



University of Kashmir



Hazratbal Srinagar, Kashmir

NAAC Accredited Grade 'A+' University



Check List of Minimum Requirements

For

Grant of Temporary Affiliation

To

LAW Colleges

In The

Union Territory of J & K

Guidelines

and

Minimum Requirements to Establish Law College

Guidelines

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 or accounts and funds of the institution shall be jointly operated by the Manager/ Secretary designated by the Trust, Society or the Non-Profit Company

A: Brief Profile of the College/ Institution

- Name of the College (*Attach brief profile of the college*) :- _____
- Name of the Principal with qualification (*Attach CV*): _____
- Programme/s offered or to be offered: _____
- Approved/ Proposed intake of students for each programme of study: _____
- No of students on rolls for the current session (*Semester-wise and programme-wise*) : _____
- NOC from State Govt. for the course / College / Institution: (*Attach Copy of NOC as appendix*).
- Whether recognized by Bar Council of India? (*Attach copy of recognition*)-----
- Duly audited financial statements of the last financial year viz; Balance Sheet, Statement of Income & Expenditure & Statement of Receipts & Payments: (*Attach These Statements as appendix*)
- Monthly salary statements along with monthly bank statements of individual staff members (*Attach statement as appendix*)
- Current and previous years revenue budget of the college (*Attach budget copies as appendix*)
- Names of the members of student grievance committee(*Attach as appendix*)
- Names of the members of teaching & non-teaching grievance cell (*Attach as appendix*)
- Whether constituted College Management Committee as per the prescribed constitution of the committee (*Attach the constitution of the committee as appendix*)
- *Any other Particulars:*

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

B: Infrastructural Facilities

S. No.	Infrastructural Facilities	Minimum Requirement of Infrastructural Facilities	Infrastructure Available	Deficiency If Any	Remarks
1.	<p>Land</p> <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 mandatory • Land should have a boundary wall from all sides with at least one well designed/built main entry gate. • Requisite green cover must • Well laid roads within the college campus. • Proper landscaping of the main lawns of the college must <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	8 Kanals			
2.	<p>Academic Building:</p> <ul style="list-style-type: none"> • Separate Block for Administration, Library, Academic • College can be in a rented/leased building only for the first two years • Parking space for vehicles must • Benches placed at requisite places for students in the college lawns. • Every Building should have ramps • Requisite provision of latrines and wash rooms • Moot Court Room 	15 sq.ft per student for Classroom/ Seminar room/Library and 20 sq. feet per student in Laboratories			

	(Give details of each of the above items., Wherever required give information on a separate sheet)				
3.	<p>Classroom</p> <ul style="list-style-type: none"> • B.A LLB • LLB • Space Sufficient enough to accommodate 70 students. • Fully equipped with White Boards and LCDs. • Atleast one Smart –cum- Virtual Classroom • Well furnished and ventilated. • The library shall also have adequate reading room space for atleast 25% of the enrolled students • Preferably Gallery type class rooms • Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	<p>5@900 sq.feet 3@900 sq.feet</p>			
4.	<p>Computer Lab.</p> <ul style="list-style-type: none"> • One browsing centre having Student – Computer Ratio of 3: 1 • Linked with high speed internet. • Well furnished and appropriately ventilated • Proper light arrangement, fans/coolers/ Split ACs, 	1			
5.	<p>Principal Room</p> <ul style="list-style-type: none"> • With attached toilet • Provision for visitor’s room. • Independent telephone and intercom facility linked to the administration and hostels. 				
6.	<p>Faculty Room</p> <ul style="list-style-type: none"> • One faculty room should accommodate 2 teachers only 	1			

	<ul style="list-style-type: none"> • Separate toilet with hand washing facility for male and female faculty members. • Each faculty member provided with dedicated computer with printer and internet facility in their chambers • Proper lighting 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>				
7.	<p>Common Room:</p> <ul style="list-style-type: none"> • Separate for male & female students. • Fully furnished with attached toilets and wash basin facility. • Proper light arrangement, fans/coolers/ Split ACs, 				
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 with 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 facility available • Public address facility available • Attached toilet with wash basin facility • With proper stage, ventilation and proper lightening system • Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities <p>(Give details of each of the above items. Wherever required give information on a separate sheet).</p>	1			

