



University of Kashmir

Hazratbal Srinagar, Kashmir

NAAC Accredited Grade 'A+' University



Check List of Minimum Requirements

For

Grant of Temporary Affiliation

To

LAW Colleges

By

University of Kashmir

Essential Conditions & Minimum Requirements

For




Grant of Temporary Affiliation to Law Colleges

A: Essential Conditions

- As per the Bar Council of India conditions, the university before deciding whether it is fit case for seeking inspection from BCI, shall ensure that:
- The applicant organization proposing to run the institution is either a non-profit organization of trust or registered society or a non-profit company or any other such legal entity or has taken all legal formalities to be as such,
- The institution has in its name either in freehold or leasehold, adequate land & buildings, to provide for centre of legal education building, library, halls of residences separately for male and female and sports complex both indoor and outdoor,
- Recruited or taken steps to recruit adequate number of full time and visiting faculty members to teach each subject of studies, each faculty having at least masters degree in the respective subjects as required under the UGC rules,
- There is separate centre of legal education for the study of law under a separate Principal who should be qualified in law to be a professor of law as stipulated under UGC and BCI rules,
- The college has received NOC from Dept. of Higher Education, J&K Govt. and approval from BCI
- The Inspection Committee may approve for admission in each of the section of a class for not more than 60 students and may allow a minimum of two sections in each class but not more than five sections in one class (such as First Year or Second Year or Third Year etc).
- All the Bank account of the institution shall be jointly operated by the Manager/ Secretary designated by the Trust, Society or the Non-Profit Organisation.

- All affiliated centre of legal education shall prepare and submit an Annual Report & Return to the affiliating university with a copy to the BCI both in hard & soft copy at the end of annual academic session and which is prepared in the form prescribed in Schedule VIII of BCI regulations.
- A centre of Legal Education shall have a minimum Capital Fund requirement of Rs 10 Lakhs to be kept into a bank account to be used for any future exigencies. The account is to be jointly operated by the Secretary or Principal with the Registrar of the affiliating university or his nominee.

B: General Details

- Name & Address of the College (*Attach Brief Profile of the College*) :- _____
- Status of the college: Central Govt./ State Govt./ Private. _____
- Year of Establishment: _____
- Name of the Principal with Qualification & Experience (*Attach CV*): _____
- In the case of Non-Govt. College, Name of the Society/ Trust running the college(*Attach Documentary Proof*) _____
- Amount of Endowment Fund pledged to the University of Kashmir - Applicable to Private Colleges only: _____
(Attach Photocopies of FDRs)
- Programme/s offered/ to be offered: _____
- Essentiality Certificate/NOC from the Govt. for the Course / College / Institution: (*Attach Copy of the Certificate*) _____
- Whether recognized by Bar Council of India? (*Attach Copy of the Certificate*) _____
- Approved intake per programme offered by the College: _____
- Attach duly audited financial statements of the last financial year viz; Balance Sheet, Statement of Income & Expenditure & Statement of Receipts & Payments (Applicable to Private Colleges only):
- Attach Monthly salary statements of staff members (Applicable to Private Colleges only):
- Whether constituted Student Grievance Committee, ICC & other Statutory Committees _____
(Attach Copies of the Constituted Committees)
- Whether constituted Teaching & Non-Teaching Grievance Committee (Attach Copies of the Constituted Committees)
- Whether constituted College Management Committee as the prescribed constitution of the committee - Applicable to Private Colleges only: _____ (Attach the constitution of the committee).
- Details of Finances (Applicable to Private Colleges only):
 -  Total funds in hand for the establishment of the proposed college; _____
 -  Indicate the sources to be used to mobilise further funds for investment in the creation of requisite infrastructure: _____
 -  Estimated annual recurring expenditures on salaries, maintenance of infrastructure, books, equipments, office contingencies etc.
- Any other Details the college would like to highlight:

Note: Constitution of College Management Committee

• Two Representatives of Sponsoring Society/ Trust
• Two Prominent Jurists of the Valley
• Two Prominent Educationists of Legal Studies of the state
• Representative of the Affiliating University
• Principal of the College
• Two Senior Faculty Members of the college by rotation

Note: The term of the members of the College Management Committee shall be three years except for the representatives of sponsoring society/trust and the Affiliating University

