

  
**KARNATAKA STATE LAW UNIVERSITY**

Navanagar, HUBLI – 580 025

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Ref.No.KSLU/Affil /2014-15/ 1981

Date: 11-11-2014  
14

**General Norms for Affiliation of Law Colleges of Karnataka State Law University, Hubli.**

Approval of Vice-Chancellor Dated: 13/11/2014.....

Affiliation process has to be carried out by the University as per the provisions of the KSLU Act-2009 Statutes, UGC & BCI Regulations. Section -58 of KSLU Act 2009 provides for affiliation of colleges of the University. Statutes regarding temporary affiliation and Permanent affiliation are the two prevailing statutes apart from UGC & BCI Rules under which the following guidelines for the affiliation process have been framed.

Every year in the month of August or September the notification for affiliation of law colleges for the next academic year is issued by the Karnataka State Law University. Such application may be of following categories.

- 1) Fresh Affiliation
- 2) Renewal/Continuation of/Temporary/Annual Affiliation.
- 3) Extension of Affiliation.
- 4) Permanent Affiliation.
- 5) Renewal of permanent Affiliation. Etc.

The notification gives the details regarding calendar of events specifying details of proposal like last date of submission of application and the fees structure etc. The colleges with all the particulars along with relevant documents have to submit application to the Registrar, Karnataka State Law University. LIC committees appointed by syndicate, inspects the colleges and submits the report to Karnataka State Law University. The said reports are placed before Academic Council and Syndicate authorities for consideration. Later they will be sent to government for consideration. After the Government conveys its decision conditional order accordingly is issued. Later if required the college has to apply to BCI for seeking recognition. After approval by BCI, the University issues notification for starting of the course. No admission shall be made without the approval of BCI.

- Refer:**
1. Section: 58 of Karnataka State Law University Act 2009
  2. Statute of Permanent affiliation.
  3. Statute of Renewal of affiliation.
  4. Guidelines for affiliation.
  5. BCI Rules.
  6. UGC (Affiliation of colleges by University Regulations-2009).

For Details: Also visit our Website: [www.kslu.ac.in](http://www.kslu.ac.in)

No institution should impart legal education without obtaining affiliation from the University. The college has to affiliate to University and should act according to rules and regulation of University.

**Instructions to LIC Team:**

- A) The assessment should be fair, transparent and objective giving no scope for complaints or ambiguities and should be undertaken with reference to the details submitted on the application for affiliation. The members are expected to be conversant with the Act, guidelines, statutes & UGC and BCI Rules. The chairman of LIC may brief the members about inspection in the light of guidelines & other rules of University.
- B) LIC shall not consider the requests of the management /college for any other course/enhancement of intake or intake for which they have not applied. Recommendations made by LIC in violation of the norms/guidelines laid down by the University shall not be accepted.
- C) LIC should not make recommendations on the basis of presumption and assumptions. The recommendation should be based on the physical verification of infrastructure available in the colleges.
- D) While giving its recommendations the LIC shall strictly follow the guidelines and shall not recommend if the institution is incapable of fulfilling the conditions.
- E) In case LIC does not recommend, it should specify reasons in its report.
- F) The recommendations should be based on the fulfillment of the requirements by the college, there should be nexus between the recommendation and the fulfillment of conditions / requirements as laid down in the guidelines/Act/Statutes of affiliation.
- G) As per UGC Regulations-2012 accreditation from NAAC is compulsory for colleges who have completed 6 years or after passing out of two batches, whichever is earlier.
- H) Notwithstanding the guidelines mentioned above, all the conditions prescribed under the Act, Statutes in respect of affiliation shall be mandatory.
- I) Recommendations should be specific and unbiased never be based on 'humanitarian' ground and / or as 'special case'.
- J) The committee should carefully consider the reports of the earlier visits & BCI, before recommending disaffiliation, if any.
- K) The reports should also highlight noteworthy developments of the institution & innovative measures taken for all round development to students & their needs.

## LOCAL INQUIRY COMMITTEE - SOME GUIDELINES

### **Preamble:**

Local inquiry Committee is constituted to examine the feasibility of granting fresh / extension/ continuation of affiliation to a college, taking into consideration physical, financial infrastructural facilities and the academic feasibility. Certain formats are designed to make the task of the Committee easy in assessing the strength and weakness of the institution or society. The Committee may furnish additional observations which it deems fit, to meet special requirement subject to assigning of reason/ justification thereof. The findings of the Committee shall be in consonance with the guidelines annexed herewith. The University experts objective assessment of the applicant institution or the society, which shall aid the University in arriving at judicious decision. Hence this Guidelines.

