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AL-AMEEN COLLEGE OF LAW

Affiliated to Karnataka State Law University and Recognised by Bar Council of India

ACCREDITED WITH NAAC B++

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

The functioning of the institutional committees are effective and efficient as visible from commitment dedication policies, administrative setup, appointment and service rules, procedures adopted by the college and management etc. Being an affiliated college to Karnataka state Law University, the Institution has to follow the rules and regulations decided and prescribed by the University affiliated. At the same time being a private, the institution is bound to follow the rules of the State Government and UGC and the University. The Institution was established by the Al-Ameen Educational Society.

The institution has to seek permission of the Management in all the important and significant academic as well as administrative affairs and also co-curricular activities.

The Management of the Institution consists of a Chairman, Vice-Chairman, secretary and treasurer. At institutional level, the principal is the final authority who reports to the Chairman and secretary of the Management.

The meeting of the Management with the principal and the staff and the coordinator of all these institutions is held regularly. The principal of the college informs the Management of the activities of the college and the requirements of the college. There is a permanent Principal in the Institution. Being the head of the Institution, the Principal is responsible for all the academic and administrative activities of the Institution. In the absence of the principal, Vice-Principal is given charge to run the Institution. In the Administrative staff all of them are management permanent employees - one is a Accountant Administrative In charge and the SDA and the others are peon. The rest are ad hoc staff.

As the majority of administrative staff is employed by the management, the principal takes all the important administrative decisions consulting some senior faculties. A number of committees are formed for academic, administrative, co-curricular, sports and extension activities. In all these committees, there is a chairperson and a vice-chairperson. Some other important administrative committees are Admission Committee, Time Table Committee, Examination Committee etc. The principal looks after all the financial transactions of all these committees by the approval of the management. The chairpersons of all the committees are free to work their own way but as for the budget allocation, they have to seek the permission of the principal. The Institution has to follow the rules and regulations regarding appointment and service set by the University, management the State Government and the UGC. The recruitment and promotion of academic and administrative staff are done as per the norms decided by the University, State Government and the UGC. No permanent academic or administrative staff is recruited since a long time due to the government policy. The back-log is strictly maintained in the recruitment of the academic or administrative staff.

The promotion of any academic or administrative staff is done taking in mind their seniority. The Institution follows the rules regarding the surplus faculties. The Institution also follows the State Government and the UGC rules regarding leave.

A Staff-Secretary is elected from among the academic staff. The academic staffs present their problems in the staff meetings and the Staff-Secretary put them before the principal and thus acts as a bridge between the academic staff and the principal. A Women's Cell is formed to solve the academic, personal and social problems of the girl students as well as the female staff members. The same is been uploaded on website and the students can put their concerns through website confidentiality.

However, no serious issue has been raised either by the girl students or by the female staff members so far. No written complaint of any sort is received by the Women's Cell from the students. However, the girl students and female staffers are asked to lodge their complaints to the members of this Cell and are also assured them to be redressed immediately.

