



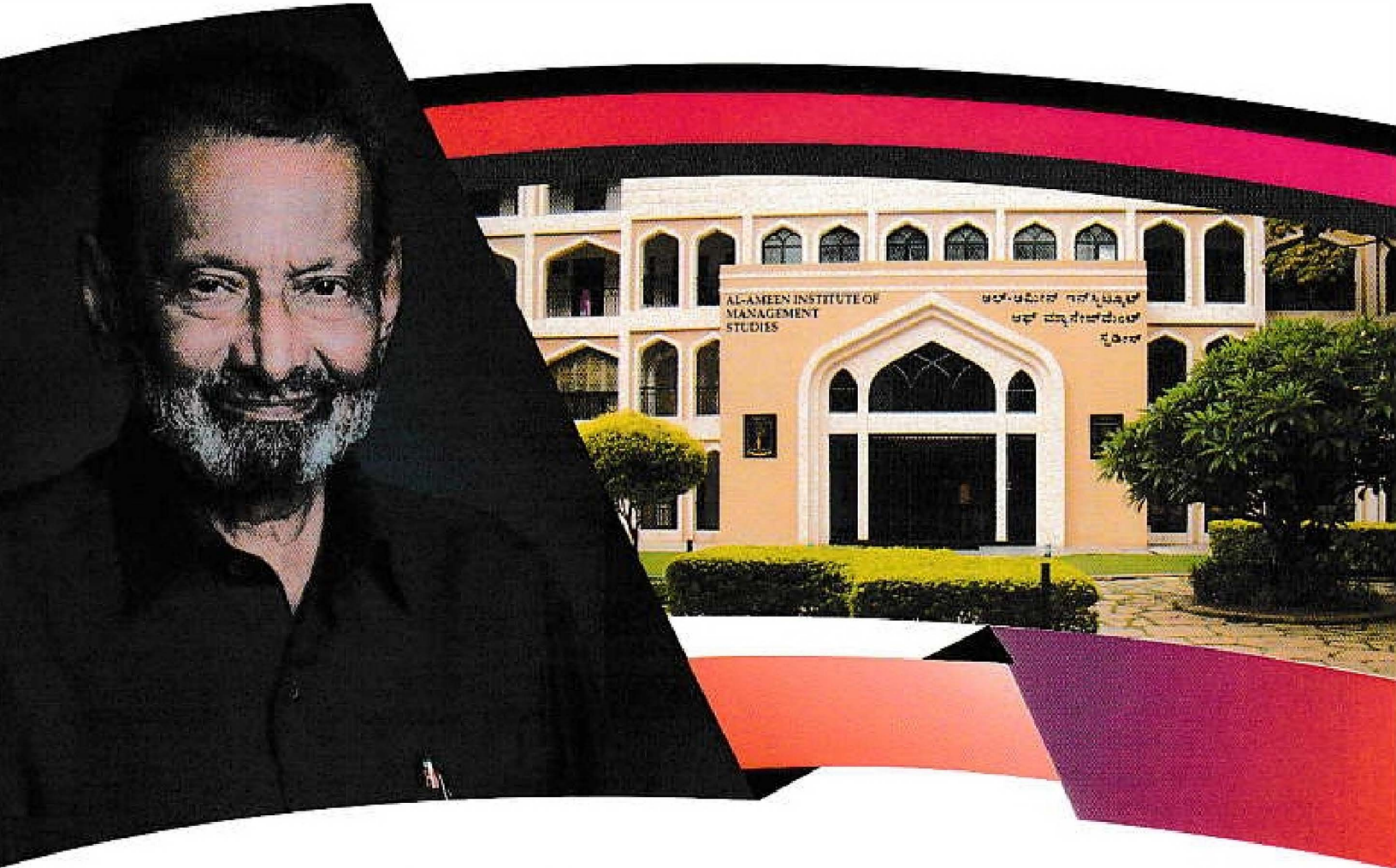
AL-AMEEN

INSTITUTE OF MANAGEMENT STUDIES

Affiliated to Bengaluru Central University & Accredited by NAAC

Hosur Road, Opp. Lalbagh Main Gate, Bangalore - 560 027 Karnataka

Tel.: 91-80-22279235, 22114492, 22114493, 22235626 Email: infoalameenmba@gmail.com



Late Dr. Mumtaz Ahmed Khan

Founder, Al-Ameen Movement

MBA
HAND BOOK
2024

Al - Ameen Institute of Management Studies, located at the heart of the Garden City, takes pride in its high quality infrastructure and state of the art pedagogy, it has placed itself at the forefront of new thinking and new developments in technology based teaching and learning, including the development and thoughtful use of information.

