

**PROFORMA FOR INSPECTION OF A LAW COLLEGE**  
**Five 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:

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

\_\_\_\_\_





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
<b>For intake of 120 Students (2 units)</b>					
<b>Categories:</b>					
<b>Documents</b>					
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 -				
<b>General Information</b>					
<b>Inspection Schedule</b>					
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 <b>third year</b> of the course					
Date of first inspection for <b>4th year</b> of the course					
Infrastructure to be made available by the institute/college at the time of first inspection for <b>4th year</b> of the course					
Date of second inspection for <b>4th year</b> of the course					
Infrastructure to be made available by the Institute/college at the time of second inspection for <b>4th year</b> of the course					
Date of first Inspection for <b>5th year</b> of the course					
Infrastructure to be made available by the institute/college at the time of first inspection for <b>5th year</b> of the course					
Date of second inspection for <b>5th year</b> of the course					
Infrastructure to be made available by the Institute/college at the time of second inspection for <b>5th year</b> of the course					
Date of Annual inspection after 5 years completion of law					
<b>Building</b>					
<b>Administrative (Common for both 3 Year &amp; 5 Year Law Courses)</b>					
Director/Principal's Office	1 (Furnished)			2	
Secretariate 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	
<b>Academic</b>					
<b>1<sup>st</sup> Year</b>					
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	6 (Furnished)			2	
Visiting Faculty Rooms	1 or as per need				
<b>2<sup>nd</sup> Year</b>					
Class Room	2(2+2=4)			2	
Tutorial Rooms	2(4+2=6)			2	
Faculty Rooms	Nil				
<b>3<sup>rd</sup> Year</b>					
Class Room	2(2+2+2=6)			2	
Tutorial Rooms	2(4+2+2=8)			2	
Faculty Rooms	3 (6+3=9)			2	

*ba*

*ba*

INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY	MAX. MARKS	MARKS SECURED
<b>Categories:</b>					
<b>4<sup>th</sup> Year</b>					
Class Room	2(2+2+2+2=8)			2	
Tutorial Rooms	2 (4+2+2+2)= 10			2	
Moot Court Hall	1			2	
Faculty Rooms	3 (6+3+3=12)			2	
Visiting Faculty Rooms	1 (As per requirement)				
Auditorium	1 Desirable			2	
<b>5<sup>th</sup> Year</b>					
Class Room	2(2 +2+2+2+2 =10)			2	
Tutorial Rooms	2 (4+2+2+2+2)= 12			2	
Faculty Rooms	3			2	
<b>Others</b>					
Students Common Room	2 (Girls & Boys)			1	
Canteen	1			1	
Medical Room	1			1	
Students Activity Room	1			1	
Play Ground	Indoor & Outdoor			1	
<b>Students Hostel</b>					
Hostel Strength	Minimum 25% of Boys and 50% of girls enrolled			2	
I & II Year Students	Three seat Room (Carpet area=27 sqm)				
III, IV & V 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			1	
Canteen (15 sqm)	1			1	
Warden Office (18 sqm)	1			1	
Guest Rooms (18 sqm)	2				
<b>Administrative Staff (Common for both 3 Year &amp; 5 Year Law Courses)</b>					
Director/Principal	1			2	
Legal Aid Incharge	1			1	
Sports Officer				1	
Superintendent	1			2	
Stenotypist	1			1	
Clerk	1			1	
Store Keeper	1			1	
Peon	1			1	
Security Men	3			1	
Mali	1				
Sweepers	2			1	
<b>Library Staff</b>					
Librarian	1			1	
Library Attendant	1			1	
Peon	1				
<b>Computer Lab Staff</b>					
Computer Programmer	1			1	
Lab Attendant	2				
<b>Teaching Faculty</b>					
<b>Norms</b>					
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.				

Selection Committee	(Statute 38, Clause 3(b)) 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))				
<b>1<sup>st</sup> Year</b>					
Professor/Principal	1			10	
Asstt. Professors	6			30	
Visiting Faculty	As per requirement				
<b>2<sup>nd</sup> Year</b>					
Faculty	Nil			-	
<b>3<sup>rd</sup> Year</b>					
Asstt. Professors	3			15	
<b>4<sup>th</sup> Year</b>					
Asstt. Professors	3			15	
<b>5<sup>th</sup> Year</b>					
Asstt. Professors	3			15	
<b>Computer Lab</b>					
<b>Hardware</b>					
Computers	15				
<b>Software</b>					
Window (Latest)	1				
MS Office	1				
<b>Other Equipments</b>					
TV+VCR	1 Set				
OHPs	6 (One for each class & Seminar room)				
<b>Library</b>					
<b>Books, Periodicals and Journals</b>					
<b>I Year</b>					
	Total Titles =100			5	
	Total Books (5 multiple copies each) = 500				
	Total amount spent =50,000/-				
<b>II Year</b>					
Additional Books	Total Titles = 100			5	
	Total Books (5 multiple copies Each) = 500				
	Total amount spent =50,000/-				
<b>III Year</b>					
Additional Books	Total Titles = 200			5	
	Total Books (5 multiple copies Each) = 1000				
	Total amount spent =1,00,000/-				
<b>IV Year</b>					
Additional Books	Total Titles = 200			5	
	Total Books (5 multiple copies Each) = 1000				
	Total amount spent =1,00,000/-				
<b>V Year</b>					
Additional Books	Total Titles = 200			5	
	Total Books (5 multiple copies Each) = 1000				
	Total amount spent =75,000/-				
<b>Journals</b>					
	All India Reporter			5	
	Supreme Court Cases				

	State High Court Reports				
	Local Journals				
	India Bar Review				
	Journal of Indian Law Institute				
Internet facility/Legal Database	Internet facility/online legal database atleast one			5	
News Papers	All National Dailies			5	

**Certified by the Director/Principal**



**Observations & Recommendations of the Inspection Committee:**

Name of the College \_\_\_\_\_

RECOMMENDATION:

Convener

Member

Member

*P2*

*for*

## 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.

