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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++



## 6.2: Strategy Development and Deployment

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

The institution has established written policies for all the important aspects of governance. The participation of Management, Principal, teachers, non-teaching staff and students, in decision-making processes is also specified in the relevant policy. Therefore, through the structures, processes, and practices, of governance, everyone associated with the institutional bodies work together for the development of the institution.

Al-Ameen College of Law has demonstrated a commitment to effective governance through the establishment of written policies that cover critical aspects of the institution's operations. These policies not only provide guidelines for decision-making but also emphasize the participation of students, teachers, and non-teaching staff in the governance processes. Here are the key points regarding the institution's governance practices:

1. **Written Policies:** The college has formulated written policies that encompass important facets of governance. These policies serve as a framework for decision-making and ensure that institutional operations are carried out consistently and transparently.

2. **Inclusive Governance:** The policies of the institution explicitly outline the participation of students, teachers, and non-teaching staff in the decision-making processes. This inclusivity fosters a collaborative approach to governance, where all stakeholders have a voice in shaping the institution's direction.
3. **Development-Oriented:** The governance structures, processes, and practices are designed with the overarching goal of advancing the institution's development. This includes not only academic progress but also the overall growth and improvement of the college community.
4. **Collaborative Decision-Making:** By encouraging participation from all stakeholders, the institution ensures that decisions are made collectively, drawing from diverse perspectives and expertise. This collaborative approach strengthens the governance framework.

Al-Ameen College of Law operates within a structured governance framework, where various committees and authorities play essential roles in the effective and efficient functioning of the institution. Here are some key points regarding the institution's governance and administrative setup:

1. **Compliance with Regulations:** The institution, as an affiliated college to Karnataka State Law University, abides by the rules and regulations set forth by the university. Additionally, it adheres to the guidelines stipulated by the State Government and the University Grants Commission (UGC). This commitment to compliance ensures that the institution operates within the legal and regulatory framework.
2. **Management Structure:** The institution's management consists of a Chairman, Vice-Chairman, Secretary, and Treasurer. At the institutional level, the principal serves as the final authority, reporting to the Chairman

and Secretary of the Management. This hierarchical structure provides clear lines of responsibility and accountability.

3. **Decision-Making:** The Principal, as the head of the institution, is responsible for all academic and administrative activities. In the absence of the Principal, the Vice-Principal assumes charge. The principal, in consultation with senior faculty members, makes important administrative decisions. Various committees, including academic, administrative, co-curricular, sports, and extension committees, contribute to the decision-making process.
4. **Committees:** The institution has established numerous committees, each with a chairperson and vice-chairperson. These committees oversee various aspects of academic and administrative affairs. Examples include the Admission Committee, Time Table Committee, and Examination Committee. While committee chairpersons have autonomy in their operations, budget allocation requires approval from the Principal.
5. **Staff Recruitment and Promotion:** Staff recruitment and promotion follow the norms set by the University, State Government, and UGC. Due to government policies, no permanent academic or administrative staff have been recruited for an extended period, and the institution maintains a backlog in this regard. Promotions are typically based on seniority.
6. **Compliance with Leave Policies:** The institution adheres to the rules and regulations governing leave, as mandated by the State Government and the UGC.

## **ADMINISTRATIVE SET UP OF THE COLLEGE OF THE COLLEGE**

The administration of the college is well organised with the functions are divided between top to bottom level with described and transparent to get the maximum results. The hierarchical setup is created from top to bottom level with all the responsibilities, duties, Accountabilities at every stage.

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 AlAmeen 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, cocurricular, 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.





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## ORGANISATIONAL STRUCTURE

### EXECUTIVE COUNCIL OF AL-AMEEN EDUCATIONAL SOCIETY

CHAIRMAN

SECRETARY

TREASURER

PRINCIPAL

VICE-PRINCIPAL

GOVERNING COUNCIL OF COLLEGE

ADMINISTRATIVE STAFF

ACADEMIC  
COMMITTEE

CLASS TEACHERS

VARIOUS  
COMMITTEES

NSS

AACL MOOTERS  
SOCIETY

STUDENTS COUNCIL

IQAC

RESEARCH COMMITTEE

ACADEMICS

LIBRARY

ADMIN  
INCHARGE

UNIVERSITY  
CORRESPONDENCE

SDC

ATTENDARS

HOUSE KEEPING  
STAFF



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## FUNCTIONS OF KEY ADMINISTRATIVE POSITIONS

POSITIONS	FUNCTIONS
CHAIRMAN	<ul style="list-style-type: none"><li>• Chairman is the top position in the management and preside over all the meetings and gives instructions for the proper implementation of the principles for which the society is formed.</li><li>• Can advise the principal on various issues pertaining to the college administration organisation of events and can also ask the principal to submit the appraisal</li><li>• Review all academic related matters of the college</li><li>• Consider the recommendations made for the improvement of the college</li><li>• Ratify selections appointment</li><li>• Approve annual budget of the college</li><li>• Affiliation of the college</li></ul>
SECRETARY	<ul style="list-style-type: none"><li>• Looks after of the administration of the college</li><li>• Development of college</li><li>• Development of education</li></ul>



