



No: KSLU/Regr/Affin/2009-10

Date: 10/07/2009

**GUIDELINES FOR LOCAL INQUIRY COMMITTEE**

**Approval of Vice-Chancellor Dated: 10.07.2009**

**PREAMBLE:**

Local Inquiry Committee is sent to examine all the aspects of the proposal of an Institution or society for starting a proposed college or extension/ continuation of affiliation to a College. The Committee should mainly look into the need (for Fresh College), the financial position, the academic feasibility and the accommodation. To help the Committee and the Institutions formats of proformas are developed. The Local Inquiry Committee is vested with the responsibility of overall assessment of the College and is expected to cover any area that is relevant, but not mentioned in the format. These forms should be taken as guidelines and adhered to. However, if deviations are to be made from these norms in special circumstances, the justification for the same should be made.

Local Inquiry Committee is further requested to submit inspection report to this effect in addition to providing their observations, remarks on the various proforma. It is also requested that the Local Inquiry Committee does not become a Committee of pointing out deficiencies but a Committee of evaluation. With this background in view the norms are enunciated below:

**FRESH AFFILIATION/ADDITIONAL COURSE**

**1. NEED :**

To assess the need it is necessary to take into account the number of Law colleges functioning in the area (say within 20 kms). If similar education facility is available, then the Committee should assess whether starting another College in the same discipline would weaken the existing strength in College substantially.

**2. LAND :**

Minimum land that should be available to set up a Law College must be as per Bar Council requirements.

If these requirements cannot be fulfilled in the first instance, at least there should be firm plans and resources for acquiring the required land within 3 years of starting the College. If a College is not having its own building it should have its own building within 5 years of its establishment.

**3. BUILDING :**

College building or buildings shall provide the following minimum accommodation:

- a) Adequate accommodation to locate all the classes depending on the courses offered and number of students proposed to be admitted. Each lecture room should provide one Sq.M. of floor area per students.
- b) In addition to the class rooms, accommodation shall have to be provided for Principal's, College Office, Staff room Common room for girl students and library with reading room which should provide seating accommodation for 15% of the strength of admission. Besides this, adequate toilet facilities must be made available for Teachers, Ladies/Girls and Boys separately.
- c) There should be a separate moot court hall for conducting moot activities.
- d) If a College does not have its own building, the plans to have its own building should be scrutinized carefully to see whether they have plans, financial resources and the management skill to have their own building within five years of establishing the college at the latest. If they already have the land, building plans and resources it should be evaluated to have the building within the next three years of starting the College. For calculating the financial requirements PWD rates may be taken into account making due allowances for any Local initiatives in terms of labour and materials.
- e) A qualified Principal should be appointed, University rules, and as per the guidelines of Bar Council of India, should be rigorously followed in the appointment of Principal and other staff.

The Principal must be appointed on full time basis and Lecturer and Readers should be Post Graduates, i.e. LL.M. I or II class. Part-time Lecturers with 5 years practice at bar or with LL.M. may be appointed. Non-law subject teachers should have adequate teaching experience with minimum II class in their Masters degree. Adequate number of staff should be appointed depending upon the workload and the courses offered.

#### **4. FURNITURE :**

The Classrooms, Office and Library should be adequately furnished. Proposals for furnishing should be closely examined in relation to need and finance.

#### **5. LIBRARY :**

Adequate number of books and seats of books should be procured to meet the requirements of the students and the courses they have offered. Following is the financial requirements for the library for various Courses:

Law (for 3 & 5 Years) :	Rs. 2,00,000/-
	Rs. 1,00,000/-
	Rs. 1,00,000/-
	Rs. 1,00,000/- &
	Rs. 1,00,000/- every year later.

This money is to be spent on books and professional periodicals and in addition provision should be made for providing furniture in the Library as suggested under Para No. 3 & 4 according to the strength and percentage.

**6. PLAYGROUND AND RECREATION FACILITIES :**

Satisfactory arrangements for play grounds, hostels and recreation facilities should be made and the plans for the next 3 years in this regard should be closely examined and reported.

**7. PRINCIPAL :**

Principal should be a qualified person and he should be the Member-Secretary of the Managing Committee for the College. If for some reason, in-charge Principal is appointed, he should act as Secretary of the Managing Committee.

**8. STAFFING PATTERN :**

Staffing pattern should be as per the pattern laid down by Bar Council of India.

