

# COLLEGE RULES

## GENERAL RULES

1. All students are required to be punctual and regular in their attendance. Students remaining absent without permission will do so at their own risk.
2. Every student must put in a minimum of 75% attendance in lectures, tests, tutorials, practicals, etc. in every subject. Student falling short of the prescribed minimum attendance in any subject(s) may not be permitted to take examination in accordance with the Rules framed by the University and the College.
3. Fees once paid to the College are not liable to be refunded or adjusted under any circumstances.
4. The College will not be responsible for the loss of any letter or correspondence sent to the students at the College address.
5. Letters to the Principal should be accompanied by reply postage whenever reply is desired.
6. Students should see the College Notice Board regularly for announcements regarding classes, special classes, tutorials, tests, award of scholarships, etc.

## RULES RELATING TO CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES

1. There shall be a separate Department for each co-curricular and extra-curricular activity. Co-curricular activities shall be supplementary to the regular course of studies and may consist in organising lectures, discourses, symposia, or such other cultural activities as may be decided by the Principal.
2. Principal shall be the Ex-officio President of the Departments and may appoint a Chairman for each Department.
3. One Class Representative is nominated by the Principal for each class of 3-Year and 5-Year Law Courses, who shall be the successful student securing the highest number of marks in the previous year examination.
4. There shall be a Union consisting of nominated students. Councillors are nominated on the basis of merit and subject to the other conditions as may be prescribed by the Principal from time to time.
5. The activities of the Departments shall be so conducted that they will not affect the regular course of studies.
6. There will be no observance of Students' Week, Gathering or Music Day Function. However, certain selected entertainment programmes or cultural activities may be presented before the guests with the prior permission of the Principal.
7. A Councillor who is nominated to the Students Union shall cease to hold the post if:
  - (a) He fails to attend any three consecutive meetings of the Department or Union without proper justification.
  - (b) He discontinues the Course.
  - (c) He is found to be indifferent in discharging his duties or is disobedient to the Chairman.
  - (d) He is removed from the post by the President on the recommendation of the Chairman.
  - (e) He, for any reason, ceases to hold the post shall be disqualified from holding the post during the rest of the year.
8.
  - (a) No games shall be played by the students by missing the classes.
  - (b) Students desirous of practising any of the athletic or track events may do so on the College Play Ground without causing any inconvenience to the other institutions in the Campus.
9. Under no circumstances the Chairman is responsible for conducting any of the events if the budget earmarked exceeds for such item or for such Department as the case may be.
10. In case of any dispute that may arise in this regard, the decision of the Chairman, subject to the revision by the President, shall be final and binding.
11. The power to alter, amend, add to or delete from these rules shall rest with the Principal and his opinion to the

**I.Q.A.C. Coordinator**  
**R.L. Law College,**  
**Belagavi**



**Principal**  
**R.L. Law College**  
**BELAGAVI**

## RULES OF DISCIPLINE

1. Students are required to maintain the highest standard of behaviour and discipline at all times both inside and outside the College.
2. Students shall observe the Disciplinary Rules Framed by the College from time to time. Violation of the Rules will be dealt with by the Principal in the manner he/she considers fit and his/her decision in the matter will be final and binding.
3. On the ringing of the bell, students shall assemble in the Class Rooms and wait for the Lecturer. Students shall maintain absolute silence in the Class Room. Once the lecture commences, no student shall enter or leave the Class Room without the permission of the Lecturer.
4. Loitering around the College when classes are going on is forbidden.
5. Making noise and disturbing classes or the reading room, and indulging in any kind of violence with the staff and fellow students are treated as acts of gross indiscipline. Those who are found guilty of such misconduct will be dealt with severely and may be liable for expulsion from the College or subjected to heavy fine. Students whose presence in the College is found injurious and harmful to the maintenance of order and discipline of the College are liable to be rusticated.
6. Irregular attendance, indifference in regard to class work, tests, tutorials and examination, discourtesy towards the teachers, insubordination, obscenity in word and act, and any activities bringing or likely to bring disrepute to the College or staff are strictly forbidden, and the students are liable for disciplinary action which may include expulsion from the College.
7. Attendance to the College functions, Association Meetings of the College Assembly, Legal Aid Clinics, Legal Literacy Camps, Court Visits, Moot Courts, Viva Voce, etc. is obligatory to all students.
8. The College property shall be handled with care and nothing shall be done by a student which act may cause or may be likely to cause damage to the same. If any damage is caused to any property belonging to the College, the loss will be recovered from the student(s) known to be immediately responsible for the damage, and if the student(s) responsible for the damage are not ascertained, the loss may be collected equally from all the students of the Class or College.
9. Writing or drawing pictures on black-boards or walls or on benches, tables etc., affixing posters, littering etc. are strictly prohibited, violations attracting the fines.
10. Students shall not organise any activities or associate with any group not concerned with the College, without the permission of the Principal. Participation in any political or para-political activities is strictly forbidden.
11. No meeting shall be convened, no person shall be invited to address the students, no publication shall be issued and no canvassing or mobilizing of the students for any particular opinion or action without the permission of the Principal.
12. Participation in agitations, demonstrations or strikes or protest of any kind is strictly prohibited. Boycotting classes, shouting slogans, obstructing fellow students from entering into classes will be viewed seriously and the students indulging in such activities are liable to be expelled from the College.
13. No student shall organise any tour, picnic, etc. without the express permission of the Principal.
14. Books, magazines, newspapers, etc. which are not approved by the Principal are not allowed to be brought to the College.
15. Every student should possess the Identity Card issued by the College which should be produced whenever asked for, especially when dealing with the Office and Library, and when asked by the Security Personnel.
- 16. RAGGING, CONSUMPTION OF ALCOHOL, SMOKING, CHEWING OF TOBACCO, GUTKHA, SPITTING, TEASING AND DRUG ABUSE, ETC. ARE STRICTLY FORBIDDEN IN THE COLLEGE AND HOSTEL PREMISES. STUDENTS ARE LIABLE FOR HEAVY PENALTY WHICH MAY BE FOLLOWED BY THE EXPULSION OF THE STUDENT FROM THE COLLEGE AND HOSTEL FOR VIOLATION OF THIS RULE. USING THE MOBILE PHONES IN THE CLASS ROOMS AND LIBRARY IS STRICTLY FORBIDDEN, AND THE VIOLATION OF THE SAME WILL ATTRACT THE FINE OF RS. 200. THE COLLEGE LIBRARY HAS BEEN DECLARED AS SILENT-ZONE. HENCE, IF ANY ONE SPEAKS THEREIN WILL BE FINED RS. 25. STUDENTS MUST KEEP THE CLASS ROOMS AND THE COLLEGE PREMISES CLEAN, AND MUST THROW THE WASTE ONLY IN THE DUST BINS PROVIDED, AND ANY VIOLATION ATTRACTS THE FINE OF RS. 25.**
17. Students will have to wear the prescribed uniform which is black coat with light blue shirt and black trouser uniformly printed tie for boys and black coat with light blue kurta, kameez with black salwar or light blue shirt and black trousers for girls on every day except thursday and on all the days of college functions as notified. Uniform on other days shall be the same except for coat and tie.
18. Students are expected to treat the College as their own and to co-operate in its smooth and efficient running.
19. Violation of any order, rule or notification issued by the Principal from time to time will be deemed to be misconduct attracting severe punishment.
20. Use of mobile phone in college attract fine.
21. Student shall not bring their vehicles in college.

