



INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTIVITIES

2015-16



1. *Motivation Class for non-teaching staff – ‘Interpersonal relations and communications’ : 18th May 2016*

Interpersonal relationship refers to a strong association among individuals working together in the same organization. Employees working together ought to share a special bond for them to deliver their level best. It is essential for individuals to be honest with each other for a healthy interpersonal relationship and eventually positive ambience at the workplace. Communication is said to be the basis of every interpersonal relationship. Perfect harmony between the teachers, students and non-teaching staff is required for achieving high academic standards in higher education institutions. Non-teaching staff is often blamed of poor public relation skills. To overcome this hurdle, a one day orientation program was conducted on 18.5.2016 to train the non-teaching staff on Interpersonal relations and communications. Adv. Manojkumar P T and Sreejith Mohan, who are renowned trainers, were the resource persons. The session laid a great impact over the participants and feedback reveals the positive response of the office staff towards the session



**MOTIVATION CLASS FOR
NON TEACHING STAFF**

**'Interpersonal Relations
and Communications'**

A motivational session arranged by the Internal Quality Assurance Cell (IQAC)

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Resource Persons

1. Adv. Manojkumar P T
2. Sreejith Mohan
(Personality Development Trainers)

Date: 16.5.2016, Wednesday
Venue: Mini Seminar Hall

IQAC COORDINATORS: Dr. Anita Raj (Principal) (91 944277541) | Dr. Sri Ranja (IQAC Coordinator) (91 98272424)



2. Inauguration of Research Forum and Seminar on Research Methods: 3rd December 2015

With a perception to inculcate research skills among students and teachers, IQAC in association with the research forum has organized a seminar on Research methods on 03/12/2015. The research forum was inaugurated by Dr. Michael Tharakan (Former V.C, Kannur University). The session handled by Dr. Michael Tharakan has succeeded in providing new insights of research into the mindsets of students as well as teaching faculties.

The resource person narrated various approaches in Research Methodology and justified that it is a way to find out the result of a given problem on a specific matter or problem that is also referred as research problem. He also added that In Methodology, researcher uses different criteria for solving/searching the given research problem. Different sources use different type of methods for solving the problem.

The methods of selecting research topics, framing the scope and structure of research problem, identifying research gap, literature review and plagiarism check were yet another topics which was covered by the resource person. The session has provoked the students as well as faculty members to turn towards research culture.





3. One day Refresher Course on Income Tax, EPF, ESI, and Service Tax for staff and management of the institutions of MES and Al-Ameen Educational Trust : 28th November 2015

A Refresher course was initiated by MES and Al-Ameen Educational Trust in association with IQAC of Al-Ameen College for the staff and management of these institutions on 28/11/2015. Around 60 Teachers Participated in this Programme.

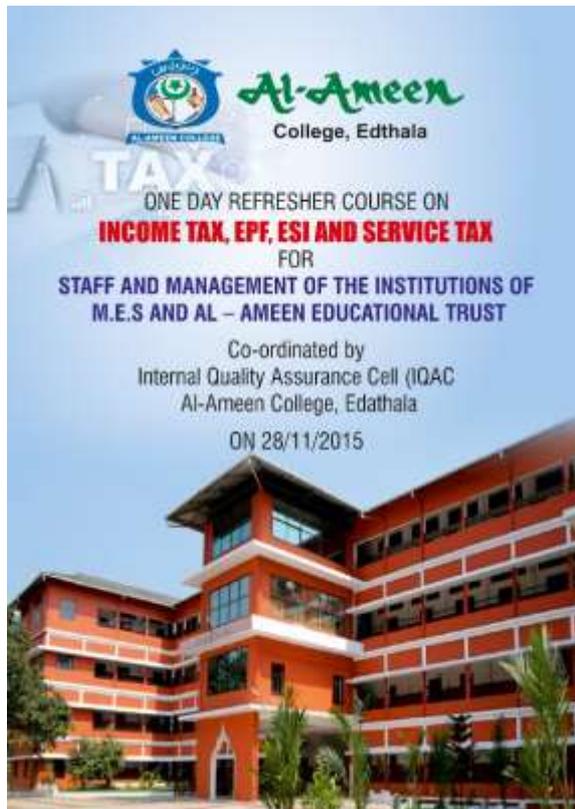
The various topics covered in the course were:

