



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	IMAMUL HAI KHAN LAW COLLEGE
Name of the head of the Institution	V.K.SINGH
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	06542268708
Mobile no.	9431128280
Registered Email	imamulhaikhanlawcollege@rediffmail.com
Alternate Email	rak660@gmail.com
Address	SECTOR-6
City/Town	BOKARO STEEL CITY
State/UT	Jharkhand
Pincode	827006
2. Institutional Status	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Md. Zaheer Hussain Ansari
Phone no/Alternate Phone no.	06542268708
Mobile no.	9939561683
Registered Email	imamulhaikhanlawcollege@rediffmail.com
Alternate Email	rak660@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.ihklcbokaro.org/Admin/Uploadfiles/637381034688090978IQAC-2017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://www.ihklcbokaro.org/Admin/Uploadfiles/637381047454365151Academic%20Calendar%202018-19.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C	1.83	2016	25-May-2016	24-May-2021

6. Date of Establishment of IQAC

12-Nov-2013

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Organized Seminar	22-Dec-2017	205

	1	
Regular meeting of Internal Quality Assurance Cell	07-Aug-2018 1	12
Regular meeting of Internal Quality Assurance Cell	15-Sep-2018 1	12
Regular meeting of Internal Quality Assurance Cell	01-Oct-2018 1	12
Regular meeting of Internal Quality Assurance Cell	29-Nov-2018 1	12
Felicitation of State Bar Council	15-Dec-2018 1	103
Organized Seminar	22-Dec-2018 1	307
Regular meeting of Internal Quality Assurance Cell	23-Feb-2019 1	12
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Imamul Hai Khan Law College	Merged	UGC	2018 5	1931710
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes

If yes, mention the amount	1931710
Year	2018

12. Significant contributions made by IQAC during the current year(maximum five bullets)

IQAC has taken initiatives in organization the National Seminar

IQAC has promoted to conduct various need based courses and made those courses to get conducted successfully

IQAC has purchased and distributed by Projector cameras to other Departments/teachers which are helpful for the demonstration of practical sessions

IQAC has taken initiative in conduction of various ISR activates.

IQAC has taken initiatives to strengthen the centre for Teaching, Learning and Evaluation by conduction various activities and thereby played a significant role in enhancing the quality of education in the college.

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Plan to conduct meeting of Internal Quality Assurance Cell (IQAC)	Conducted regular meeting of Internal Quality Assurance Cell (IQAC)
Plan to prepare Annual Quality Assurance Report (AQAR) to NAAC	Timely Submission of Annual Quality Assurance Report (AQAR) to NAAC
Proposal for organising Environment Programmes	Organized Earth Day Programme on 5th June, 2018

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Gravening Body	03-Jan-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit	26-Jun-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	28-Feb-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The College has academic programs and administrative matters. The admission process details of the students' admitted, category of the students are entered in the online web portal of the college and can be retrieved whenever needed for internal and external evaluation. The College seeks to ensure the integrity of IT resources made available to the faculty and students to facilitate their academic and administrative requirements. The teachers and supporting staff can access the current database of the students. The book stocks are computerised and recorded while issuing and returning to the students.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Imamul Hai Khan Law College, Bokaro Steel City has a very well organized and structured mechanism for curriculum delivery and documentation. At the beginning of each Academic Year, Academic Calendar and Action Plan is prepared by the Principal in consultation with the IQAC members. Seminar is held by the college on the first day of the new academic session for the UG students to commence the courses/classes. The students are provided information regarding the vision, mission and the discipline of the institution and also about their code of conduct, time-table and classes. The college administration provides a very well constructed time-table duly approved. The teachers employ the following teaching methods based on the needs of different subjects for the effective delivery of the curriculum; • Smart Board Classes • Lecture Method • ICT enabled teaching-learning method • Assignment, Internship and Internal Examinations • Question and answer/interactive sessions Imamul Hai Khan Law College has a Wi-Fi enabled campus and a rich library with sufficient books and journals to cater the needs of students. A number of journals related to Law education are subscribed. Proper and adequate practical and court visits for law students are organized. Need based survey programmes, field trips and

