



# Al-Ameen Memorial Minority College

Jogibattala, Baruipur, Kolkata-700145

Email: [alameenmemorial@gmail.com](mailto:alameenmemorial@gmail.com)

Website: [alameenmemorial.org](http://alameenmemorial.org)

## STUDENT SUPPORT & PROGRESSION POLICY

### Purpose

- To equip the students with domain specific and non-domain specific skills
- To inculcate value system among students
- To support the students financially via scholarships
- To motivate and help in upward progression of students in career
- To nurture and transform the capacity of all students
- To develop facilities for bracing the needs of Special students Scope: Students

### List of Activities

- **Mentor-mentee system** - Remedial Classes, counselling
- **Grievance Redressal & Welfare measures** - Grievance Redressal committee, anti- sexual harassment, Anti- ragging, financial support- scholarship, freships, part-time campus job, insurance, medical assistance.
- **Competency building programmes** - Academic programmes (Seminars/workshop/guest lecture/conference & Advanced & Slow learner based supportive actions) - Linguistic development programmes - Competitive exam coaching (NET/ SET/ PSC/ SSC/ TET/ Combined/ etc.)
- **Modules on Human Values** - Value education, language classes, community service-extension activity.
- Participatory Engagements in social immersion activities, Cultural activities, Leisure/Clubs & Forum events & Publications - Student Magazines.
- **Feedback system & student satisfactory survey** - Curriculum enrichment, faculty capacity building and infrastructure & facilities.
- Alumni engagement o Trainings, motivational talks, scholarship, feedback, employment and conduct of events.
- **Career building engagements** - Career counselling, Skill trainings, Innovation, Entrepreneurship programmes, Placement/Recruitment actions.
- **Collaboration** - Research, Internship & Inter-institutional activities.
- Students' performance (Curricular and extra-curricular activities) recognition of Regional/national/international level participation- Awards, rewards, certificates and medals.

## RECRUITMENT, CAREER PROGRESSION & CAPACITY BUILDING

### Purpose

- To appoint proficient and dedicated Faculty members and Support staff
- To improve learner centric teaching methods through trainings and orientations
- To support faculty members in meeting the needs of evolving education for upgrading curriculum
- To enhance staff capabilities for fostering students towards higher order thinking
- To upraise competency of faculties to meet technological & digital evolution in education
- To provide trainings, wellness programmes and welfare measures to boost the productivity of faculties and support staff

### Scope: Faculty

- **Career development programmes** - Faculty Development Programmes, ICT Trainings, Refresher courses & Skill Trainings.
- **Yoga, wellness programmes & Welfare Measures** - cultural & sporting activities, Loans, Maternity Leave, etc.
- **Financial support** - Conferences, workshops, trainings and membership fee for professional bodies.
- **Teacher's day celebrations** - Awards, Honouring the retired staff.
- **Trainings for implementing new ICT concepts** - In-house and out campus trainings.
- **Aiding research, patency & consultancy activities**- Seed money, Incentives for publications/Ph.D., support from government and nongovernment agencies, Publications.
- **Performance Appraisal** - Incentives, salary increment, promotions

## COLLABORATION & INFLUENCE

### Purpose

- **To diversify knowledge through Academia-Academia/Industry collaboration**
- To capitalize and generate uncontested innovative ideas and outputs in alliance with research centres
- To promote cross-skilling through Inter-departmental and Intra-institutional partnership
- To take up social responsibility by sharing expertise with community Scope: Faculty members, Support staff and students

### List of Activities: Consultancy

- Industry, start-ups, other educational institutions.
- Collaboration with National and International institutions and Industries - Corporate training, on-job trainings, internships, counselling, innovative practices, IPR, faculty/student exchange, research.
- Research Centres - Research, Problem identification and solving methods, techniques.
- Government Organizations on Trainings, Internships, Counselling & awareness programmes.
- Community- Skill development, Wellness assessment, medical support, Awareness programmes.
- Innovative Ecosystem - Incubation centre/start-ups,

## **Students' Welfare and Support Sub-Committee Member**

Prof. Matin Ahmed	Convener
Prof. Sayera Begum	Member
Prof. Sk Asgar Ali	Member
Prof. Dipankar Manna	Member
Tazuddin Ahmed	Member
Benajir Khatun	Member
Sabnam Easmin	Member
Farida Khatun	Member
Sk Arif Ahmed	Member
Goutam Sardar	Member
Anisuddin Molla	Member
Dibyendu Sardar	Member
Sailendranath Naskar	Member
Asadulla Khan	Member