

**THE BAR COUNCIL OF INDIA
21, ROUSE AVENUE, NEW DELHI - 110 002**

**PROFORMA FOR APPLICATION (PART I), INSPECTION (PART II),
EXPLANATION AND COMPLIANCE REPORTING (PART III) IN RESPECT
OF LAYING DOWN STANDARDS OF LEGAL EDUCATION UNDER SEC
7(h) AND RECOGNITION OF DEGREES IN LAW UNDER SEC. 7(1) AND
RULES MADE THERE UNDER
SEC. 24(1) (c) (iii), (iii)a) AND SEC. 49(1) (d) OF ADVOCATES ACT, 1961.**

NOTE :

- (a) Part I is the form in which Centres of Legal Education /departments seeking recognition have to apply. Three copies of the application in hard and soft copies have to be filed along with supporting documents. All columns must be completed; incomplete applications will not be taken up for consideration. Forms submitted without the prescribed fee will not be considered. It may take 12 to 16 weeks for the Bar Council of India to cause the inspection after submission of the applications.
- (b) Part II is the form in which the inspection team will verify data and prepare its report to the Legal Education Committee.
- (c) Part III is the form in which the Bar Council of India office will seek explanation/clarification and wherever necessary, compliance to the Bar Council of India rules before submission of the application along with the inspection report to Legal Education Committee for consideration.
- (d) Correct and honest statement of facts supported by documentary evidence and prompt response from the management to the correspondence will enable the Bar Council of India to process the applications at the shortest possible time.
- (e) Any attempt to influence the judgement of the Inspection team or Legal Education Committee/ Bar Council of India will entail summary rejection of the application itself.

PART – 1

APPLICATION SEEKING APPROVAL OF AFFILIATION / RECOGNITION OF CENTRES OF LEGAL EDUCATION/ UNIVERSITIES TEACHING LAW FOR PURPOSES OF ADVOCATES ACT, 1961

[Note: Each affiliating University shall submit its Rules of Affiliation to the Bar Council of India while seeking approval of Affiliation of a Centre of Legal Education. In case of direct application the applicant shall annex with the application Rules of Affiliation of a Centre of Legal Education in the respective University]

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

A.

(a) Name and complete address of the Centre of Legal Education including Pin code, Phone & fax numbers and addresses of email and Website	
(b) Name, designation and address of the person making the application with Phone & Fax numbers and address of email.	
(c) Year of establishment of Centre of Legal Education and Name of University to which affiliated.	
(d) When was it affiliated ? Whether temporary or Permanent? (enclose letter from University)	
(e) What courses in law are being offered at present (i). (ii). (iii).	
(f) When did the BCI give recognition ? (letter from BCI)	
(g) Was the Centre of Legal Education inspected before by BCI ? Details of the same.	
(h) Recognition of courses to which this application refers:	
(i) How many batches of LL.B / LL.B Integrated graduates passed out of the Centre of Legal Education ?	

<p>(j) How many batches of Post graduate (LL.M) students passed out of the Centre of Legal Education ?</p>	
<p>B.</p>	
<p>(a) Who manages the Centre of Legal Education and under what framework ? (Enclose : Statute, Regulation, etc.)</p>	
<p>(b) Give the names, addresses of the members of Board of Management. (Enclose documents in support)</p>	
<p>(c) What are the other institutions run by the same management and where?</p>	
<p>(d) How long the present management will continue under the rules ?</p>	
<p>(e) What are the sources of funding of the Centre of Legal Education ?</p>	
<p>(f) What are the assets of the Centre of Legal Education ? (Details of documents in support)</p>	
<p>(g) Who appoints the staff of the Centre of Legal Education and under what procedure ?</p>	
<p>(h) Does the Centre of Legal Education pay U.G.C. scales ? If not, how much for different cadres of academic staff.</p>	
<p>(i) Was the Centre of Legal Education ever disaffiliated by the Govt./ University ? If so, under what reasons ?</p>	
<p>(j) Give additional evidence, if any, to guarantee the financial viability of the Centre of Legal Education.</p>	

II. INFRASTRUCTURAL FACILITIES

(a) Land and Buildings : Area, built-up space, description of class rooms, staff rooms, student facilities used for Centre of Legal Education only.
(enclose documents)

(b) Does the Centre of Legal Education have its own building ?
If not, when it proposes to build ?

(c) Size, furniture, budget, personnel, system of lending etc. of the Centre of Legal Education's 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 Centre of Legal Education .

(g) Is there a Hall of residence for students? How many can be accommodated ?

(h) Are there common room facilities for students ? Boys and Girls ?

(i) How far is the nearest court from the Centre of Legal Education ?
What are the other courts in the neighbourhood ?

(j) Are there other law teaching Centres of Legal Education in the area? Give details.

III. ACADEMIC AFFAIRS AND POTENTIAL FOR DEVELOPMENT

(a) What are the courses now 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 Centre of Legal Education had in the last five years ?
(Give detailed break-up)

(e) What is the duration and normal schedule for teaching in the Centre of Legal Education?
(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 Centre of Legal Education to assess progress of learning of students ?

(k) Who supervises the regularity and quality of teaching and under what procedure ?

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

IV. SELF ASSESSMENT REPORT

The Legal Education Committee / Bar Council of India would like to have an objective, honest and transparent assessment of the academic performance and potential of the Centre of Legal Education /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 Legal Education Committee/ Bar Council of India will make every effort to keep it so. The individual reports may also be directly sent to the Chairman, Legal Education Committee if they so desire.

V. UNDERTAKING

I Mr./Ms..... 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 Centre of Legal Education.