educational excursions are organized by the college. The class tests, selection tests, two internal examinations, regular assessment in the practical classes, moot courts viva-voce, are held to monitor and enhance the performance of the students. Remedial and tutorial classes are also held to enhance the quality of teaching- learning process. The college maintain the record of the meetings, attendance, time-table, distribution of syllabus, classes, assignments, curriculum based seminars, guest lectures, power point presentations, smart classes, remedial coaching, field trips etc. IQAC under the supervision and guidance of the Principal conducts academic audits to survey and ensure the proper documentation and maintenance of all the records. Meetings of members of IQAC are held with the Principal at regular intervals to review action taken report of all the initiatives and activities related to the effective delivery of curriculum. Meeting of Principal with all the faculty members of the College is also held to update about the effective functioning of the college. All the meetings are properly documented and recorded. The Faculty Performance is evaluated by the principal through self appraisal for each academic year with the help of Self Appraisal Forms. the College administration, under the leadership of the principal, monitors and evaluates the teaching-learning process, conduction of examinations, performance of students in the examinations and all the activities related to teaching-learning programme for the smooth and effective delivery of curriculum and documentation.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA LLB	B.A.LLB. (Hons) Integrated	18/07/2018
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
LLB	UG	18/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
B.A.LL.B	21/06/2019	24
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field
-------------------------	--------------------------	------------------------------------

		Projects / Internships
Nill	Swatch Bharat Summer Internship	200
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>Feedback forms are designed and given to students, parents, stakeholders and alumni in each academic year. Student feedback is taken from outgoing batch of UG in each session. Statistical analysis is done on the responses recorded. The analysis brings to light the areas which need improvement as regards infrastructure facilities, curriculum, general facilities required. Therefore, views and suggestions of the students are reviewed and balanced decisions are made for the betterment of the stakeholders. Efforts are made to make improvements in the suggested areas based on the outcome of the feedback analysis. The influence of parents on the children's minds is very significant. It is actually the primary and dominant influence on the child's personality and behavior pattern. Their opinions, suggestions and their views all count in the betterment of the child as well as the institution. The father and the mother must supplement at home the training given by the teacher at college. The questionnaire is prepared seeking the opinion of the parents. The data so received is consolidated and statistically analyzed in order to get an insight into the satisfaction level of the parents. We learn through experience, and the student life is full of different kinds of experiences. Therefore the experience of alumni is precious for us. Every alumni member is our leader and our guide. Their voice makes a difference. A questionnaire is prepared and distributed among the college alumni association members. The views and suggestions of the alumni are reviewed and the analysis done. Timely and informed communication across all disciplines and involvement of stakeholders is the key to a successful education system. Stakeholders are welcomed for their views and suggestions regarding management, value education, educational activities, skill development and other facilities provided by the college. In order to obtain their valuable suggestions and views, we prepared a questionnaire and the analysis of the questionnaire.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
LLB	LAW	180	130	116
BA LLB	LAW	120	50	33

[View File](#)

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	274	Nil	11	Nil	11

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
13	8	20	7	7	Nil

[View File of ICT Tools and resources](#)

No file uploaded.

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, Advisor Advisee System is implemented in the institute wherein each class is assigned to the particular faculty member who act as their mentor for the entire program duration. They interact with the students on daily basis and monitor the academic performance of the students. Students are also counselled by the mentors for any problem faced by the student in campus.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
292	11	1:27

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
16	11	5	Nil	2

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	NA	Nil	00

No file uploaded.