**BY ORDER**  
**REGISTRAR**

### Additional Guidelines of L.I.C.

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1. The college has to encourage starting of NSS/NCC, sports activities, legal aid camps, moot court, & cultural activities etc.
2. Khadi – Uniform for staff and students of all Law Colleges at least once in a week should be made to wear compulsory. The college should start its day activities with National Anthem for all staff and students.
3. The new college should deposit Ten Lakh Rupees in a Nationalized Bank jointly operated by Chairman/Secretary of the Society and the Registrar of Karnataka State Law University, Hubli.
4. The college should not admit any student to a course (BCI Rules) without the permission of the University, Government of Karnataka and Bar Council of India. They should start admission only after obtaining the permission from the above authorities and orders issued by the University.
5. Before issuing the notification the college should deposit Three Lakh Rupees to the University for each Degree Course (As per the KSLU Notification).
6. The management of the college should give an undertaking that it will abide by the rules of University.
7. There should be Website, Computer & Internet facilities in the college.
8. Law Library should have a set of AIR Manual, Central Acts, Local Acts, Cr.L.J, SCC, Company Cases, Indian Bar Review, Selected Judgments on Professional Ethics, & such number of text books in each registered student.
9. There shall be a full time Principal qualified as per UGC norms. There shall be sufficient number of qualified full time faculty, as shown below :
  - a. 6 in First year (both 3 yrs & 5 yrs LL.B)
  - b. 8 in Second year.
  - c. 10 in Third year.
10. L.I.C. Report of previous inspection and compliance to the conditions has to be examined.
11. List of management and Governing Body, and whether Principal is the Member Secretary of Governing body of the College?
12. List of teaching and non-teaching staff and provision for P.F to staff has to be examined.
13. Quarters for Staff/Principal, phone facility to Principal's residence etc.,
14. Salary disbursement registers.
15. Audited statement of college ending 31<sup>st</sup> of March 2009, and Budget for the year 2010-11.

16. Scholarship and Fee Registers, Service Books and other Registers.

17. **Timing of the College and Workload**

Time Table and Workload (Individual & Combined) Accession Register in Library has to be checked and, list of purchase of books for the last five years, list of Journals & Periodicals.

18. BCI - Inspection report upto date.

19. Government's permission letter.

20. Whether the College has taken permission to run the courses from all authorities ?

21. Any other relevant information, as the committee decides.

22. Result of the College.

**REGISTRAR**



**PROFORMA – 1**

Report of the Local Inquiry Committee on the grant of **Fresh Affiliation** to

\_\_\_\_\_ for the year \_\_\_\_\_

Date of Inspection :

Ref : 1. University Notification No..... dt.

**I. THE COMMITTEE**

1. Chairperson
2. Member
3. Member
4. Convener

***Address of the Chairman with Telephone Number & E-mail***

**II. THE COLLEGE:**

1	Name & address of the College	
2	Name of the Management	
3	Whether it is run by SC/ST/Minority?	
4	List of the Governing Council	
5	Name of the Principal with qualification and phone number	

**III. COURSE PARTICULARS:**

Course	Intake

**IV. NEED AND FEASIBILITY FOR STARTING THE COLLEGE :**

1	Proposed Area of the College	
2	The No. of Institution/Colleges offering similar courses in the vicinity	
3	The No. of feeder Institutions in the University	
4	Availability of transport and Communication facilities in the locality	
5	Any other facilities/observations	

**V. ADEQUACY OF FACILITIES AVAILABLE IN TERMS OF :**

1	Total. Extent and suitability of land	
2	Buildings- Specify own or rented	
3	Floor Area	
4	No. of Class rooms	
5	Computer Laboratory	
6	Library	
7	Principal room	
8	Office room	
9	Staff room	
10	Ladies room	
11	Toilets	
12	Water and power supply	
13	Sports facilities	
14	Hostel	
15	Moot Court Hall	

**VI. OTHER DETAILS:**

1	Approval from concerned professional Statutory bodies (BCI)	
2	Availability of relevant facilities such as Hospital, Hostel etc	
3	Fulfillment of prescribed norms	

**VII. ASSETS OF THE TRUST/SOCIETY PROPOSING THE COLLEGE :**

Immovable	
Movable	
Deposits, Security	

**VIII. REQUIREMENTS TO BE FULFILLED**

**IX. OBSERVATIONS**

**X. CONDITIONS**

**XI. RECOMMENDATIONS**

**Signatures of the Chairman and Members of the Committee :**

- 1.
- 2.
- 3.