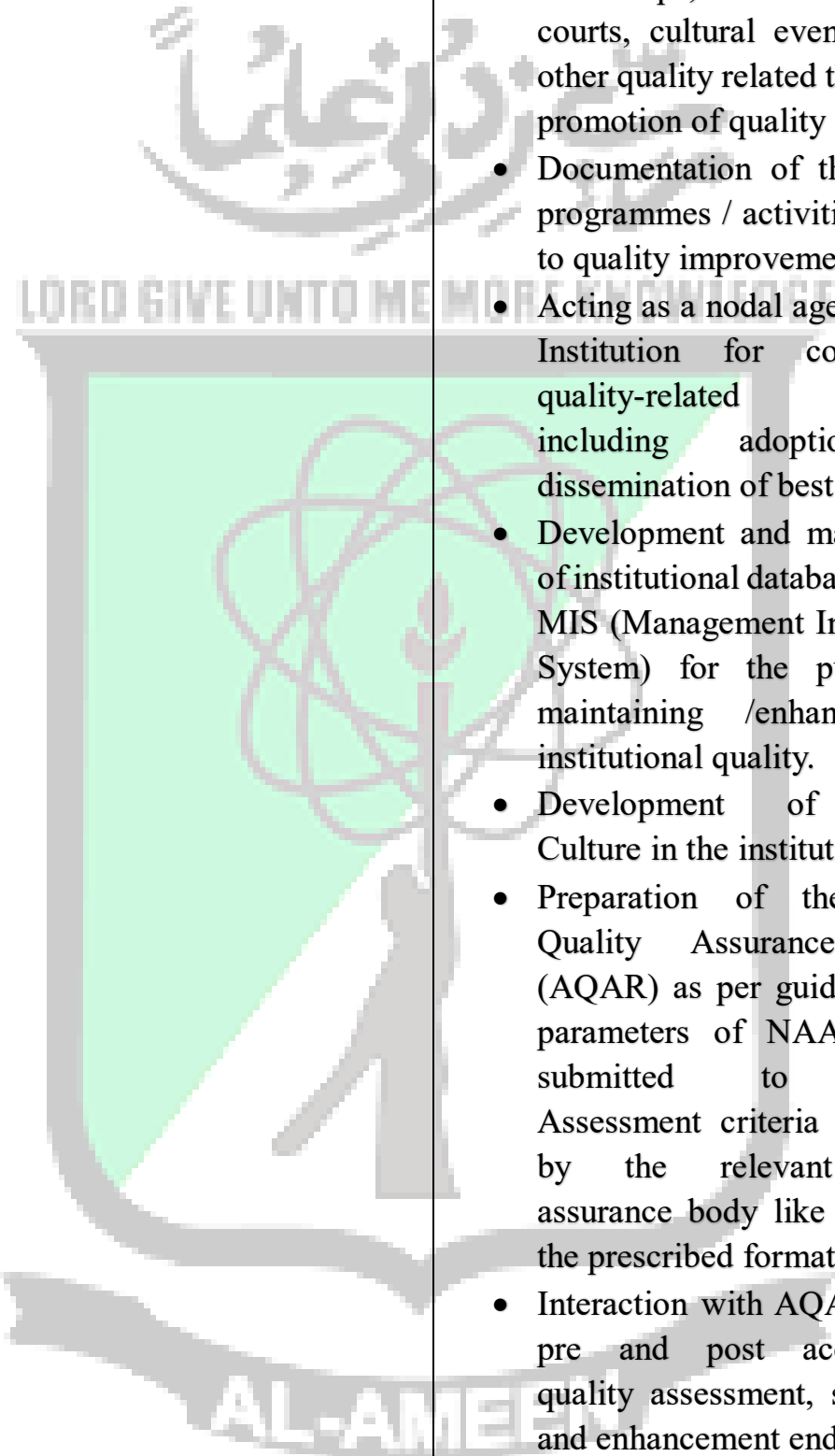
	<ul style="list-style-type: none"> <li>• Growth and expansion of the college</li> <li>• Co-ordinates the proposal between college and management</li> <li>• Secretary approval is must to purchase any infrastructure</li> <li>• upgradation or academic related aspects of the institution</li> <li>• Release of Salaries</li> <li>• Finalising the budget of the college</li> <li>• Release of funds to college</li> <li>• Approvals for the academic, infrastructure, appointment of staff, conduction of interviews</li> <li>• Pass any order pertaining to the college</li> </ul>
<p><b>PRINCIPAL</b></p>	<ul style="list-style-type: none"> <li>• Shaping a vision of academic success for all students.</li> <li>• Creating a climate hospitable to education.</li> <li>• Cultivating leadership in others.</li> <li>• Improving instruction.</li> <li>• Managing people, data and processes.</li> <li>• Sanction of Casual Leaves to Teaching Staff and Non-Teaching Staff.</li> <li>• Sanction of increments to the teaching and non-teaching staff.</li> <li>• Constitutes different committees for smooth functioning of the college.</li> <li>• Financial Functions (Powers):</li> <li>• Temporary Advance from GPF: <ul style="list-style-type: none"> <li>- Sanction of T.A. from GPF to</li> </ul> </li> </ul>



	<p>Teaching Staff and Non-Teaching Staff members.</p> <ul style="list-style-type: none"> <li>• To conduct Annual review of stocks and other assets of the institution as on 31st March every year.</li> <li>• Distribution of Budget allotments: - To distributes Budget allotments to various departments of the college.</li> <li>• To sanction expenditure and purchase of the principal,</li> <li>• Drawing and Disbursement of Salary to the staff.</li> <li>• Reconciliation of Expenditure: - Monthly reconciliation of all Plan and Non Plan expenditure with Treasury figures.</li> <li>• Supervision over students and maintenance of discipline in the college. Issue of TC's and Conduct Certificates to the outgoing students.</li> </ul>
<p><b>VICE PRINCIPAL/ ACADEMIC CO-ORDINATOR</b></p>	<ul style="list-style-type: none"> <li>• this is a non-cadre post with no additional remuneration and administrative &amp; financial powers of delegation.</li> <li>• The Purpose of this post is to extend help to the principal in the matters of Academic Activities and handle day to day affairs in the absence of Principal.</li> <li>• The appointment authority is completely the Principal of concerned college.</li> <li>• Course Registration by the students.</li> </ul>

	<ul style="list-style-type: none"> <li>• Handling requests by the students for course/subject change</li> <li>• Preparation of schedule/date-sheet of Examinations for Internal</li> <li>• Examinations in consultation with the Examination committee</li> </ul>
<p><b>ACADEMIC COMMITTEE</b></p>	<ul style="list-style-type: none"> <li>• The academic committee is academic body of the institute and responsible for the maintenance of standards of education, teaching and training, preparation of time table, attendance of the students, parents teacher meetings</li> <li>• Orientation on syllabus</li> <li>• Orientation on Library resources with library committee</li> </ul>
<p><b>Governing Council of the College</b></p>	<p>Governing Council of the college is an important body which meets every 6 months of the academic year and make sure that academic standards are met as per standards of the university.</p> <p>There will be University nominee in the Governing Council of the college.</p> <p>Principal has to present the report to the</p>

	<p>Governing council about the academic accomplishment</p>
<p><b>IQAC</b></p>	<ul style="list-style-type: none"> <li>• The institution has active Quality Advisory cell (QAC) and Internal Quality Assurance cell (IQAC) to frame the policy for the academic and administrative growth of the institution. IQAC is playing a major role in designing and maintaining quality assurance within academic system of the college. The IQAC also further advises the academic system in the following ways.</li> </ul> <p><b>FUNCTIONS OF IQAC</b></p> <ul style="list-style-type: none"> <li>• Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.</li> <li>• Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.</li> <li>• Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.</li> <li>• Dissemination of information on various quality parameters of higher education.</li> </ul>