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end
----------------	----------------	----------------	--	---

				examination
BA LLB	NA	Semester-I	28/05/2019	29/08/2019
LLB	321	Semester -VI	28/05/2019	21/08/2019
LLB	121	Semester -II	30/05/2019	22/11/2019
LLB	111	Semester-I	28/05/2019	29/08/2019
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation (CIE) and project work are the internal modes of assessment. The college being affiliated to Binod Bihari Mahto Koylanchal University, Dhanbad adheres to the syllabus prescribed by the University. An academic calendar clearly specifying the date/time of various academic events to take place during the academic session. Semester examinations are held as per Binod Bihari Mahto Koylanchal University examination schedule at the semester end. The evaluation system, as adopted by the Institute. 1. The Continuous Internal Evaluation (CIE) 2. Orientation on Evaluation Process

Continuous Internal Evaluation (CIE) and project work are the internal modes of assessment. The college being affiliated to Binod Bihari Mahto Koylanchal University, Dhanbad adheres to the syllabus prescribed by the University. An academic calendar clearly specifying the date/time of various academic events to take place during the academic session. Semester examinations are held as per Binod Bihari Mahto Koylanchal University examination schedule at the semester end. The evaluation system, as adopted by the Institute. 1. The Continuous Internal Evaluation (CIE) 2. Orientation on Evaluation Process

For effective implementation of Continuous Internal Evaluation (CIE) system at the institutional level, the institute conducts two Internal test per course per semester and performance based improvement test. The answer scripts are given back to the students after evaluation for their information, providing sufficient transparency and accountability. CIE marks are shown to students along with their answer scripts by the teacher concerned enabling them to have access to the evaluated answer scripts before the marks are forwarded to the examination section. It also promotes the student to participate in technical paper presentation, workshops, and seminar. CIE Components also includes MCQs, Quiz competition, debates, Lab Exercises and Practical. The college encourages and guides students to participate in national level competitions organized by other Colleges and Universities. The college gives facility to participate in competitive examinations and higher studies. The participation and performance of students in sports and other extracurricular and cultural activities is also given weightage. The feedback system is provided to the students for giving the feedback on all fronts. The institute communicates progress report of their ward to the parents. It organizes parents and guardians meet to have a communication. The institute helps the student to explore various learning resources like the Internet and libraries etc. which will enable to develop self study, analytical and reasoning capabilities.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College prepares the academic calendar at the beginning of the academic session and distributes it to the students at the time of admission and beginning of the new session. The academic calendar contains the yearly schedule of the College ranging from the list of holidays (National, State, Local Institutional), the tentative date schedule of college examinations, curricular and extra-curricular activities. and other vital information of the institution. The academic calendar is distributed among all teaching and non-teaching staff members.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.ihklcbokaro.org/Admin/Uploadfiles/637454462389206457Pass%20precentage.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
111	LLB	LAW	85	76	89
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.ihklcbokaro.org/Admin/Uploadfiles/637455487431483846SSS.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	0	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Human Rights under the Constitution of India	LAW	22/12/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	0	0	Nil	0
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	0	0	0	0	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	NIL	Nil	0
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	Nil
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	0	0	Nil	0	0	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	0	0	Nil	Nil	Nil	0
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	5	10	5
Presented papers	Nil	2	2	Nil
Resource persons	Nil	2	2	Nil
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/	Number of teachers	Number of students
-------------------------	-------------------------	--------------------	--------------------

	collaborating agency	participated in such activities	participated in such activities
LEGAL AID	VILLAGE SURVEY	5	213
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	0	0	Nil
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
SWACHH BHARAT ABHIYAN	SELF	3	10	210
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NILL	NILL	NILL	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NILL	NILL	NILL	Nil	Nil	NIL
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NILL	Nil	NILL	Nil
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1500000	1983243

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Newly Added
Class rooms	Existing
Campus Area	Newly Added
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	Partially	0	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13513	2557410	370	352483	13883	2909893
Journals	510	148906	79	36765	589	185671
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	2	30	1	1	1	0	0	0	0

Added	0	0	0	0	0	0	0	0	0
Total	2	30	1	1	1	0	0	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
400000	221181	345000	213642