Al-Ameen Institute of Management Studies, a premier management school of India, functioning under the aegis of Al-Ameen Education Society, a non-profit Educational Society with an illustrious background, involved since 1996 in the field of Medicine, Engineering, Arts, and Science and Management. The institute has come up as a unique centre of excellence in professional education, research, training and consultancy. From a very modest start, it has now acquired a commendable position as a premier institute under the affiliation of Bangalore University. The Institute, which was founded in 1991, caters to students from all walks of life and imparts the principles of management to the aspiring managers and inspires them to blossom into managers, planners, decision makers and leaders of tomorrow.

At Al-Ameen Institute of Management Studies, we pride ourselves on the quality of our courses and the unrivalled flexibility of our study methods, the turnout being excellent academic results

History

Al-Ameen Educational Society was founded in the year 1966. as a progressive society of education it felt the need for educating and empowering the minorities and the less fortunate section of the society.

The founder of the Al-Ameen Educational Society Dr. Mumtaz Ahmed Khan a noted visionary realized that Al-Ameen should establish in the other spheres of activities by establishing institutions in various fields like Medicine, Engineering, Pharmacy, Law, Management, Teacher Education & thus Al-Ameen became a movement and is fondly known as the Al-Ameen Movement

Vision

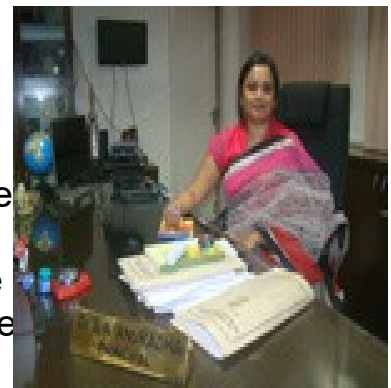
We aspire to become a leading institution in Management Education with a global and dynamic outlook by continually expanding and defining new frontiers of a management education and its implications in the corporate world.

Mission

To be the best vendor of Ethical and Value added Human Capital to the development of Corporate and Industrial Economy through Quality Training and Continuous Learning.

Principal's Message

The present workplace is driven by Technology. Industry is Knowledge based and the entire globe is the workplace. Al-Ameen institute of management studies is a happening place with the state of the art infrastructure, a very resourceful team of academicians and professionals committed to fine tune the managers in the making to take on the reins of the corporate workplace in the international arena.



I wish all the students a successful career and a bright future

DR. B. A. Anuradha

Principal, Al-Ameen Institute of Management Studies

STUDENTPERSONALDATA

STUDENTPERSONALDATA	
NAME	
REG.NO	
CLASS& SECTION	
NAMEOFTHEPARENT/GUARDIAN	
RESIDENTIALADDRESS	
MOBILENUMBER	
PARENT/GUARDIAN'SOFFICEADDRESS	
VEHICLENO	
DRIVINGLICENSENUMBER	
BLOODGROUP	
EMERGENCYCONTACTDETAILS	

Upcoming Events

MBA

Date	Event
12.02.2024	Commencement of I Sem MBA
28.02.2024	Induction Programme for Sem MBA Students
03.03.2024	Fresher's Day
13.03.2024	Commencement of First Internal Test for III & I Semester MBA
15.04.2024	Commencement of Second Internal Test for III & I Semester MBA
16.04.2024	Local Industrial Visit Coca-Cola Ltd, Bangalore
12.06.2024	Commencement of Final Examination for III Sem MBA
24.07.2024	Commencement of Classes for II & IV Sem MBA
21.11.2024	Alumni Meet 2024
10.12.2024	Last Working day

Note: Industrial Visits are organized in each semester (Two Industrial visits per Academic year)

Al-Ameen Institute of Management Studies

The Following Faculties & BBA & MBA student Representatives are selected to be on the various Academics and Administrative Committees of Aims for the Academic Year **2024-2025**

