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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+

REPORT

ON

AACL ACADEMIC AND ADMINISTRATIVE AUDIT

PERIOD OF ASSESSMENT

2022-23

DATE OF AUDIT: 09th & 10th August, 2023





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**The Audit Committee:**

SL NO	NAME OF THE MEMBER	DESIGNATION
1.	Mr. Umar Ismail Khan	Chairman, Al-Ameen Educational Society
2.	Dr. Mohan Ram	Former Co-Ordinator, Kuvempu University
3.	Dr. V. Sudesh	Principal University Law College Bangalore
4.	Dr. Waseem khan	Principal Al-Ameen College of Law
5.	Prof. Yasmeeen Tabbassum	IQAC Co-Ordinator
6.	Mrs. Jayalakshmi	Member- Associate Professor- AACL
7.	Mr. Syed Suhail	Member- Asst. Professor- AACL
8.	Mrs. Sahela	Member- Asst. Professor- AACL

**GENERAL OBSERVATIONS**

These general observations provide an overview of the institution's key characteristics and its current status. Here's a summary of each observation:

1. Minority College: The institution is identified as a minority college, which may have implications for its focus and priorities.

2. **Affiliation:** It is affiliated with the Karnataka State Law University, indicating its specialization in legal education.
3. **NAAC Accreditation:** The college has received accreditation in the first cycle from the National Assessment and Accreditation Council (NAAC) with a CGPA of 2.77.
4. **Progressive Vision:** The management and principal have a progressive vision for the institution and are following a decentralized administrative network.
5. **Qualified Faculty:** The institution has qualified and committed faculty members, including a mix of experienced and newly appointed staff.
6. **Faculty and Staff:** The institution has 25 faculty members, 4 administrative staff, and 8 supporting staff, indicating the overall size of the workforce.
7. **PhD-Qualified Faculty:** There is one faculty member with a Ph.D., and there are others pursuing Ph.D. degrees, which reflects a commitment to academic qualifications.
8. **Enrolment Percentage:** The institution has a good percentage of enrolment, which suggests it is attracting students to its programs.
9. **Total Enrolled Students:** There are 669 enrolled students, indicating the overall student population.
10. **Active IQAC:** An active Internal Quality Assurance Cell (IQAC) exists, which plays a significant role in quality assurance and improvement.
11. **NAAC Accreditation (2nd Cycle):** The institution is preparing for the 2nd cycle of NAAC accreditation, showing a commitment to continuous quality improvement.



12. **Library Facilities:** Adequate facilities are provided in the library, which is essential for supporting academic and research activities.

These observations provide an initial overview of the institution's strengths, characteristics, and future aspirations, serving as a foundation for further evaluation and recommendations.

## **College Office**

The provided recommendations focus on improving administrative and operational aspects of the institution. Here's a summary of each recommendation:

1. **Periodic Surveillance Audits:** Performing periodic surveillance audits helps keep records updated and ensures data accuracy, which is essential for efficient management and accountability.
2. **Fee Collection and Payment:** Separating fee collection from teachers and managing it through the office, preferably via an online banking system, can streamline the fee collection process, reduce potential conflicts of interest, and improve financial transparency.
3. **Spatial Rearrangement and Sectional Informative Boards:** Spatial rearrangement and the installation of informative boards help enhance the physical infrastructure of the campus, making it more organized and informative for students and visitors.
4. **Digital Enquiry Facility:** Establishing a full-fledged digital enquiry facility enhances accessibility and efficiency for students and those seeking information about the institution.
5. **Licensed Software Usage:** Ensuring that all software used is properly licensed is crucial to adhere to legal and ethical standards and avoid potential legal issues.

6. **Updated Registers:** Keeping registers up to date in terms of postings is essential for maintaining accurate records and tracking various activities and processes.
7. **Electronic Information Display Board:** Installing an electronic information display board at the entrance of the campus provides a modern and efficient means of conveying important messages, announcements, and information to the campus community and visitors.

These recommendations aim to improve administrative efficiency, financial transparency, information accessibility, and the overall environment of the institution. By implementing these measures, the institution can better serve its students and stakeholders while adhering to best practices and compliance requirements.

