

# **BAR COUNCIL OF INDIA**

## **INSPECTION MANUAL**

**2010**

*Guideline for Inspection*  
*of*  
*Bar Council of India of*  
*University/Institution*

## **Chapter I : General guideline**

Inspection of Universities is one of the most important function and a very critical one for the Bar Council of India. Inspection is the job of specialists. Therefore, it is necessary for the Bar Council of India to properly and adequately inspect a University for the purpose of recognizing its degree in law as 'the qualification for enrolment as an advocate'. Profession is distinguished from service in its need for special education for making professionals. As such, in UK legal system, professional legal education like accounting or architecture, is the job of the Professional Bodies, that is, the Society of Solicitors or of the Bar at Law (Inns of Court) as the case may be. US have similar system of legal education like that in India. But the Bar Associations (there is no Bar Council established by statutes to regulate the profession) does not have power to recognize University or nor does it recognize a law degree once it is obtained by a University entitled to run the course and award the degree. Bar Association of each state therefore holds the qualifying examination for enrolment according to its standard set for any law graduate taking the examination. The Bar Association also publishes the text books and case study materials for such test. In India, the inspection of a University before BCI recognizes its degree to be an adequate professional qualification for the enrolment, is of utmost importance.

**What is the purpose of inspection:** Inspection has the following purposes (a) evaluating the capacity of any institution under a University capable of running legal education as per the standard prescribed (this is for initial inspection before granting opening any such institution under a University for imparting legal education), and (b) evaluating the existing capacity to be adequate for running such a course and also requiring to obtain further resources to develop the Institution (for subsequent and regular inspection to be periodically reviewed).

**What is inspection:** Rule 2(xii) of the Rules of Legal Education, 2008 defines Inspection of a University by the Bar Council for recognizing its degree in law, by an inclusive definition stating, inspection includes "(A) calling for all relevant records, documents and correspondences to evaluate the competence of the University to run professional courses, (B) visiting places of the Centres of Legal Education including buildings housing classes, library of the Institution, halls of residence and all other places as may be required by the inspection team inspecting the University and its affiliated Centres of Legal Education where the courses of degree in Law are conducted or proposed to be conducted."

**Role of the University in BCI Inspection:** The proviso to the said definition of Inspection also included the responsibility of the University in such inspection by the BCI as follows: "Provided that as and when the Bar Council of India communicates to the University for the purpose of inspection, the University shall also direct the concerned officer in charge of Inspection of Centers of Legal Education to instruct all persons concerned for facilitating the Inspection by the Inspection team of the Bar Council of India."

**Two stages of Inspection:** BCI Inspection has two stages of Inspection, as follows,

(1) The first stage of inspection is evaluation of documentary evidences for understanding competence of the Institution, such as, does it have proper infrastructure, land and building; residency of faculty and students, if residential; qualified faculty of required number; autonomous functioning under the administration of a Principal/Head/Dean as the case may be and a properly constituted Governing Council. It has also to be proved that the Institution fulfills the standard of affiliation under the University and conditions of approval as prescribed by the Bar Council of India. The Inspection Committee shall also evaluate adequacy of Capital fund, library and technology acquisition, legal aid centre and moot courts. It is recommended that this evaluation is done at the Administrative Office of the University, by calling of the Institution/Institutions requiring inspection in the presence of the University officials. Such a documentary analysis, review, presentation and scrutiny can be centralized for all Institutions requiring inspection in a year in one go, at the University headquarter.

(2)The second stage comprises field visit and deliberations with all interested parties, Principal, Governing body's members if available, Faculty and students. The Committee may even visit the local Bar to evaluate the possibility of Bar's involvement in education and training as well as in legal aid center of the Institution. Physical verification is fact finding and submission of report in specificity as may be required. It is not necessary that all members of the committee have to visit the Institution though it is preferred.

## **Composition of Inspection Team of the BCI**

1. Chairman / Vice Chairman / Member of the BCI – Chairman of the team [to be appointed by the Chairman, Bar Council of India]
2. Member of the State Bar Council – member of the Committee
3. A Senior Professor of Law, serving or retired from the neighboring University

In case the application for Integrated Course one expert form each Stream applied for, as indicated below:

4. A Senior Professor of Social Science or Literature, serving or retired, from any other University of that state, in case the proposed integrated course is in social science.
5. A Senior Professor of Science, serving or retired, in case the integrated course is proposed with Science from any other University of that State
6. A Senior Professor of Commerce or Management, serving or retired, in case integrated course is proposed with Commerce and Management, from a neighboring University of the State or from a neighboring state.

It is always necessary that no member of the Inspection Committee has any position of conflict of interest with the University and any institution of the University which could be coming in the way of forming judgment on any issue at any stage of the inspection and taking decision at the Bar Council of India. Examples for such a conflict of interest are, membership of any body or authority of the University or representing the University or any of its institutions in any professional capacity, chairman, member or having any assignment (temporary or permanent, part time or full time, regular or periodical against any remuneration, fees or financial benefit) in any institutions of learning providing legal education. However, occasionally acting as a guide or trainer of any student of the University while in internship as a student of law, may not be treated as 'conflict of interest'.

## **Chapter II**

### **APPLICATION FOR INITIAL APPROVAL**

1. A New Institution seeking approval of affiliation of the Institution by a University proposing to establish and run a Law School shall submit an Application in Form No [ IA & Form I B ] of Annexure III of this Manual specified in Part I of the Rules of Legal Education within such date as is notified under the Education Rules.
2. The Application shall accompany such other schedules and information particulars as is required to substantiate presentation in the above Form and other provisions of the Education Rules.
3. The Application shall accompany/supplemented by, if not accompanied with, an Affidavit affirmed before a First Class Executive Magistrate in the manner as required by the Bar Council of India and put in the Annexure [ I ] to this Manual/Guideline, by the Person authorized by the Institution and also the Registrar of the affiliating University concerned or by a person so authorized by the Registrar in writing.
4. The application shall also accompany a Compliance Report as provided in the Annexure [ II ] to this Manual/Guideline by the person/s submitting the affidavit.
5. The Application shall accompany the Inspection fees as stipulated by the Bar Council of India under the Rules.
6. In case of state funded Institution or Institution seeking funds from the State/ Union Government, a Statement from the relevant Government for “No Objection” to the application or a “Specific Preliminary Approval” or “Sanction” for the establishment of the Institution. However, University Faculty/Department would not require the same but has to submit the resolutions from various authorities required for the establishment which shall also be accompanied by Act, Rules and Regulations of the University.
7. Once the Secretary of the Bar Council of India finds the application complete with all required information and reports, he shall place the application before the meeting of the Legal Education Committee of the Bar Council of India, for the Committee to direct the visit by the Inspection Committee and submission of a Report.
8. The Secretary shall then inform the Head of the Institution and the Registrar of the affiliating University, the date and time of the Inspection Committee to visit the University and the Institution for Inspection. The Institution and the University shall take all necessary steps to facilitate the inspection.
9. University Faculty/Department proposing establishment shall also follow the similar procedure, whichever is applicable and relevant.

## **PERIODICAL INSPECTION**

1. The Institution having an approval from the Bar Council of India and is required to be inspected periodically according to the Rules, shall submit an Application in Form No [I A and Form IB ] of the Annexure III of this Manual to the BCI within the date as may be notified by the BCI from time to time.
2. A copy of the same application with copies all enclosures shall also be submitted to the Inspectorate/Registrar of the affiliating University.
3. The application shall accompany the Inspection Fees as prescribed and the following documents:
  - (a) Last three years Audited Annual Accounts and Balance Sheet of the Institution;
  - (b) Last Three Years' Annual Reports
  - (c) List of the Faculty
  - (d) All important resolutions of the Governing Body which are related to academic progress and administrative efficiency
  - (e) Last Three years' investment in the infrastructure and Library acquisition
  - (f) Copy of Earlier Inspection report and fulfillment of conditions, if any
  - (g) List of members of the governing body and copy of rules
  - (h) Copy of appointment of a qualified Principal/Head/Dean
4. An Affidavit affirming the statements as in provided in the Annexure [ ] of this Guideline/Manual
5. A compliance Report as is provided in Annexure [ II ] and an the Affidavit as specified in Annexure [ I ] shall be submitted with the Application.
6. Copies of the affiliation letter (if it is an affiliated Institution) from the University, NOC from the relevant government (if it is a State owned or funded Institution) have to be submitted with the application.
7. University Department/ Faculty/School shall follow similar procedure excepting conditions required only for affiliated Institutions.