Serial No	Name of the Committees	Representatives Faculty and Student
1	IQAC Committee	Mr. Zubair Anwar Sait Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Mr. Deepak Singh MC Dr. Saira Banu Dr. Irfan Mumtaz K.S Prof. S. Jeevananda Mr. Shah Nizamuddin Mujahid Mr. Mujeer Pasha Ms. Gul Afshan Mr. Rafeeq Ahmed B Mohammad Osman Gani Abdullah Danish
2	Remedial Class Committee	Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Dr. Mohammed Wajid Dr. Y.V.Sheshadri Dr. Azra Kauser MBA –Thousif Ur Rehman MBA –Mishabh Anjum BBA-Zaid Ahmed BBA-Syed Imran
3	Research & Consultancy Committee	Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Dr. Y.V.Sheshadri MBA –Noor Fathima MBA –Chandana C
4	Book Review Committee	Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Deepak Singh MC Dr. Saira Banu Neelgar

		MBA-Mohammed Mushraf MBA –Farha Afreen BBA-Syed Uzair BBA-Abdul Muqeet Khan
5	Welfare Committee	Deepak Singh MC Dr. Saira Banu Neelgar MBA-Mohammed Mushraf MBA –Farha Afreen BBA-Zakiya Anjum BBA-Hussain Khan
6	Hand Book Committee	Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Deepak Singh MC Dr.Saira Banu MBA-Heba Saniya MBA-Mohammed Osman Gani BBA-Mohammed Abed BBA-Safa Anjum
7	Magazine and News Letter Committee	Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Dr. Azra Kauser MBA-Tasmiya Sultana MBA –Asiya Khatoon BBA-Rehan Pasha BBA-Heena Kouser
8	Disciplinary Committee	Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Deepak Singh MC Dr.Saira Banu MBA-Minhaj Sahar MBA-Shafi Muhammed. S BBA-Attiya Taskeen BBA- Shaikh Afnan Pasha
9	Examination Committee	Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Dr. Mohammed Wajid

		<p>Dr. Y.V.Sheshadri</p> <p>MBA –Yamuna C MBA –Mohammed Arafath</p> <p>BBA-Shaik Afnan Pasha BBA-Abdul Quayum</p>
10	Conference/Co Curricular Committee	<p>Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Dr. Mohammed Wajid Dr. Y.V.Sheshadri</p> <p>MBA-Mohammed Fatheen V.M MBA-Thousif Ur Rehman I BBA-Shaik Afnan Pasha BBA- Zaid Ahmed</p>
11	Parents Meeting Committee	<p>Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Dr. Mohammed Wajid</p> <p>BBA-Atiyya Taskeen BBA-Rehan Pasha</p>
12	Cultural Committee	<p>Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Dr. Saira Banu Neelgar Deepak Singh MC</p> <p>MBA-Minhaj Sahar MBA-Md. Shahnawaz</p> <p>BBA-Rafiya Asif BBA-Faiza Sadaf</p>
13	Student Council Class Representatives Committee	<p>Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Dr. Saira Banu Neelgar Deepak Singh MC</p> <p>Mohammed Shoaib- President Mohammed Mohiyuddin Uzair- Vice President Zoya Fathima- Secretary Mohammed Shabaz- Joint Secretary</p>

14	Sports Committee	<p>Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Dr. Irfan Mumtaz K.S Deepak Singh MC Dr.Saira Banu</p> <p>MBA-Hira Naaz MBA –Anish Molani</p> <p>BBA-Abdul Qayum BBA-Syed Imran BBA-Halima</p>
15	Environmental Conservation Committee	<p>Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Dr. Irfan Mumtaz K.S Deepak Singh MC Dr.Saira Banu</p> <p>MBA-Arfath Khan MBA –Shankar . V</p> <p>BBA-Abdul Qayum BBA-Syed Imran BBA-Halima</p>
16	NSS & NCC Committee	<p>Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Dr. Irfan Mumtaz K.S Deepak Singh MC Dr.Saira Banu</p> <p>MBA- Hira Naaz MBA –Anish Molani</p> <p>BBA-Shaik Afnan Pasha BBA-Firdose BBA-Sweta Nag</p>
17	Outreach Extension Activity – Social Immersion CMCA, Rural Immersion Committee	<p>Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Dr. Irfan Mumtaz K.S Deepak Singh MC Dr.Saira Banu</p> <p>MBA-Hira Naaz</p>