**I.Q.A.C. Coordinator**  
**R.L. Law College,**  
**Belagavi**



*[Signature]*  
**Principal**  
**R.L. Law College**  
**BELAGAVI**

## PUNISHMENT FOR INDISCIPLINE

1. Any student who is found to have committed any act of indiscipline is liable to any one or more of the following punishments:
  - a) Warning;
  - b) Fine;
  - c) Recovery in part or full of loss or damages to the College property or property of others caused by the delinquent student;
  - d) Expulsion from the College;
  - e) Withholding of certificates.
2. The punishments are liable to be inflicted summarily at the discretion of the Principal whose decision will be final and binding.

## PROHIBITION OF RAGGING IN COLLEGE AND HOSTEL

1. Ragging is defined and made punishable under the Karnataka Education Act, 1983.

### KARNATAKA EDUCATION ACT, 1983

Section 2: Definitions: (29) 'Ragging' means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or to forbear from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining, or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force.

### Section 116: Penalty for Raging:

1. No person who is a student in an educational institution including an institution under the direct management of the University or of the Central Government shall commit ragging.
2. Any person who contravenes sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year or with fine which may extend to two thousand rupees or with both.
2. In addition to considering it as punishable offence under the said section 116, the said offence shall also be punishable under sections 109, 110, 111, 112, 113, 114, 115, 116, 302, 305, 339, 340, 341, 342, 343, 346, 347, 354, 359, 368, 448, 451 and 506 of the Indian Penal Code entailing inflictment of extreme punishment in terms of Standing Order No. 940 of Director General and Inspector General of Police.
3. Anyone indulging in ragging is liable to be punished appropriately, including expulsion from institution.
4. A Review Committee and Flying Squad have been constituted to prevent ragging in the College and Hostel.

## REQUEST TO PARENTS AND GUARDIANS

Parents and Guardians should please note that students admitted to this college are expected to maintain a very high standard of diligence and good conduct and abide by the Rules and Regulations of the College as may be notified from time to time.

Parents and Guardians are expected to call upon the college from time to time and ascertain regularity of their children. Sometimes the college may call (telephonically) the parents and inform the repeated absenteeism of their children, in which case a service charge will be levied.

**I.Q.A.C. Coordinator**  
R.L. Law College,  
Belagavi



**PRINCIPAL**  
Principal  
R.L. Law College  
BELAGAVI



**KARNATAKA LAW SOCIETY'S**

**SERVICE RULES - 2003.**

**(AS AMENDED UPTO 12<sup>th</sup> February 2016)**





## **KARNATAK LAW SOCIETY, TILAKWADI, BELGAUM**

Reviewed the present Service Rules for Employees (Not covered by the Government Salary Grants) of the institutions run by the Karnatak Law Society framed in June 2004 and in force from 13.09.2003.

It is considered expedient to make certain amendments in the existing service rules to bring about a more harmonious interpretation of the said rules and to obviate some inconsistencies in their interpretation and to provide for certain matters not covered in the existing rules.

After due discussion by BOM at its meetings held on 03.03.2012, 10.04.2013, 20.03.2014, 31.10.2015 and 12.02.2016 relating to the proposed amendments, the Board of Management hereby approves the amended Service Rules, as produced hereunder:



## **PREAMBLE**

Whereas rules governing terms of employment, service conditions and discipline of the employees (not covered by Govt salary grants) of the institutions run by the Karnataka Law Society, Belgaum have been framed in June, 2004 and the same are in force with effect from 13-09-2003.

Whereas it is considered expedient to amend some of these rules.

Now therefore, Board of Management of Karnataka Law Society hereby frames the following amended Rules namely:



## **CHAPTER NO. 1**

### **TITLE, COMMENCEMENT AND APPLICATION**

- a) These Rules shall be called Karnatak Law Society's Service Rules 2003 (As Amended up to April, 2010) for the Employees (not covered by Govt. Salary Grants) working in the institutes run by Karnatak Law Society.
- b) These Rules shall be deemed to have come into force with effect from 01-04-2010.
- c) The appointment and service conditions of employees (not covered by Govt. Salary Grants) working in the Institutions run by the Karnatak Law Society shall be governed by these Rules.



## CHAPTER 2

### DEFINITIONS

**1. Society** means the Karnatak Law Society, Belgaum

**2. Employee** means an employee who is not covered by the Govt Salary Grants, and includes any person appointed by the Appointing Authority in any capacity either teaching or non teaching and includes any employee already appointed and serving in any of the institutions run by the Karnatak Law Society but does not include person engaged on daily wages or visiting faculty engaged on payment based on hourly rates. An employee may be a *Confirmed* employee or a contractual employee or a *Probationary* employee.

a) **Contractual employee** means an employee who is appointed on a contractual basis for a specific duration of period or for a duration required to complete a specific job or assignment, subject to the terms and conditions specified by the appointing authority in the letter of appointment.

b) **Probationary employee** means an employee who is serving his probationary period.

c) **Confirmed Employee** means an employee who has satisfactorily completed the period of probation and whose services have been *Confirmed* by an order of the Chairman of the Board of Management.

**3. Probationary Period** means -

(i) In case of an employee who has initially joined as a contractual employee, a period of three years or a lesser period of service completed by the employee which is deemed by the Board of Management to be the probationary period.