## **Chapter III**

### **Files and Documents for Inspection**

#### **A. File for the Institution with BCI Inspection Team shall contain**

**The Inspection Committee shall be supplied with the following from the Office of the Secretary of the Bar Council of India to facilitate inspection.**

1. Notice constituting the Committee,
2. Date, time for inspection (which can be adjusted by the Chairman of the Committee)
3. Name and address of the Institution and the affiliating University
4. Name, address and communication links through telephone, cell, email of the authorized Person in charge of the Institution, Registrar, Vice Chancellor, Dean of the Faculty of the Law of the University
5. Copy of the communication with those authorities informing and confirming the Inspection.
6. Copy of the communication with the Registrar requesting him to remain present during the inspection for facilitating the inspection or his authorized representative in writing being communicated to the Secretary of the Bar Council of India
7. Application for Inspection in Form No [ ] received from the Institution/University
8. Copy of the Receipt of payment of inspection fees
9. Compliance Report filed by the Institution
10. Affidavit filed with the BCI by and on behalf of the Institution
11. Project Report with cash flow statement
12. Copy of the Affiliation Rules of the University, if available with the BCI, if not a copy has to be obtained from the authority before inspection begins (in case of affiliated Institution or to be affiliated), Resolution of the Executive Council
13. Copy of the University Inspection report, if any
14. Other statements and information submitted by the Institution



**B. Documents required and to be produced at the time of Inspection by the authority of the Institution for facilitating the inspection**

The Secretary of the Bar Council of India shall communicate the Principal/Head/Dean of the Institution to be inspected and also serving a copy on the Registrar of the University and the Vice Chancellor informing them and instructing the Institution to bring the following particulars and documents, registers, books of records etc that would be necessary for documentary inspection:

**Documents :**

1. Project Report and five years expected cash flow statement (for a new proposal)
2. Deed of the Trust /Society / Non-Profit entity for examining whether the Institute is a Trust or Society or any Non-Profit entity or being run by a Trust/Society/Non-Profit Entity
3. Land Deed for the land available to the Institution
4. Building Plan and certificate of completion
5. Copies of Employment letters sent to Head of the Institution (Principal), faculty members and also to administrative staff or evidences for such appointment and the joining letters
6. Copy of Affiliation Certificate from the Affiliating University / Application for affiliation /Affiliation Committee's report
7. List of Faculty members with qualification, experience and conditions of service
8. Composition of the Managing Trustee Committee/ Executive Committee of the Society/ Board of Governors with detail particulars
9. Statement of Accounts up to date with the Statement of Assets and Liabilities
10. Other Registers, and Books of Accounts of the Institution
11. Statement of the up-to-date Bank Account.
12. NOC from the State Government, where applicable
13. Annual Report and Audited Annual Accounts of the last three years including year under review (in case of regular inspection)
14. Adequate Library Facility (Accession Registrar/ Classified Registrar and Issue Registrar to be produced)
15. Students' Attendance Registers for students for the current year/previous academic year
16. A copy of the Affiliation Rules of the University

# University Department/ College

## **(over and above the above documents which are relevant)**

1. Copy of the University Act, Rules and Regulations or copy of the Notification declaring the Deemed University status
2. Copy of the Resolution of the Executive Council proposing the establishment
3. Project Estimation and cash flow statement for at least for a period of five years
4. All other applicable records and statements as required from the list mentioned for Institutions
5. Copy of Annual Report and Audited Annual Account of the University for the last three years

## **C. Evidences required to be produced by the authority of the Institution before the inspection committee to facilitate inspection**

1. The Institution is a Trust/Society/Non-Profit entity
2. Property of the Institute either Freehold or long term Leasehold
3. NOC from the State Government, if full or part of the finance is expected from the State Government
4. Evidence for School Fund
5. Audited Account of the last three years and also unaudited account of the Year under review (for regular inspection)
6. Appointment of the Principal with proper qualification
7. Appointment of required number of faculty
8. Salary to Faculty at the scale determined by the Sixth Pay Commission
9. Required infrastructure available
10. Adequate Library Facility (Accession Registrar/ Classified Registrar and Issue Registrar to be produced)
11. Annual Students' registration (Master Registrar) for the last three years (for subsequent Inspection)
12. List of students passed out annually (for subsequent inspection)
13. Academic Rules of the Institution
14. Attendance and other Records, if any, of the previous year and current year

## **D. Schedule for Inspection team**

The Committee shall have, in general, the following schedule for inspection unless otherwise communicated by the Secretary of the Bar Council of India:

**Program for Inspection**

1. Meeting with the Vice Chancellor / Registrar / Dean of the Faculty of Law.
2. Documentary Inspection at the University in cooperation with the University authority.
3. Proceeding to the Institution for spot inspection.
4. Meeting with the Governing Body, if required.
5. Meeting with the Principal and the Faculty.
6. Meeting with the Student body (in case subsequent regular inspection).
7. Inspecting the infrastructure and the Library.

## **Chapter IV**

### **Procedure of Inspection**

1. The Committee shall formally meet at the University Premise to be attended by the members of the BCI Committee, representatives of the University and the Institution/s concerned.
2. The Inspection shall take two procedural forms, firstly the committee shall thoroughly scrutinize the documents in possession of the Committee and the documents presented to establish documentary evidences in favor or against and personal explanations required from the Institution and the University authorities.
3. The committee may seek additional documents that can be produced there or at the time of physical verification in site.
4. If more than one institution belonging to a University is required to be inspected, the documentary evidences of all such institutions could be called for and evaluated at the University office, one after the other, in presence of the University authority.
5. The Committee shall critically review the documentary evidences on standard prescriptions for affiliation of the University and approval of the BCI. The deficiencies, if any, would be forthwith identified and noted.
6. The Committee may, if required, advice the Institution for submission of a Due Diligence Report conducted by a member of the local Bar in case of title on a property.
7. All presentations, submission and expression of opinion or explanation shall be reproduced in writing, authenticated by the signature of the person authoring directly or indirectly the presentation, submission, or expression, as the case may be.

## Chapter V

### Benchmark standards for infrastructure

**Some of the General Standard Prescriptions:** The following are the structural requirements:

#### **(a) General Standard for Building Construction Works**

General Class room size (for of not more than 60 intake)	30 feet x 50 feet = 1500sft
Moot Court size	30 feet x 50 feet = 1500sft
Special class room/Honours class room	20 sft per student
Tutorial Class room	20 sft per student
Faculty room/work station	100 sft per room/work station
Principal/Head /Dean with meeting facilities	500 – 600 sft
Office	300-500sft
Common room facility for Students: (male female separately)	10 sft per user
Assembly Hall stage	10 sft per student + 40ft x30 ft
Toilet (for male and Female): strength	10 units per 100 student

#### **(b) Laboratory:**

for each science departments with store and dark room facilities:  
30 sft per student per work station.

And each Laboratory to be constructed with facilities as per standard prescription by UGC and AICTE as the case may be.

**(c) Library:**

Reading Room, Issue Room, Documentation Room, Computer Terminals, Consultancy Room, Legal Aid Center, Language Lab, Librarian's Office and Stack Rooms for Text Books and Reports

Librarian's Room & Accession Room	300 sft
Documentation Room	150 sft
Computer Terminals (around walls)	600 sft
Legal Aid	150 sft
Consultancy Room	150 sft
Language Lab	150-200 sft
Issue Counter	450 sft
Reading Room	20 sft per student Totaling at least 50% of total Enrolments
Stacking Space (around the walls)	24-25 cft for 100 Volume.

