

PROFORMA FOR INSPECTION OF A LAW COLLEGE

Three Year Law Course

Name of College/proposed college:

Address (Postal) :

Land line Telephone :

Mobile No.:

Fax :

e.mail :

Name of Society/Trust running or establishing the college:

(submit a copy certified by Registrar Societies or trust deed)

The term and constitution of the present Governing Body:

(submit approved copy of the University)

PAN of the Society:

(submit photocopy)

TAN of the College:

(submit photocopy)

Purpose of Inspection:

(i) Establishing a new college

NOC from Govt. of Haryana (submit a copy):

Courses proposed with intake :

Details of Endowment Fund:

Joint F.D.:

Bank Guarantee:

(II) For continuation of provisional affiliation

Courses with intake already affiliated w.e.f.

Last Inspection done on :

Complied with the report/pending:

(III) For permanent affiliation:

When NOC for it was issued by

Govt. of Haryana (submit copy):

When was the last inspection done:

Whether complied/pending:

9, ✓

The courses with strength and subjects already affiliated:

(iv) For periodical Inspection:

When was the permanent affiliation granted:

Name of the courses with student strength and subjects already permanently affiliated

When was the last inspection done

Whether the report complied with/pending:

(v) For additional Course:

Name of the courses with intake

Submit a list of courses with intake that already allowed

Whether NOC obtained from the Govt. of Haryana(submit a copy)

(vi) For additional seats/unit of the course:

Name of the courses with intake already approved

When was the course permanently Approved

No. of seats in addition asked for

Submit a list of courses with intake that already approved

Whether NOC for additional unit/seats has been obtained(Submit a copy)

(vii) For additional subject:

Name of the course of the subject:

List of other subjects already affiliated:

No. of seats asked for:

(viii) Type of college:

Govt. Administered/Aided/Self-financed/
Aided but partly self-financed*

* in the course or subject is self-financed
what is the fee and other charges per annum

0 ✓

Co-educational/women college: _____

If minority run: _____

Submit a list of courses with intake that
already approved: _____

Whether NOC for additional unit/seats
has been obtained? (Submit a copy) _____

INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY	MAX. MARKS	MARKS SECURED
For intake of 120 Students (2 units)					
Categories:					
Documents					
NOC from State Govt.	Mandatory				
Approval from BCI	Mandatory				
Endowment Fund	Rs.				
Affiliation Fee	Rs.				
Availability of Land (in Acres)	Rural - Distt. H.Q. - Metro City -				
General Information					
Inspection Schedule					
Date of submission of application for starting the new course					
Date of first Inspection for first year of the course					
Infrastructure to be made available by the Institute/College at the time of second Inspection for first year of the course					
Date of second Inspection for first year of the course					
Infrastructure to be made Available by the Institute/College at the time of second inspection for first year of the course					
Date of first Inspection for second year of the course					
Infrastructure to be made available by the institute/college at the time of first inspection for second year of the course					
Date of second inspection for second year of the course					
Infrastructure to be made available by the Institute/college at the time of second inspection for second year of the course					
Date of first Inspection for third year of the course					
Infrastructure to be made available by the institute/college at the time of first inspection for third year of the course					
Date of second inspection for third year of the course					
Infrastructure to be made available by the Institute/college at the time of second inspection					

for third year of the course					
Date of Annual inspection after 3 years completion of Law					
Building					
Administrative (Common for both 3 Year & 5 Year Law Courses)					
Director/Principal's Office	1 (Furnished)			2	
Secretariat Office	1 (Furnished)			1	
Legal Aid Clinic	1 (Furnished)			1	
Superintendent's Office	2 (Furnished)			2	
Stenotypist & Clerk's Office	1 (Furnished)			2	
Reception Room	1 (Furnished)			1	
Store	1			1	
Toilets (Men & Women)	2			1	
Parking Place	As per requirement			1	
Academic					
1st Year					
Class Rooms	2 (Furnished)			2	
Tutorial Rooms	4 (Furnished)			2	
Library	1 (Furnished)			2	
Computer Centre	1 (Furnished)			1	
Seminar Room	1 (Furnished)			1	
Faculty Rooms	3 (Furnished)			1	
Visiting Faculty Rooms	1 or as per need				
2nd Year					
Class Rooms	2(2+2=4)			2	
Tutorial Rooms	4(4+2=6)			2	
Moot Court Hall	1			1	
Faculty Rooms	3 (3+3=6)			2	
Visiting Faculty Rooms	1 (1+1=2)				
3rd Year					
Class Room	2+2+2=6			2	
Tutorial Rooms	4(4+2+4=10)			2	
Faculty Rooms	3 (3+3+3=9)			2	
Others					
Students Common Room	2 (Girls & Boys)			1	
Canteen	1			1	
Medical Room	1			1	
Students Activity Room	1			1	
Play Ground	Indoor & Outdoor			1	
Students Hostel					
Hostel Strength	Minimum 25% of Boys and 50% of girls enrolled			2	
I Year Students	Three seat Room (Carpet area=27 sqm)				
II & III Year Students	Single seat Room (Carpet area=9 sqm)				
Hostel Charges	As prescribed by the University State Government from time to Time				
Kitchen & Dining Hall (100 sqm)	1				
Indoor games cum Common Hall (75 sqm)	1			2	
Medical Room (30 sqm)	1				
Canteen (15 sqm)	1			1	
Warden Office (18 sqm)	1			1	
Guest Rooms (18 sqm)	2				