(ii) In case of an employee whose first appointment is not as a contractual employee, a period of one year from the date of appointment or such other extended period (such extension not to exceed one year) during which he is on probation as stated in the order of appointment or in any other subsequent order.

(Note: The BOM may waive the condition of probationary period where it deems fit)

**4. Vacational Employee** means an employee who is eligible to avail vacations.

**5. Non vacational employee** means an employee who is not eligible to avail the vacations

**6. Teacher or Member of the Teaching Staff** includes Principal, Professor, Reader / Selection grade Lecturer, Associate / Assistant Professor, Sr. Lecturer / Lecturer, Physical Director / Librarian / or such other similar category recognized as teacher or member of teaching staff by the Government or University or All India Council for Technical Education (A.I.C.T.E) or University Grants Commission (U.G.C) or Central Board of Secondary Education (CBSE) or Medical Council of India (MCI) or the Board of Management of the Society.





**7. Non Teaching Staff** includes Registrar, Finance Manager / Officer, Accounts / Administration Manager, Network / System Administrator / Supervisor, Site Engineers, Office / Accounts Supdt, Foreman, Instructor, Asst. Instructor, Mechanic, FDA, Asst.Librarian, SDA, Stenographer, Receptionist, Typist, Storekeeper, Driver, Electrician, Plumber, Carpenter, Moulder, Peon / Attender / Helper, Aya, Scavenger or such other similar category recognized by BOM of the Society.

**8. Management means Board or BOM** (Board of Management of the Society) or the Governing Councils elected by the Members of the General Body of the Society.

**9. Salary** means :

a) In case of a *Confirmed* employee :-

the monthly basic pay and other allowances attached to the position,

b) In case of a Contractual employee:-

the consolidated monthly payment,

as stated in the Order of Appointment of such *Confirmed* or contractual employee.

**10. Dearness Allowance** means dearness allowance granted to an employee, such allowance not being a matter of right of the employee, as laid down from time to time under a resolution of the Board of Management.

**11. Year** means the academic year unless otherwise implied by the context.

**12. Month** means the English Calendar Month

**13. Appointing Authority** means the Board of Management of Karnataka Law Society or Governing Council as the case may be.

**14. Disciplinary Proceedings** means the proceedings initiated by appointing authority or any authority constituted by the appointing authority for the said purpose and more particularly stated in Chapter 7.

**15. Joining Duty / Service :**

In case of employee appointed by Karnatak Law Society, it is the day on which employee reports for duty as per the order of appointment.

In case of employee who receives order of transfer or deputation, the date and time for reporting for duty is as per order of transfer or deputation.

Provided that in case of the Order of Transfer or Deputation held in abeyance, the date of handing over and taking over charge and the date of resuming the charge/post should be treated as date of joining. Provided further that time reasonably required for handing over and taking over charge shall be taken as part of joining period.

**16. Head of Institution (HOI)**

HOI means Principal/Director or a person called by any other name appointed by Board of Management (BOM) responsible for administration and day-to-day running of the institution and includes a person designated by BOM as Vice-Principal or In-charge Principal, during the absence of the regular HOI.

**17. Misconduct :**

Means misconduct as stated in Chapter 3.

**18. Institute / Institution**

Means an institute / Institutions run or managed by the Society.



## CHAPTER 3

### RULES OF CONDUCT / DISCIPLINE FOR EMPLOYEES

The employees are required to adhere to the following rules of conduct/discipline. Any breach or non-adherence to these rules will be considered as misconduct.

- 1) **Absence from Headquarters** An Employee shall not leave the Head Quarters without prior intimation in writing to the Head of the Institution or Chairman of the respective Governing Council at any time, including during the period of leave or vacation
- 2) **Accepting outside Employment** An employee cannot accept any other employment either part time or honorary or as guest lecturer or in any other *capacity* in any office or institution except with the permission of the Appointing Authority in writing.
- 3) **Discipline** All employees shall maintain discipline.
- 4) **Diligence in work** All employees of the teaching and non teaching cadre shall discharge their work diligently as assigned to them by Institution / Management from time to time.
- 5) **Personal work** An employee shall not attend to his personal work during working hours.
- 6) **Punctuality** An employee shall be required to observe the scheduled hours of work during which he must be present at the place of his duty.
- 7) **Absence from duty** No employee shall remain absent from duty without prior permission unless such absence is warranted by unforeseen circumstances.
- 8) **Integrity & Honesty** Every employee shall at all times maintain absolute integrity and devotion to duty and also be honest and impartial in his official dealings and shall not indulge in any act of forgery, fraud, cheating, malpractice.
- 9) **Courteousness** An employee shall at all times be courteous in his dealings with other employees, students, their parents, members of the public, management, officials of educational authorities etc.
- 10) **Participation in Political/Communal activities**
  - a) No employee shall participate in political activities or be a member of any political party or organization.
  - b) No employee shall participate in any communal organization or activity which affects the secularism of the country



- 11) **Connection with Press** No employee shall, except with the prior permission of the Management, own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publications or any other media.
- No employee shall, except with the prior permission of the Management, publish any article or item in the newspapers or periodicals or give interview or issue statements to any media.
- 12) **Protestation** No Member of the Staff teaching and non-teaching shall engage himself/herself or participate in any protestations, demonstration concerning linguistic controversy, communal disharmony, strikes etc.
- 13) **Criticism of the Institution** No Employee shall take part in any public discussion or make any public statements:
- which has the effect of criticism of any policy or action of the Society/ Institution in which he is working;
- which is capable of embarrassing the relations between the institution, State or Central Govt or any other institution or organization or member of the public.
- 14) **Canvassing** No employee shall canvass or otherwise interfere with or use his/her influence in connection with or take part in an election to any legislature or local authority without prior permission of the Society in writing.
- 15) **Private Classes Or Tutions.** No staff member shall conduct private tuition classes nor associate himself/herself with other persons for such purpose.
- 16) **Evidence before Committee or any other authority** a) Save as provided in paragraph (c) below, no employee except with prior sanction in writing of the Board of Management shall give evidence in connection with any inquiry conducted by any person, committee or authority.
- b) Where any sanction in writing has been accorded under (a) above, no employee giving such evidence shall criticize the policy of the Society or any member of the institution or Central Government or State Government.
- c) Nothing in this rule shall apply to:
- i) evidence given in any inquiry before any authority appointed by the institute; by Parliament or by State Legislature; or
  - ii) evidence given in any judicial enquiry; or
  - iii) evidence given at any departmental enquiry ordered by the authorities of Society.