		MBA –Anish Molani BBA-Shaik Afnan Pasha BBA-Firdose BBA-Sweta Nag
18	Placement & Career Counseling Committee	Dr. B.A.Anuradha Sadique S.I.J Deepak Singh MC Dr. Saira Banu MBA-Magdaline Christina MBA –Yamuna C BBA-Ameena BBA-Alfiya
19	Industrial Visit Committee	Dr. B.A.Anuradha Sadique S.I.J Deepak Singh MC Dr. Saira Banu MBA-Magdaline Christina MBA –Yamuna C BBA-Ameena BBA-Alfiya
20	Anti-Ragging Committee	Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Deepak Singh MC Dr. Azra Kauser MBA-Mohammed Osman Gani MBA –Heba Saniya BBA-Anjum Nousheen BBA-Syed Soban Hashmi
21	Anti-Sexual Harassment Committee	Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Dr. Irfan Mumtaz K.S Dr. Saira Banu Neelgar MBA-Mohammed Kaif MBA –Saniya Khanum

		BBA-Ameena Siddiqua BBA-Mohammed Kashif
22	Grievance Redressal Committee	Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Deepak Singh MC Shameema Khatoon MBA-Arfath Khan MBA -Khansa Noorain BBA-Misbah Fathima BBA-P.Tahir Khan
23	Library Committee Committee	Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Dr. Manohar C Deepak Singh MC Dr. Saira Banu Geetha M MBA-Shankar V BBA-Mohammed Dhanish
24	Extra Curricular Committee	Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Deepak Singh MC Dr. Saira Banu MBA-Minhaj Sahar MBA -Md Shahnawaz BBA-Afiya BBA-Madiha
25	Maintenance Coordinator	Mujeer Pasha
26	Academic Planning & Monitoring Committee	Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Deepak Singh MC Dr.Saira Banu
27	Feedback Committee	Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Dr. Y.V.Sheshadri Deepak Singh MC Dr.Saira Banu Mohammed Wajid

28	Alumni Committee	Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Dr. Y.V.Sheshadri Dr.Saira Banu Azeezuddin Akbar Arafat- Convener Nizam Foujdar Mohammed Salman
29	Scholarship Coordinator	Raffique Ahmed
30	Admission Committee	Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Deepak Singh MC Dr.Saira Banu Mujeer Pasha Raffique Ahmed
31	Finance	Mr.Umar Ismail Khan Dr. B.A.Anuradha Raffique Ahmed
32	IIC/Entrepreneurship Development Cell Committee	Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Deepak Singh MC Dr.Preethi
33	Equal Opportunity/Women Empowerment Committee	Dr. B.A.Anuradha Dr. Abdul Rizwan Shariff Deepak Singh MC Dr.Saira Banu

DurationOfTheCourse

The duration of the MBA program shall extend over 4 semesters (two academic years) of 16 weeks or more each with a minimum of 90 actual working days of instruction in each semester and 2 to 3 weeks of examinations.

MinimumCreditsAndMaximumCredits

- There shall be three categories of courses viz., Core and Compulsory Course, Specialization Course and Open Elective Course/Soft Core Course. The Open Electives are the University approved Courses offered by other Departments of Bangalore University.
- ThecreditsforeachofCompulsoryCourseandspecializationcoursemayvary from 2 to 4 credits. In case of open electives course, each paper shall be of 3 credits. A student is required to take one open elective course in III Semester

Attendance

- Eachpapershallbetakenforthepurposeofcalculatingattendance.
- Studentsarerequiredtoattendforatleast75%oftheclassesineach subject in order to be eligible to appear for the University examinations.
- ThstatementofattendanceshallbedisplayedontheNoticeBoardbythe institution at end of every month for information of students.
- FivemarksinInternalAssessmentsshallbeawardedbasedonthepercentageof attendance as an incentive to the student for regularity in attendance.
- Astudentwhodoesnotsatisfytherequirementofpercentageofattendance shall not be permitted to take the examination of that paper(s).

Note: Attendance of all the students will be updated through OPTRA and messagesaresenttotheregisteredphonenumberofparents/Guardiansona daily basis.