### **Programmes, Curriculum, and Supportive Courses**

The additional recommendations provided aim to further enhance the institution's academic and administrative processes. Here's a summary of each recommendation:

#### **Academic Development:**

1. **Expansion of Programs:** Starting more programs, especially at the important legal aspects in alignment with the present scenario and stakeholder requirements, broadens the institution's offerings and meets the evolving demands of education.
2. **Documentation of Curriculum Transaction:** Maintaining specific documents related to curriculum transactions, including details about remedial classes, tutorials, certificate courses, industrial visits, and educational tours, ensures transparency and effective management of academic activities.





3. **Categorizing Cross-Cutting Issues:** Categorizing cross-cutting issues separately with specific mentions helps in focusing on and addressing these issues effectively, ensuring that they receive the necessary attention.
4. **Student-Centric Approach:** Encouraging the students of 3 Years and 5 years Course to adopt a more student-centric approach underscores the importance of prioritizing students' needs, learning experiences, and overall well-being.
5. **Feedback Mechanism:** Implementing a comprehensive feedback mechanism with proper directions from the Internal Quality Assurance Cell (IQAC) ensures that feedback processes are organized, systematic, and effective for continuous improvement.
6. **Monitoring Supportive Courses:** Establishing a mechanism to monitor the quality of supportive courses, such as add-on programs, certificate courses, skill training, spoken English/Hindi classes, and value education, initiated by the department ensures that these courses align with the institution's standards and objectives.

These recommendations collectively contribute to the institution's commitment to delivering high-quality education and fostering a student-centered learning environment. They also emphasize transparency, accountability, and effective feedback mechanisms to ensure continuous improvement.

#### **Teacher quality. Teaching Learning and Evaluation**

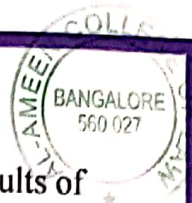
The recommendations provided encompass various aspects of improving the institution's academic and research activities. Here's a summary of each recommendation:



### **Academic Development:**

1. **Systematic Training for Teachers:** Planned training for all teachers, covering both academic and extra-academic requirements, ensures that the teaching staff is well-equipped to deliver high-quality education.
2. **Professional Skill Development:** Focusing on the professional skill development of both teaching and non-teaching faculty is essential to elevate the overall educational standards within the institution.
3. **Appreciating Digital Learning Content:** Recognizing and appreciating digital learning content developed by teachers encourages innovation and the use of technology in education.
4. **Ph.D. Completion:** Insisting that all teachers complete their Ph.D. within a stipulated time promotes higher qualifications and expertise among the faculty.
5. **National and International Exposure:** Encouraging national and international exposure for teachers can help in staying updated with global educational trends and fostering a broader perspective.
6. **Blended Teaching with Technology:** Promoting a blended system of teaching that integrates technology aligns with the contemporary requirements of education.
7. **Strengthening Tutorial System:** Enhancing the tutorial system, particularly at the undergraduate level, can improve the learning process by providing additional support and guidance to students.
8. **Continuous Evaluation and Formative Assessment:** Implementing continuous evaluation and formative assessment methods helps monitor the learning process and supports student growth.





9. **Improving Overall Results:** Focusing on improving the overall results of the institution indicates a commitment to academic excellence.
10. **Online Evaluation Systems:** The introduction of online evaluation systems can streamline assessment processes and make them more efficient.
11. **Training in OBE:** Providing more training to teachers in Outcome-Based Education (OBE) and establishing a monitoring committee for evaluation and analysis supports a more outcomes-focused approach to education.
12. **Enhancing Curriculum Feedback:** Making the feedback on the curriculum more effective and guiding departments through IQAC for curriculum audits ensures that the educational programs remain relevant and effective.

**Research and Extension:**

1. **Promoting Research Activities:** Suggesting the promotion of research activities within the campus, including the establishment of more research centers, demonstrates a commitment to advancing knowledge and research.
2. **Fostering a Research Culture:** Fostering a research culture on campus encourages faculty and students to engage in research endeavours.
3. **Improving Faculty and Student Publications:** Encouraging and supporting faculty and student publications contributes to the dissemination of knowledge.
4. **Effective Implementation of College Policy:** Implementing college policy on research projects and faculty publications ensures consistency and accountability.
5. **Extension Activities:** Organizing sensitization programs involving students in identified communities as part of extension activities is a



valuable way to engage with the community and promote social responsibility.



These recommendations collectively reflect a holistic approach to academic and research development, striving for excellence in teaching, learning, and research within the institution. They also highlight the importance of staying current with educational trends and fostering a research-oriented and socially responsible environment.