### **1. Need**

The Committee shall observe the following –

- How many Law Colleges are located in the said area in the same discipline?
- The distance between the existing College and the Applicant College.
- Whether the distance between the existing College and the Applicant College is beyond 20kms?
- Does the locality possess the ability to feed the Applicant College without weakening the existing College?

### **2. Land & building**

- The Applicant College shall own at least 2 acres of land if it is located in metropolitan cities & 5 acres of Land if it is located in other areas.
- If the Applicant College doesn't possess it, then it shall at least have a definite plan to acquire it within 3 years of its establishment.
- If the Applicant College doesn't have its own building, then it shall assure of its plan to have it within 5 years of its establishment corroborating with financial strength on par with, prevailing, PWD rates.
- The Applicant College shall have its own building or freehold or on long leasehold land to provide academic buildings ,library, moot court, computer laboratory, legal aid centre, indoor and outdoor sports facilities, hostels for male and female students and common room facilities for male and female teachers and students separately. However, lease in the name of the institution or the society shall be for a period of not less than ten years.
- Each lecture room shall provide atleast one Sq.M. of floor area per student.

### **3. Faculty**

The Applicant College shall have –

- Whole time Principal, possessing prescribed qualification in Law as prescribed by the UGC and the Bar Council of India. He shall be designated as Secretary to the Managing Committee of the institution or the society.
- There shall be sufficient number of full time faculty members supported by part-time, visiting faculty in each law college. Such a core faculty shall in no case be less than six in the first year of approval with both the 3 year and 5 year courses are in operation & eight in the second year & ten in the third year of law courses.  
In addition, for the integrated course there shall be adequate faculty in the subjects offered & shall possess qualifications as is required under the UGC guidelines or as prescribed by any Act or Statutes. For the Three year law course there shall be minimum of 2 core faculties in the first year, 3 in second year and 4 in the third year in addition to the Principal/Head as the case may be (where one section is offered).
- The Recruitment Committee shall have a representative of the University while recruiting the faculty members.
- Qualified Faculty members as prescribed by UGC & the Bar Council of India.
- Every appointment of faculty member shall be duly approved by the University.

### **4. Furniture**

Class rooms, Library, Moot Court, computer laboratory staff rooms, common rooms etc shall be duly furnished with adequate fixtures and furnitures, as required.

### **5. Library**

The library shall have adequate space for atleast 25% of the enrolled students according to per capita reading space. To start with the library shall have atleast AIR Manual, Central Acts and Local Acts, Criminal Law Journal, SCC, Company Cases, Indian Bar Review, Selected Judgments on professional ethics and journals with the back volumes for at least ten years and also such number of text books in each subject taught during the period according to the minimum standard ratio of ten books for each registered students. The minimum investment on books, in a year, shall be not less than Rs. 1 lakh. The working hours of the library shall be, atleast, 8 hours in week days and 4 hours on holidays.

### **6. Computer laboratory**

The computer laboratory shall have minimum 10 computers with equal number of internet connectivity under Central Government Scheme. The lab shall be incharge of qualified computer personnel.

### **7. Staffing pattern**

Staffing pattern of the Applicant College shall be in accordance with the State Government and BCI norms.

## **8. Capital fund**

- i) The institution or the society before seeking affiliation shall deposit at least Rs. Ten lakhs in a nationalized bank, which is to be jointly operated by the Secretary or Principal and the Registrar of the University. The copy of receipt shall be sent to the University.
- ii) The institution or the society shall deposit Rs. 3 lakhs in Karnataka State Law University for each Degree Course before the issuance of notification by the University.

## **9. Requirements for Starting of LL.M. Or Research Center**

- i. Every Institution claiming for research center shall have atleast four doctorate holders with PhD in Law. They should be working in the institution at least for the previous two years as full time faculty members.
- ii. In addition to above guidelines rules relating to other staff members must be complied with in accordance with UGC.
- iii. **Library Books:** The Institution should subscribe at least 5000 copies of law text books and other books written by eminent scholars in respective field.
- iv. The Institution should have subscribed for previous two years totally 25 Law Journals.
- v. **Infrastructure:** The Institute should have minimum 4 class rooms with a sitting capacity of 25 students each with fully equipped with modern guidelines in addition to degree courses.
- vi. The institutions should also have computer lab equipped with 50 computers connected to internet and other relevant legal internet services.