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and policies for maintaining and utilizing physical, academic and support facilities All maintenance work (Civil and electrical) is looked after by a duly nominated Committee appointed by the Principal every year at the beginning the session. All items/ equipment are related to maintenance and purchase is looked after by Purchase Committee and Finance Committee. The procedure adopted for any purchase etc. The record of items purchased is maintained in the stock register. • After satisfactory completion of work / relevant department being satisfied with the items received, payments are made online or by account payee cheque. • TDS is deducted as per the rules of Govt. and deposited by challan in Govt. Treasury. Internal Audit is done by C.A. and external Audit by Local Fund, Jharkhand Softech Agency / Computer Head of Computer Dept. is incharge to looks after the maintenance of the entire IT infrastructure of the college including. AMC is signed between college and the company concerned. Lab. equipment's are purchased as per the requirement of the respective departments and the procedure of the purchase committee is mentioned above. Separate stock register is maintained by the respective departments for the item purchased. All Stock verification report is submitted by all Lab. in charges every year to the Principal. Any fault/loss, damage is repaired and reported as per rules and norms. Students are allowed to do practical work in Lab in their allotted time in the presence of faculty members. Library There is a Library Committee to monitor the working of the Library which also supervise the purchase and maintenance of Library resources in coordination with Librarian. In the beginning of every session quotations are called by Librarian as per the demands and estimated budget submitted by the departmental heads for the purchase of Text books/reference books /periodicals / journals etc. For any purchase in the Library the above mentioned procedure is followed in coordination with the Departmental Heads and Purchase Committee. All new books are entered in the main stock register of the library and later transferred or issued to the respective departments. Library has a UGC sponsored network resource center as well. Students can search online and also avail Inlibnet facility. Sports complex Any purchase or maintenance of equipment of the sports department is monitored by the Sports Committee and maintenance committee in coordination with the Sports Officer of the Institution.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NA	0	0
Financial Support from Other Sources			
a) National	STATE GOVERNMENT	16	288000
b) International	NIL	Nil	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
REMEDIAL COACHING	31/12/2018	49	UGC
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NIL	Nil	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	NA	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of	Programme	Department	Name of	Name of
------	-----------	-----------	------------	---------	---------

	students enrolling into higher education	graduated from	graduated from	institution joined	programme admitted to
	Nill	0	0	0	0
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	Nill
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Under College Sports	Institutional Level	35
No file uploaded.		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	00	00
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college dedicated to the cause of grooming boys/girls by providing them education and supporting them in every possible way to nurture their personalities. The college has a well structured coaching classes for the competitive tests taking strategy with confidence and also facilitates their entry into professional courses. In addition to this, college organizes regular career guidance programmes throughout the year which includes free course

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The alumni association of the institution, Imamul Hai Khan Law College, was formed on 10th June, 2019. In the past for three years, Imamul Hai Khan Law college has organized camps and events the list of which is given below: • Blood Donation Camp with association with Red Cross Society • Medical Check-up Camp • Tree Plantation (Dainik Jagran) • Blanket distribution with the association of NGO- LATA • Legal Aid village Survey Camp

5.4.2 – No. of enrolled Alumni:

70

5.4.3 – Alumni contribution during the year (in Rupees) :

3500

5.4.4 – Meetings/activities organized by Alumni Association :

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Imamul Hai Khan Law College greatly encourages the practices of decentralization and participative management. The administration and functioning of each and every department is decentralized. the college administration delegates authority to the faculty members. The department and the faculty members work to chalk out the action plan for well planned and effective delivery of curriculum. the students work in co-operation with the faculty members within each department for various activities. Departmental meetings are held and the principal is authorized to take the decisions for the allocation of syllabus, distribution of classes, arrangement of guest lectures, conduction of curriculum based student seminars, conduction of tests, preparation of academic calendar, projects and assignments. All important information are communicated through regular meetings of the faculty members with the Principal. the college promotes a culture of participative management through the formation of different committees like CPE Committee and RUSA Committee. Each Committee, headed by the principal, consists of a Co-ordinator and members who work for the disbursement of funds on various heads. the committee organises various meeting with the head of the institution and Co-ordinator to ensure the proper utilization of the fund. Keeping in view the requirement of the students and various departments, the funds are utilized for purchase of books and up-gradation of infrastructure, laboratory equipments and of the other items related to the enhancement of the quality of teaching and learning process.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource Management	The College constantly takes steps for quality improvement of the human resource of the college by providing adequate assistance and help whenever required. the college library has been upgraded and equipped with Wi-Fi for facilitating faculty and students. Faculty is encouraged to attend seminars, conferences, orientation programmes. Guests lectures by experts are held from time to time.
Library, ICT and Physical Infrastructure / Instrumentation	1. Wi-Fi enabled Campus, Library Automation and new access points for Wi-Fi building and back up devices facilities have been provided. 2. Through Library software , Barcode scanner and library being upgraded with addition of new books, journals and magazines etc. 3. New books from UGC funds have been purchased. 4. Through