- 17) **Gifts** No Employee shall except with the prior sanction of the Management accept or permit any other member of his/her family to accept from any person, (other than relations or personal friends), having official dealing with the Society, any valuable gift.
- 18) **Investments, Lending Borrowing:** Or No employee shall speculate in any business, nor shall he /she make or permit any member of his/her family to make any investment likely to embarrass or influence him / her in the discharge of his/her duties.
- 19) **Private Trade Employment** Or No employee of the Society shall except with the prior permission of the Society in writing engage directly or indirectly in any trade or business or negotiate for or undertake any other employment.
- 20) **Insolvency, Habitual Indebtedness And Criminal Proceedings Involving Turpitude** Moral
- a) An employee shall so manage his/her private affairs as to avoid habitual indebtedness, insolvency or criminal proceedings. When an employee is found liable to be arrested or has recourse to insolvency, he/she shall be liable for dismissal from service. An employee who becomes the subject of legal proceedings for insolvency or criminal action shall forthwith report full facts to the institute.
  - b) An employee who gets involved in any criminal proceedings shall immediately inform the Board of Management of the Society in writing irrespective of the fact, whether he/she has been released on bail or not.
  - c) An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties at the institute unless he/she has obtained written permission to that effect from the Board of Management of the Society.
- 21) **Representations**
- a) Whenever an employee wishes to put forth any claim or seeks redressal of any grievances or of any wrong done to him/her, he/she must forward his/her case through proper channel and shall not forward copies of his/her application to any higher authority or newspapers for publication.
  - b) No employee shall be a signatory to any controversial joint representation addressed to the authorities for redressal of any grievance or any other matter.
  - c) No employee shall write any anonymous or pseudonymous letters to Society / Institutes / Management / HOIs criticizing or using indecent language or circulating such letters



22) **Prohibited Acts**

a) **Prohibited acts include :-**

- i) Smoking, Chewing tobacco / Gutka, drinking of alcohol or being in state of drunkenness in the premises of Society / Institute;
- ii) possessing of explosives / lethal weapons, threatening, intimidation, attempt to assault any member or employee or any other person;
- iii) engaging in riotous acts or fighting or disorderly/unlawful acts;
- iv) causing damage to the property of the Society / Institutions;
- v) Holding meetings/demonstrations in the premises of Society/Institutes, or in the vicinity of residences of Management/HOI/ Officers of the Society/ Institutes.

b) No immoral acts are allowed to be practiced in the premises of the Society/Institutes by any member of the staff.

23) **Permission for leaving premises**

No employee is allowed to leave the premises of the college during the working hours without permission of the Head of the Institution. A movement Register shall be maintained and the employees shall record his/her period of absence stating the particulars of work in the said Register and put his/her signature. Head of the Institute shall verify the correctness of the entries every day.

24) **Behavior with lady staff**

No employee shall behave with lady employees which amounts to sexual harassment, ill-treatment, indecency or any other form of unacceptable behavior.

25) **Dress Code / Cleanliness**

Every Member of the staff, teaching and non-teaching is expected to maintain cleanliness in the premises where he/she is working and adhere to the dress code.

26) **Order of Transfer/ Additional charge/ deputation etc.**

Every employee shall comply with any transfer or deputation order or any order assigning additional charge/duty by the Management.

27) **Obedience / subordination**

No employee shall willfully disobey the orders of the superiors or HOI or Management either alone or in combination with others.

28) **Strikes / go-slow tactics**

No employee shall participate in any strike, picketing, initiating others to go on strike, go-slow, mass leave or any other act causing disturbance to the smooth running of institutions.

29) **False Information**

No employee shall furnish any false information regarding his/her name, age, father's name, mother's name, spouse's name, caste, qualifications or any other previous service particulars.



## CHAPTER 4

### SERVICE CONDITIONS

#### 1. Annual Increment (Existing )

a) Grant of annual increment to an employee shall be subject to a review of his performance by a higher authority and it is not a matter of right based on seniority or otherwise.

b) Annual increment shown in the scales of pay shall be awarded (subject to (a) above) each year with effect from date of anniversary reckoned with reference to the date of joining.

c) In case of an employee on leave without pay, the annual increment shall be deferred correspondingly by the number of days of leave without pay for that year in which he has been on leave without pay.

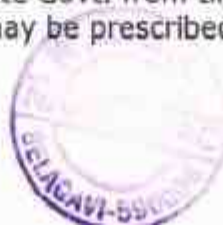
#### Annual Increment (Amended vide BOM Res No.1 Dated 12.02.2016)

- a. When a KLS Employee is confirmed in the services in the same scale, he / she is eligible for Annual increment after twelve months from the date of confirmation.
- b. When a KLS Employee is confirmed in the services in higher scale, he / she is eligible for Annual increment from one year from the date of confirmation.
- c. When the confirmation of an employee is deferred , he /she is eligible for the Annual increment in the existing scale, considering his / her date of joining.
- d. When an employee is promoted, he / she is eligible for Annual increment from the date of promotion.

#### 2. Promotion :

##### Promotion to a higher position:

- a) Is not a matter of right based on seniority or otherwise.
- b) Is subject to review of performance in the existing position and meeting the eligibility requirements of the higher position;
- c) Is subject to a vacancy existing at such higher position as determined in the staffing pattern of the Institute which has been approved by BOM;
- d) Is subject to any other factor considered relevant by BOM.
- e) Employee shall have to undergo tests prescribed by the Board of Management/ AICTE / UGC / State Govt. from time to time and shall also get through efficiency bar that may be prescribed,



### **3. Application for Job in other Karnatak Law Society Institutes:**

No employee (whether confirmed, probationary or contractual) is entitled to seek or apply for any job within Karnatak Law Society unless the application is made through the head of institute in which the employee is presently working.

### **4. Grievances**

Any grievance of employee shall be referred to the Grievances Cell, set up by Board of Management, for its consideration and for final determination by the Board of Management.