**(d) Hostel Accommodation**

Per student	100 sft
Facilities	1 urinal, 1 bath, 1 toilet point for 6 students
Cooking and Dinning facility	as required.

**N.B. On any of the above structural standards, the Committee may also allow in case the Institution followed the standards prescribed by the UGC/AICTE**

### **Standard Academic Infra-structure Facilities**

Three Years Course (Unitary Course) for those who passed out a graduation degree course in Arts, Social Science, Commerce, Literature, Science, Management, or in any branch of knowledge, is suitable for Universities having catchments area from rural and semi-urban areas. In these local areas students generally desire to go for college education with a hope to make an earning after the graduation course. All government services are available after the graduation course. In case obtaining the service is delayed, some of the students join Law Course with a hope of self-engagement. Law Schools wanting to serve this section of students may not have the facility of garnering huge resources to run an institution. Even state governments do not have enough resources to support many of such Institutions. With proper planning it would be possible to have a Law School with the proper infrastructure according to the standards laid down as follows. It must be kept in mind that a poor Law School with poor faculty and leaching-learning program can only produce poor lawyers. So all efforts must be made by every authority connected with to obtain at least the minimum standard as prescribed below:

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**For Unitary course specified  
in Table A of the Rules for  
LL.B. Three Years' Course**

**For Program 1**

**Summary of the scheme of Program I**

**Program I : 3 Years' LL.B. Course**

2 Semesters per year	=	total 6 semester
Time	:	15 weeks per semester
Class hours per week	:	24 class hours + 6 tutorial and moot courts
Total number of papers for the entire course	=	30
Per semester number of papers	=	5
Course	:	design
Compulsory papers	=	20 papers
Optional papers	=	6 papers
Clinical papers	=	4 papers (3 taught+ 1 for internship and moot courts)



## **Infra-Structural requirements**

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**Year Of recognition**      **Number of Papers total no. of papers**      **based on no. of Sections allowed**  
 20+4+6 = 30 - 1 non Taught course

### **FIRST YEAR OF AFFILIATION**

#### **No. of sections**

(two semesters) papers per	5 per semester	1	2	3
Total students		60	120	180
Total classes per Per week ( as per Rule 20)		30	60	90
Number of Full time Law Faculty requirement Principal/Head /Dean :		1	1	1
Faculty: (minimum required on the basis of maximum 15 periods per week Per person as per UGC rule)		1+4	1+5	1+8
<b>Distribution of Faculty (subject specialization-wise)</b>				
Public Law FT Faculty		1	2	3
Private Law -do		2	2	4
Procedural Law		1	1	1
<b>Building facility required</b>				
No. of General Class Room		1	2	3

Group class rooms	3	4	6
Moot court/seminar hall	1	1	1
Teachers Room/cubical	4	5	6
Principals Office	1	1	1
Common Room with toilets For boys and girls	2	2	2
Legal Aid Center	1	1	1
<b>Library Facility Building space</b>			
Books (investment)	Rs 5,00,000	Rs 750,000	Rs 750,000
Human Resource (Library staff)	1+1	2+1	2+2
Computer sets	6	10	15
<b><u>Sports</u></b> outdoor/indoor facility must be adequate.			
<b><u>Administrative staff</u></b> (1) other class III staff, 1 peon, 1 guard 1 Library staff			
Total construction area (sft)	5000-6000	7500-8000	9000-10000
Estimated capital expenditure with Furnishing @ sft			
Budgeted Receipt on fees of Rs p.a. Budgeted Expenditure (estimated)			

## SECOND YEAR OF AFFILIAION

Total no of students 5 papers	120	240	360
Total classes	60	120	180
FT Faculty (total)	1+5	1+10	1+12
Principal/Head/Dean Distribution	1	1	1
Public Law	2	3	5
Private Law	2	3	5
Procedural Law	1	2	2
Library investment	Rs. 1,00,000	Rs. 1,50,000	Rs. 2,00,000
Computer sets (additional) (if students are not required to have Lap top)	6	10	20
<b>Building facility</b>			
Class Rooms requirement (additional) (size as specified earlier)	1	2	3
Faculty rooms/cubicles (additional) Small size class room for group/tutorial Exercise	1 1	3 2	5 3
Common Room facilities (additional) Other facilities as stated earlier	1	1	1
Administrative staff (additional)	1	1	2
<b>Total Building facility (additional)</b>			

Construction (additional)	3000 sft	5000 sft	9000 sft
Estimated capital Expenditure (Rs)			
Revenue Income in unit of Rs p.a.			
Estimated Expenses			

### **THIRD YEAR OF AFFILIATION AND THEREAFTER**

Total number of students	180	360	540
Total Classes (per week)	90	180	270
No. of Papers	15	15 (X2)	15 (X3)
FT Faculty (total )	1+7	1+12	1+18
<b><u>Distribution</u></b>			
Public Law Faculty	3	5	7
Private Law Faculty	3	5	8
Procedural Law Faculty	1	2	3
<b>Additional Adm Staff</b>	1	2	2
<b>Building facility (additional)</b>			
Class rooms (additional) (size as earlier stated)	1	2	3
Other class room for group/ tutorial (additional)	1	2	3
Moot Court Hall (size stated) (additional)	-	1	1
Common Room facility (additional)	-	1	1
Faculty room/cubicles (additional)	1	3	5
Assembly	1	1	1
Additional library space (10 sft for 1/3 student strength)			
Construction area (additional)	2000 sft +Assembly	3,500 sft +Assembly	5,000 sft +Assembly
Estimated capital expenditure			
Revenue Income in unit of Rs p.a			

Revenue Expenses			
Total floor space needed Law School/college at the end Of the third year (in sft)	9000-10,500	13,000-15000	18,000-20,000
Assembly	5000sft	10,000sft	15,000 sft

**Explanation Note:**

**Public Law papers:** Constitutional Laws, Criminal Laws, International Laws, Legal Theories, Equity and Trusts, Torts and Consumer protection

**Private Law papers:** Law of Contracts, Corporate Law, Business Laws, Financial Laws, Industrial Laws, Family Laws,

**Procedural Law papers:** Criminal Procedure, Civil Procedure, Evidence, Drafting and Pleading, clinical courses, Interpretation of statutes.

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**FOR UNITARY COURSE WITH HONOURS  
SPECIFIED IN TABLE B OF THE RULES**

## COURSE SUMMARY

Number of Papers:	30 + 8 = 38		
Academic schedule:	18 weeks		
Number of papers per semester:	6 for 4 semester and 7 for 2 semesters		
Teaching-learning method in Honors papers:	guidance and research, Presentation of paper and Viva		
<b>Additional requirement:</b>	<b>One Sec</b>	<b>two sec</b>	<b>three sec</b>
Additional Class (First Year)	6	12	18
Addition Faculty requirement	-	1	2
Additional Class (second year)	12	24	36
Additional Faculty	1	2	3
Additional Class (third year)	18	36	48
Additional Faculty	2	3	4

Other Additional Infrastructure would be required to grow by about 20-25% over the period of 3 years.