UGC, RUSA funds computers and accessories were purchased. 5. Smart classrooms with smart board are already in existence and being constantly upgraded. 6. Green boards have been purchased for classrooms with RUSA grants.

Research and Development

1. The College motivates the faculty members to go for enhancement of their qualification as well as higher education. 2. It encourages the teachers to present papers in International, National and state level Seminars, Conferences and to act as Resource Persons. 3. It exhibits the publication of Research work/books edited and authored by faculty members in the college library to inspire further research. 4. It motivate the faculty members and the students to organize Seminars at the institutional level.

Examination and Evaluation

1. The Annual Examinations are held according to the date schedule decided by Binod Bihari Mahto Koylanchal University since Imamul Hai Khan Law College is affiliated to Binod Bihari Mahto Koylanchal University, Dhanbad. the college conducts mid semester exams for UG. In addition, practical tests, class tests, remedial tests, revision tests and tutorials are conducted by the college and marks recorded in the Register. Project work/Assignment are assigned to the UG students and evaluated by the teachers. Marks are added to the grand total of mid semester and the internal marks are sealed and sent to the University. Debates, Moot Courts and Weekly Seminars are held to evaluate the analytical ability of the students.

Teaching and Learning

1. teaching both through chalk-talk method and through PPT presentation. 2. Learning through practical demonstration, field work, group discussions, quizzes. 3. Enhancement of learning skills of the students through participations in Workshops, training programs and seminars. 4. Wide access to main library, reference library, reference journal and magazines and internet facilities for students. Inflibnet facility for teachers to upgrade their teaching skills and knowledge

Curriculum Development	<p>1. Inclusion of field work, industrial visit, educational tours, on job training, in house project training for under graduate students according to the curriculum of Binod Bihari Mahto Koylanchal University. 2. Implementation of traditional written examination with virtual and smart classes, project work/assignment and powder point seminar presentation. Practical demonstration for law students.</p>
------------------------	---

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	? Planning and Development -The College promotes a culture of participative management while planning for the future growth and development of the Institution. the management along with the Principal and IQAC chalks out various feasible strategies while making the various plans and policies.
Administration	The College greatly encourages the practices of decentralization and participative management. the administration and functioning of every department is decentralized. The Principal delegates authority to the Heads of the Departments for effective delivery of curriculum.
Finance and Accounts	The College maintains transparency and accountability while maintaining its financial records. Every year the Institution conducts financial audit which reflects true and fair accounting of the institution.
Student Admission and Support	On the whole, the college works collectively and harmoniously with all stake holders to provide and promote an academic environment that ensures and fosters holistic development of its students and enhances the opportunities of their progression to higher levels of learning.
Examination	Examinations are held as per schedule and programmes of Binod Bihari Mahto Koylanchal University, Dhanbad.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended	Name of the professional body for	Amount of support
------	-----------------	--	--------------------------------------	-------------------

		for which financial support provided	which membership fee is provided	
Nil	NIL	NIL	NIL	Nil
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	NIL	NIL	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	Nil	Nil	Nil	0
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
11	11	13	13

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
ESI / EPFO	ESI / EPFO	Govt. Scholarship Scheme

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>The Imamul Hai Khan Law college conducts the internal financial audit every year. Financial audit is done by the Chartered Accountant and their team. All the financial statements of the institution are openly presented before the Auditing team as soon as the financial year ends. All the receipts and payment amount, income and expenditure, bank statements, cash balance, funds etc are presented before them. After the Auditing work, the auditors provide the final report of the financial year which gives the true and fair view in conformity of the Accounts. All the Auditor's records are updated in the account section year wise. The Auditors appreciate the financial section and also given suggestions for the better functioning for the next financial year.</p>
--

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
--	-------------------------------	---------

NIL	0	0
No file uploaded.		