### **ADMINISTRATIVE AUDIT**

The additional training recommendations for administrative staff in the institution are essential for enhancing their capabilities and overall effectiveness. Here's a breakdown of each recommendation:

1. **Training for Administrative Segments:** Extending training to various administrative segments, including office staff, security personnel, attendants, and other supportive personnel, is a proactive step. Such training can help improve their job performance, efficiency, and customer service skills, ultimately contributing to the smooth operation of the institution.
2. **Awareness of ISO Quality Standards:** Making administrative staff aware of ISO quality standards is important for maintaining consistent and high-quality service. ISO standards can help in standardizing processes, improving efficiency, and ensuring quality across various administrative functions.
3. **Training in E-Governance:** Strengthening e-governance through training is crucial in the digital age. It can help the administrative staff adapt to and effectively use electronic systems and processes for improved efficiency, data management, and communication.

4. **IT Skills Improvement:** Providing more training to improve the IT skills of administrative staff is crucial in a technology-driven environment. This can include training on software applications, data management, cybersecurity awareness, and other IT-related skills to enhance their capabilities.
5. **Soft Skills Training:** Soft skills training for staff is important for building positive relationships within the institution. Enhancing staff-student and staff-faculty relationships can improve communication, teamwork, and overall harmony within the institution. Yearly training in this area ensures continuous improvement.

These recommendations are in line with best practices for developing a skilled and efficient administrative workforce and contribute to the overall effectiveness and professionalism of the institution. It is essential to invest in the professional development of administrative staff to ensure that they can adapt to changing needs and contribute positively to the institution's success.

### **Governance**

Institution outlines various aspects related to the governance of the institution. Here's a summary of the key points:

1. **Alignment with Vision and Mission:** The institution ensures that its planning and activities are in line with its stated vision and mission, indicating a commitment to fulfilling its core objectives.
2. **Inclusive Management:** An inclusive management system is in place, suggesting that the institution involves various stakeholders in decision-making processes and values diversity in its approach.
3. **Development Plan and Policy Document:** The institution has both a development plan and a policy document. These documents likely outline





the institution's goals, strategies, and policies for improvement. Importantly, they are implemented in a timely manner, indicating a commitment to progress and growth.

4. **Welfare Measures for Staff:** The institution provides sufficient welfare measures for its staff. This is a positive sign of valuing and supporting the well-being of its employees.
5. **Student Teacher Evaluations and PBAS:** There seems to be an issue with the effective processing of the outcomes of Student Teacher Evaluations and the Performance-Based Appraisal System (PBAS). This suggests a need for improvement in these areas to make the evaluation and appraisal processes more meaningful and actionable.
6. **Professional Training:** Specific professional training is deemed necessary for both teachers and administrative staff. This indicates a recognition of the importance of ongoing professional development to enhance the skills and capabilities of the staff.
7. **Strengthening Fund Mobilization:** There is a need to strengthen the institution's fund mobilization efforts. To address this, the suggestion is to establish an effective fund mobilization cell, which can be dedicated to raising funds and resources for the institution's various initiatives and needs.

These points provide insights into the institution's governance and areas where improvements or further attention may be required. Overall, the focus on aligning with the institution's vision and mission, inclusivity, development planning, staff welfare, and professional development is positive, but there are identified areas where enhancements are necessary, such as the processing of evaluations, staff training, and fund mobilization.



## **INFRASTRUCTURE**

The provided information highlights various aspects of facilities and infrastructure within the institution. Here's a summary of each point:

1. **Space Constraints:** Despite space constraints, the institution is making sufficient efforts to accommodate all required facilities. This indicates a commitment to optimizing available space effectively.
2. **Procurement of Additional Floor:** The acquisition of additional 3<sup>rd</sup> floor in the tower block facilities is a positive step, as it expands the institution's physical resources and allows for future development.
3. **Augmentation of Staff Rooms:** College has enhanced staff rooms and work environments for faculty is crucial for creating a conducive and comfortable workspace that can positively impact teaching and research.
4. **Quality Maintenance of computer Lab Facilities:** Prioritizing the quality maintenance of laboratory facilities, including equipment and cleanliness, ensures that students have access to reliable and up-to-date resources for their academic and research needs.
5. **Facilities for the Physically Challenged:** Ensuring that good and adequate facilities are provided for physically challenged individuals reflects the institution's commitment to inclusivity and accessibility.
6. **Effective Use of ICT Facilities:** While ICT facilities are provided, ensuring their effective use for educational purposes is important to fully leverage technology for teaching and learning.
7. **Extracurricular Facilities:** Space constraints may be observed in providing extracurricular facilities, but it's commendable that available facilities are optimally utilized.