	<ul style="list-style-type: none"> <li>• Organization of inter and intra institutional &amp; National level, workshops, seminars, Moot courts, cultural events &amp; also other quality related themes and promotion of quality activities.</li> <li>• Documentation of the various programmes / activities leading to quality improvement.</li> <li>• Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.</li> <li>• Development and maintenance of institutional database through MIS (Management Information System) for the purpose of maintaining /enhancing the institutional quality.</li> <li>• Development of Quality Culture in the institution.</li> <li>• Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC. Assessment criteria developed by the relevant quality assurance body like NAAC in the prescribed format. ·</li> <li>• Interaction with AQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.</li> </ul>
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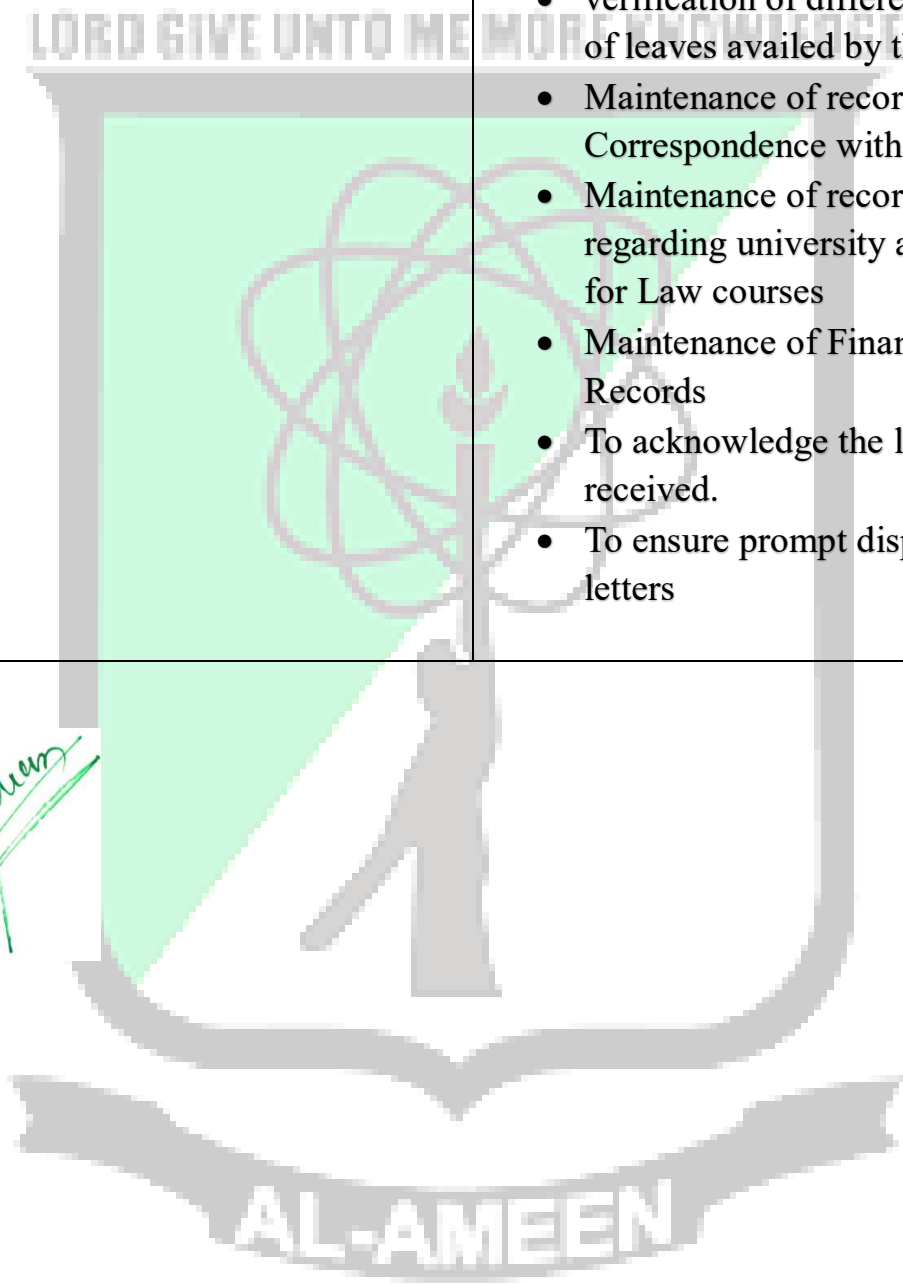
## ACADEMIC COMMITTEE

The responsibilities and activities related to academic committee within the college.

- **Teaching Requirements:** The college is responsible for arranging the necessary teaching resources to ensure the successful completion of academic programs. This involves providing qualified faculty, instructional materials, and other resources essential for effective teaching and learning.
- **Academic Collaboration:** Establishing partnerships with other academic institutions and industry can enhance the college's educational offerings and provide students with opportunities for real-world experiences and internships.
- **Discipline and Co-curricular Activities:** Maintaining discipline among students is essential for creating a conducive learning environment. Additionally, supervising and facilitating co-curricular activities enriches students' overall educational experiences.
- **Academic Growth Planning:** Planning and executing the overall academic growth of the college involves making recommendations to the Governing Body, where necessary. This ensures that the

	college continually evolves and meets its educational objectives.
<p><b>ADMIN INCHARGE/CHIEF ACCOUNTANT/ JUNIOR STAFF SDC</b></p>	<ul style="list-style-type: none"> <li>• Preparation of bills pertaining to salaries/DA/Deductions etc.</li> <li>• Collection of Fees.</li> <li>• Deposit the collected cash in the bank under various Head's.</li> <li>• verification of different types of leaves availed by the staff.</li> <li>• Maintenance of records/ Correspondence with UGC.</li> <li>• Maintenance of records regarding university affiliation for Law courses</li> <li>• Maintenance of Finance Records</li> <li>• To acknowledge the letters received.</li> <li>• To ensure prompt dispatch of letters</li> </ul>

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## AL-AMEEN COLLEGE OF LAW INTERNAL QAULTY ASSURANCE CELL

SL NO	THE MANAGEMENT MEMBERS OF IQAC	DESIGNATION
1	MR. Umar Ismail Khan	Chairman Al-Ameen Educational Society
2	Mr. Zubair Anwar Sait	Secretary, Al-Ameen Educational Society
3	Mr. Iqbal Ahmed Baig	EC Member, Al-Ameen Educational Society
	<b>THE EXTERNAL MEMBERS OF IQAC</b>	
1	Dr. Anjina Reddy	Principal RV College of Law- Bangalore
2	Mr. OM Prakash	Associate Prof. and Former Principal Ramaiah College of Law
	<b>COLLEGE MEMBERS</b>	
1	DR. Waseem khan M I	Principal Chairman IQAC
2.	MRS. YASMEEN TABASSUM VICE-PRINCIPAL, AACL CO-ORDINATOR, IQAC	Vice- Principal Co-Ordinator IQAC
3	Mrs. Jayalakshmi -	Member Asst. Professor, AACL
4	Mr. Sayed Suhail	Member Asst. Professor, AACL
5	Mrs. Sahela Begum	Member Asst. Professor, AACL
	Student Members	
1	Mr. Shahbaz Ulla Khan	Member
2.	Mr. Muzzammil Husain	Member





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## AL-AMEEN COLLEGE OF LAW GOERNINING COUNCIL

SL NO	THE MANAGEMENT MEMBERS OF	DESIGNATION
1	Mr. Umar Ismail Khan	Chairman Al-Ameen Educational Society
2	Mr. Zubair Anwar	Secretary, Al-Ameen Educational Society
3	Dr. Ahmed Shariff Siraj	Vice- Chairman, Al-Ameen Educational Society
	<b>UNIVERSITY MEMBERS</b>	
4	Dr. G B Patil	Registrar Evaluation KSLU
	<b>EXTERNAL MEMBERS</b>	
5	Mr. SUDHESH PAI	Senior Designated Advocate High Court of Karnataka
5	Dr. A Mohan Ram	Former Co-ordinator Kuvempu University
7	DR. WASEEM KHAN M I	Principal- AACL
8	MRS. YASMEEN TABASSUM	Vice- Principal , AACL
9	Mrs. Jayalakshmi -	Asst. Professor, AACL
10	Mr. Sayed Suhail	Asst. Professor, AACL
11	Mrs. Sahela Begum	Asst. Professor, AACL



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## AL-AMEEN COLLEGE OF LAW NAAC COMMITTEE

SL NO	THE MANAGEMENT MEMBERS OF	DESIGNATION
1	Mr. Umar Ismail Khan	Chairman Al-Ameen Educational Society
2	Mr. Zubair Anwar	Secretary, Al-Ameen Educational Society
7	DR. WASEEM KHAN M I	Principal- AACL
8	MRS. YASMEEN TABASSUM	Vice- Principal, AACL
9	Mrs. Jayalakshmi -	Asst. Professor, AACL
10	Mr. Sayed Suhail	Asst. Professor, AACL
11	Mrs. Sahela Begum	Asst. Professor, AACL

