

KARNATAKA STATE LAW UNIVERSITY

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GUIDELINES FOR LOCAL INQUIRY COMMITTEE

Approval of Vice-Chancellor Dated: 25-02-2013.

Preamble:

Local inquiry Committee is constituted to examine the feasibility of granting fresh / extension/ continuation of affiliation to a college looking into the financial position of the institution or the society, the academic feasibility and the accommodation. 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 add anything, 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 is anticipating 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 atleast 5 acres of land or as prescribed by UGC from time to time.
- If the Applicant College doesn't possess it, then it shall 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 have it within 5 years of its establishment corroborating with financial strength on par with, prevailing, and 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 toilet 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.

- 10 Faculty members in case of 3 years and 5 years Course in a phased manner. However, the College may have minimum six full time and remaining part time faculty members.
- 08 Faculty members in case of 3 years in a phased manner. However, the College may have minimum four full time and remaining part time faculty members.
- 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 shall be duly furnished with adequate fixtures and furnitures.

5. Library

The library shall have adequate space for atleast 25% of the enrolled students according to per capita reading space. 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 norms.

8. Capital fund

- i) The institution or the society shall deposit atleast Rs. Ten lakhs in a nationalized bank, which is to be jointly operated by the Secretary or Principal and the Registrar of the University. Receipt shall be pledged with 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 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. Anti ragging measures

The Applicant College shall constitute a Anti Ragging Committee to prevent ragging in any form.

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 atleast 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

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.
- Priodicals / law reports/ journals register.
- SC/ST/Cat-I students Book bank registers.
- University fee remittance registers.
- University examination fee remittance registers.
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(SC/ST/Cat-Istudents) 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.

Registrar

Copy to:

- i) PS to Hon'ble VC
- ii) Chairman, Local inquiry Committee
- iii) Members, Local inquiry Committee
- iv) Convener, Local inquiry Committees
- v) Principals of Law Colleges.