**III. COURSE PARTICULARS :**

EXISTING	CONTINUATION	EXTENSION

**IV. ADEQUACY OF EXISTING FACILITIES :**

1	Building	
2	Floor area	
3	No. of Class rooms	
4	Computer laboratory	
5	Library	
6	Principal room	
7	Office room	
8	Staff room	
9	Staff quarters	
10	Ladies Room	
11	Toilets	
12	Water & Power Supply	
13	Sports facilities	
14	Hospital	
15	Hostel	
16	Other facilities	

**V. STAFF PARTICULARS :**

1	List of teaching staff & qualification	
2	Fulfillment of reservation & roaster condition	
3	Fulfillment of recruitment norms	
4	Whether full-time librarian is appointed ? Furnish details	

**VI. WHETHER THE FEE IS COLLECTED AT THE RATES PRESCRIBED BY THE UNIVERSITY ?****VII. MAINTENANCE OF REGISTERS**

1	Service Register	
2	Acquaintance Register	
3	Attendance Register	
4	Scholarship disbursement Register	

**VIII. FULFILLMENT OF THE CONDITIONS IMPOSED BY THE PREVIOUS L.I.C**  
:

**XI. ACHEVIMENTS OF THE COLLEGES :**

1	Results	
2	Sports	
3	Achievement of the staff	

**X. ANY OTHER OBSERVATIONS :**

**XI. CONDITIONS OF THE L.I.C :**

**XII. RECOMMENDATIONS:**

**Signature of the Members of the Committee :**

1.

2.

3.



### III. PATICULARS OF COURSES

1	Existing Courses	
2	Courses for which Permanent affiliation is sought	

### IV. STAFF PARITCULARS

#### 4.1 TEACHING

1	No. of Permanent teachers (Department wise- Professors/Readers/Sr. Lecturers/ Lecturers with particular like age. Qualifications, experience etc.)	
2	No. of SC/St teachers	
3	Whether University expert has been associated for recruitment of Teachers ?	
4	Whether Govt. representative has been associated for recruitment of teachers ?	
5	Students and teachers ratio	
6	Salary- Whether State/UGC/Consolidated ?	
7	No. of temporary/part-time/visiting teachers and age of such teachers	
8	Methods of recruitment	
9	Requirement and adequacies of the teaching Staff/ qualification on accordance with the Requirement of courses (State the deficiencies)	

#### 4.2. NON-TEACHING

1	No. of Ministerial Staff	
2	Method of recruitment	
3	Salary	
4	Whether Service Registers are opened both teaching and non-teaching ?	
5	No. of SC/ST in Ministerial Staff	
6	Retirement benefit for both teaching and Non-teaching staff.	
7	Fulfillment of reservation/roaster system-teaching and Non-teaching staff.	

**V. ADEQUACY OF FACILITIES**

1	Building (owned/rented /leased)	
2	Does the college have a playground of its own with the required dimensions ?	
3	Are Library facilities in conformity with the requirements ?	
4	Are the computer laboratory facilities adequate ?	
5	a) Has the college provided separate Hostel facilities for boys and girls ? b) Are the hostel buildings owned/rented ?	
6	Is the Principal provided with quarters ?	
7	Does the college have staff room with toilets ?	
8	Is there any ladies room with toilets ?	
9	Is the set up of Moot Court adequate ? If yes, are these building Owned/rented/Leased ?	
10	State the additional facilities, if any	

**VI. LIBRARY :**

1	Name of the Librarian, Age & Qualification	
2	No. of Books purchased in the last three years and the amount spent.	
3	No. of Library books on stock	
4	No. of Journals, subscriptions (furnish details)	
5	Equipment provided	
6	Availability of reading room	

**VII. CURRENT FINANCIAL POSITION**

1	Is the financial position, based on the income and expenditure, sound ?	
2	Sources of income	
3	Furnish particulars of Tuition Fees, Sports Union and Reading room fees, etc, collected.	
4	Have the accounts of previous five years been duly audited ?	

**VII. MAINTANANCE OF REGISTERS**

1	Service Register	
2	Acquaintance Register	
3	Attendance Register	
4	Scholarship Disbursement Register	

IX. FULFILLMENT OF THE CONDITIONS IMPOSED BY THE PREVIOUS L.I.C

X. ANY OTHER OBSERVATIONS :

XI. CONDITIONS OF THE L.I.C :

XII. RECOMMENDATION :

**Signature of the Members of the Committee:**

1.

2.

3.