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	AMOL ASSOCIATE	Yes	IQAC
Administrative	No	NA	Yes	Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

(A) Parent teacher Meeting in the college every year (B) Feedback and suggestions for the growth and development of the College (C) As stakeholders in the IQAC for qualitative enhancement in the functioning of the College.
--

6.5.3 – Development programmes for support staff (at least three)

1. Professional Ethics, Accountability and attitude of Teachers in Higher Education 2. Professional Preparation of Teachers in Higher Education

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Introduction of the subject Law 2. introduction of professional based courses 3. Organization of National seminars

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Human Rights Under the Constitution of India	22/12/2019	22/12/2019	22/12/2019	150

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male

Balance for Better	10/06/2019	13/06/2019	70	10
--------------------	------------	------------	----	----

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The College is aware of the fact that higher educational institutions have to play significant role to inculcate environment consciousness among the future citizens of the country and in doing so arrest environment degradation. The College is working towards making the campus "Eco-Friendly". Faculty, students and staff are advised to turn off taps, lights, fans etc after using them.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	08/02/2019	1	Jan Andolan - Realizing Prime Minister's Vision of Clean India	Wall painting in public places on the theme of Swachh ata5	50

No file uploaded.

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
00	Nil	00

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
I. Observation of Independence Day	14/08/2018	15/08/2018	150
Observation of Republic Day	25/01/2019	26/01/2019	150
College Day	21/12/2018	22/12/2018	300
International Yoga Day	21/06/2018	21/06/2018	150
Conduct of Ethics Classes	Nil	Nil	Nil

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link LEGAL EDUCATION- To impart legal education to the villagers. Limitations :To sharpen the communication skills among the students is challenging in some cases through linguistics inferences differs with the medium of study. Special care is taken to tutor and monitor the students who stumble in these areas. the students find it difficult to take hand-in-hand their academic pursuit with the entrepreneurial skills.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.ihklcbokaro.org/Admin/Uploadfiles/6377595607089831607.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Imamul Hai Khan Law College is a minority institution established by the Imamul Hai Khan Educational Society with primary purpose of providing professional education and learning to the underprivileged society in a spirit and atmosphere of simplicity, sincerity, concern and faith. the college aims at creating a just and humane society free from prejudices, superstitions and discriminations based on sex, religion, caste, creed or economic status. to implement this vision the institution offers students, especially SC,ST, OBC and economically backward students, a milieu conducive to their integral development and an atmosphere congenial to their academic excellence and all round development of personality. the institution achieves its vision and mission with the collaboration and cooperation of a supportive management, experienced and qualified faculty, sincere non-teaching staff under the guidance and supervision of able and dynamic Principal in an infrastructure which is excellent and well equipped with computer labs and wi-fie enabled campus, playground and other facilities like sports, career counselling and placement assistance. the college runs UG course in Law Education. the college provides specific support services/ facilities for students from SC,ST, OBC and other economically backward and weaker sections. Tuition fees of students belonging to SC/ST,OBC and economically weaker and minority sections are waived according to their requirement through Government scholarships programme. Remedial classes are held for SC/ST, OBC and economically weaker students and slow learners.

Provide the weblink of the institution

<http://www.ihklcbokaro.org/>

8.Future Plans of Actions for Next Academic Year

Plans of institution for next year: • To conduct classes for Personality Development • To conduct National improvement and on emerging trends in education and technology. • T o provide more advanced Teaching learning Aids to the students. • To provide more smart classes for students. • To conduct English and Hindi communication classes. And placement training program for UG students. • To conduct short term programs like Hobby Classes. to develop analytical and technical skills of the students. • To organize more skill based programs to improve the employ. ability of the students. • To conduct awareness programme for

making polythene free environment.