## **10. Constitution of following Bodies/Cells.**

**The Applicant College shall constitute the following bodies/cells:**

- a) Legal Aid Center
- b) Anti-Ragging Cell
- c) Girl student's grievance Redressal cell.
- d) SC/ST Cell
- e) Human Rights Cell
- f) Sexual Harassment Cell
- g) Mediation Center
- h) Students Union

## **11. NSS**

The Applicant College shall introduce NSS to ensure over all development of the students.

## **12. Spirit of nationalism**

The Applicant College shall introduce khadi uniform at least once in a week and singing of national anthem before the commencement of day's activities to promote national spirit among the students.

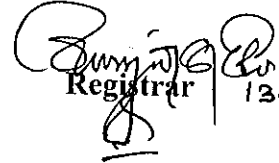
**13. Check list: Principal should make available all the relevant documents to the LIC Committee for verification.**

The Local Inquiry Committee shall examine the following –

- Compliance of conditions imposed in the previous LIC Report.
- Compliance of conditions of BCI.
- Government /BCI order, permitting the institution or society to start the College or Course.
- Audited balance sheet of the previous year
- Bank account and pass book.
- NSS (accounts) registers.
- List of teaching & non teaching staff.
- Number of faculty who is possessing Ph.D.degree.
- Number of faculty who has been recognized as research guide.
- Letter of appointment of employees.
- Employees' attendance registers.
- Time table & Work load.
- Service register.
- P F registers.
- Acquittance (Salary) registers.
- Students' attendance registers.
- Scholarship registers.
- Result of the College.
- Library accession registers.
- Periodicals / law reports/ journals register.
- SC/ST/Cat-I students Book bank registers.
- University fee remittance registers.
- Governing Council Proceedings register.
- University examination fee remittance registers.
- University examination fee.  
(SC/ST/Cat-I students) remittance registers.

**14. The Principal of the College has to arrange for the interaction with the Management, Staff and Students at the time of inspection.**

15. The Principal has to arrange for the photographer at the time of the LIC visit to the college and to submit copies of photos of main items to the LIC – Team at the end of inspection.
16. The Principal has to give an undertaking, stating that whenever Karnataka State Law University draws any of his/her college teaching faculty for examination work/ paper valuation work, they will be deputed for the same without fail. Failing which I undertake the responsibility for the lapses and will abide by any penal action taken by the Karnataka State Law University including review of affiliation to the college itself.

  
Registrar 13.11.14

**Copy to:**

- i) P.S to Hon'ble Vice-chancellor, KSLU, Hubli.
- ii) P.S to Registrar, KSLU, Hubli.
- iii) P.S to Registrar (Evaluation), KSLU, Hubli.
- iv) Local Inquiry Committees
- v) Principals of Law Colleges.
- vi) Deputy Registrar, Academic-Section, KSLU, Hubli.
- vii) Asst-Registrar, Academic-Section, KSLU, Hubli.

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**AFFILIATION**

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**PROFORMA – 1**

Report of the Local Inquiry Committee for the grant of **Fresh Affiliation**  
to \_\_\_\_\_ College/Management  
\_\_\_\_\_ for the Law Course \_\_\_\_\_ for the year  
\_\_\_\_\_

Date of Inspection:

Ref: 1. University Notification No..... Dated:

2. LIC Letter No: ..... Dated:

**I. THE COMMITTEE: (Designation & Address with Phone Numbers)**

1. \_\_\_\_\_ Chairman

2. \_\_\_\_\_ Member

3. \_\_\_\_\_ Convener

## II. THE COLLEGE:

1	Name & address of the College With Email.	
2	Name of the Management, List of Members with address & Phone Numbers, Certificate of Registration. (Enclose Copy of Deed)	
3	Whether it is run by SC/ST/Minority? (Enclose Certificate)	
4	List of the Governing Council of the College With Address & Phone Numbers	
5	Name of the Principal with qualification and phone number, Email. a) Designation: Asst.Professor/Associate .Professor/ Professor b) Teaching Experience :	
6	Whether required Number of Qualified Staff (Teaching & Non Teaching) Identified, If yes, give list & consent letters.	
7	Number of meeting of Governing Council conducted during last year.	