<p>10.</p>	<p>Library Building</p> <p>B.A LLB (One Section) LLB & BA.LLB (One Section)</p> <ul style="list-style-type: none"> • With minimum six thousand books including text & reference books related to the prescribed course of study. • 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. • Photocopying facility • Comfortable seating arrangement for atleast half of the total strength of the students and teachers. • Separate budget for the Library. • Cabin for Librarian with intercom facility. • The library shall also have adequate reading room space for atleast 25% of the enrolled students • Proper lighting arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities <p>(Give details of each of the above items. Wherever required give information on a separate sheet).</p>	<p>15 sq.ft per Student</p> <p>1125 sq.ft 1800 sq.ft</p>			
<p>11.</p>	<p>Administrative Office</p> <ul style="list-style-type: none"> • Separate office room for the administrative staff with adequate toilet facility. • Spacious enough space to accommodate the entire office staff with separate work stations for each official. • Each work station adequately furnished with items like tables, chairs, cupboards, built-in racks and shelves filling 				

	<p>cabinets and book cases.</p> <ul style="list-style-type: none"> • Provision for computers and telephone wherever needed. • Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities <p>(Give details of each of the above items. Wherever required give information on a separate sheet).</p>				
12.	<p>Store Room</p> <ul style="list-style-type: none"> • For stationary and official records • Built in shelves, Racks, Cabinets, fire proof steel almirahs for keeping student record 	01			
13.	<p>Multi Purpose Hall</p> <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 should be arrangements for the use of all kinds of basic and advanced audio-visuals aids • Proper lighting arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities 	<p>3000 sq. mts 500 Seating Capacity</p>			
14.	<p>Fully Developed Multi Purpose Play Field for:</p> <ul style="list-style-type: none"> • Cricket • Football • Volleyball • Badminton 	400 meter			
15.	<p>Hall for Indoor Games</p>	01			
16.	<p>Medical Facility Room</p> <ul style="list-style-type: none"> • Having atleast two beds with Oxygen facility. • All critical medicines and diagnostic equipments 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 should 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 Proper light arrangement, fans/coolers/ Split ACs, and toilet 	8-9 Sq. Mts. per student 7.5 to 8 Sq. Mts. per student 7 to 7.5 Sq. Mts. per student			

	<p>facilities</p> <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.	<p>Reading Room</p>	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.	<p>Dining Hall</p>				

	<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 Proper light arrangement, 	1			

	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							
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 an when introduced at the								

	initial years)								
	• Constitutional & Administrative	01 post			UGC Prescribed Qualifications				
	• Contract & Commercial	01 post							
	• Corporate and Market regulatory	01 post							
	• Crime & Criminality	01 post							
	• International Laws	01 post							
	• Labour & Industrial Law	01 post							
	• Other Public Laws & Family Laws	01 post							
	• Taxation laws including Tax	01 post							
	• Clinical Program	01 post							

Note:

- i. Faculty Appointments shall have to be on permanent basis.
- ii. Faculty on contractual basis or on Academic Arrangement basis only to the extent of 25% of the total faculty positions prescribed for the programme
- iii. Essential qualifications as per the prescribed qualifications by the affiliating university.
- iv. salary paid as per the UGC scales or the scales prescribed by the state Govt or Affiliating University
- v. Selection committee should be as per the constitution prescribed by the Affiliating University.
- vi. 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:

- i. Staff Appointments shall have to be on permanent basis.
- ii. 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
- iii. Essential qualifications as per the qualifications prescribed by the state govt. or Affiliating University.
- iv. Pay scales as per the scales prescribed by the state Govt or Affiliating University from time to time
- v. Selection committee should be in accordance with the constitution prescribed by the state govt. or affiliating university.
- vi. 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/ NCTE	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