**For Five Year Double Degree Course  
specified in Table C of the Rules  
Extract of the Scheme requirement:  
Program III: 5 years' Integrated Course  
Leading to BA/BSc/BBA, LL.B.**

**Abstract**

2 Semesters per year	total 10 semester
Time	18 weeks per semester
Class hours per week	24 class hours + 6 tutorial and moot courts
Total number of papers for whole course	44
Per semester number of papers	5 papers for 4 semester / 4 for 6 semesters
<b>Course-design: Other subsidiary subjects and papers in first degree level:</b>	
English	2 papers
Three subjects from discipline of Social Science/Science/Management/Commerce With 4 papers each - 3x4	12 papers
<b>Voluntary non - credit course</b>	an Indian/Foreign Language = 2 papers (not programmed here, additional program scheme would be needed.
<b>Law Courses:</b>	
Compulsory papers	20 papers
Optional papers	6 papers
Clinical papers	4 papers (1 paper non-taught)

## Structural requirement

### FIRST YEAR

<b>For One Stream</b>	<b>one section/ one stream</b>	<b>Two section/ one stream</b>	<b>three section/ one-stream</b>
Students strength	60	120	180
Total classes per week	30	60	90
Additional class per option	6	12	18
General Class room required	1	2	3
Special class room for Each additional option	1	2	3
Moot Court	1	1	1
Faculty requirement Principal/Head/Dean	1	1	1
English	1	1	1
Social Science Faculty: For each option of Subsidiary subjects	1	1	1
<b>over three minimum subjects in social science/science/management etc:</b>			
Faculty requirement for three subject	3*	3*	3*
Faculty for Law	2	2*	2*
Faculty in English	1	1*	1*
Lab assistant/tutorial faculty	1	1	2
Total faculty (including Principal)	8+	8+	9+
Library books	100 books (title) in each Subject in social science with number of copies calculated at 1 copy for each 5 students		
Library Investment	Rs 500,000*	Rs 750,000*	Rs 750,000*
<b>Bar Council of India</b>			

#### (annual)

- **For more than one stream & section, multiply with number of streams and section.**

**Other Infrastructure facilities shall be as usual as mentioned in Program I, such as Construction facilities, library service, moot court, wi-fi connectivity, computer facility, games facility, halls of residence facility etc.**



## **SECOND YEAR**

<b>For One Stream</b>	<b>one section/ one stream</b>	<b>Two section/ one stream</b>	<b>three section/ one-stream</b>
Students strength (in 2 years)	120	240	360
Total classes per week	2	4	6
Special class room for Each additional option	1	2	3
Moot Court	-	-	1
Assembly	1	1	1
Total Class on minimum program	60	120	180
<b>Faculty requirement:</b>			
Social Sciences	-	2*	2*
Additional Law Faculty	1	2*	3*
Total Faculty size	9+	12+	14+
Library Investment	Rs. 500,000+*	Rs. 750,000+*	Rs. 750,000+*

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**\* Multiply the figures with number of streams to get the target data.**

**Building and other requirements are to be calculated as per the General guideline provided in para 1.9 above.**

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### **THIRD YEAR**

<b>For One Stream</b>	<b>one section/ one stream</b>	<b>Two section/ one stream</b>	<b>three section/ one-stream</b>
Students strength (in 3 years)	180	360	540
Total classes per week	90	180	270
Additional class room for Each additional option	18	18	18
General Class Room	3	6	9
Additional Class room for Each option	1	1	1
Moot Court	-	-	-
Assembly	-	-	-
<b>Faculty requirement:</b>			
Social Sciences	-	-	1
Additional Law Faculty	1	2*	3*
Total Faculty size	10+	14+	18+
Library Investment	Rs. 500,000+*	Rs. 750,000+*	Rs. 750,000+*

**\*Multiply with number of streams excluding 1 post of Principal to determine the required faculty and also library investment.**

**Building and other requirements are to be calculated as per the General guideline provided in para 1.9 above.**

## **FOURTH YEAR**

<b>For One Stream</b>	<b>one section/ one stream</b>	<b>Two section/ one stream</b>	<b>three section/ one-stream</b>
Students strength (in 4 years)	240	480	720
Total classes per week	120	240	360
Additional class room for Each additional option	24	24	24
General Class Room	4	8	12
Additional Class room for Each option	1	1	1
Moot Court	-	-	-
Assembly	-	-	-
<b>Faculty requirement:</b>			
Additional Law Faculty	2*	3*	4*
Total Faculty size	12+	17+	22+
Library Investment	Rs. 500,000+*	Rs. 750,000+*	Rs. 750,000+*

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**\* Multiply with number of stream**

**Building and other requirements are to be calculated as per the General guideline provided in para 1.9 above.**

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## **FIFTH YEAR**

<b>For One Stream</b>	<b>one section/ one stream</b>	<b>Two section/ one stream</b>	<b>three section/ one-stream</b>
Students strength (in 4 years)	300	600	900
Total classes per week	150	300	450
Additional class per option	5	10	15
General Class Room	5	10	15
Additional Class room for Each option	1	1	1
Moot Court	-	-	1
Assembly	-	-	-
<b>Faculty requirement:</b>			
Additional Law Faculty	4	6	9
Total Faculty size	15+(4+10)*	23+(6+15)*	31+(9+22)*
Library Investment	Rs. 500,000+*	Rs. 800,000+*	Rs. 1,000,000+*

**\* Multiply with number of streams # Number of streams would require number of section in Law courses (as for example, if there are two streams there would be two section in the law courses**

**Building and other requirements are to be calculated as per the General guideline provided in para 1.9 above.**

## **Second Stream on Management/Commerce**

The second stream and any other stream would also require 4, 6, and 9 faculty in the stream at various stages as mentioned above. The Infrastructure requirement would also be similar. In Management there has to be a Seminar Hall/ Board Room in the second year.

### **Science Stream**

Similarly Science stream shall also require 4, 6 and 9 + faculty members at various stages. There shall be Laboratory requirement in each department in the first year. There shall be a laboratory Assistant in each Lab.

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**FOR INTEGRATED HONOURS COURSE  
AS SPECIFIED IN TABLE D**

**Structural requirement**

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**2.11.3 List IV: Five Years' Integrated Honours course  
Infrastructure requirement  
Program sheet**

Program IV	5 years' integrated course Leading to BA/BSc/BBA, LL.B. (Hons)
2 Semesters per year	total 10 semester
Time	18 weeks per semester
Class hours per week	30 class hours + 6 tutorial and moot courts Total number of papers for the whole course = 52 (with one honours)
Per semester number of papers	5 papers in 8 semesters and 6 papers for 2 semesters

**Course-design:**

**Other subjects and papers in undergraduate level:**

English 2 papers

Three subjects from discipline of Social Science/ Science/ Management /Commerce 12 papers  
With 4 papers each 3x4 =

Voluntary non-credit course Indian/Foreign Language = 2 papers

**Law courses:**

Compulsory papers	20 papers
Optional papers	6 papers
Clinical papers	4 papers (1 paper non-taught)
Each Honours subject	8 papers

General structural outline of Program III is applicable. In addition to the above the following other requirements shall also be taken care of:

**Additional Honours class room:** During the third year 1, in the second year another 1 and in the final year 1 more class room shall be required.

**Additional Class for honours papers:**

In the third year there shall be 6 class (in VI semester), 12 (in VII and VIII semester) 12, in the fifth year (IX semester) and 6 class in the X semester. As such the cumulative effect shall be as follows:

Third Year	additional 6 class
Fourth Year	additional 18 class
Fifth year	additional 30 class.

As such **The additional Faculty** requirement for each Honours course would be as follows in the same area of specialization:

Third year	1 additional Faculty in the subject area
Fourth Year	no additional Faculty in the subject area
Fifth Year	1 more additional faculty shall be required in the honours area.

As such **The additional Library** requirement for each Honours course would be as follows in the same area of specialization:

Third year	additional Rs. 50,000
Fourth Year	additional Rs 100,000
Fifth Year	additional Rs 150,000

Honours students would require their own laptop.