### **5. Transfer/Deputation/Appointment in another Karnatak Law Society institute.**

- a) It is a condition of employment that services of any employee working in an institute of Society are transferable or may be deputed to any other institute of the Society in or outside Belgaum or to any University or Govt. Agency or any other institute for such period as BOM deems fit. Similarly services of any employee working in a department of an institute can be transferred or deputed to any other department of the Institute.
- b) A *Confirmed* employee has a lien on the post whenever such employee is deputed or transferred by the Management and during the period of such lien the employee is entitled for all the benefits i.e., increments, promotions etc which are available to the post.
- c) An employee working in a Karnatak Law Society institute in a particular cadre may be appointed to a post in a different cadre in another KLS institute and such appointment shall be regarded as transfer to such other institute.

### **6. Additional Charge etc.**

An employee may be assigned any additional responsibility or charge for a contractual period. Such additional charge may carry an allowance fixed by Board of Management and such allowance shall not be part of normal wage or salary of the employee.

### **7. PF & other benefits**

The Employees are entitled to the benefits of Provident Fund, Gratuity or any other benefit, as applicable and as provided by the respective laws.

### **8. Seniority**

Following norms shall be applied while considering seniority of employees.

- a) Dates of first appointment as a full time employee;
- b) Duration of service in the same cadre, (break in service or period during which there has been a fall in the work-load or leave without pay will not be considered as part of continuous service).
- c) Where the date of appointment is same in respect of two or more employees, seniority will be based on the merit. Where the merit is also same, person senior in the age will be considered for seniority.



## 9. Salaries & Allowances

Employees (both teaching and non-teaching) are entitled to salary and allowances, as determined by BOM from time to time and these will be as specified in Karnatak Law Society's "Pay & Eligibility of Employees Rules," stated in the Schedule annexed.

Unless specifically excepted, by the appointing authority,

- (i) contractual employees are entitled to payment of salary on consolidated basis and
  - (ii) the other employees are entitled to salary as per KLS Scales of Pay plus allowances,
- as specified in the said schedule.





## **CHAPTER 5**

### **LEAVE RULES**



#### **CONFIRMED** **EMPLOYEES**

#### **Casual** **Leave (CL)**

1. (a) A *Confirmed* employee is entitled to casual leave of not exceeding twelve days in a calendar year. This leave can

**Earned  
Leave**

- neither be encashed nor carried forward.
- (b) In the event of an employee retiring or resigning during the course of the year and has availed CL which is more than proportionate to his period of service in that year, the amount relating to excess casual leave availed shall be recovered from such employee.
- (c) (i) A permanent non vocational employee is entitled to earned leave of 15 days for every 12 months service and such leave shall accrue only on completion of 12 months service w.e.f 01.01.2013
- (ii) On completion of one year of service, such leave can be either encashed or accumulated and total of such encashment and accumulation shall not exceed 240 days at any time during the tenure of service of permanent non vocational employee.
- (iii) Permanent non vocational employees who have already encashed / accumulated earned leave of 240 days or more, are not eligible either for accumulation / encashment. However such employees are entitled to avail up to 10 days of earned leave in a calendar year. These 10 days of earned leave can neither be encashed nor accumulated. Accumulated earned leave beyond 240 days of encashment / accumulation of such employees, who are now permitted to avail 10 days of earned leave, shall cease to exist.
- (iv) Any encashment of earned leave will be computed on the basis of employees salary ( basic salary + D.A ) prevailing as on date of encashment.
- (v) Encashment / accumulation of earned leave shall be placed before Governing Council of respective institutions once in a month by HOIs and after consideration by Governing Council, the same be forwarded to BOM for approval.
- (vi) HOIs of KLS Institutions shall send the list of employees indicating their encashment and accumulation of earned leave to KLS Office for information once in a month.
- (d) A confirmed employee, being a vocational employee, is entitled to earned leave at the rate of ten days for every twelve months of service. (This leave cannot be encashed at any time or cannot be adjusted against any shortage in the notice period in the event of employee's resignation). Such leave shall be availed in the current year or in the immediately succeeding year (subject to obtaining written consent of the HOI) failing which such leave or portion of



such leave not availed shall lapse.

**Maternity leave**

- (e) A married lady being a *Confirmed* employee is entitled to maternity leave (with pay) of not exceeding ninety days and the interval between two such leave availments shall not be less than three years. Provided further that the number of availments of paid maternity leave shall not exceed two during the service period of employee.

**Medical Leave**

- (f) A *Confirmed* employee is entitled to medical leave (with pay) not exceeding 7 days in a year on production of certificate from the Medical Practitioner approved by the Society. This leave cannot be encashed nor carried forward.

In addition to the above, a special medical leave to cover protracted / major ailments / illness, not being ailment / illness relatable to maternity, may be given to *Confirmed* employees with full pay for first 20 days and with half pay for the next 20 days and without any pay for the balance period, if any. This special medical leave may be granted against the production of certificate of hospital / medical practitioner approved by the Society.

**Study Leave**

- (g). *Confirmed* employees may be granted study leave for pursuing higher studies / improving qualifications either with or without pay or stipend as determined by the Board from time to time. BOM may prescribe conditions, which shall be agreed to by the employee, as to the requirement of such employee resuming his employment in the institution for a specified period of time after his completion of higher studies/obtaining qualification etc. and as to the penalty or any other measures to be levied/taken by BOM in the event of the employee failing to fulfill the requirement as agreed.

**CONTRACTUAL/  
PROBATIONARY  
EMPLOYEES**

2. Casual Leave (CL)

Contractual/Probationary employees are entitled for casual leave (with pay) of not exceeding 12 days in a calendar year. This leave can neither be carried forward nor encashed.

Contractual / Probationary employees are not entitled to any leave other than the casual leave as above.

**GENERAL  
PROVISIONS.**

3. (i) All leave with or without pay will be against written sanction by the Head of Institute and in case of leave availed by Head of Institute will be against written sanction by Governing Council - Chairman. The Head of the Institute or Governing Council - Chairman has discretion to sanction or decline or to revoke leave at any time in the interest of the institution.



- (ii) Any Sundays or Public holidays falling between the day of commencement of leave and the day of completion of leave will be counted as part of leave period.
- (iii) EL should be availed for a minimum period of three days at a time.
- (iv) CL availed should not exceed 4 days at a time.

**HOSTEL  
EMPLOYEES**

- 4. The above leave rules are not applicable to hostel employees. They will be governed by separate leave rules as framed by the Hostel Committee.