## AL-AMEEN COLLEGE OF LAW STUDENTS COUNCIL /SQAC MEMBERS

SL NO	NAME OF THE MEMBER	DESIGNATION
1	Shahbaz Ulla Khan	President
2.	Mr. Muzzamil Hussain	Working President
3.	Ms. Seher Khan	Vice-President
4.	Mr. Akmal Pasha	Secretary
5.	Mr. Mohammed Saad	Treasurer
6.	Ms. Wasiya Kareem	Joint- Secretary
7.	Mr. Fakhruddin	Member
8.	Mr. Tameem Ansari	Member
9.	Ms. Rohiini Priya	Member
10.	Ms. Kulsum	Member

**AL-AMEEN COLLEGE OF LAW ANTI RAGGING CELL**

<b>SL NO</b>	<b>NAME OF THE MEMBER</b>	<b>DESIGNATION</b>
1	Dr. Waseem khan	Chairman
2.	Prof. Yasmeen Tabbassum	Co-ordinator
3.	Mrs. Jayalakshmi	Member
4.	Mr. Syed Suhail	Member
5.	Mrs. Sahela Begum	Member
6.	Mr. Shahbaz Ulla Khan	Student Member
7.	Ms. Seher Khan	Student Member

**AL-AMEEN COLLEGE OF LAW EXAMINATION COMMITTEE**

<b>SL NO</b>	<b>NAME OF THE MEMBER</b>	<b>DESIGNATION</b>
1	Dr. Waseem khan	Chairman
2.	Prof. Yasmeen Tabbassum	Co-ordinator
3.	Mrs. Jayalakshmi	Member
4.	Mr. Syed Suhail	Member
5.	Mrs. Sahela Begum	Member

**AL-AMEEN COLLEGE OF LAW ACADEMIC COMMITTEE**

<b>SL NO</b>	<b>NAME OF THE MEMBER</b>	<b>DESIGNATION</b>
1	Dr. Waseem khan	Chairman
2.	Prof. Yasmeen Tabbassum	Co-ordinator
3.	Mrs. Jayalakshmi	Member
4.	Mr. Syed Suhail	Member
5.	Mrs. Sahela Begum	Member

### AL-AMEEN COLLEGE OF SPORTS COMMITTEE

SL NO	NAME OF THE MEMBER	DESIGNATION
1	Dr. Waseem khan	Chairman
2.	Mr. Zabi Ulla Baig, Sports Director	Co-Ordinator
3.	Mr. Syed Suhail	Member
4.	Mr. Rizwan Ulla	Student Member
5.	Mr. Imran	Student Member

### AL-AMEEN COLLEGE OF LAW CURRICULAM ENRICHMENT COMMITTEE

SL NO	NAME OF THE MEMBER	DESIGNATION
1	Dr. Waseem khan	Chairman
2.	Prof. Yasmeen Tabbassum	Co-ordinator
3.	Mrs. Jayalakshmi	Co-ordinator
4.	Mr. Syed Suhail	Member
5.	Mrs. Sahela Begum	Member

### AL-AMEEN COLLEGE OF LAW CULTURAL COMMITTEE

SL NO	NAME OF THE MEMBER	DESIGNATION
1	Dr. Waseem khan	Chairman
2.	Mrs. Jayalakshmi	Co-ordinator
3.	Mrs. Haseena Banu	Asst. Co-ordinator

### AL-AMEEN COLLEGE OF SEXUAL HARRASSMENT COMMITTEE

SL NO	NAME OF THE MEMBER	DESIGNATION
1	Dr. Waseem khan	Chairman
2.	Prof. Yasmeen Tabbassum	Co-ordinator
3.	Mrs. Jayalakshmi	Member
4.	Mrs. Sahela Begum	Member
5.	Ms. Wasiya Kareem	Student Member

**AL-AMEEN COLLEGE OF DISCIPLINARY COMMITTEE**

<b>SL NO</b>	<b>NAME OF THE MEMBER</b>	<b>DESIGNATION</b>
1	Dr. Waseem khan	Chairman
2.	Prof. Yasmeen Tabbassum	Co-ordinator
3.	Mrs. Sahela Begum	Member
4.	Ms. Wasia Kareem	Student Member
5.	Mr. Shahbaz Ulla Khan	Student Member

**AL-AMEEN COLLEGE OF GRIEVANCE REDRESSAL COMMITTEE**

<b>SL NO</b>	<b>NAME OF THE MEMBER</b>	<b>DESIGNATION</b>
1	Dr. Waseem khan	Chairman
2.	Prof. Yasmeen Tabbassum	Co-ordinator
3.	Mrs. Sahela Begum	Member
4.	Mrs. Jayalakshmi	Member
5.	Mr. Abdul Ashik Rawoathar	Member
6	Mr. Sivabalan	Student Member
7.	Ms. Malaika Ali	Student Member

**AL-AMEEN COLLEGE OF LEGAL AID CLINIC**

<b>SL NO</b>	<b>NAME OF THE MEMBER</b>	<b>DESIGNATION</b>
1	Dr. Waseem khan	Chairman
2.	Prof. Yasmeen Tabbassum	Co-ordinator
3.	Mrs. Jayalakshmi	Member
4.	Mr. M K Metri	Advocate Member
5.	Mr. Praveen	Member
6	Mr. Shahbaz Ulla Khan	Student Member
7.	Ms. Akmal Pasha	Student Member

