an intention of faculty development, our college promoting research publications every year. All teaching staff members are actively publishing their articles on UGC care list, providing a platform for their research to reach a wider audience. To facilitate this process, the college provides holistic assistance such as orientation classes and periodic meetings designed for discussions and doubt clearance. These supportive measures ensure that faculty members receive the guidance and resources needed to direct the research publication successfully.

Through such initiatives the institution tries to maintain academic excellence and promote a commitment for producing valuable contributions to scholarly community. By empowering our faculty and providing necessary assistance, we strive to create a research-driven environment that boost up ongoing intellectual growth and development.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

In recent years, there has been a growing awareness and advocacy for the rights and dignity of transgenders. These awareness programs leads for significant steps towards promoting a more inclusive society for safeguarding them against discrimination. Despite these advancements, transgenders continue to face different hardships. These challenges can manifest in the services, well-being and opportunities of transgenders. Addressing these barriers is essential in creating an equitable and supportive environment for all.

Education and awareness shapes the societal attitudes towards transgenders. Through understanding and empathy, a more inclusive society can be created, where all individuals are respected and empowered. It's essential for HEI to create spaces that holds diverse gender identities. By enabling such platforms, educational institution demonstrate a commitment for the well-being of their community members. In connection to this, the HEI has decided to create vacancies for transgenders and to construct gender-neutral toilets.

In future, we are focusing on research possibilities about transgenders. As an initiative, Dr. Priya.V.S, the first transgender medical professional in Kerala, was invited to the HEI for anawareness programme, shedding light on the challenges faced by transgender individuals in Kerala and nationwide. The session enhanced to make more studies and to conduct various awareness programs among students.