C: Infrastructural Facilities

S. No.	Infrastructural Facilities	Minimum Requirement of Infrastructural Facilities	Infrastructure Available	Deficiency If Any	Remarks
1.	Land <ul style="list-style-type: none"> • Must have either on freehold or on long leasehold land adequate to provide for academic buildings, library, indoor and outdoor sports facilities, hostels etc. for 10 years • If own land, the same has to be in the name of the trust or society. • Land use certificate is mandatory • Land should have a boundary wall from all sides with at least one well designed/built main entry gate. • Requisite green cover in the campus is must • Well laid roads within the college campus are necessary. • Proper landscaping of the main lawns of the college must. (Give details of each of the above items., Wherever required give information on a separate sheet)	8 Kanals			
2.	Academic Building: <ul style="list-style-type: none"> • Separate Block for Administration, Library, Academic • Moot Court Room shall be available. • College can be in a rented/leased building only for the first two years • Parking space for vehicles shall be available • Garden Benches shall be placed at requisite places for students in the college lawns. • Every Building shall have ramps. • There shall be requisite no of latrines and wash rooms (Give details of each of the above items., Wherever required give information on a separate sheet)	15 sq.ft per student for Classroom/ Seminar room/Library and 20 sq. feet per student in Laboratories			

3.	Classroom <ul style="list-style-type: none"> • B.A LLB • LLB • Fully equipped with White Boards and LCD projectors. • Atleast one Smart –cum- Virtual Classroom shall be available. • Class rooms shall be well furnished and ventilated. • Preferably Gallery type class rooms shall be available. • Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	5@900 sq. feet per section of 60 students 3@900 sq. feet per section of 60 students			
4.	Computer Lab. <ul style="list-style-type: none"> • One computer centre having Student – Computer Ratio of 3: 1 shall be available • Linked with high speed internet. • Well furnished and appropriately ventilated. • Proper lighting, fans/coolers/ Split ACs shall be available. 	1			
5.	Principal Room <ul style="list-style-type: none"> • With attached toilet • Having a visitor’s room. • Independent telephone and intercom facility linked to the administration and hostels. 				
6.	Faculty Room <ul style="list-style-type: none"> • One faculty room should accommodate 2 teachers only • Separate toilet with hand washing facility for male and 	1			

	<p>female faculty members shall be available.</p> <ul style="list-style-type: none"> Each faculty member shall be provided with a desktop, printer and internet facility in their chambers Proper lighting, fans/coolers/ Split ACs, and toilet facilities shall be available. <p>(Give details of each of the above items. Wherever required give information on a separate sheet).</p>				
7.	<p>Common Room:</p> <ul style="list-style-type: none"> Separate rooms for male & female students shall be available. Fully furnished with attached toilets and wash basin facility. Proper light, fans/coolers/ Split ACs shall be available. 				
8.	<p>Legal Aid Centre</p> <ul style="list-style-type: none"> Each law college shall establish and run a Legal Aid Clinic under the supervision of a senior faculty member who may administer the Clinic run by the final year students of the college in cooperation with the Legal Aid Authorities having list of voluntary lawyers and other Non-Govt. Organizations. 				
9.	<p>Seminar Room:</p> <ul style="list-style-type: none"> Space sufficient enough to accommodate triple the approved intake of students Well furnished with push back comfortable chairs. LCD projector facility shall be available Public address system shall be available Attached toilet with wash basin facility shall be available Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available. <p>(Give details of each of the above items. Wherever required give information on a separate sheet).</p>	1			

10.	Library Building B.A LLB (One Section) LLB & BA.LLB (One Section) <ul style="list-style-type: none"> • With minimum six thousand books including text & reference books related to the prescribed course of study shall be available. • Each title should have atleast 100 copies • Shall have a set of 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 atleast 10 years. • Online resources and minimum five refereed Journals on legal studies. • Subscription to atleast five other journals related to the discipline of law • ICT facility for browsing online material shall be available. • Photocopying facility shall be available. • Comfortable seating arrangement for atleast half of the total strength of the students and teachers shall be available. • Separate budget for the Library shall be available. • Cabin for Librarian with intercom facility shall be available. • The library shall also have adequate reading room space for atleast 25% of the enrolled students • Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available <p>(Give details of each of the above items. Wherever required give information on a separate sheet).</p>	15 sq.ft per Student 1125 sq.ft 1800 sq.ft			
11.	Administrative Office <ul style="list-style-type: none"> • Separate office room for the administrative staff with adequate toilet facility shall be available. • Spacious enough space to accommodate the entire office staff with separate work stations for each official shall be available. 				