- Income Tax
- EPF
- ESI
- TDS
- VAT
- Service Tax and Allied Topics

ESI is one of the most popular integrated need-based social insurance schemes among employees that protect their interest in uncertain events, such as temporary or permanent physical disability, sickness, maternity, injury during employment, and more. Just like ESI, the Employees Provident Fund (EPF) is also a contributory fund in which both the employee and



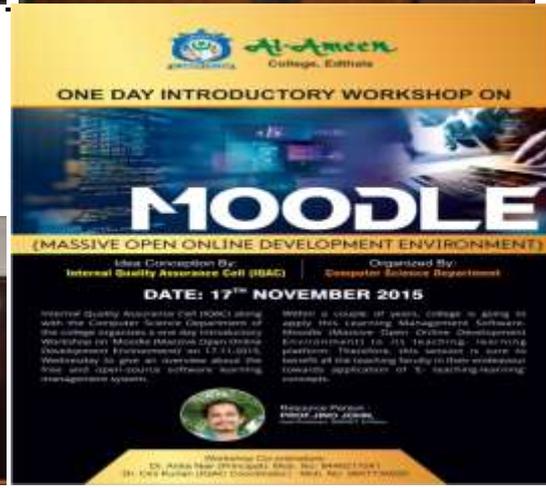
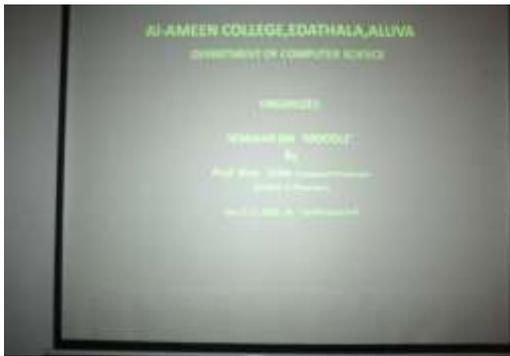
employer contribute amount. EPF is a compulsory and contributory fund for the Indian organizations under “The Employees’ Provident Fund and Miscellaneous Provisions Act 1952”. The course has enabled the participants to know more details about the topics covered and also about new amendments in the concerned areas which was very relevant in the current spectrum.



4. One day Introductory Workshop on MOODLE (Massive Open Online Learning Environment) : 17th November 2015

An introductory workshop on Moodle (Massive Open Online Development Environment), free and open-source software learning management system, was conducted by department of Computer Science in association with IQAC of Al-Ameen College for the teaching faculty on 17-11-2015 by Prof. Jino John, Assist. Prof. SNGIST, North Parur.





5. One day Orientation on 'How to become a mentor': 24th November 2015

Mentoring, at its core, guarantees young people that there is someone who cares about them, assures them they are not alone in dealing with day-to-day challenges, and makes them feel like they matter. Research confirms that quality mentoring relationships have powerful positive effects on young people in a variety of personal, academic, and professional situations.

Planned mentoring programs have flourished as one possible solution to the problems affecting youth. IQAC of Al-Ameen College arranged a one day Orientation Programme on 'How to become a mentor'. An orientation class for the teaching staff was held on 24-11-2015. The Session was handled by Shibu Damodaran, Certified trainer, JIC. The resource person emphasized the need for effective mentorship especially at the under graduate level as the youth today are easily vulnerable to advertise situations .







Al-Ameen
College, Edthala

ONE DAY ORIENTATION ON
'How to become a mentor?'
ON 24/11/2015

A Faculty Enrichment Initiative of Internal Quality Assurance Cell (IQAC)

Mentoring, at its core, guarantees young people that there is someone who cares about them, assures them they are not alone in dealing with day-to-day challenges, and makes them feel like they matter. Quality mentoring relationships have powerful positive effects on young people in a variety of personal, academic, and professional situations. Planned mentoring programs have flourished as one possible solution to the problems affecting youth. An orientative class for the teaching staff is planned to be held on 24-11-2015. The session will be funded by Shibu Dasveedaran, Certified trainer, JC.

EMPHASIS ON: NEED FOR EFFECTIVE MENTORSHIP ESPECIALLY AT THE UNDER GRADUATE LEVEL AS THE YOUTH TODAY ARE EASILY VULNERABLE TO ADVERSE SITUATIONS.

KEYNOTE COORDINATORS
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MENTORING PRAGDA
SHIBU DASVEEDARAN
CERTIFIED TRAINER, JC