- 8. Integration of Modern Facilities:** The integration of modern facilities and a contemporary demeanour in the new facilities provided aligns with the institution's commitment to staying up-to-date and providing students with a conducive learning environment.

These points collectively illustrate the institution's dedication to ensuring that students and faculty have access to the facilities and resources necessary for a well-rounded educational experience, despite space limitations. The emphasis on quality maintenance, inclusivity, and the effective use of available resources is notable.

### **Student Support and Progression**

The provided recommendations focus on various aspects of the institution's services and facilities. Here's a summary of each recommendation:

#### **Add-On Certificate Courses:**

- 1. Monitoring Committee for Add-On Certificate Courses:** The formation of a monitoring committee to assess the quality and need of add-on and certificate courses offered by the institution ensures that these courses are relevant and beneficial to students.

#### **Health Centre:**

- 2. Establishment of a Health Centre:** The establishment of a health centre is important for addressing the health and well-being of students and staff.

#### **Career Assistance Centre:**

- 3. Career Assistance Centre:** Forming a Career Assistance Centre to support students in preparing for international exams like the All India Bar Exam and Judicial Exams provides valuable guidance and resources for career development.

4. **Intensified Career Counselling:** Enhancing career counselling services is crucial for improving student performance in competitive exams and helping them make informed career choices.
5. **Dedicated Counselling Staff:** Training a dedicated set of teachers for counselling ensures that students receive personalized guidance and support in their academic and career pursuits.

#### **Common Rooms:**

6. **Provision of More Common Rooms:** Providing more common rooms for students improves their access to comfortable spaces for relaxation and study.

#### **Library:**

7. **Library Ambience:** Recognizing the overall good ambience of the college library is important as it contributes to a conducive learning environment.
8. **Implementation of Library Policy:** Monitoring the implementation of the library policy helps ensure that library resources are managed efficiently.
9. **Faculty Usage of Library:** Encouraging faculty members to make more use of the library resources can enhance their academic activities.
10. **Library-Centered Activities:** Activities like observing the library week and awarding individuals for being the best library user among staff and students are highly appreciated and contribute to library engagement.
11. **Information Display System:** Setting up an information display system in front of the library can enhance communication and information sharing with the campus community.



These recommendations address various aspects of support services, health and wellness, career development, and library resources, contributing to a more comprehensive and student-centered educational experience.

### **Green initiatives and inclusiveness**

The provided recommendations highlight the institution's commitment to sustainability, collaboration, and the overall development of students and faculty. Here's a summary of each recommendation:

#### **Green Campus:**

1. **Green Campus Concept:** The institution is embracing the green campus concept, indicating a commitment to environmental sustainability and eco-friendly practices.

#### **Audits and Placements:**

2. **Green/Waste/Energy Audits:** Conducting green, waste, and energy audits sufficiently demonstrates the institution's focus on resource management and sustainability.
3. **Placement Cell Agreements:** Encouraging the Placement Cell to establish agreements with industrial establishments for training and placements enhances students' opportunities for practical experience and career development.

#### **Collaboration and Agreements:**

4. **Student Exchange:** Expanding student exchange programs beyond project experiments fosters broader educational experiences and cultural exchange.
5. **Active MoUs:** Ensuring that every Memorandum of Understanding (MoU) remains active with at least one performed activity as per the agreement

ensures that collaborations with other institutions are productive and beneficial.



6. **Collaboration for New Areas of Study:** The institution should explore opportunities for collaborations with other institutions to introduce new areas of study in alignment with the National Education Policy (NEP). This promotes innovation and curriculum development.

### Faculty Exposure:

7. **National and International Exposure for Faculty:** Encouraging national and international exposure for faculty is crucial for keeping educators informed about global educational trends, research, and best practices.

These recommendations collectively reflect a forward-looking and progressive approach to education, emphasizing sustainability, collaboration, and the holistic development of students and faculty. They align with contemporary educational and environmental trends, fostering a well-rounded educational environment.