## CHAPTER 6

### CESSATION OF EMPLOYMENT

#### 1) TERMINATION OF EMPLOYMENT - ON CERTAIN SPECIFIC GROUNDS

Board of Management is competent to terminate the services of any employee in the following cases and such termination may be without any notice or salary in lieu thereof:

- a) Where an employee is adjudged as a person of unsound mind by the Competent Court.
- b) Where an employee is adjudged insolvent.
- c) Where an employee is guilty of any mis-conduct or guilty of any act of indiscipline.
- d) Where an employee is guilty of insubordination.
- e) Where an employee is working or behaving against the interest of the Society/ Institute either directly or indirectly.
- f) Where an employee habitually remains absent from duties or is habitually negligent of his work or otherwise careless in discharge of his duties.
- g) Where an employee is convicted in criminal case amounting to moral turpitude.
- h) Where employee is participating in strike, picketing and inciting others to go on strike, go-slow, mass leave or causes damage to the property of the society/institutes, holds demonstrations / meetings within the premises of Society/institutes or in the vicinity of residences of the member or officer / HOI of the Society / Institute.
- i) Where an employee indulges in drunken behaviour, fighting, riotous acts, disorderly or unlawful acts, or indecent behaviour with female workers or any other person.
- j) Where an employee is found to have accepted / engaged in a job elsewhere either of contractual or any other nature without permission of the Management.
- k) Where an employee is found to have contested election without permission of the Management.
- l) Where an employee is found to have committed any breach of Marriage Law applicable to him/her either before or after joining service
- m) Where an employee refuses to offer himself / herself for or cooperate in any interrogation / enquiry / investigation held by the Management or at its behest or refuse to accept charge-sheet, suspension order or memo or notice or letter or order signed by the superiors.
- n) Where it is found that an employee has committed breach of any of the Rules framed by the Management concerning his/her conduct as stated in Chapter 3, tantamounting to misconduct.
- o) Where an employee ill treats any other employee, students, their parents or causes discrimination among students or carries any prejudice for or against any subordinate employee or any student.

Board of Management may frame any other rule for this purpose from time to time.



**2) Cessation of employment on retirement**

The employee shall cease to be in the service of the Society or its institution from the last day of the month in which he/she attains the age of retirement which shall be 58 years.

**3) Cessation of employment on expiry of tenure**

The services of a contractual employee shall cease on the last day of the tenure of his appointment after office hours (except in cases covered by 7 (c) or 8 (a) below). In such cases there will not be any notice of termination of employment or notice pay.

**4) Closure of institution, branch, course etc.**

Appointing authority may terminate the services of employee on the following grounds:

- a) Closure of any institution, division, branch, section, course etc., on account of inadequate workload, insufficient admissions, non-availability of proper teaching staff.
- b) Or any other ground which is beyond the control of the appointing authority including financial, academic & administrative non-viability.

Employee whose services are terminated under this provision may be compensated as decided by Board of Management.

**5) Compulsory retirement:**

The services of an employee may be terminated by compulsory retirement before superannuation under provisions as laid down by Management from time to time.

**6) Voluntary retirement:**

Services of employee may be terminated under voluntary retirement plan as provided in a scheme that may be framed by the Board of Management.

**7) Cessation of employment by employer**

- a) The services of a probationary employee may be terminated by the appointing authority at any time during the probationary period without any notice or salary in lieu thereof.
- b) The appointing authority may terminate the services of a confirmed employee by giving three months' prior notice or three months' salary in lieu thereof.
- c) The appointing authority may terminate the services of a contractual employee at any time during the tenure of employment of such employee.



**8) Cessation Of Employment By Employee:**

- a) Contractual employee or a probationary employee may resign prior to completion of the tenure of contractual period / probationary period, from his/her post by giving one month's prior notice or one month's salary in lieu thereof.
- b) i) A confirmed employee may resign from his post by giving three months prior notice or three months' salary in lieu thereof.
- ii) Any shortage in the notice period given by the confirmed employee may be set off against the balance accumulated earned leave, if any, at the discretion of the management as a special case.
- iii) Encashment of accumulated earned leave in respect of a confirmed / permanent employee is permissible only on superannuation / retirement.
- iv) Benefit of encashment of accumulated earned leave is not extended to those confirmed / permanent employees who leave the organization ( KLS and it's institutions) by way of resignation / removal / termination.
- c) Resignation by an employee shall take effect only on its acceptance by the appointing authority and on issue of relieving order.
- d) (i) Where an employee serves notice of resignation (of one month or three months, as the case may be) while on leave of any kind or on vacation, the period of such notice will be deemed to commence on the date of resumption of duty by the employee.
- (ii) Where an employee serves notice of resignation (of one month or three months, as the case may be) and goes on any kind of leave, the notice period stands extended by the period of such leave availed or such period of leave will be regarded as shortage in the notice period.



## CHAPTER NO.7

### DISCIPLINARY PROCEEDINGS, SUSPENSION AND PENALTIES.

#### **i) Disciplinary Action**

- a) The Board of Management (BOM) shall have power to initiate disciplinary action against an employee who commits misconduct as defined in Clause No.17 of Chapter 2, either on its own motion or on the report of Chairman of Governing Council of the respective institution, for the purpose of holding an enquiry and imposing penalty.
- b) The Board of Management may delegate this power to initiate disciplinary action against the employee, to head of the institute.
- c) Where necessary a preliminary enquiry may be conducted to investigate any misconduct or irregularity occurring in the institution to fix the preliminary responsibility on employee.

#### **ii) Suspension**

- a) The Board of Management may suspend an employee, against whom any preliminary enquiry is initiated or misconduct is alleged, by issuing a specific order to that effect.
- b) During the suspension period the employee shall be paid subsistence allowance at the rate of 50% of his gross salary for the first six months and if the period of suspension is extended due to reasons attributable to the employee under suspension, the subsistence allowance shall continue to be at the same rate.
- c) Where the suspension period extends beyond six months for the reasons not attributable to the suspended employee, the subsistence allowance shall be at the rate of 75% of the gross salary for the subsequent period till the suspension is revoked.
- d) The suspension order will contain such terms, conditions and other details as the BOM deems fit.
- e) The subsistence allowance to the employees shall be subject to PF and other statutory deductions.
- f) The BOM may revoke the suspension of the employee at any time it deems fit for the reasons considered appropriate and such action by BOM may not necessarily imply the dropping of charges against the employee. In such cases the employee is not entitled to any payment, for the period he was under suspension, in addition to the subsistence allowance already paid to him during the suspension period.