**Building and other requirements are to be calculated as per the General guideline provided in para 1.9 above.**

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***Chapter VI***

## **What needs to be inspected and How!**

### **A. Institutional Character**

- 1. Character of the Institution:** Documents have to prove the nature and character of the Institution. The Inspection has to determine the character of the Institution and not the Management. Often it is observed that a Society/Trust/NPO manages the Institution and the Institution does not have any legal structure. The report of the Inspection has to clearly identify the character and structure of the Institution.
- 2. Management of the Institution:** Documentary evidence has to be recorded about the management of the Institution and the role of the State Government / University in the management of the Institution. The structural pattern and the chief of the Management are required to be clearly identified so that the responsibility can be directly fixed.
- 3. Autonomy of the Institution:** The day to day operation has to be reposed on the Dean/Head of the Department (in case of University Faculty/Department), the Principal of the Institution who shall be chief Executive Officer and bear direct responsibility for non-fulfillment of standard prescribed.
- 4. Collection of Management chart and Regulations/Document on management, if any:** Documentary evidences are required to be produced and the BCI Inspection team to be satisfied about all required evidences being produced.

### **B. Property of the Institution:**

- 6. Institutional Property:** The authority of the Institution shall have to establish the legal status of Institutional Property by producing the documents. Institutions and the Management structure must not be confused in so far as the proprietary rights are concerned. Copy of the title deed (in case of ownership), deed of gift (if gifted), deed of long term lease (if leasehold) has to be submitted to the Inspection Committee.
- 7. Status of litigation and DDR:** Detail status report has to be examined.
- 8. Property management and the construction plan:** A site plan, construction plan or Building plan are required to be examined.
- 9. Comparing with the standard required:** Inspection Committee shall then compare the existing facility with the standard requirement as stipulated in the Manual and evaluate the position.
- 10. Sanitation and daily management:** The regular maintenance of the property, cleanliness, sanitation management has to be noted. Besides, supply of



drinking water, cleanly environment and facility for canteens and eatery has also to be evaluated.

### **C. Faculty:**

- 9. Present status:** The Committee has to take the existing stock of the available faculty with particulars about the existing faculty and the Principal/ Head/Dean of the Institution with service conditions. Resolution of the Management Committee about the service conditions is to be produced.
- 10. Comparative data:** The standard requirement as per the Manual and the existing facility are to be compared and recommendation formulated.
- 11. Qualification and selection procedure:** Committee would require documentary evidences about the qualification and selection procedure and may like to examine individual files of the Faculty, if needed. Committee may also require statements for faculty attending training courses.
- 12. Course design & day to day schedule:** Committee may require curriculum design and the day to day schedule of the classes run.
- 13. Pay Register:** The Committee may like to inspect Pay register to ascertain pay and allowances, retirement benefit and social security available in the institution.

### **D. Head of the Institution**

- 14. Appointment:** A duly qualified Principal (for a College), University (Dean), Autonomous Institution (Director) is to be appointed for the Institution. The Committee shall also examine the terms of appointment.
- 15. Chief Executive power:** The Head of the Institution shall have full executive power including entire financial responsibility.
- 16. Governing Council:** The Committee shall also examine the nature of composition of the Governing Council and the role that the University plays in regulating the standard through the Management Body.

### **E. Library**

- 17. Number of Text books:** At any point of time, total number of text books shall be more than 10 times the number of students excepting first two/three years when the number of text books shall be at least five times the number of students,

**18. Journals and Back volume:** At least one leading Law Journal with back volumes must be in the Library in each head like, Company Law, Labor Law, Tax Law, Criminal Law etc. along with AIR. Now a days, soft copy is also available on-line like Manupatra.

A small Institution may not have the facility in each separate specialized fields. They have to contribute to AIR and SCC or SCR. It is also good to have Journals from other countries especially of UK, Australia, and USA in the University Library and the same must be accessible to all law students of all institutions under the University.

**19, System:** The system of procurement, accession and issue is to be examined with the registers regularly maintained. The Inspection Committee shall also evaluate the standard of library management and records maintained under approved Thesaurus.

**20. E-library:** Library of each Institutions must have at least 10 (ten) internet library access points with desk top facilities and some open points for lap tops. E-library like West Law, Lexis Nexis, or Australian Law on-line access etc. must be available through inter-net facilities. It would be always preferable to have WiFi in the Institution's campus.

**21. Reading Room:** There must be adequate reading room facility available to the students at least 10-12 hours daily including on holidays so that students can avail the opportunity for study regularly. It is often said that Science students learn mostly by doing in the laboratory and law students have to learn in Library by way of reading. Adequate facilities for the readers must also be available, such as drinking water, toiletry, etc.

**22. Library Staff:** There has to be a qualified Librarian for the management of the Library. There has to be at least one trained librarian in each Institution. The librarian is required to be assisted by supporting staff.

**23. Facilities in the Library:** Sanitation, drinking water, rest room facilities are also to be evaluated.

#### **F. Moot Court facility**

- 21. Moot Court Room:** At least one Moot Court Room shall be available for the students to have regular court room exercises under faculty/ at least one practicing Lawyer's guidance.
- 22. Lawyers' dress:** If it is not feasible for students to have their own professional attire, at least 5 sets of professional dress may be kept in the Moot Court Room facility.
- 23. Senior Practitioners' list:** The University Law Faculty is required to prepare a comprehensive list of Senior Lawyers with 10 years' experience practicing in District/Sub-divisional and other specialized Tribunals like Tax/Service etc. who would be willing to occasionally teach practical procedural subjects and/or take students under internship pupillage during the attachment period. Similarly each Institution shall keep the Advocates directory of the High Courts and keep close link with some of the senior Advocates willing to take students under pupillage during the internship placement. The University Law Faculty shall take initiative to prepare a comprehensive list of such senior Lawyers in consultation with the District Bar Association, and Bar Council of the state concerned. Each Institution would be required to keep a list. Former students from the Institution concerned may be always kept in touch for such practical class/course/pupillage/internship program.

#### **G. Legal Aid Clinic**

- 24. Legal Aid Clinic:** Each Institution shall have at least one community-based Legal Aid Clinic which shall function under a faculty, preferably who is or was practicing law.
- 25. Link up with District Legal Aid Center:** Each District has a Legal Aid Program under the chairman of the District Judge. Guidance would be required to establish links with the Program and also with Lok Adalat organized under the Scheme.

**Inspection has to be used as a means of participatory development especially of those institutions away from professional facilities so that professional skills can develop at every level.**

#### **H. Computer Clinic facility:**

- 26. Computer facility:** In the rural and semi –urban institutions in which most of the students do not have facility to acquire his/her own desk top/lap top facilities, adequate number of computer terminals are required to be acquired for training the students on computer-based research facilities as well as access to various library facilities. Now a days in metropolitan cities students

have the facility of lap top. In such Institutions/Universities WiFi facility may be acquired to cover the campus.

### **I. Other Facilities**

- 27. Residential facility:** The Committee shall also examine the facility available and the necessity of such facility keeping in view the accessibility of the Institution within the command area served by the Institution.
- 28. Sports and Games Facility:** Each Institution shall have indoor and outdoor games facilities for the students. A list of which has to be identified and recorded. In case such a facility is required to develop, the Inspection Committee shall recommend the same to the respective University and through the University to other authorities.
- 29. Co-curricular facilities:** Each Institution shall have adequate co-curricular facility such as Inter-University Moot Court exercise, community research, number of workshop and seminars inviting Judges/ Advocates/Social scientists to deliberate with public participation.

### **J. Examination system:**

- 30. Proper examination system:** The Inspection Committee has to scrupulously review the Examination system of the University because examination in legal subjects is not properly conducted across the whole country. Question papers are addressed to excessive memory-level test with out any application of mind, there is no continuous assessment through tutorials and problem solutions, repetitive questions encouraging either cramming or copying and there is no scope for research and application of judgmental -ability in the test. During the Inspection, the committee has to resort to detail dialogue on continuous assessment, application oriented tests based on research and references from texts, problem solutions etc. with the appropriate authorities of the University.

### **K. School Fund**

The adequacy of the School Fund shall be examined by the Committee with a scrutiny of the Annual Accounts of the Institution.