Disciplinary Committee	Dr.B.A.AnuradhaPrincipal	9880085736	anupratap2018@gmail.com
	Dr.AbdulRizwan Shariff Vice-Principal	9900519754	rizoo.shariff@gmail.com
	Mr.DeepakSinghM.CH.O.D, MBA Department	8310376838	deepaksinghmhrm@gmail.com
	Mrs.SairaBanu,HODBBA Department	8722218129	sairabanu1984@gmail.com

Scheme Of Examination

Internal Assessment Test

Each of the course would have two components—the first being Internal Assessment Marks and Second being Semester end exams. The Internal Assessment (IA) are based on the continuous internal assessment.

- Each paper will carry 100 marks of which 30 marks for Internal Assessment and remaining 70 marks for written examination to be held at the end of each semester. The duration of the written examination for each paper shall be 3 hours.
- The various components of Internal Assessment for 30 Marks are as follows:

I&II Semester	Marks	III&IV Semester	Marks
<i>Attendance</i>	<i>5</i>	<i>Attendance</i>	<i>5</i>
<i>Two Internal Assessment Test (One Announced & One Surprise Test)</i>	<i>10</i>	<i>One Internal Assessment Test (One Surprise Test)</i>	<i>5</i>
<i>Assignment</i>	<i>5</i>	<i>Case Study Preparation</i>	<i>10</i>
<i>Presentation</i>	<i>5</i>	<i>Mini Project</i>	<i>10</i>
<i>Books/Journal Article Review</i>	<i>5</i>		
Total	30	Total	30

% of Attendance	Marks
75-79%	1
80-84%	2
85-89%	3
90-94%	4

95+	5
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Examination Committee	Dr.B.A.Anuradha Principal	9880085736	Anupratap2018@gmail.com
	Dr.AbdulRizwanShariff Vice-Principal	9900519754	rizoo.shariff@gmail.com
	Mr.MohammedWajid	9632557330	jнна.hw@gmail.com
Remedial Classes Committee	Dr.B.A.Anuradha Principal	9880085736	Anupratap2018@gmail.com
	Dr.AbdulRizwanShariff Vice-Principal	9900519754	rizoo.shariff@gmail.com
	Dr.SheshadriY.V(MBA)	9900655591	shesha51@hotmail.com
	Mr.MohammedWajid (BBA)	9632557330	jнна.hw@gmail.com

FINALEXAMINATION

There shall be a University examination at the end of each semester in the prescribed papers which carries 70 marks each. (Online examination might be introduced subject to approval of appropriate bodies of Bangalore University in the course of present scheme.)

TIMELIMITFORCOMPLETION

The candidate shall complete the programme within the period as prescribed in the regulation governing the maximum period for completing MBA programmes from the dates of admissions. It is generally twice the number of years of the programme. The term completing the programme means passing all the prescribed examinations of the programme to become eligible for the degree.

COLLEGEDRESSCODE

The Collegestudents should maintain an appearance with neatness and cleanliness.

Hence Monday to Thursday Uniform is Compulsory.

All the students are requested to wear College ID Cards compulsorily.

College Timings: 9:00am to 4:00pm (Monday to Friday)

9:00am to 1:00pm (Saturday)

Office Timings: 10:30am – 1:30pm, 2:30pm – 5:00pm (Monday to Friday)

Lunch Break 1:30pm –

2:30pm (Monday to Friday) 9:30am – 1:30

pm (Saturday)

MBA FACULTY 2023

AL-AMEEN INSTITUTE OF MANAGEMENT STUDIES

Name	Qualification	Designation
Dr. B.A. Anuradha	MBA, Ph.D	Principal
Dr. Abdul Rizwan Shariff	MBA, M.Com, Ph.D	Vice-Principal
Mr. S.I.J. Sadique	M.Com, MBA	Placement Officer
Mr. Deepak Singh M.C	MHRM, M.Phil, (Ph.D)	H.O.D, Asst. Professor
Dr. Y.V. Sheshadri	MBA, Ph.D	Professor
Mrs. Rizwana Khanum	MBA, (Ph.D)	Asst. Professor
Dr. Irfan Mumtaz. K.S	MBA, Ph.D	Associate Professor
Mr. Ravish B.A	MBA, (Ph.D)	Asst. Professor