### MoU's and Collaborations

The recommendations regarding Memorandums of Understanding (MoUs) and collaborations emphasize the importance of establishing meaningful partnerships and engagements with various stakeholders. Here's a summary of each recommendation:

1. **Placement Cell Agreements:** Encouraging the Placement Cell to establish agreements with industrial establishments for training and placements is essential for providing students with practical experience and enhancing their employability.
2. **Expanding Student Exchange:** Broadening student exchange programs to include more than just project experiments allows students to benefit from a wider range of educational experiences and cultural exposure.





3. **Active MoUs:** Ensuring that every MoU remains active with at least one performed activity as per the agreement underscores the importance of keeping collaborations productive and beneficial.
4. **New Areas of Study:** The institution should explore possibilities for collaborations with other institutions to introduce new areas of study in accordance with the National Education Policy (NEP). This promotes innovation and the development of relevant academic programs.
5. **Faculty Exposure:** Encouraging national and international exposure for faculty members is crucial for keeping educators updated on global educational trends, research, and best practices. This exposure can enhance the quality of teaching and research at the institution.

These recommendations collectively support the institution in fostering a more dynamic, globally connected, and innovative educational environment, which benefits both students and faculty and aligns with contemporary educational trends and goals.

The recommendations provided focus on improving the functioning of various committees, clubs, cells, and the institution's website. Here's a summary of each recommendation:

**Statutory Committees, Clubs, Cells, and Associations:**

1. **Enhancing Events:** While there are ample committees, clubs, and cells to meet students' academic and non-academic needs, there's a suggestion to organize more effective events to enhance the campus experience and support the overall development of the students. This can contribute to a more engaging and enriching student life.



2. **Efficient Functioning:** Implementing a systematic mechanism to ensure the efficient functioning of clubs and cells is important for the proper organization of activities and events. This can lead to better coordination and outcomes.
3. **Committee Meetings:** Ensuring that planning committees and purchase committees hold periodic meetings and follow proper mechanisms is essential for effective decision-making and resource management.

### Website:

a) **Website Improvement:** The college website is well maintained and is at present multi lingual website which is unique. A user-friendly and up-to-date website can serve as a valuable communication and information platform for students, faculty, and the wider community.

These recommendations collectively aim to enhance the institution's administrative and communication processes, ensuring that various committees and clubs operate effectively, and that the website serves as a useful resource for information and communication.

### IQAC

The provided initiatives and recommendations for the Internal Quality Assurance Cell (IQAC) focus on various aspects of quality enhancement and compliance with accreditation standards. Here's a summary of each initiative:

1. **Data/Proof Compilation Training:** Training on data/proof compilation based on the new National Assessment and Accreditation Council (NAAC) format ensures that the institution is well-prepared for the accreditation process, which involves rigorous data collection and presentation.





2. **Unified Documentation System Training:** Training on a unified documentation system streamlines record-keeping and documentation, which is essential for maintaining quality and compliance standards.
3. **Guidelines for Photo Documentation and Reporting:** Establishing guidelines for photo documentation and reporting helps in documenting and presenting evidence effectively, which is often a crucial component of accreditation.
4. **OBE Implementation Training:** Training on the implementation of Outcome-Based Education (OBE) is essential for aligning educational outcomes with curriculum and assessment.
5. **Promotion of Moodle Usage:** Promoting the use of a Learning Management System like Moodle (Moodle) in all departments enhances online education and facilitates communication between faculty and students.
6. **Curriculum Development Training:** Training on curriculum development ensures that the educational programs offered by the institution remain current, relevant, and effective.
7. **Mentoring Training:** Training on mentoring helps faculty provide effective guidance and support to students, contributing to their academic and personal development.
8. **Training for New Technology Skills (NTS):** Preparing faculty and staff for the use of new technology is essential for keeping the institution's technological infrastructure up to date.
9. **NAAC Awareness Among Students:** Creating awareness among students about the NAAC accreditation process and involving them can lead to a more informed and engaged student body.



**10. Preparation for Autonomous Status:** Preparing for autonomous status suggests the institution's ambition to have greater academic and administrative autonomy, which requires careful planning and documentation.

These initiatives collectively aim to enhance the institution's quality assurance processes, curriculum, technology infrastructure, and student and faculty development, ultimately leading to an improved educational experience and compliance with accreditation standards.

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