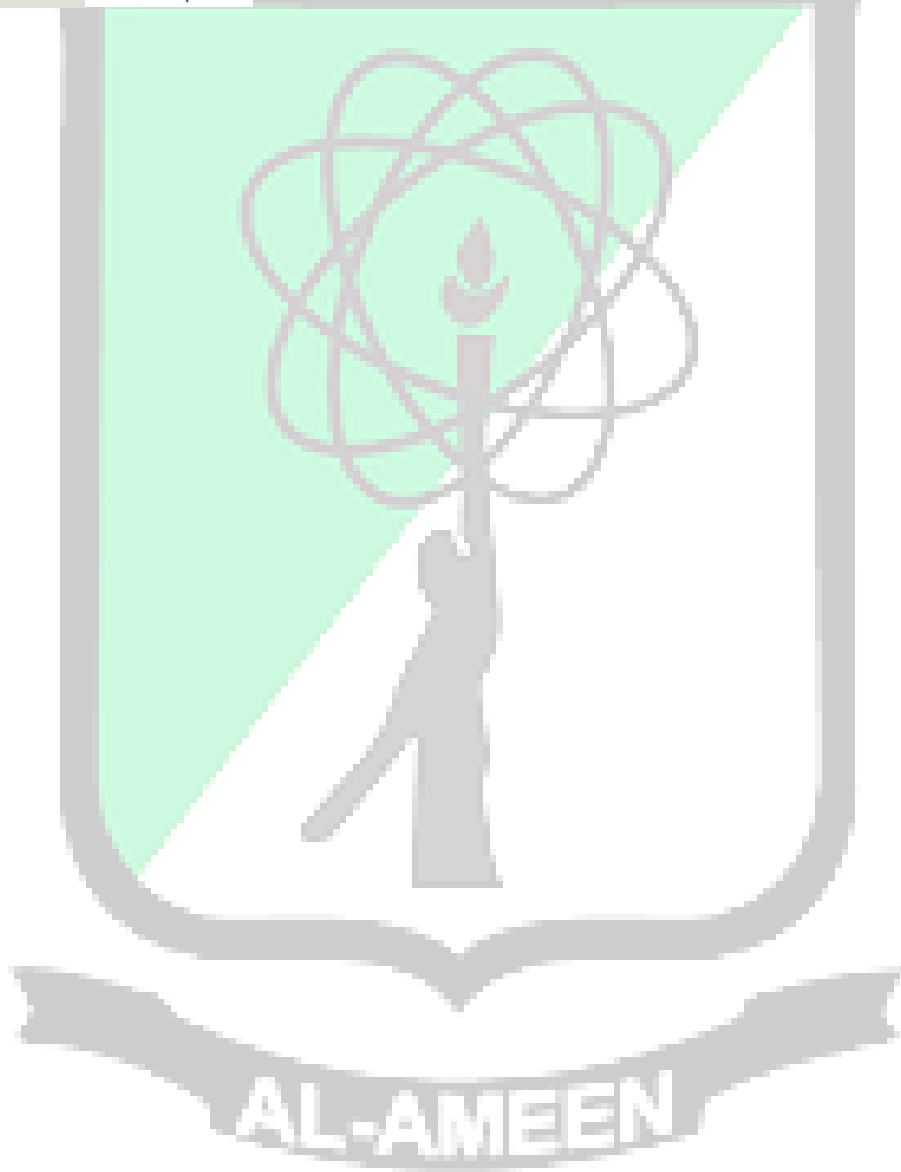
**AL-AMEEN COLLEGE OF SC ST CELL**

<b>SL NO</b>	<b>NAME OF THE MEMBER</b>	<b>DESIGNATION</b>
1	Dr. Waseem khan	Chairman
2.	Mrs. Jayalakshmi	Member
3.	Ms. Tabbassum Ara	Member

  
PRINCIPAL  
AL-AMEEN COLLEGE OF LAW  
# 59, Behind Al-Ameen Tower,  
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## AL-AMEEN COLLEGE OF LAW RESEARCH COMMITTEE

SL NO	NAME OF THE MEMBER	DESIGNATION
1	Dr. Waseem khan	Chairman
2.	Prof. Yasmeen Tabbassum	Co-Ordinator
3.	Mrs. Jayalakshmi	Member
4	Mrs. Sahela Begum	Member
5.	Mr. Abdul Ashik Rawoathar	Member
6.	Mr. Syed Suhail	Member
7.	Mr. Subin Thomas	Member

## AL-AMEEN COLLEGE OF LAW ECO CLUB

SL NO	NAME OF THE MEMBER	DESIGNATION
1	Dr. Waseem khan	Chairman
2.	Mrs. Jayalakshmi	Co-Ordinator
3.	Mrs. Sahela Begum	Member

## AL-AMEEN COLLEGE OF LAW NSS UNIT

SL NO	NAME OF THE MEMBER	DESIGNATION
1	Dr. Waseem khan	Chairman
2.	Mr. Syed Suhail	Co-Ordinator
3.	Mr. Abdul Ashik Rawoathar	Member

*Al-Ameen*



**AL-AMEEN COLLEGE OF LAW MOOT COURT SOCIETY**

<b>SL NO</b>	<b>NAME OF THE MEMBER</b>	<b>DESIGNATION</b>
1	Dr. Waseem khan	Chairman
2.	Mr. Syed Suhail	Co-Ordinator
3.	Mrs. Jayalakshmi	Co-Ordinator
4.	Mrs. Sahela Begum	Member
5.	Mr. Abdul Ashik Rawoathar	Member
6.	Mr. Shahbaz Ulla Khan	Student Co-Ordinator
7.	Mr. Akmal Pasha	Student Co-Ordinator
8.	Mr. Rizwan Ulla	Student Co-Ordinator
9.	Mr. Sivabalan	Student Co-Ordinator
10.	Ms. Seher Khan	Student Co-Ordinator
11.	Ms. Sarmad Basheer Zardar	Student Co-Ordinator

**AL-AMEEN COLLEGE OF LAW STUDENTS WELFARE OFFICER/COUNSELLING  
CELL**

<b>SL NO</b>	<b>NAME OF THE MEMBER</b>	<b>DESIGNATION</b>
1	Dr. Waseem khan	Chairman
2.	Mr. Syed Suhail	Co-Ordinator

**AL-AMEEN COLLEGE OF LAW TIME TABLE COMMITTEE**

<b>SL NO</b>	<b>NAME OF THE MEMBER</b>	<b>DESIGNATION</b>
1	Dr. Waseem khan	Chairman
2.	Mrs. Jayalakshmi	Co-Ordinator
3.	Mrs. Haseena Banu	Member

**AL-AMEEN COLLEGE OF LAW STUDENTS ELECTION COMMMSSION**

<b>SL NO</b>	<b>NAME OF THE MEMBER</b>	<b>DESIGNATION</b>
1	Dr. Waseem khan	Chairman
2.	Prof. Yasmeen Tabbassum	Co-ordinator
3.	Mrs. Sahela Begum	Member
4.	Mr. Syed Suhail	Member

**AL-AMEEN COLLEGE OF LAW LIBRARY COMMITTEE**

<b>SL NO</b>	<b>NAME OF THE MEMBER</b>	<b>DESIGNATION</b>
1	Dr. Waseem khan	Chairman
2.	Prof. Yasmeen Tabbassum	Co-ordinator
3.	Mrs. Sahela Begum	Member
4.	Mr. Jayalakshmi	Member
4.	Mr. Syed Suhail	Member

**AL-AMEEN COLLEGE OF LAW COLLEGE MAGAZINE/NEWS LETTER COMMITTEE**

<b>SL NO</b>	<b>NAME OF THE MEMBER</b>	<b>DESIGNATION</b>
1	Dr. Waseem khan	Chairman
2.	Prof. Yasmeen Tabbassum	Co-ordinator
3.	Mrs. Sahela Begum	Member
4.	Mr. Jayalakshmi	Member
4.	Mr. Syed Suhail	Member

**AL-AMEEN COLLEGE OF LAW RED CROSS SOCIETY**

<b>SL NO</b>	<b>NAME OF THE MEMBER</b>	<b>DESIGNATION</b>
1	Dr. Waseem khan	Chairman
2.	Prof. Yasmeen Tabbassum	Co-ordinator
3.	Mr. Jayalakshmi	Member
4.	Mrs. Sahela Begum	Member

**AL-AMEEN COLLEGE OF LAW SEXUAL HARRASSMENT CELL**

<b>SL NO</b>	<b>NAME OF THE MEMBER</b>	<b>DESIGNATION</b>
1	Dr. Waseem khan	Chairman
2.	Prof. Yasmeen Tabbassum	Co-ordinator
3.	Mr. Jayalakshmi	Member
4.	Mrs. Sahela Begum	Member