- d) The BOM based on the report of any preliminary enquiry committee or on its own findings, may issue a show cause notice to the employee stating the nature of misconduct and seeking explanation from him by giving time of 48 hours to 8 days for submission of such explanation.
- e) If the BOM is not satisfied with the explanation or when no explanation is received, it shall frame a charge-sheet giving the details of the charges and issue of memorandum charges to the employee.
- f) On the receipt of the reply of the charge-sheeted employee the BOM may not hold domestic enquiry if it finds that the misconduct is of nature that attracts minor penalty. The BOM may then proceed to impose such minor penalty.
- g) The BOM shall appoint an independent enquiry officer to hold domestic enquiry against the employee if the misconduct is of a nature attracting major penalty.
- h) The BOM may initiate disciplinary action, against the employee against whom the misconduct is alleged and is based on the same set of facts and the circumstances on which a criminal proceeding is also pending, by holding domestic enquiry against such employee.
- i) Irrespective of any outcome of the criminal proceeding as noted in clause © above, the employee shall not be exonerated from the charges against him which are the subject matter of the domestic enquiry being conducted against him.
- j) Domestic enquiry against an employee can be conducted through an independent Enquiry Officer or an Enquiry Committee comprising of one or more persons from among the responsible persons from any institute or Members of Karnatak Law Society or any other persons.
- k) The BOM shall appoint such Enquiry Officer or Enquiry Committee by a specific order stating the terms and conditions of the enquiry and stipulate the period for completion of the enquiry. Such period may be extended where there are reasonable grounds for such extension.
- l) During the conduct of domestic enquiry the charge-sheeted employee may be allowed, if he so requests in writing, to have the assistance of a co-employee working in the institute. However, no outsider being a lawyer or any trade union leader or any other persons will be allowed to assist the charge-sheeted employee in the domestic enquiry. Similarly the employer will also not be allowed to utilize the services of a lawyer or any other outsider. Both the parties are required to give the lists of their witnesses.



- m) At the beginning of the enquiry, the presenting officer / the management representative will examine the witnesses in support of the charge/s of misconduct. The concerned employee will be given a fair opportunity to cross-examine such witnesses on completion of their evidence. The charge-sheeted employee will also be allowed to examine his witnesses. The Presenting Officer / Management Representative may cross-examine the charge-sheeted employee and his witnesses. The Enquiry Officer may fix procedure to conduct the domestic enquiry to ensure fair and proper opportunity to both the parties. He has power to fix date, time and place of enquiry as he deems fit.
- n) On completion of the evidence on both sides, the charge-sheeted employee and the management representative may submit their argument either orally or in writing as deemed necessary by the Enquiry Officer. The Enquiry Officer, on the basis of documents and evidence on records, shall submit a report regarding his findings and reasons thereof to the BOM.
- o) The Management on receiving the report of findings of the Enquiry Officer shall serve a copy of such report on the charge-sheeted employee seeking explanation as to why the report should not be accepted by the BOM.
- p) On receiving representation from the employee, the BOM shall consider all factors and documents in the light of the findings of the Enquiry Officer and also taking into consideration the employee's representation, shall come to a conclusion as to whether the charges of misconduct against the charge-sheeted employee have been established and decide either to exonerate the employee or impose punishment (refer iv punishment below) by issuing a specific order to that effect.
- q) BOM shall ensure to record initiation of disciplinary action, suspension, issue of charge-sheet and imposition of penalty in the service book of the employee at appropriate stage of the enquiry.
- r) In case of imposition of penalty of dismissal from service the employee shall not be entitled to any compensation from the institution or any other payments except the legal dues which are not subject to forfeiture by any law.
- s) In case of misconduct of the nature stated in Section 4 of the Payment of the Gratuity Act, 1972, the BOM shall forfeit gratuity payable to the employee after giving an opportunity to the employee to submit his explanation.
- t) The BOM while following the procedure of disciplinary action shall also comply with provisions of other laws applicable to the institution in respect of disciplinary action.



**iv) Punishment /  
Penalty**

The BOM can impose the following penalties / punishments on its employee as may be appropriate.

**a) Minor Punishment**

- 1) Censure and record in the service book
- 2) Suspension for a period of seven days or less
- 3) Monetary fine not exceeding 25% of monthly gross salary.
- 4) Deduction of leave due to his credit upto seven days
- 5) Absence from duty to be treated as leave without pay.
- 6) Late attendance to be treated as casual leave / leave without pay
- 7) Recovery from pay of the whole or part of any pecuniary loss caused to the institution by the act of negligence of an employee

**b) Major punishment**

- 1) Dismissal from service
- 2) Compulsory retirement
- 3) Reverting to lower rank
- 4) Withholding of increment/s
- 5) Disentitlement of increments temporarily or permanently.
- 6) Withdrawal of benefits extended by the employer.



## CHAPTER NO.8

### INTERPRETATION AND AMENDMENTS OF SERVICE RULES

1. The Board of Management may amend the Service Rules as and when deemed necessary and expedient.
2. In respect of interpretation of the Service Rules the decision of the Management shall be final.

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**KARNATAK LAW SOCIETY, TILAKWADI, BELGAUM**

**BOARD MEETING: 24.05.2014**

**EXTRACT**

**RESOLUTION NO.17**

Considered the selection and allotment of seat / branches under Management Quota to sons / daughters / wards of confirmed employee of KLS in KLS Institutions and grant of fee concession. After detailed discussion, the following is resolved:

- a) Concession in fees will be equal to 25% of fees ( tuition fees and other fees retained by the institution) payable by the children of only those confirmed employees of Karnatak Law Society and it's Institutions, whose gross salary is Rs.30,000/- or less per month.
- b) Concession in the fees will be equal to 10% of fees- "Tuition Fees only " of the institute payable by the children of only those confirmed employees of Karnatak Law Society and it's institutions, whose gross salary is more than Rs.30,000/- p.m.
- c) This Resolution is effective in respect of fees for the ensuing semesters / years payable by the students already admitted or to be admitted hereafter.
- d) All cases of allotment of seats under Management Quota to the sons/ daughters/ wards of confirmed employees of KLS be referred to BOM for a decision in this regard. This will also include the cases of change of branch and lateral admissions.
- e) This resolution supersedes all previous resolutions passed by Board of Management on the subject.