**III. COURSE PARTICULARS:**

Course	Intake

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

1	Proposed Area of the College (Map and Title deeds)	
2	No. of Institution/Colleges offering similar courses in the vicinity	
3	No. of feeder Institutions in the area	
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	

**Note:** Size should be mentioned.

**VI. OTHER DETAILS:**

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

**VII. ASSETS OF THE TRUST/SOCIETY PROPOSING THE COLLEGE: (Enclose Documents)**

Immovable	
Movable	
Rs. 10 Lakh Deposit with detailes	

**VIII. REQUIREMENTS TO BE FULFILLED IF ANY:**

**IX. OBSERVATIONS (The photographs of LIC visit shall be enclosed)**

**X. CONDITIONS TO BE FULFILLED**

Sl No	Condition imposed
1	
2	
3	
4	
5	

**XI. RECOMMENDATION: ( GIVE RESONS FOR  
RECOMMENDATION OR NOT- RECOMMENDATION**

<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>
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**With Intake of -----**

**Signatures:**

**(NAME)  
Chairman**

**(NAME)  
Member**

**(NAME)  
Convener**

**Date:**

**Place:**

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**AFFILIATION**

**PROFORMA - II**

Report of the Local Inquiry Committee on the grant of  
*Renewal/Extension/Permanent affiliation/ Renewal of Permanent affiliation*  
to \_\_\_\_\_

\_\_\_\_\_ for the period \_\_\_\_\_

Date of Inspection:

Ref: 1) University Notification No: ..... Dated:

2) LIC Letter No: ..... Dated:

**I. THE COMMITTEE (Designation & Address with Phone Numbers)**

1) \_\_\_\_\_ Chairman

2) \_\_\_\_\_ Member

3) \_\_\_\_\_ Convener

## II. THE COLLEGE

1	Name & Address of the College in full	
2	Year of Establishment (Enclose Notification of Affiliation)	
3	Aided/Unaided/Government	
4	College Website/Email	Telephone - Fax - E-mail - Web site -
5	Whether the College is accredited by NAAC <i>If Yes</i> Year : (Enclose Certificate) Grade :	Yes : ____ No : ____
6	A] Name of the Management running the institution	
	B] Whether the management is SC/ST/or Minority management.	Yes - SC/ ST/ Minority- Enclose Certificate No
	C] Particulars of Governing Council Number of meetings held during 2013	
7	Name of the Principal	
	<u>Qualification</u> : Enclose copy of appointment order <u>Designation</u> : Asst.Professor/Associate .Professor/ Professor	
	Experience (in years)	Teaching- UG PG Principal -
	Date of initial appointment as a fulltime lecturer	
	Date of promotion as a Associate .Professor	
	Date of appointment as a regular principal (Enclose copy of order)	
	Mobile No./ E mail	Mob.- E-mail-



\*- The list of management shall be supplied to the LIC team, which in turn shall submit to the University with the report.

### III. PARTICULARS OF COURSES

1	Existing Courses	1.	
		2.	
		3.	
		4.	
2	Courses for which Renewal/Extension/Permanent/Renewal of Permanent affiliation is sought	1.	
		2.	
		3.	
		4.	

### IV. STAFF PARTICULARS

#### TEACHING

1.	Details of Teaching Staff of the College-					
Sl	Name	Designation	Qualifications	Date of Appointment	Experience	Salary Scale
1)						
2)						
2	No. of SC/ST teachers	SC - ST -				
3	Whether University expert has been associated for recruitment of Teachers?					
4	Whether Govt. representative has been associated for recruitment of teachers?					
5	Students -Teacher ratio		:			
6	Salary- State/UGC/Consolidated?					
7	No. of fulltime/part-time/visiting teachers		Fulltime - ; Part time - Visiting -			
8	Methods of recruitment		Direct - Promotion -			
9	Requirement and adequacies of the teaching Staff/ qualification in accordance with the requirement of courses (State the deficiencies)Refer guidelines					

10	Whether any of your teaching faculty is Ph.D holder? If so, is he/she PhD guide? Give details.	
11	Physical Director	
12	i) Number of teachers who have performed examination work of KSLU, specified under section-78 of KSLU Act 2009 and examination manual.  ii) If not names of teachers who did not take of examination related assignments.	

### NON-TEACHING

1.	Details of Non-Teaching Staff of the College -				
Sl	Name	Designation	Date of Appointment	Salary Scale	Remarks
1)					
2)					
2	No. of SC/ST staff members	SC - ST -			
3	Method of recruitment				
4	Salary- State/UGC/Consolidated?				
5	Whether Service Registers are opened both teaching and non-teaching?				