	<ul style="list-style-type: none"> Each work station adequately furnished with items like tables, chairs, cupboards, built-in racks and shelves filling cabinets and book cases. Computers and printers shall be made available wherever needed. Proper light, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available <p>(Give details of each of the above items. Wherever required give information on a separate sheet).</p>				
12.	Store Room <ul style="list-style-type: none"> For stationary and official records Built in shelves, Racks, Cabinets, fire proof steel almirahs for keeping student records shall be available 	01			
13.	Multi Purpose Hall <ul style="list-style-type: none"> Built Up Area inclusive of Dias of 3000 Sq.Mts Seating Capacity With proper stage & green room facilities, well ventilated and proper lightening system There shall be arrangements for the use of all kinds of basic and advanced audio-visuals aids Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available 	3000 sq. mts 500 Seating Capacity			
14.	Fully Developed Multi Purpose Play Field for: <ul style="list-style-type: none"> Cricket Football Volleyball Badminton 	400 meter			
15.	Hall for Indoor Games	01			

16.	Medical Facility Room <ul style="list-style-type: none"> • Having atleast two beds with portable Oxygen facility. • All emergency medicines and first aid shall be available 				
17.	Canteen	01			
18.	Provisions for Latrines <ul style="list-style-type: none"> • Provision for toilets, washbasins should in each floor of academic block, administrative block, library block and at other locations separately for male and female students • In each block atleast one toilet shall be suitable to use by the specially abled persons 	1000 sqft			

C: Hostel Block

S. No.	Infrastructural Facilities	Minimum Requirement As Per Bar Council of India	Infrastructure Available	Deficiency If Any	Remarks
1.	Hostel Block for 150 students <ul style="list-style-type: none"> • Separate hostel for the male and female students 	35000 Sq.ft			
2.	Single Room/ Double Room <ul style="list-style-type: none"> • Hostel facility be created within 5th year of the establishment of the college • Ideally for 2 students provided with adequate furniture like beds, reading tables, chairs and cupboards.. <ul style="list-style-type: none"> • Single Seater • Double Seater • Three Seater 	8-9 Sq. Mts. per student 7.5 to 8 Sq. Mts. per student 7 to 7.5 Sq. Mts. per student			

	<ul style="list-style-type: none"> • Proper light arrangement, fans/coolers/ Split ACs, and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>				
3.	<p>Sanitary</p> <ul style="list-style-type: none"> • Toilet and bathroom facilities should be provided on each floor of the student's hostel @ of one toilet and one bathroom for 2-6 students. • Geysers in bathroom and wash basins should also be provided. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	500 sq.ft			
4.	<p>Visitor Room</p> <ul style="list-style-type: none"> • There should be a visitor room in the hostel with comfortable seating, lightening and toilet facilities. • Proper light arrangement, fans/coolers/ Split ACs, 	500 sq.ft			
5.	Reading Room	250 sq.ft			
7.	<p>Recreation Room</p> <ul style="list-style-type: none"> • Provisions for T.V should be there. • Facilities for indoor games <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	500 sqft			

8.	Dining Hall <ul style="list-style-type: none"> To seat at least 80% of the total strength of the Hostel at one time with adequate furniture Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities 	3000 sq.ft			
9.	Kitchen (Hygienic with proper ventilation)	1000 sq.ft			
10.	Pantry <ul style="list-style-type: none"> One Pantry on each floor should be provided. It should have water cooler and heating arrangements. 	01			
11.	Washing & Ironing Room <ul style="list-style-type: none"> Facility for drying and ironing clothes should be provided in each floor 	01			
	Sick Room <ul style="list-style-type: none"> Having atleast two beds with Oxygen facility. Provided with first aid and emergency medicines <p>(Give details for each of the above items., Wherever required give information on a separate sheet)</p>	01 room of 9.60 Sq.m.			
	Room for Cooks, Room Attendants <ul style="list-style-type: none"> 1 room of 9.60 sq. m. with WC and bathrooms 	1			