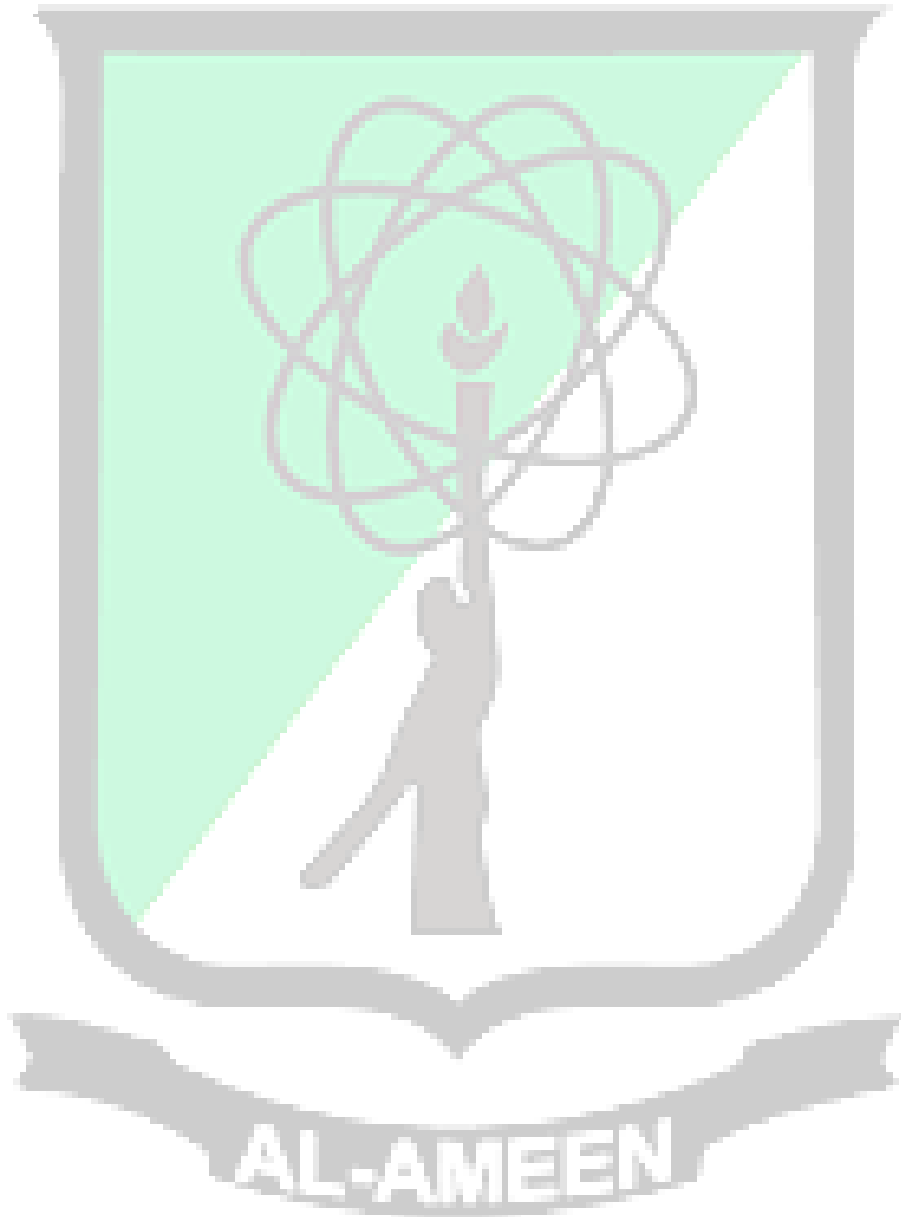
*Handwritten signature in green ink.*

**AL-AMEEN COLLEGE OF LAW INTERNSHIP COMMITTEE**

<b>SL NO</b>	<b>NAME OF THE MEMBER</b>	<b>DESIGNATION</b>
1	Dr. Waseem khan	Chairman
2.	Prof. Yasmeen Tabbassum	Co-ordinator
3.	Mr. Jayalakshmi	Member

*Dr. Waseem Khan*

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# AL-AMEEN COLLEGE OF LAW

## EXAMINATION COMMITTEE

The Examination Committee plays a crucial role in overseeing the entire examination process in institution. The key responsibilities and tasks typically associated with the Examination Committee's functions:

### **Conduct of Examination:**

1. Arrangement of Examination Halls: Ensure that suitable examination halls are arranged to conduct various exams, including final exams, midterms, and other assessments.
2. Examination Hall Visits: Regularly visit the examination halls to monitor the conduct of exams, verify security measures, and address any issues that may arise during the exam.
3. Answer Book Collection: Organize the collection of answer books from various examination halls promptly and efficiently to maintain the integrity of the examination process.
4. Unfair Means Cases: Receive reports of unfair means cases reported by the examination hall supervisors or superintendents. Investigate and take appropriate actions as per the institution's policies.

### **Post-Examination Work:**

- Assessment of Answer Books: Coordinate the assessment of answer internal Assessment tests ensuring that evaluations are conducted objectively and in accordance with the established criteria.

- Upload the internal assessment test marks on the university portal
- Practical/Project Examinations: Receive the mark sheets and results for practical and project-based examinations from the respective subject teachers.
- Consolidated Mark Sheets: Generate consolidated mark sheets that provide an overview of the examination results for all students who participated in the internal exams.
- Billing: Process bills related to various examination activities, including expenses related to examination materials, evaluation processes, and other associated costs.

The Examination Committee plays a vital role in ensuring the smooth and fair conduct of examinations, accurate assessment of student performance, and the timely update of internal marks. It is essential for maintaining the academic integrity of the institution and providing students with a fair and transparent evaluation process.





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### DUTIES AND RESPONSIBILITIES OF A LECTURER

The duties and responsibilities of a lecturer, as outlined in the provided information, are crucial for the effective functioning of an educational institution.

Here's a summary of these responsibilities:

1. **Dissemination of Knowledge:** The primary duty of a lecturer is to impart knowledge in their subject area to all students.
2. **Syllabus Distribution:** At the start of the academic year, the lecturer in charge of the academic committee in consultation of the principal distribute the syllabus to department members and convene department meetings.
3. **Annual Planning:** Lecturers are responsible for creating an annual plan based on the syllabus, considering working days and available periods. Provisions for syllabus revision should be made.
4. **Syllabus Completion:** Lecturers must follow the annual plan and ensure they cover the allotted syllabus. In cases of disruptions or their own absence, extra classes should be conducted to complete the syllabus.
5. **Communication with Students:** Lecturers should inform students about the syllabus coverage schedule.
6. **Progress Review:** The Academic Co-Ordinator/ Vice Principal should review syllabus coverage progress at the end of every month and inform the principal. If the schedule is not met, plans to complete the backlog should be made.
7. **Academic Activities:** Lecturers are responsible for planning seminars,





- tutorials, assignments, and other academic activities.
8. **Interactive Teaching:** Lecturers should employ student-centered teaching methods such as group discussions, question-answer sessions, and other interactive techniques to enhance learning.
  9. **Assignments:** Regular assignments should be given to students to facilitate their learning.
  10. **Audio-Visual Aids:** Lecturers should use audio-visual teaching aids like projectors and charts to enhance teaching.
  11. **Educational Films:** Whenever possible, lecturers should organize screenings of educational films.
  12. **Teaching Diary:** Maintaining a teaching diary and submitting it to the principal every Saturday is a requirement.
  13. **Lesson Synopsis:** Lecturers should maintain a synopsis of each lesson, and ideally, provide a copy to students. The principal will review this record monthly.
  14. **Periodic Tests:** Conducting periodic tests and motivating slow learners to improve is essential. Maintaining records of student marks is also necessary.
  15. **Remedial Coaching:** Arranging remedial coaching for academically struggling students outside regular college hours.
  16. **Co-Curricular and Extra-Curricular Activities:** Participating in college co-curricular and extra-curricular activities is encouraged.
  17. **Committee Membership:** Lecturers should accept committee memberships assigned by the principal and fulfil their duties.
  18. **Examination Duties:** Attending to all examination duties is mandatory.
  19. **Discipline Maintenance:** Lecturers should assist the principal in maintaining discipline within the college.
  20. **College Presence:** Lecturers should remain on the college premises during



working hours, and beyond if necessary.