### **L. Meeting with the Faculty and the student community:**

- 31. Meeting with the faculty:** The Committee shall meet the Faculty and freely discuss with the members on academic, administrative and other issues and problems. A detail note on the same could be sent to the appropriate authority attracting the notice of those who can resolve the issues.
- 32. Meeting with Students:** Students' views about the functioning of the Institution is very important. Some facilities that the Committee may initiate at the level of Bar Council of India for the betterment of professional education

and the profession as a whole, may be discussed with the students, such as, holding of Inter College Moot court Competition, and then stage by stage organizing Inter-University, Inter-state and National Contest. Similarly developing close connecting with District Bar Association and the High Court Advocates Associations for internship training, holding occasional training program and workshops by the State Bar Council concerned, linking the Institutions with the profession with more organized structure etc.can be discussed with students of the Institutions.

#### **M. Report (in Form II A,B,and C**

**33. Transparency in the Report:** The Report must be exhaustive with all supportive documentary evidences, Comparative statements with standard prescribed and variations, and locational feasibility and importance, access to internship facilities, relation with local Bar and justifiability of the Institution in the environment. The Report shall also contain time-based requirements to be fulfilled. In case the recommendation is denied, all the parties must be given chances of representation to the LEC meeting on the grounds communicated to the authorities for not recommending the approval. The Institutional Head, Society proposing the Institution, and the University authority may address to the issue of deficiencies and explain as to why such an Institution is required to be affiliated and approved. A copy of the Report is to be made available to the authority of the Institution and the University.

#### **O. Adverse Report**

A copy of the adverse report shall be forwarded to the Head of the Institution, Registrar and Vice Chancellor of the University requiring them to respond to the conditions /reasons for the adverse report both by oral and written representation to the legal Education Committee. The Committee after recording the presentation would finally recommend on case by case basis.

**Annexure - I**

**A F F I D A V I T**

I,

Mr/Ms.....,S/o.....

Aged.....residing

at.....

And having permanent address at.....In

the capacity of.....of the .....

affiliated to ..... do

hereby solemnly affirm, declare and assert that I have the personal, direct and fair knowledge about the following particulars stated in this affidavit, information supplied in the Application Form [ ] with all its annexures and the Compliance Report and I do hereby affirm, declare that assert with full knowledge and having necessary information on my personal enquiry that the following statement, particulars supplied in the Application Form, Compliance Report and all related information and records supplied or to be supplied and presented in connection with this Statements annexed, Application Form and Compliance Reports are true to the best of my knowledge and belief and take full responsibility to suggest that I take full responsibility to affirm the following statement and all related matters as suggested hereinabove, that

1. The Institution has been given/applied for temporary/permanent affiliation from.....;
2. The Institution fulfills all affiliation conditions under the Affiliation Rules of the University;

3. the Institution is a Trust or a Society registered under .....  
and is a non-profit organization;
4. The Institution has the Capital Fund as on date amounting to Rupees.....  
...
5. The Institution has the project plan outline and cash flow statements for the next five years, which is annexed with the Application Form;
6. The Institution appointed / initiated process of appointing a qualified Head of the Institution;
7. The Institution possesses physical infrastructure under freehold/leasehold as mentioned in the Application Form which confirms to the minimum required standard of the Education Rules of the Bar Council of India;
8. The Institution appointed / initiated the processes of appointment of required number of faculty and other administrative staff and the required number satisfy the minimum requirement as per the prescription of the Bar Council of India;
9. The Institution fulfills all requirements for affiliation of the University and also all conditions for approval of the affiliation; and
10. It is promised that the Institution fulfills all necessary conditions / promises to meet up deficiencies, if indicated and would be ready to commence course/courses in the Academic Year .....  
and also promise and undertake that the course/ courses would not be started in the AY..... unless all conditions stipulated by the Inspection Committee of the Bar Council of India, if and any, are fulfilled in letter and spirit.
11. The Institution undertakes to scrupulously adhere to the standard of the legal education as prescribed under the Education Rules of the Bar Council of India as may be prescribed or amended from time to time.

The above statement is affirmed to be true and fair to the best of knowledge and solemnized as on the .....day of.....of 20.....

Signature of the deponents

SEAL

1 .....

.....

status

SEAL

2 .....

.....

status

Witnesses by

1.....

2.....

Solemnized before the Magistrate

Signature

Office Seal



## Annexure II

**Compliance Report submitted by**

**Shri/Shrimati.....**

**On behalf of.....**

**And in the capacity of.....**

1. Name of the Institution
2. Name of the affiliating University
3. Address of the Institution

### **Structure of the Institution**

4. Is the Institution a Society:
5. Has the institution been established by a Society:
6. Has the Institution been founded by a Public Trust.
7. Has the institution been founded by a Private Trust.
8. Has the institution been established by religious and charitable trust.
9. Has the institution been established by Section 25 Non-profit Company.
10. Is it a University Department
11. Is it a constituent College of a University.

12. Is the Institution a Deemed University.
13. Is the Institution a State University.
14. Is the Institution a National University.
15. Is the Institution a Private University.
16. Can you hand over a document of the Organization to be enclosed to this Compliance report (Annexure 1):

### **Affiliation from the University**

17. Did the institution obtain affiliation from the University
18. Was there any condition to obtain affiliation:
19. Are you aware of the conditions of affiliation of the University
20. Has the Institution fulfilled the condition of affiliation
21. If not, did the University serve any notice
22. or set up any enquiry
23. or revisit the institution:
24. Is the affiliation still valid in the Academic Year 20..... – 20.....
25. Can a copy of the affiliation letter be given to be annexed with this Compliance Report (Annexure 2):

### **Initial Approval of BCI**

26. Had the Institution applied for initial approval:
27. Had the Institution deposited initial inspection fee:

28. Was the Institution visited by the BCI inspection Committee earlier:
29. Was the approval refused:
30. Was there any reason shown for refusal
31. Can a copy of the letter of such refusal from BCI be submitted for enclosing as annexure (Annexure 4):
32. Has the institution's affiliation been initially approved by the BCI:
33. Has the approval been conditional:
34. Were these conditions known to you:
35. Is condition No 1, if any, complied with:
36. Is condition No 2, if any, complied with:
37. Is condition No 3, if any, complied with:
38. Is condition No 4, if any, complied with:
39. Are other conditions, if any, complied with:
40. Is the approval of affiliation by BCI still valid in 20..... - 20.....:
41. If not, was there any admission for 20..... - 20.....:
42. Is the institution aware that such an act is a gross misconduct:

### **Continuing Inspection**

43. Has the institution applied for inspection to BCI for continuing approval:
44. Has the institution deposited the inspection fee to the BCI:

45. Can a copy of the BCI initial approval letter be submitted for being an annexure (Annexure 5):
46. Was the continuation of the approval refused:
47. Can a copy of the refusal letter from BCI be provided for annexure (annexure 6):

### **Initial affiliation/approval for**

48. Was the application for initial affiliation/approval for Three years course.
49. Was the application for affiliation/approval for Five years Course
50. Was the application for affiliation/approval for both.