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INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY	MAX. MARKS	MARKS SECURED
Categories:					
Administrative Staff (Common for both 3 Year & 5 Year Law Courses)					
Director/Principal	1			2	
Legal Aid Incharge	1			1	
Sports Officer				1	
Superintendent	1			2	
Stenotypist	1			1	
Clerk	1			1	
Store Keeper	1				
Peon	1			1	
Security Men	3			1	
Mali	1			1	
Sweepers	2			1	
Library Staff					
Librarian	1			1	
Library Attendant	1				
Peon	1			1	
Computer Lab Staff					
Computer Programmer	1			1	
Lab Attendant	2				
Teaching Faculty					
Norms					
Nature of Appointment	Permanent				
No. of Faculty Members Yearwise	In accordance with norms laid down by the University and Incorporated in the inspection performa				
Qualifications	As per UGC norms adopted by the University/State Govt. (Statute 38, Clause 3(b))				
Selection Committee	As per M.D. University Calendar Vol.-II, Chapter 56, Clause 8(b), Page 264				
Grades of Pay	As announced by the UGC and Implemented by the University from time to time (Statute 38, Clause 3(b))				
Mode of Payment	By Cheque				
Approval of Appointment	Every teacher appointed in Non-Govt. affiliated institute/ College shall be subject to the approval of the Vice-Chancellor in the manner Prescribed by the University (Statute 38, Clause 3(b))				
1st Year					
Professor	1			10	
Asstt. Professor	3			15	
Visiting Faculty	As per requirement				

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INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY	MAX. MARKS	MARKS SECURED
Categories:					
2nd Year					
Asstt. Professors	3(3+3=6)			15	
Visiting Faculty	As per requirement				
3rd Year					
Lecturers	3 (4+2+3=9)			15	
Computer Lab					
Hardware					
Computers	15				
Software					
Window 98/2000	1				
MS Office	1				
Other Equipments					
TV+VCR	1 Set				
OHPs	6 (One for each class & Seminar room)				
Library					
Books, Periodicals and Journals					
I Year					
	Total Titles =300				
	Total Books (5 multiple copies Each) = 1500			5	
	Total amount spent =1,00,000/-				
II Year					
Additional Books	Total Titles = 300				
	Total Books (5 multiple copies Each) = 1500			5	
	Total amount spent =1,25,000/-				
III Year					
Additional Books	Total Titles = 300				
	Total Books (5 multiple copies Each) = 1500			5	
	Total amount spent =1,25,000/-				
Journals					
	All India Reporter			5	
	Supreme Court Cases				
	State High Court Reports				
	Local Journals				
	India Bar Review				
	Journal of Indian Law Institute				
Internet facilities/Legal Database				5	
News Papers	All National Dailies				

Certified by the Director/Principal

[Signature]

[Initials]

DETAILED REPORT AND DESCRIPTIVE OBSERVATIONS:

Name of the College _____

RECOMMENDATION:

Convener

Member

Member

[Signature]

[Signature]

Note

1. The marks will be awarded only when the teaching and non-teaching staff is approved by M.D. University. However, marks shall be awarded only when after the approval of the appointment by the University, the selected candidates have joined and its information has been sent to the University in the form of Teacher's Return every year at the time of commencement of the session. The inspection committee will verify the proof of qualifications, salary in full grade, salary paid through cheque, deduction of P.F., income tax deducted at source, copy of the salary register with signature of employee, the cash-book and copy of the bank pass book. In case of non-teaching staff also the qualifications and selection criteria as prescribed by the University shall be applicable.
2. The infrastructure and amenities shall be in actual acquisition. The land and building should be in the name of the institution and not in the name of a person. The building should be well furnished. In no case the marks shall be awarded if there is shortage of land or/and built up area. There shall be no course permissible on the same land and building other than Law courses.
3. It would be necessary to secure 71% and above marks in each of the three facilities (1) Teaching & Non-teaching staff, (2) infrastructure & Amenities and (3) Academic requirements separately, to be categorized in 'A' Category else the institute/College would slide downward as per lower score. If the College secures 51% and upto 70% in each of the three facilities, separately it is to be categorized in 'B' category. If the college secures 50% or below in any of the three facilities, it will come in 'C' category.

Categorization of Colleges shall be as under:

71% and above	in each of the three facilities	'A'
From 51% and upto 70%	in each of the three facilities	'B'
Upto 50%	in each of the three facilities	'C'

REMEDIAL CLAUSES

4. Notices for the colleges coming under 'B' Category shall be served to comply with the deficiencies before the next academic session.
5. Notices for disaffiliation process shall be initiated for Colleges/Institutes falling under 'C' category.