21. **Community Service:** Conducting community service programs such as seminars and discussions involving local experts and the community.
22. **Assigned Duties:** Fulfilling any duties assigned by the principal or higher authorities.
23. **Workload Adherence:** Complying with the workload prescribed by the the University.
24. **Accountability:** Lecturers are accountable to the Principal of the College.

The responsibilities of a lecturer encompass teaching, curriculum management, student support, academic activities, and active participation in the college community. These duties contribute to the smooth functioning and educational excellence of the institution.



  
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## Leave Rules



### 1. Leave : General Principles

The following general principles shall govern the grant of leave to the employees:

- 1.1 Leave cannot be claimed as a right.
- 1.2 Except in an emergency, leave must be applied for in advance through proper channel in the prescribed form.
- 1.3 Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.
- 1.4 Depending upon exigencies of service, the leave sanctioning authority may:
  - (a) Refuse, postpone, revoke or reduce leave of any type,
  - (b) Recall any member of staff from leave before it is wholly availed,
  - (c) Permit an employee, if he/she so requests, to rejoin duties before expiry of leave period.
- 1.5 An employee shall not take up or accept any employment with or without remuneration during the period of leave, except where otherwise permitted.


  
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- 1.6 Competent Authority may sanction or refuse the leave applied for, but shall not change the type of leave applied for by an employee.
- 1.7 Except in the case of casual leave, it is obligatory for every employee to furnish the leave sanctioning authority the address during the period of leave with telephone number, if any, before proceeding on leave.
- 1.8 If an employee, who is on leave, seeks extension thereof, he/she shall make an application in writing to the competent authority giving reasons for seeking the extension. Such an application shall be made sufficiently in advance, so as to enable the office to process the application and communicate the decision to the employee before expiry of the leave sanctioned earlier.
- 1.9 No leave or extension of leave shall be deemed to have been granted unless it is sanctioned. The sanction shall be communicated by the office.
- 1.10 Absence in excess of the sanctioned leave shall be treated as leave without pay. However, before taking this action, the competent authority shall satisfy itself that there were no sufficient reasons that prevented the employee from obtaining prior sanction.


## 2. Casual Leave

- 2.1.1 An employee shall be entitled to eight 15 days of casual leave during the calendar year. An employee, appointed in the midterm, shall avail proportionate casual leave.

  
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- 2.1.2 The application for casual leave shall ordinarily be sent before the date from which casual leave is required.
- 2.1.3 Casual leave cannot be combined with any other kind of leave or cannot be prefixed or suffixed with vacation.
- 2.1.4 Holidays and Sundays falling between two periods of casual leave as well as Holidays and Sundays, immediately preceding or following the day/days of casual leave shall not be counted as casual leave.
- 2.1.5 An employee shall not be entitled to casual leave of more than four days at a time together with prefix or suffix Sundays/Holidays.
- 2.1.6 Casual leave, not availed by an employee during the calendar year, cannot be carried over to the next calendar year.
- 2.1.7 Half day casual leave may also be granted for absence of half or less than half working day.
- 2.1.8 The employee will not get the Restricted Holidays as the management is giving some extra holidays which are not declared as government holidays. Ex: Shab -e- Barath there is no Government Holiday
- 2.3 Special Leave (Absence treated as on Duty/Duty Leave)
- 2.3.1 An employee's absence at his/her usual workplace, shall be treated as absence on duty if, at that time, he/she is attending meeting/conference/seminar/any other non-remunerative official business of the University/constituent colleges/institutes, provided prior sanction is obtained therefore.

  
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2.3.2 The employees of the colleges/institutes attending any business of other university/central or state government bodies/other statutory bodies in India/ constituent colleges/institutes, with prior sanction, shall be treated as on duty leave, which shall not exceed 15 days in a calendar year.


2.3.3 The teachers of the constituent colleges/institutes, attending the examination work of the University, with prior sanction of the head of the college / institute, shall be treated to be on duty leave.

2.3.4 The employee of the constituent college/institute, who is deputed/sponsored by the University/constituent college/institute for any special training/ teaching/academic visit to other place in the country/ any foreign country, shall be treated to be on duty leave for the period of his/her absence from duty.

#### 2.4 Earned Leave

2.4.1 Every non-vacational employee shall be eligible for earned leave after completing one year's service.

2.4.2 Every non-vacational employee, including Dean, Director or Principal, is entitled to thirty days of earned leave for every completed year of service from the date of joining. Leave becomes due only at the end of six months of physical service. Subsequent entitlement of earned leave will be in proportion to the length of service calculated on monthly basis.

  
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2.4.4 An employee, wishing to avail earned leave, must apply for the same for a minimum period of five days at a time. Application shall be made to the appropriate authority, through proper channel, at least seven days in advance in the prescribed form.

## 2.6 Maternity Leave

- 2.6.1 A female employee shall be eligible for maternity leave once the probationary ends and the employee puts on the permanent roll by the management.
- 2.6.2 Maternity leave is granted up to 1 living children. Entitlement is based on the number of living children and not on the number of deliveries. A woman employee giving birth to twins in the first delivery is not entitled for the maternity leave for a second delivery. However, a woman employee with one living child from the first delivery is eligible for the maternity leave, even if she gives birth to twins in the second delivery.
- 2.6.3 The maximum period of entitlement for maternity leave shall be 60 days with full pay, based on the approval by the management.

  
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# AL-AMEEN COLLEGE OF LAW

## AACL STUDENTS' COUNCIL

The AACL Students' Council is an organization responsible for student services and the representation of student interest. It will be a body of student- elected representatives that surveys the students' opinion and presents it in front of the Institution itself and its leadership; represents students in the Institution's main decision-making bodies, together with offering services for the students. The Council will be dedicated to social, organizational activities, representation, and academic support of the students.

These regulations may be called as "Regulations Governing AACL Students' Council". These regulations govern the aims and objects of the Council, method of election, roles and responsibilities of the office bearers of the Council and the matters connected there with and incidental there to.

## Activities of the Council

The Council may organize the following activities namely: -

- Debates, lectures, discussions, Mock Trials, Moot Court Competitions, essay competitions etc.
- Cultural performance and contests.
- Indoor and outdoor games in coordination with Sports Unit.
- Publication of magazine, bulletin.
- Trips and tours to places of historical and educational importance.
- Visit to Police Station, Central Jail, Forensic Lab, RBI etc.
- Social Service and Social Relief Activities in coordination with NSS Unit.



- Creation of helping Fund
- Book Bank to help needy Students
- Such other activities as will further the realization of the above aims and objects.



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### EXTENTION AND OUTREACH POLICY

The Extension and Outreach Policy of the college reflects a strong commitment to community engagement and social responsibility. Here are some key points highlighted in the policy:

- 1. Social Awareness and Citizen Responsibilities:** The college emphasizes the importance of social awareness and citizen responsibilities among its students. It recognizes that education should go beyond academic knowledge and also instil a sense of duty towards the community.
- 2. District Youth Parliament:** The Mooters Society takes the initiative to conduct a Youth Parliament, which is an excellent platform for students to engage in political discourse and understand democratic processes at the grassroots level.
- 3. Voter Enrolment Programme:** The AACL Electoral literacy Club plays a role in voter enrolment programs, contributing to the democratic process by encouraging eligible citizens to register to vote.
- 4. Community Outreach Programs:** The college organizes various outreach programs, including Legal Aid and Legal Literacy Programmes, Health awareness Programmes and distribution of free medicines camps, plantations, blood donation camps, and health awareness activities. These efforts show a holistic approach to community well-being.