### **Condition as a going concern**

51. Had the institution the initial approval for Three years' LL.B. course.
52. Had the institution the initial approval for Five Years' BA,LL.B. integrated course or courses.
53. Was the initial approval for one section in Three years' course:
54. Was the initial approval for two sections in Three years' course:
55. Was the initial approval for three sections in the three years' course:
56. Was the initial approval for one stream in the Five years integrated course:
57. Was the initial approval for two stream in the Five Years Course:

58. Was the initial approval for three stream in the Five Years Course:

### **Infrastructural facility**

59. Has the Institution its properties under freehold in its own name:

60. Is the property under leasehold in its own name:

61. Is the property registered in the name of the society or Trust or N P Company, as the case may be:

62. Has the Institution built up its own premise:

63. Has the Institution leased the premise:

64. Was the premises given to and occupied by the Institution from the sponsors:

65. how many general class room in the building is there not less than 1500 sft each in the building:

66. How many other group class rooms in the building do you have each less than 1500sft:

67. How many assembly/gallery rooms are there:

68. How many tutorial rooms are there :

69. Is there one general class room for each section of a class:

70. Is there one general class room for each section of all classes run in the premises:

71. Is there any other course being run by the same sponsor or any other entity in the same building:

72. Is there a Library room adequate for each reader admeasuring at least 10sft and also separately stack room for books and periodicals taking total strength of admission:

73. Is the Library under the charge of a qualified librarian:
74. Is the institution aware of UGC standard prescriptions for structural requirement of the building:
75. Are the conditions complied with as per UGC specification:
76. Does the library provide 5 copies of text books in each subject taught per student for entire body of student enrolled in a class:
77. Is there internet connection in the Institution with wifi or broad band:
78. Is there any Computer center with one desk-top for 15 students:
79. Does the Institution subscribe to at least one National on-line library data (Like Manupatra)
80. Does the Institution subscribe to at least one International on-line library data (like Lexes-Nexes or west law)
81. Is there separate toilets for girls taking one unit for every 10 girls admitted:
82. Is there separate toilets for boys taking one unit for every 10 boys admitted:
83. Has the Institution the facility of indoor games:
84. Can the Institution arrange for indoor games facility:
85. Has the Institution outdoor games facility:
86. Can the Institution provide for outdoor games facility:
87. Has the Institution engaged 3 full time faculty if applied for 1 section in three years' course.
88. If not, Can it engage 3 full time faculty in one month's time:
89. Has the institution engaged 6 full time faculty for three years course to start with three section:

- 89(B) Can you provide six faculty for three years course to start with three streams:
- 89(C). Has the Institute appointed 6 faculty for a proposal of Five years course:
- 89(D). Has the Institute appointed 9 faculty for proposing both the courses with one section in three years and one stream in five years:
90. Shall all the full time faculty to have LL.M. and Net qualification:
91. Can the Institution engage two more faculty for I section three years course within another year;
92. Is there a full time Principal/Head of the Institution:
93. Does the Principal/Head possesses qualification as required under UGC Rules:
94. Does the Institution pay to faculty according to UGC rules:
95. Does the Institution pay faculty according to State Government rules:
96. Does the Institution pay to non-teaching staff according to state government rules:
97. Does the academic and non-academic staff have other social security by PF/gratuity facility:
98. Does the institution pay the faculty and staff through Bank accounts:

### **Project Finance/budgeted estimation for the new proposal**

99. Did the institution prepare a project financial plan/budgeted estimate:

100. Can the Institution provide a copy of the project financial plan for being attached to this compliance report (Annexure 7)
101. Does the society./ Trust/Company run any other courses in the last academic year:
102. If yes, Can the Society provide a copy of the annual account of the last financial year (annexure 8):
103. Can the Institution provide for a projected Income and Expenditure Account (Annexure 9)
104. Does the Principal of the college operate the accounts of the Institution:
105. Can the Institution or the sponsor provide an affidavit suggesting that the above statement is true to the best of his /her and according to the information available to him:
106. Has the Institution adequate land for the infrastructure building for the institute:
107. What quantum of land the Institution possesses:

Signature of the sponsor College /Society

Principal College

SEAL

Countersigned by the Registrar of the University/  
or  
His authorized Representative  
SEAL of the University



## Annexure 3

### Form I-A

Proforma Application Form for approval of affiliation to be submitted to the BCI With copy of application for affiliation To a University

1. Name of the Institution:
2. Address with phone number, email connection:
3. Name and address of the Body running the institution:
4. Name of the University:
5. When the University affiliated the institution (copy of the letter of affiliation to be attached):
6. Affiliation granted up to:
7. Conditions of affiliations, if conditional affiliation is given:
8. When NOC from the State Government obtained, if required (a copy of the NOC to be attached):
9. Affiliation approved by BCI on (in case of subsequent approval needed):
10. Approval valid up to (in case subsequent approval needed):
11. Conditions of approval of the BCI, if any, given earlier (in case of subsequent approval needed):
12. Specific response on each condition of approval (in case of subsequent approval needed):
13. When was the initial inspection by BCI done, if any (in case of subsequent approval needed):
14. Annual Report & audited Accounts of the previous years (in case of subsequent approval needed):
15. Detail statement of the infrastructure if not provided in the application:

## **FORM I - B**

APPLICATION SEEKING APPROVAL OF AFFILIATION / RECOGNITION OF COLLEGE/UNIVERSITIES TEACHING LAW FOR PURPOSES OF ENROLMENT AS ADVOCATE UNDER THE ADVOCATES ACT

[Note: Each affiliating University shall submit its Rules of Affiliation to the BCI while seeking approval of Affiliation of a College. In case of direct application the applicant shall annex with the application Rules of Affiliation of a College in the respective University]

### **I. ESTABLISHMENT, MANAGEMENT AND STATUS OF THE INSTITUTION :-**

#### **A.**

- (a) Name and complete address of the institution including Pincode, Phone & Fax Numbers
- (b) Name, designation and address of the person making the application with Phone & Fax numbers:
- (c) Year of establishment and university to which affiliated.
- (d) When was it affiliated ?  
(Letter from University)
- (e) What courses in law are being offered at present
  - (i)
  - (ii)
  - (ii)
- (f) When did the BCI give recognition ?  
(letter from BCI)
- (g) Was the college inspected

before by BCI ?  
Details of the same.

- (h) Recognition of courses to which this application refers:
- (i) How many batches of LL.B graduates passed out of the Institution.
- (j) How many batches of Post Graduate (LL.M) students passed out of the Institution?

**B.**

- (a) Who manages the institution and under what framework ?  
(Enclose : Statute,Regulation,etc.)
- (b) Give the detailed name, address of the Board of management.  
(Enclose documents in support
- (c) What are the other institutions run by the same management and where?
- (d) How long the present management will continue under the rules ?
- (e) What are the sources of funding of the institution?
- (f) What are the assets of the law college/deptt.?  
(Details of documents in support )
- (g) Who appoints the staff of the college and under what procedure ?
- (h) Does the college pay U.G.C. scales? If not, how much for different cadres of academic staff.
- (i) Was the college disaffiliated by the Govt./ University ? If so, what

reasons ?

- (j) Give additional evidence, if any, to guarantee the financial viability of the college.

## **II. INFRASTRUCTURAL FACILITIES**

- (a) Land and Buildings : Area, built-up space, description of class rooms, staff rooms, student facilities used for law college only
- (b) Does the college have its own building? If not, when it proposes to build ?
- (c) Size, furniture, budget, personnel, system of lending etc. of the college law library.
- (d) Number of text books, reference books and periodicals in law library (Give detailed break-up in separate paper)
- (e) Name, rank, salary qualification and teaching experience of academic staff including Principal  
(Use separate sheet, if necessary)
- (f) Give details of supporting (administrative) staff available to the law college
- (g) Is there a hostel for students? How many can accommodated ?
- (h) Are there common room facilities for students ? Boys and Girls ?
- (i) How far is the nearest court from the college? What are the other courts in the neighbourhood?

- (j) Are there other law teaching institutions in the area? Give details.

### **III. ACADEMIC AFFAIRS AND POTENTIAL FOR DEVELOPMENT**

- (a) What are the courses being offered?
- (b) What is the strength of students in each of the courses now offered ?
- (c) What is the process of student selection for admission.
- (d) What is the maximum intake the college had in the last five years?  
(Give detailed break-up)
- (e) What is the duration and normal schedule teaching in the college ?  
(attach the time-table used in the last year/semester)
- (f) How many classes a student has to attend on an average on a working day?
- (g) Is the attendance taken once a day or once in every class ?
- (h) Who keeps the attendance register?  
office/ teacher after class hours.
- (i) What percentage of students live in the locality and what percentage commute from outside the area?
- (j) Are there periodic examinations conducted by the college to assess progress of learning of students?
- (k) Who supervises regularity and quality

of teaching and under what procedure?

