



KARNATAKA STATE LAW UNIVERSITY

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Accredited with 'A' Grade by NAAC

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No. KSLU/Reg./Academic/Affiliation/2019-20/ 743

Date. 15.07.2019.

General Norms for Affiliation of Law Colleges

Ref: The Approval of Vice-Chancellor Dated : 11.07.2019.

Affiliation process has to be carried out by the University as per the provisions of the Karnataka State Law University Act-2009, Statutes, University Grants Commission and Bar Council of India Regulations. Section -58 of Karnataka State Law University Act 2009 provides for affiliation of colleges of the University. Statutes regarding temporary affiliation and Permanent affiliation are the two prevailing Statutes apart from University Grants Commission and Bar Council of India Rules under which the following guidelines for the affiliation process have been framed.

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

- 1) Fresh Affiliation
- 2) Renewal of Temporary 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 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 Bar Council of India for seeking recognition. After approval by Bar Council of India, the University issues notification for starting of the Course.

No admission shall be made without the approval of Bar Council of India and without obtaining Affiliation Notification from the University.

The following norms should be strictly adhered to while applying for Fresh Affiliation, Renewal of Affiliation, Extension of Affiliation continuation of affiliation, Fresh Permanent Affiliation and Renewal of Permanent Affiliation etc.

1. Section: 58 of Karnataka State Law University Act 2009
2. Statute of Permanent affiliation.
3. Statute of Temporary of affiliation.
4. Guidelines for affiliation.
5. Bar Council of India Rules 2008.
6. UGC (Affiliation of colleges by University Regulations-2009).

For Details: Visit the University Website: www.kslu.ac.in

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 & University Grant Commission and Bar Council of India Rules. The Chairperson of Local Inquiry Committee 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 additional 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) The recommendation should be based on the physical verification of infrastructure available in the colleges. The promises made by the colleges about the future compliance shall not form the basis for the recommendation.
- D) While recommending the LIC shall strictly follow the rules and guidelines.
- E) In case LIC does not recommend, it should specify reasons in its report.
- F) As per University Grants Commission Regulations-2012 accreditation from NAAC is compulsory for colleges who have completed 6 years or after passing out of two batches, whichever is earlier.
- G) Recommendations should be specific and unbiased never be based on 'humanitarian' grounds and / or as 'special case'.
- H) The Committee should carefully consider the reports of the earlier LIC and BCI reports before not recommending affiliation of a college.
- I) The reports should also highlight noteworthy developments of the institution & innovative measures taken for all round development to students & their needs.

GUIDELINES FOR LOCAL INQUIRY COMMITTEE

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 expects objective assessment of the applicant institution or the society, which shall aid the University in arriving at judicious decision. Hence, these Guidelines.

1. Need

The Committee shall observe the following –

- Number of Law Colleges located in the said area with the same Degree Programme.
- 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 students for 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 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, Supreme Court Cases, 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 Two year LL.M. Programme.

- i. An Institution applying for LL.M. Programme shall have Faculty as per UGC norms and other staff as per State Government.
- ii. Library Books: The Institution should have at least 10,000 books of law text books and other books written by eminent scholars.

- iii. The Institution should have subscribed for previous two years totally 25 Law Journals. The Institution should also subscribe to online legal data bases.
- iv. **Infrastructure:** The Institute should have minimum two well equipped class rooms with a sitting capacity of 20 students each in addition to Degree Courses Class rooms.
- v. The institutions should also have computer lab with 20 computers with internet facility.

10. Constitution of following Bodies/Cells.

The Applicant College shall constitute the following bodies/cells:

- a) Student Legal Aid Clinic
- b) Anti-Ragging Cell
- c) Students' Grievances Redressal Cell
- d) SC/ST Cell
- e) Human Rights Cell
- f) Internal Complaints Committee (Prevention of Sexual Harassment)
- g) Mediation Center
- h) Students Union
- i) Red Cross Unit

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 and Management should make available all the relevant documents to the Local Inquiry Committee for verification.

The Local Inquiry Committee shall examine the following –

- Duly completed Service Registers of the teaching and non teaching staff members.
- Proof of payment of UGC / State Government scale along with Bank statement.
- Compliance of conditions imposed in the previous Local Inquiry Committee Report.
- Compliance of conditions of Bar Council of India.
- Government / Bar Council of India order, permitting the institution or society to start the College or Course / approval of affiliation for continuation of the college.
- Audited balance sheet of the previous year.
- Bank account statements and pass books.
- NSS (accounts) registers.
- List of teaching staff (list of those who are qualified as per UGC and BCI rules and those who are not qualified as per UGC and BCI rules) shall be separately submitted.
- List of non teaching staff.
- Number of faculty who is possessing Ph.D. degree.
- Letter of appointment of employees.
- Employees' attendance registers / printouts of biometric attendance.
- Time table & Work load.
- P F registers/NPS records.

- Acqitance (Salary) registers.
 - Students' attendance registers.
 - Scholarship registers.
 - Examination results of the College.
 - Library accession registers. Issue register of teachers / students.
 - Periodicals / law reports/ journals register.
 - SC/ST/Cat-I students Book bank with issue register to the students.
 - University fee remittance registers along with updated bank statements.
 - Governing Council Proceedings register.
 - University examination fee remittance registers along with updated bank statements.
 - University examination fee (SC/ST/Cat-I students) remittance registers along with updated bank statements.
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 and videographer at the time of the Local Inquiry Committee visit to the college and to submit copies of photos and video compulsorily within 2 hours.
16. The Principal has to submit the list of teachers who have participated and who have not participated in the University Central Evaluation work. The Principal should also submit the information as to whether the concerned teacher was relieved to undertake the examination work and if relieved whether the teacher has reported back to the Institution with attendance certificate issued by the Examination Section of the University.


Registrar

To,
The Principals of all the Law Colleges affiliated
to the Karnataka State Law University,
Hubballi - 580 025.

Copy to:

1. Deputy Registrar, Academic-Section, KSLU, Hubballi.
2. P.S to Hon'ble Vice-chancellor, KSLU, Hubballi.
3. P.S to Registrar, KSLU, Hubballi.
4. P.S to Registrar (Evaluation), KSLU, Hubballi.
5. Local Inquiry Committee
6. Dy. Registrar, Academic-Section, KSLU, Hubballi.
7. ICT Incharge KSLU, Hubballi to upload in the website.