5. **Collaboration with Multiple Departments and Organizations:** The National Service Scheme (NSS) at the college collaborates with various government departments such as Police, Health, Legal services Authorities. It also partners with NGOs, community-based organizations (CBOs), and youth organizations to create awareness and improve living conditions in the society.
6. **Holistic Approach:** The college's approach to extension and outreach activities is comprehensive, covering various aspects of community development, health, education, and civic engagement. This reflects a commitment to addressing multiple societal needs.

Extension and Outreach Policy demonstrates the college's dedication to producing socially responsible and engaged citizens who actively contribute to the betterment of the community. These initiatives not only enhance the students' educational experience but also have a positive impact on the local community and society at large.





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## RULES OF APPOINTMENT OF STAFF

These are the rules for the appointment of staff, particularly lecturers, at an institution:

1. **Probationary Period:** The lecturer will be appointed initially for a probationary period of one year.
2. **Performance-Based Renewal:** The appointment will be renewed and a permanent appointment order will be issued based on the performance of the lecturer during the probationary period.
3. **Adherence to Society Rules:** The lecturer must adhere to the rules and regulations of the society that are issued from time to time. These rules are applicable to their employment.
4. **Compliance with Principal's Instructions:** The lecturer is required to follow the instructions issued by the Principal of the institution.
5. **Workload Responsibility:** The lecturer is expected to handle the workload assigned to them by the Principal, which may include teaching, research, and administrative tasks.
6. **Notice of Discontinuance:** In the event that the lecturer wishes to discontinue their services for any reason, they must provide one month's advance notice to the institution.

7. **Resignation Restrictions:** The lecturer is not permitted to resign from their position in the middle of the academic year, ensuring continuity in the educational process.
8. **Termination and Modification:** The management reserves the right to terminate the lecturer's services or modify the terms of this appointment order or the service rules at any time, as deemed necessary in the interest of the institution, especially in cases of intentional or unintentional contravention of the terms of this order or service rules.
9. **Salary Enhancement:** Salary enhancement will be given annually based on the lecturer's performance, incentivizing good performance and dedication.

These rules outline the expectations and conditions of employment for lecturers at the institution, emphasizing performance-based evaluation and compliance with institutional and societal rules and regulations.





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## FACULTY WELFARE MEASURES

The college has several welfare measures for the wellbeing of teaching and non-teaching staff. List of welfare measures are as follows-

- i) Maternity Benefit.
- ii) EPF for both teaching and non-teaching staff.
- iii) On duty leave to attend seminars, workshops, conferences.
- iv) Reimbursement of registration fees for having attended, seminar, workshops etc.
- v) Increment.
- vi) Conducting medical /health Programmes for staff.
- vii) Concessional college fees for children of employees working at Al-Ameen college of law.
- viii) Less work timings during Ramadan.
- ix) Extra holidays in the month of Ramadan.
- x) Conducting the Faculty Development Programme.
- xi) Leave for attending PHD course- work classes.
- xii) Leave Policy.





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## Appraisal System for Teaching and Non-Teaching Staff

### Introduction

The Al-Ameen College of Law Appraisal Policy establishes the framework and procedures for conducting performance appraisals of faculty and staff at the institution. This policy aims to ensure fair and consistent evaluations, promote professional development, and support the overall mission and goals of the college.

### Purpose

The purpose of this policy is to:

- Evaluate the performance of faculty and staff in alignment with the college's mission and vision.
- Identify areas of strength and improvement for individuals.
- Recognize and reward outstanding contributions.
- Facilitate professional growth and advancement.
- Enhance overall organizational effectiveness.

### Appraisal Cycle

Performance appraisals will be conducted annually for all faculty and staff members. Additional evaluations may occur for new hires, promotions, or in cases of performance concerns.

### Appraisal Criteria

Performance evaluations will be based on the following criteria:

- Teaching effectiveness (for faculty).
- Research and scholarship (for faculty).
- Administrative and support responsibilities (for staff).
- Communication skills.



- e. Teamwork and collaboration.
- f. Contribution to the college's mission and vision.
- g. Adherence to college policies and code of conduct.

### **Appraisal Process**

**a. Self-Assessment:** Employees are encouraged to provide a self-assessment of their performance, accomplishments, and areas for growth.

**b. Supervisor Assessment:** Supervisors or department heads will conduct evaluations based on their observations and feedback from peers.

**c. Goal Setting:** Employees and supervisors will collaboratively set performance goals and expectations for the coming year.

**d. Appraisal Meeting:** A face-to-face meeting will be held to discuss the appraisal, exchange feedback, and establish a professional development plan.

**e. Performance Ratings:** Employees will receive performance ratings based on the appraisal results.

**f. Feedback and Development Plans:** Constructive feedback will be provided, and development plans will be created for employees with areas needing improvement.

### **Performance Ratings**

Performance ratings may include categories such as:

- a. Outstanding
- b. Exceeds Expectations
- c. Meets Expectations
- d. Needs Improvement
- e. Unsatisfactory

### **Rewards and Recognition**

Exceptional performance may be acknowledged with rewards, including salary increases, promotions, additional responsibilities, or commendations, as deemed appropriate by the college.

### **Confidentiality**

All appraisal discussions and documents will be treated with strict confidentiality, accessible only to authorized personnel involved in the appraisal process.

### **Appeals**

Employees have the right to appeal their performance appraisal if they believe it to be unfair or inaccurate. Appeals will be reviewed by a designated authority within the college.

### **Continuous Improvement**

This policy will be periodically reviewed and updated to ensure its effectiveness and relevance in supporting the college's goals and objectives.

### **Appraisal parameters of Teaching Faculty**

The faculty appraisal is to be carried out on Ten parameters:

Punctuality
Syllabus Completion
Number of Articles/Papers Presented
Number of Seminars/Conferences Attended
Work Allotted
Results of University Examination of Subject taught
Student Feedback
Participation in Extra Circular Activities
Any Certificate Courses
Other Initiative

### **Appraisal Committee**

The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year. Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution. Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

### **Appraisal parameters of Non-Teaching Faculty**

Reliability
Integrity
Initiative
Quality of Work
Attendance
Sense of Responsibility
Diligence
Obedience
Interest towards work
Cooperation with colleagues

Punctuality

Potential to Learn



**Mission and Vision**

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Principal (Head of the Institution)

Appraisal Committee  
Vice Principal  
Class Teachers

Appraisal Criteria

Appraisal Process

Performance Evaluation



Goal Setting





Feedback and Improvement Plans



Compensation and Benefits



Confidentiality



Training and Development




Monitoring and Review



Compliance with Legal Regulations



Communication



Implementation

The Al-Ameen College of Law Appraisal Policy promotes a culture of continuous improvement, professional development, and accountability. It is essential for faculty and staff to actively engage in the appraisal process to contribute to the college's mission and uphold its values.



Al-Ameen College of Law operates with a structured governance system that ensures compliance with regulations and effective decision-making. The involvement of various committees and the adherence to regulatory guidelines contribute to the efficient functioning of the institution.



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