Mrs.ShameemaKhatoon	MCA(MBA)	Asst.Professor
Dr.Azra Kouser	M.COM,MBA,Ph.D	Asst.Professor

StudentSupportService	
I	AIMSLibraryandInformationCentre
II	Al-AmeenasaCentreforContinuousLearningandDevelopment
III	PlacementCell/Careercounselingcommittee
IV	ComputerLaboratory
V	LanguageLearningCentre:ForeignLanguages
VI	AntiRagging&GrievanceRedressalCell
VII	CorporateSocialResponsibilityActivities
VIII	WellnessCentre

I. AIMSLibraryandInformationCentre

Al-Ameen Institute of Management Studies (AIMS) Library has exhaustive collections of 10,888 Books by foreign and Indian authors on Management and otherrelatedareas.Morethan141Periodicals,EBSCOdatabaseandaudiovideo Cassettes are subscribed. Over 1000 slide files, case studies, Statistical data sources and project reports of major Companies are maintained and regularly updated.

ABOUTAIMSLIBRARYANDINFORMATIONCENTER

- ❖ The library@ AIMS occupies over 231 square meters and provides Users with Access to a vast repository of resources including Books and Periodicals.
- ❖ The peaceful sunlight provides ideal study space.

Objective:

- ❖ The primary objective of the library is to offer a fully integrated and dynamic environment suited for academic pursuits, study and research for the students and staff, by augmenting traditional print and electronic resources both local and global Management.

Vision

To establish, maintain, and grow a digital library that responds to educational needs of end users

Mission

To provide continuous access to the Knowledge and Information in the Library to the students and faculty of the Institute for achieving excellence in their chosen Disciplines.

Collections

Sl.No.	Details	BBA
1	Titles	2601
2	Volumes	3393
3	CD'S/DVD'S	501
4	National Journals	11
5	International Journals	13
6	Magazines	30

Electronic Resources

- ❖ www.aimslibrary.blogspot.com
- ❖ <http://delnet.nic.in>
- ❖ www.online.sagepub.com
- ❖ http://infotrac.galegroup.com/itweb/ameen_mgmt?db=SP01

GENERAL INSTRUCTIONS

- ❖ Leave your bags, handbags and personal belongings at the entrance.
- ❖ Wear ID Cards at all times & produce them on demand.
- ❖ Maintain discipline in the library.
- ❖ Users are advised not to disturb these seating arrangements and maintain the decorum.
- ❖ Use of mobile phones in the library is not permitted.
- ❖ Sign the register kept at the checkpoint, while entering the Library.
- ❖ A borrowed book if recalled by the Librarian has to be returned immediately.
- ❖ Books should be handled with great care and mutilation of books in any manner will be heavily fined

Services:

- ❖ OPAC
- ❖ Book lending
- ❖ Internet
- ❖ Wi-fi
- ❖ CD-ROM
- ❖ Photocopy
- ❖ E - Resource
- ❖ Reference

II. Al-AmeenasaCentreforContinuousLearningandDevelopment

Al-Ameenasa Centre for Continuous Learning and Development with the specific focus on training students on better understanding of Human Relationships and the dynamics involved in them. With this specific objective in mind Al-AIMS conducts regular training programme on various aspects of relationship in professional and organizational contexts. The resource team consists of experts in the field of Human Resource Development, Industrial and Educational Psychologists and Senior Academicians.

Some of the specific areas of expertise include session's on

- Team Building
- Inter-Personal Relationship
- Communication

Self-Awareness
Self Esteem
Work-Life Balance
Time Management
CopingwithEmotions
CopingwithStressetc...

Note:Thedurationoftheabovesessionsvaryfromhalfdayto2days.

III. Placement Cell

The Placement Cell has a process and set guidelines to make students more serious about the Final Placement Initiatives. Every student looking for final placements has to submit a Need Analysis Questionnaire, Student Profile, A copy of their profile and should compulsory appear for the Aptitude Test paper to make them eligible for Final Placements.

The Placement Cell helps students in career planning through career counseling where in they gather information about themselves in terms of their interests, aptitudes and abilities so that they can choose their careers more effectively. The Placement Cell allows students to explore the world of employment and helps them to move from a general occupation direction to a specific one.

