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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'



Procedures and policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers and classrooms etc.

Al-Ameen College of Law has a set of established procedures and policies for maintaining and utilizing its physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

1. Maintenance of Class rooms

Al-Ameen College of Law has nominated one person from the non-teaching staff as Maintenance Manager Internals to overlook the maintenance of Class rooms, cleanliness, electricity maintenance, Boards, Projectors, etc. The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by a House Keeping staff. After the admission process in every semester, it is ensured that all the classrooms have adequate desks, benches as per the requirements of university. The fans and electrical appliances are checked by the electrician wherever requirements are found the principal sends a requisition to the Secretary of the Institution are appraised of the requirements. The admin In charge makes the purchases after approval from the principal. There are projectors in as many as eight classrooms, besides smart classrooms.

2. Maintenance of library

For maintenances of library infra-structure and facilities the AACL library committee and administration have been given the responsibility to Stock verification every year, purchase, procure books, purchase of online search



engines, e books and other legal materials, Citations, Subscription of Reported Judgements as per the recommendations received from the Library Committee. For enriching of the library, the committee procures some good publications from national and international publishers with respect to Law related volumes. The library committee organizes library Book Exhibitions, Best User Award to student etc... Every month they notify the highest library user to encourage the students to use library. The library equipment's, Stationary and other necessary materials are purchased by the office on the requisition of librarian.

3. Academic Support

The college is affiliated to Karnataka State Law University. The college has an elaborate academic support mechanism to follow the university prescribed syllabus and all other student centric activities. The examination system is very systematic and transparent. The Examination Committees is responsible for all internal Assessment tests and the concerned practical teacher takes the charge of the clinical course prescribed by the university are conducted by a committee. The committee ensures setting of question papers, evaluation of answer scripts based on the marking system prescribed by the university for Internal Assessment.

An examination committee for the university examination is appointed by the principal in each end semester examination and they are engaged in smooth conduction of examination, sending answer scripts to the university, verification of the internal assessment and any other issues related to the examination.

- Academic support of the students is also provided by the faculty exchange program within and outside the college. The remedial classes are also engaged for the students as an academic support.
- In the admission process the college has followed the Constitutional provisions of reservation as well as rule of the State Government regarding admission to those students, who belong to below poverty line (BPL).
- The Nedu Soft online platform also plays a vital role in providing academic support to the students. The notices, exam- notifications, fee payment details and attendance are provided to the students through the online



platform. The students are provided the question papers of previous years and also model answers in the website.

4. Maintenance of the sport facilities:

Sports Director/ Physical Education Director takes the responsibilities of the maintenances of the sport facilities. The necessary sports kits, goods and sports articles are purchased by the office of the principal as per the recommendations of the sports Director of the college. The college authority purchases them by calling quotations from the reputed sport outlets. Sports Director takes necessary steps have taken by the authority to develop the sport activities of the students. A sports facility has also been made for the students within the campus to play Volleyball, Kabaddi, throw ball, Badminton, , so that the students can enjoy the events of Annual sports week, organized in the college and also after class hours. Some of the sports items are kept in sports director room and given out for use of students under the monitoring of the Sports director. Students with excellence and achievements are publicly felicitated and also supported financially to the extent possible and college provides T-shirts, Travell Expenses, and all necessary assistance from college. College has also established the Indoor sports which include Chess, Carrom, and Table Tennis.

5. Maintenance of Computers and IT facilities:

The office of the principal decides on the recommendations of IQAC about purchasing necessary IT equipment's as per recommendations. IT facilities are maintained by computer skilled personnel of the college Raghu Computer and Meltech Computers they also take the responsibilities of periodic up-gradations of the IT resources. The IT facilities are taken stock of by the administrations and they are modified or changed whenever necessary through the service providers.



6. Student support and welfare

In the college campus, we make sure that there is a good environment for the benefit and welfare of the students, Students Welfare Officer actively works for the same vision. Various sub committees are formed in the college to support services, student welfare and to meet their needs. The principal is the chairperson of all sub committees including students' union.

There is a canteen maintenance committee for maintenances of the college canteen and to ensure the healthy and hygienic food for the students as well as the other members of the college.

Hostel Committee: The hostel committee looks after the hostel, The girls' hostel in the college campus with 120 girls has a Chief warden, Assistant Warden and Security staff with 24x7 Surveillance.

For the welfare of the students,

7. Clinic:

There is a Clinic in the college and one medical officer is appointed by the college authority as per a memorandum of understanding.

8. Committee against Sexual Harassment:

Committee against Sexual Harassment is also formed for the welfare of the students. They have organized many seminars, talks and discussions on burning topics of gender issues and tries to sensitize the girl students as well as the boys against gender discrimination, health issues etc.

9. Yoga center: The college and they conduct Yoga sessions for students which is a good step for stress management and also organizes online sessions on stress management. also.



10. NSS Unit

AACL NSS unit established in the year 2010 maintains the social services within the campus and outside it and also involves itself into many social activities and legal activities, regularly organizing special NSS Camp and regular activities.

11. Communication

Any urgent notification to the students., Principal and Academic committee In charge sends the notification to through WhatsApp or SMS.

12. Canteen Facility

A student friendly canteen is run by the college. Hygienic food is made available at affordable rates. The canteen is open on all working days.

13. Common Rooms

Common Rooms facility is available for girls in the college with restriction of entry by male faculty and students.

14. Law Lab

Al-Ameen College of Law has indeed established a law lab, it's likely to be a valuable resource to the students and faculty, supporting of other streams of students and faculty about important information about law.

15. Students Council Room

The college has provided the students council room to the members of the student's council to have their regular meetings and for discussions on important discussions among members.

16. Legal Aid Clinic

The college has established the legal aid clinic with the in-charge coordinator and the members of senior faculty and also has the practicing advocates on board. It provides important legal opinion to the common people and advises and orient them about the legal aid available through legal services authority.




17. Mediation Center

College has established the mediation center to provides the information and mediation procedure to the students of law.

18. Research Center:

The college has established the research center with the coordinator and student's member to do research on important issues pertaining to the society.

Al-Ameen College of Law places a strong emphasis on providing a conducive environment for learning and holistic development for its students. These policies and facilities contribute to the overall educational experience at the institution.



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