- (l) How does the management ensure that classes are regularly held ?
- (m) Give details of how many students the admitted in the 1<sup>st</sup> LL.B class, how many it presented for IIIrd LL.B examinations and how many have passed ( with Distinctions if any) in the last five years.
- (n) What are the outstanding academic achievements of the college in legal learning ?
- (o) What evidence are there to show research of the faculty?  
(Attach data separately of each such faculties)
- (p) Does the college publish any journal?  
(Give details & attach copies)
- (q) What is the system in vogue for Practical Training of students?  
(Give details )
- (r) Is the college students/staff involve themselves in legal aid activities ?  
(Give details)
- (s) Give the names of teachers handling the practical training courses.
- (t) What are the problems perceived in imparting practical training ?
- (u) Did the college introduce BCI prescribed curriculum ?
- (v) Does the college follow an annual or semester system?

#### **IV. SELF ASSESSMENT REPORTS**

The LEC/BCI would like to have an objective, honest and transparent assessment of the academic performance and potential of the college/department from each member of the teaching staff including Principal and of the management independently when they can frankly express the strengths and weaknesses of the institution as they perceive it. If any member wants to keep that information confidential the LEC/BCI will make every effort to keep it so. The individual reports may also be directly sent to the Chairman, LEC if they so desire.

#### **V. UNDERTAKING**

I Mr. .... hereby declare that the information provided above are true to the best of my knowledge and I have not attempted to suppress or exaggerate data concerning the above institution which is directly under my management.

**PRINCIPAL / DEAN**

**CORRESPONDENT / MANAGEMENT**

**PLACE:**

**DATE :**

P.S. Send this report only in the form serially numbered and available only from the Secretary, Bar Council of India, New Delhi. Keep a xerox copy of the same with you for record and consultation when the inspection team visits your college. Send also a copy to the Registrar of the University.

### **Form II - A**

#### **THE BAR COUNCIL OF INDIA**

##### **PROFORMA TO BE FILLED BY BCI APPOINTED**

##### **INSPECTION TEAM AFTER VISITING LAW COLLEGES / DEPTS.**

( Each member to file independent inspection reports. Please file the report on the same day of inspection or in the following day)

**A. PRELIMINARY DETAILS :**

- (a) Names of Inspection Team
- (b) Date of Inspection
- (c) Did you study Part I application filed by the college and formulated the questions you want to specifically raise with management, faculty, students and alumni ?

**B. VERIFICATION OF DETAILS ON INFRASTRUCTURE, MANAGEMENT AND ACADEMIC ENVIRONMENT**

( Note : The team will go through each and every item in Part I with the Management/Principal, personally visit the premises and satisfy itself of the statements made therein. Discrepancies and inadequacies noticed are to be recorded here in detail as they would form the basis of queries/ classifications under Part III to be raised by BCI Secretariat later. Use separate sheets and attach with the report).

**C. VERIFICATION OF ACADEMIC AFFAIRS AND POTENTIAL FOR DEVELOPMENT**

(Note: This should contain information on the quality of teaching, academic performance in the past, library resources available and its use by students, the competence of teachers for respective jobs including clinical teaching, extent of student satisfaction, general reputation of the college etc. The inspection team will use the self-assessment reports of teachers for verifying this item in discussion



with the teachers concerned. Separate meetings with groups of students and advocates in the area who passed out of the institution are desirable to come to a fair conclusion on standards for the purpose of suggesting improvements in academic affairs.

Use separate sheets to record your impression on academic standards, its strength and weaknesses. It is important that each team member prepare the impressions independently so that the LEC can come to an objective assessment with the help of inspection reports ).

**D. CONCLUSIONS AND RECOMMENDATIONS**

- (a) On Infrastructure including library and staff :
- (b) On standards of teaching, research, co-curricular activities :
- (c) On reforms immediately required if Part IV BCI Rules were to be complied with in letter and spirit :
- (d) Recommendations for LEC/BCI consideration :

Place & Date : \_\_\_\_\_

Signature : \_\_\_\_\_

**Form II - B**

**THE BAR COUNCIL OF INDIA:  
LEGAL EDUCATION - EXPLANATIONS  
AND CLARIFICATIONS OF COLLEGES ON  
QUERIES RAISED AFTER INSPECTION**

( NOTE : This part is to be filled by management of the colleges if they are asked to do so by the BCI Secretariat on the basis of the findings of the inspection team. Only applications which are complete in all respects alone will be submitted to the LEC. As such, BCI Secretariat will examine the application (Part I) with the inspection reports (Part II) in the context of Rules of Part IV of the BCI Rules and point out inadequacies and non-compliance and seek clarifications from colleges by sending this proforma (Part III). Before sending the Part III proforma, the BCI Secretariat will enter the queries and clarifications they are seeking from the college management)

Queries from the BCI Secretariat to college management: -

1. -----  
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2. -----  
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FOR OFFICE USE ONLY

- (i) Recommendations of the LEC :
- (ii) Decision of the BCI:

**Form II - C**

**THE BAR COUNCIL OF INDIA**

**PROFORMA FOR INSPECTION REPORT OF LAW COLLEGES**

(While preparing the report of inspection of the Law Colleges, members are requested to follow the following proforma)

1.	Name of the Law College with complete address	
2.	Name of the University to which the College is affiliated / sought to be affiliated with photocopies of relevant documents.	
3.	Name of the Society / Trust/ Organisation sponsoring the institution, its financial position, details of the organisation etc. (Full details)	
4.	Date of inspection	
5.	Name of the members of the Inspecting Team	
6.	Approximate population of the State and the area where the Law College is located / proposed to be located.	
7.	Number of Law Colleges in the area, Their names, total strength of students in each year of the course (Both three year and five year )	
8.	Number of degree colleges (both	

	undergraduate and post-graduate) in the area	
9.	Necessity for starting a new Law College /continuance of the existing Law college in the area	
10.	Details of the courts in the area	
11.	Number of lawyers practising in the area	
12.	If the College is already affiliated by University and permitted by State Government, details thereof with Photocopies of documents (i) Details of affiliation of University with documentary proof (ii) Permission of the State Government with documentary proof.	
13	Whether five year course has been introduced in the college / Deptt. Of University, If so, when If five year course is not introduced yet whether the college is intending to do so or not.	
14.	Details about the course of study imparted / sought to be imparted and timings of college with specific information as to whether instructions in law education is imparted in Morning/Day/Evening sessions / (with complete time schedule)	
15.	Details about the teaching staff, their qualifications, salary and other service conditions with complete details of full time and part time teachers.	

16.	Details about the accommodation at the Disposal of the college with stipulation Whether the land and building are owned Owned by the college or the same is rented or leased ( Full details thereof with photocopies of relevant documents	
17	Details about the Administrative Staff in the College	
18(a)	Details about the Library in terms of space , equipments and full details of text books, reference books, journals and other periodicals.	
(b)	State whether the books and periodicals mentioned in rule 5© of Schedule I to Rules in Section A and B of the Rules are available in the library or not ? Give details	
(c)	Working hours of library and details of Library staff	
(d)	Whether the Librarian is qualified and trained librarian or not ?	
(e)	State whether the minimum and / or recurring annual expenditure on the library in terms of Rule 5 ( c ) in Schedule I to Rules in Section A and B is incurred or not ?	
19	Views of Members of inspecting team with regard to starting of the proposed law college / continuing the existing college in terms of its utility (with specific recommendat-ions As to whether the proposed law college can	

	be granted approval of affiliation/existing college can be allowed to retain approval of affiliation or not)	
20	Whether approval can be granted on permanent basis or it should be on temporary basis for a limited period ( give reasons for this and mention about the period for which recommendation is made.	
21	Conditions, if any, that can be imposed and the time limit for Fulfilling those conditions (if temporary affiliation is recommended)	
22	Any other fact which the Hon'ble members want to mention and is not covered under this proforma.	

**Signed By Chairman and Members  
of the Inspection Committee**