Through the Placement form the Career Counselling Cell will know the exact headcount looking for final placements, higher studies (India & Abroad) and entrepreneurs. The Career Plan exercise will be followed by separate training program for students opting for Final Placements, higher studies and planning to start up their own business.

The selection process by the company usually starts with a pre-placement talk in which the organisation gives the students insight into the company profile, job profile, CTC etc. followed by the actual selection process of written test/group discussion/interview etc.

Placement Committee	Dr.B.A.Anuradha Principal	9880085736	anuradha_aims@yahoo.com
	Dr.AbdulRizwanShariff Vice-Principal	9900519754	rizoo.shariff@gmail.com
	Mr.S.I.J.Sadique PlacementOfficer	9972867991	sadique_aims@yahoo.co.in

Career Counselling Committee	Dr.B.A.Anuradha Principal	9880085736	Anupratap2018@gmail.com
	Dr.AbdulRizwanShariff Vice-Principal	9900519754	rizoo.shariff@gmail.com
	Mr.S.I.J.Sadique PlacementOfficer	9972867991	sadique_aims@yahoo.co.in

IV. Computer Laboratory

The institute has a main computer center and a systems lab. The computer infrastructure has two LAN servers for the students as well as the faculty. In order to facilitate project activities and course work, the computer center is made available to the students over extended hours. Beside hardware facilities, infrastructure includes a good collection of the latest software packages

The college Computer lab, equipped with the latest systems and internet facilities. Computer lab is for exclusive use of the MBA students. Computer lab is used as the Language Lab and is equipped with language training software. This lab is also used to run Value Addition Programmes.

Computer Lab Etiquettes

The lab is a privilege for all to share, but as we all are sharing this space we must be considerate of others. We ask that you please follow these simple rules:

1. Do not install or download any software or modify or delete any system files on any lab computers.
2. Do not use internet for playing music or other recreational activities.
3. Do not damage, remove, or disconnect any labels, parts, cables, or equipment.
4. Be considerate of other lab users. In consideration of others, do not talk on cell phones in the lab. Please step outside the lab to conduct your phone call.
5. NO FOOD or BEVERAGES in the computer lab.
6. If other students are waiting to use the computer and you are not doing college related work, please let them use the computer. The primary purpose of the lab is to assist with college-related work.
7. Do not read or modify other users' files.
8. If you leave the lab, do not leave your personal belongings unattended. College is not responsible for any theft.
9. Pen drives can be used with the permission of the Lab Instructor

V. Language Learning Centre

Language is essential for expressing ideas, opinions, views and emotions. English

is the most common medium in today's educational scenario. The undergraduate students are given in-house training by our own efficient faculties. We offer special coaching for the students who are weak in English. They are trained in both oral and aural skills giving due importance to grammar. They are also well trained in writing skills like report writing, speeches, articles, captions etc.

Teachers function as counselors who give feedback and evaluate the students to bring out their best. Our aim is to empower students to use English in order to understand information, to express themselves orally and to communicate with native and non-native speakers.

For the benefit of MBA and BBA students our college collaborates with highly reputed and leading institution for their language skills. They are trained focusing more on aptitude tests, interview and presentation skills, personality development etc. They are moulded in such a way to meet the demands of the challenging corporate world. They are given opportunity to tailor their language skills more to their learning needs.

Foreign Languages

A major reason behind learning a foreign language is to be able to communicate in that language. Knowing the other person's language shows that you respect the language and also puts the other at ease. AI-AIMS offer classes in foreign languages such as French and Spanish to facilitate and encourage those students.

Staff to Teach Foreign Language

Our teachers are native and very proficient non-native speakers who make language learning interesting and enjoyable. They are well qualified, experienced and committed to help you to develop your language skills, so you can advance your career and achieve your ambitions.

With its highly interactive classes, dynamic staff and supportive learning environment the Language Learning Centre invites you to embark on a journey of lifetime. Learn a Language or improve the one that you already know.