### MAINTAINANCE OF RECORDS

1	Are the reservations in recruitments of the staff according to the system of the Government?	Teaching -  Non Teaching -
2	Whether Service Registers are maintained for teaching and non-teaching staff?	<b>YES / NO</b>
3	Are the Service Registers updated?	

4	What are the retirement benefits given to staff?	Teaching - Non-Teaching -
5	Acquittance Register	
6	Attendance Register	
7	Scholarship Disbursement Register	
8	Has the institution drawn SC/ST & OBC scholarship?	<b>YES/ NO</b>
9	UGC Register	
10	Budget	
11	Audit Report	

#### V. ADEQUACY OF FACILITIES

1	Building (own/lease) (with total flinth area)	
2	Does the college have a playground of its own with the required dimensions?	
3	Are Library facilities in conformity with the requirements?	
4	a) Whether separate computer laboratory b) Number of Computers	a) Yes/No b)
5	a) Has the college provided separate Hostel facilities for boys and girls? b) Are the hostel buildings own/rent?	
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	Whether the College is having separate Moot Court Hall.	
10	State the additional facilities available if any	

**VI. LIBRARY :**

1	Name of the Librarian, Age & Qualification	
2	Total Number of books in Library & Total Cost.	
3	No. of Library books on stock	
4	No. of Journals including e-journals subscribed.	
5	Equipment provided	
6	Availability of reading room	
7	Whether Library is having Computers and Internet facilities?	
8.	Is LIC team satisfied with the number of books/ journals <i>vis-a-vis</i> number of students in the institute?	
9.	Has the library subscribed to i) Karnataka State Law University Law Journal. ii) Karnataka State Law University- Student Law review.	

**VII. FINANCIAL POSITION:**

1	Is the financial position of the institution sound enough to run the course(s)?	
2	Sources of income	
3	Furnish particulars of Tuition Fees, Sports Union and Reading room fees, etc, collected (enclose prospectus).	
4	Have the accounts of previous five years been duly audited? Enclose Copy	

*(Note: Copy of the Audited report shall be handed over to the LIC team)*

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

	Conditions Imposed	Compliance
1		
2		
3		

**IX.**

- a) BCI permission up to ----- year (Enclose Copy)  
 b) Fulfillment of conditions imposed by BCI

A

Sl.No	Conditions Imposed	Compliance
1)		
2)		

**X. ACHIEVEMENTS OF THE COLLEGE:**

1	Sports (University position)	
2	Youth Festival Participation	<b>Regional/ University/ National</b>
3	NSS	
4	Achievement of the staff	
5	Any other	

**XI. EXAMINATION:**

1	Number of students appearing for examination for the last three years? (Course wise)	2010-11	
		2011-12	
		2012-13	
2	Result-	2010-11	%

	Passing percentage for the past three years.	2011-12	%
		2012-13	%
3	No of Mal-practice cases reported from the college		
4	No. of students which the institution can accommodate to conduct the examination.		
5	Steps taken by the college to check Mal-practice during the examination		

**XII whether the college has constituted the following Bodies/Cells**

- A. Legal Aid Legal Aid Center
- B. Anti-Ragging Cell
- C. Girl student's grievance Redressal cell.
- D. SC/ST student's grievance Redressal Cell.
- E. Establishment of Human Rights Cell
- F. Establishment Mediation Center
- G. Students Unions.

**XIII. ANY OTHER OBSERVATION: (The photographs of LIC visit shall be enclosed)**

1.

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

**XV. RECOMMENDATION: (GIVE REASONS FOR RECOMMENDATION & NOT RECOMMENDATION)**

<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>
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**With Intake of: -----**

(The Committee has to verify the intake applied for and intake granted by the University in the previous year)

Signature:

(NAME)  
**Chairman**

(NAME)  
**Member**

(NAME)  
**Convener**

Date:

Place:

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**AFFILIATION**

**Undertaking**

I, \_\_\_\_\_ principal of \_\_\_\_\_  
\_\_\_\_\_ College hereby undertake that whenever Karnataka State Law  
University draws any of his/her college teaching faculty for examination work/ paper  
valuation work, they will be deputed for the same without fail. Failing which I undertake the  
responsibility for the lapses and will abide by any penal action taken by the Karnataka State  
Law University including review of affiliation to the college itself.

**Signature of the Principal  
With Seal**

**Date:**

**Place:**