	<ul style="list-style-type: none"> • Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities 				
	Boundary Wall around the hostel, if necessary				

D: Teaching Faculty (Core)

S. No.	Posts/ Subjects	Minimum Requirement of Faculty Positions	Faculty in Place	Deficiency If Any	Essential Qualification	Nature Of Appointment	Qualification of Appointee	Pay Scale	Remarks
1.	Principal	01							
For BALLB									
2.	English Language	01 post			UGC Prescribed Qualifications				
3.	B. A. Subjects (At least three subjects to be offered) <ul style="list-style-type: none"> • Political Science • Economics • History • Philosophy • Psychology • Sociology 	03 post			UGC Prescribed Qualifications				
4.	Law Subjects: (all of the following as and when introduced at the initial years) <ul style="list-style-type: none"> • Constitutional & Administrative • Contract & Commercial • Corporate and Market regulatory 	01 post 01 post 01 post			UGC Prescribed Qualifications				

	<ul style="list-style-type: none"> • Crime & Criminality • International Laws • Labour & Industrial Law • Other Public Laws & Family Laws • Taxation laws including Tax • Clinical Program 	01 post 01 post 01 post 01 post 01 post 01 post							
3-year LLB									
5.	Core Faculty Ist Year	4							
6.	2nd year	6							
7.	3rd Year	8							
B. A. LLB with 3-Year LLB									
8.	Core Faculty Ist Year	6							
9.	2nd year	8							
10.	3rd Year	10							
In addition, there shall be faculty for B. A. Subjects as par the above stipulation									

Note:

- Faculty Appointments shall have to be on permanent basis.
- Faculty on contractual basis or on Academic Arrangement basis only to the extent of 25% of the total faculty positions prescribed for the programme for a maximum period of one year only.
- Essential qualifications as per the prescribed qualifications by the affiliating university.
- Salary shall be paid as per the UGC scales or the scales prescribed by the state Govt or Affiliating University
- Selection committee shall be as per the constitution prescribed by the Affiliating University.
- Age of superannuation and other benefits shall be same as that of the state government / Affiliating University norms

Essential Qualification:**Principal:**

- i. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University.
- i. Ph.D. Degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance.
- ii. Associate Professor/Professor with a total experience of fifteen years of teaching/research/administration in Universities, Colleges and other institutions of higher education.
- iii. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

D: Administrative and Supporting Staff

S. No.	Post	Minimum Requirement of Staff	Staff Available	Deficiency If Any	Prescribed Qualification	Qualification of Appointee	Nature of Appointment	Pay Scale	Remarks
1.	Administrative Officer	01							
2.	Clerk / Accountant	01							
3.	Store Keeper	01							
4.	Computer Assistant	01							
5.	Librarian	01							
6.	Peons	02							
7.	Sweepers	01							
8.	Gardener	01							

E: Staff for the Hostel

S. No.	Post	Minimum Requirement of Staff	Staff Available	Deficiency If Any	Nature Of Appointment	Pay Scale	Remarks
1.	Warden	01					
2.	Cook	One for every 50 students for each shift					
3.	Kitchen & Dining Room Helper	one for every 50 students for each shift					
4.	Sweeper	01					
5.	Security Guard/ Chowkidar	01					

Note:

- Staff Appointments shall have to be on permanent basis.
- Non- teaching staff on contractual basis or on casual basis only to the extent of 25% of the total staff positions prescribed for the college
- Essential qualifications as per the qualifications prescribed by the state govt. or Affiliating University.
- Pay scales as per the scales prescribed by the state Govt or Affiliating University from time to time
- Selection committee should be in accordance with the constitution prescribed by the state govt. or affiliating university.
- Age of superannuation and other benefits shall be same as that of the state government / Affiliating University

F: Restricted Funds

S. No	Name of the Fund	Minimum Amount Prescribed By The Affiliating University/ BCI	Date of Establishment	Amount As on Date	Remarks
1	Minimum Capital Fund	Rs. 10 Lakhs			
2	Endowment Fund	Rs. 5 Lakhs			
3	Contingency Fund	Rs. 7 Lakhs			

G: Budgets:

There has to be separate budget for every department and service centre like:

- Salary, pension and other benefits.
- Office contingencies
- Labs
- Library
- Sports