Join the adventure - Learn a Language

VI. Anti Ragging & Grievance Redressal

Cell Grievance Redressal Cell

For the welfare of the students, the institution has a Grievance Redressal cell function to rectified Grievance faced by the student. It has been established to find the solution for the problem faced by the students during the course of study. This cell creates an awareness of the socio cultural, political, women empowerment and biological complexities of the issues. The committee consists of department HOD and Two Faculties

AntiRaggingCell

The College has an Anti-ragging Committee headed by the Principal. All department HODs are the member of this Committee. The Cell takes care to prevent ragging in the college premises. At the commencement of the every academic year the senior students are given advice and warning against ragging. The fresher's are also informed to take the issue to the concerned department if they experience any ragging problems. Severe action will be taken against the students if they involved in ragging.

Student Welfare Committee	Dr.B.A.Anuradha Principal	9880085736	anupratap2018@gmail.com
	Dr.AbdulRizwanShariff Vice-Principal	9900519754	rizoo.shariff@gmail.com
	Mrs.SairaBanu, HOD BBA Department	8722218129	sairabanu1984@gmail.com
	Mr.RavishB.A	9035355842	ash79leon@gmail.com
	MohammedAslam MBA Student Co-ordinator	9731248710	Aslamskaslam2@gmail.com
	AyeshaSoubia MBA Student Co-ordinator	9738485768	nemoame@gmail.com
Anti-Ragging Committee	Dr.B.A.Anuradha Principal	9880085736	anupratap2018@gmail.com
	Dr.AbdulRizwanShariff Vice-Principal	9900519754	rizoo.shariff@gmail.com
	Mrs.SairaBanu, HOD BBA Department	8722218129	sairabanu1984@gmail.com
Sexual Harassment	Dr.B.A.Anuradha Principal	9880085736	anupratap2018@gmail.com

Committee	Dr.AbdulRizwanShariff	9900519754	rizoo.shariff@gmail.com
	Vice-Principal		
	Mrs.SairaBanu,HODBBA Department	8722218129	sairabanu1984@gmail.com
Greivance Redressal Committee			anupratap2018@gmail.com
	Dr.B.A.Anuradha Principal	9880085736	
	Dr.AbdulRizwanShariff Vice-Principal	9900519754	rizoo.shariff@gmail.com
	Mrs.SairaBanu, HODBBA Department	8722218129	sairabanu1984@gmail.com
	Mr.MohammedWajid	9632557330	jnna.hw@gmail.com
	MuhammedYameen MBAStudentCo-ordinator	7760775161	m.yamkhan07@gmail.com
	AyeshaSoubia MBAStudentCo-ordinator	9738485768	nemoame@gmail.com

Sports Committee	Dr.B.A.AnuradhaPrincipal	98800857 36	anupratap2018@gmail.com
	Dr.AbdulRizwanShariff Vice-Principal	99005197 54	rizoo.shariff@gmail.com
	Dr.IrfanMumtazK.S	96209141 85	ks.irfan@gmail.com
	Yameen MBAStudentCo-ordinator	77607751 61	m.yamkhan07@gmail.com
	UmmeSadiyaA MBAStudentCo-ordinator	90354075 70	Ummesadiya13@gmail.com

VII. Corporate Social Responsibility Activities

Our goal is to positively contribute to the sustainable growth and development of people and communities, at the school, locally and around the world.

Al-Ameen in its full breadth and depth is, at its core, the embodiment of Humanism as practiced by the business community. As facilitators of a global classroom, we strive to be unbiased, compassionate role models. As learners ourselves, we are constantly thinking about and adopting new strategies for building a better future.

We believe that Al-Ameen, as an educational institution for students, has many opportunities to be an agent of positive change.

Fundraising and Awareness-raising: Al-Ameen is involved in various initiatives throughout the year to help raise awareness, money and goods for both local and global causes.

Locally, Al-Ameen raises money and accepts donations of clothing and food for distribution to the underprivileged.

NSS Committee	Dr. B.A. Anuradha Principal	98800857 36	anupratap2018@gmail.com
	Dr. Abdul Rizwan Shariff Vice-Principal	99005197 54	rizoo.shariff@gmail.com
	Dr. Irfan Mumtaz K.S	96209141 85	ks.irfan@gmail.com
	Yameen MBA Student Co-ordinator	77607751 61	m.yamkhan07@gmail.com
	Umme Sadiya A MBA Student Co-ordinator	90354075 70	Ummesadiya13@gmail.com

VIII. Wellness Centre

A campus Doctor is available within the Campus between 10:00am-3:00pm for the treatment of general ailments of the students and staff