Sd/-

**(M.R.KULKARNI )**  
Chairman  
Board of Management  
Karnatak Law Society

**KARNATAK LAW SOCIETY, TILAKWADI, BELGAUM**

**Date: 17.10.2004**

**RESOLUTION**

**RESOLUTION NO.14.**

Considered Resolution No.23 passed by Governing Council of IMER on 26.09.2004. In order to cover all institutions in this regard, it is hereby resolved to charge the fees to the extent of 1/4<sup>th</sup> of the fee structure for the children and grand children of Members of Karnatak Law Society and 3/4<sup>th</sup> of the fees to the children of the staff working in Karnatak Law Society and its institutions, seeking admission in the institutions other than GIT.

Sd/-  
(S.M.KULKARNI)  
Chairman  
Board of Management  
Karnatak Law Society

// True Copy//

C-6 12

**KARNATAK LAW SOCIETY, TILAKWADI, BELGAUM**

Ref: KLS / <sup>Bury</sup> a.w / 638 / OS-III / 2020-21

Date: 01.10.2020

To:

The Principal,  
KLS RLLC/ KLS.P.U.COLLEGE/ KLS GCC (B.Com Section) / VPP/  
GIT/ KLS.SCHOOL / KLS.PUBLIC.SCHOOL BELAGAVI  
KLS VDRIT /KLS P.U. SCIENCE COLLEGE-/  
KLS BCA- HALIYAL

The Director,  
KLS IMER / GCC-(M.Com BBA & /BCA Sections) /  
KLS ACADEMY/ - BELAGAVI

Sub: Follow up action – BOM Resolutions dated 26.09.2020

Sir,

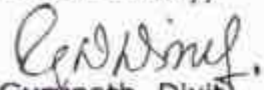
**RESOLUTION NO.55**

Considered Governing Council Resoluition No.10 Dated 22.09.2020 of KLS G.I.T. Belagavi regarding the proposal for **granting special leave** followed by Covid-19 for non teaching staff. During discussion, it is brought out that in view of present Covid-19 pandemic, staff members are unable to attend duties because of either they are Covid-19 positive or they are primary contacts. Further, under the circumstances, "Work From Home" for non teaching staff, may not be suitable, because of their work profile. Hence, Special Covid-19 leave may be permitted for continuous period of 15 days in case of staff member himself / herself is positive or he / she is primary contact of the Covid-19 positive person.

After discussion , it is hereby resolved to accord approval for grant of Special Covid-19 leave to non teaching staff , those who are unable to attend duties because of either they are Covid-19 positive or they are primary contacts, subject to the condition that the concerned staff should produce the related documents with medical report of their family members also, confirming the Positive Covid-19 issued by the Competent Authority . **(WR)**

The action taken report on above BOM Resolutions may be submitted to Society office.

Yours faithfully,

  
(Guranath Dixit)  
Registrar,  
Karnatak Law Society

To, O.S. to see  
Dixit  
2/10

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C-6 12

**KARNATAK LAW SOCIETY, TILAKWADI, BELGAUM**

Ref: KLS / RY / 1134 / OS-III / 2020-21

Date: 10.02.2021

To:

The Principal,  
KLS RLLC/ KLS.P.U.COLLEGE/ KLS GCC (B.Com Section) / VPP/  
GIT/ KLS.SCHOOL / KLS.PUBLIC.SCHOOL BELAGAVI  
KLS VDRIT /KLS P.U. SCIENCE COLLEGE-/  
KLS BCA- HALIYAL

The Director,  
KLS IMER / GCC-(M.Com BBA & /BCA Sections) /  
KLS ACADEMY/ - BELAGAVI

Sub: Follow up action - BOM Resolutions dated 25.01.2021 ✓

Sir / Madam,

**RESOLUTION NO.23**

Considered the matter regarding review of BOM Resolution No.55 dated 26.09.2020 regarding grant of Special Covid -19 Leave to teaching and non-teaching staff in view of descending effect of Covid-19 pandemic. During discussion, it is brought out that BOM vide its Resolution No.55 dated 26.09.2020 has resolved to grant of Special Covid-19 leave to non teaching staff, those who are unable to attend duties because of either they are Covid-19 positive or they are primary contacts, subject to the condition that the concerned staff should produce the related documents with medical report of their family members also, confirming the Positive Covid-19 issued by the Competent Authority .

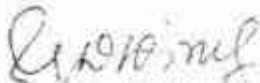
After discussion, it is hereby resolved to accord approval for grant of such Special Covid-19 Medical Leave with Pay, subject to case-to-case study and supported by authentic Medical Certificate.

**RESOLUTION NO.36**

Considered the matter of reviewing BOM Resolution No.29 dated 18.12.2020 regarding admission of students for KLS Hostels for the academic year 2020-21 in view of letter dated 22.01.2021 received from the Principal, GIT along with SOP.

Since the effect Covid-19 pandemic has considerably gone down and increase in the demand for Hostel from students seeking accommodation in different KLS Hostels, it is hereby resolved to provide accommodation in all KLS Hostels as usual, subject to the condition that Standard Operating Procedures (SOP) , followed by Covid-19 pandemic, is to be strictly followed

The action taken report on above BOM Resolutions may be submitted to Society office.

  
(Gurunath D Dixit )  
Registrar  
Karnatak Law Society

Inward No. 221  
Date: 11/02/2021  
To Whom Delivered

To O.S. to Sec  
Dixit  
12/2



# BAR COUNCIL OF INDIA

## Part –IV

### Rules of Legal Education

*Rules on standards of legal education and recognition of degrees in law for the purpose of enrolment as advocate and inspection of Universities for recognizing its degree in law under Sections 7(1)(h) and (i), 24(1)(c)(iii), and (iiia), 49(1)(af),(ag),and (d) of the Advocates Act, 1961 made by the Bar Council of India in consultation with Universities and State Bar Councils*

## CHAPTER I

### Preliminaries and Definitions

#### 1. Title and Commencement:

- (a) These Rules including the Schedules may be known as Rules of Legal Education - 2008
- (b) These Rules shall come into force in whole of India as soon as notified.
- (c) These Rules shall replace all previous Rules, Directives, notifications and resolutions relating to matters covered under these rules.

#### 2. Definitions:

- (i) **“Act”** means The Advocates Act, 1961.
- (ii) **“Approved”** means approved by the Bar Council of India.
- (iii) **“Bar Council of India or Council or BCI”** shall mean Bar Council of India constituted under the Act.
- (iv) **“Centres of Legal Education”** means
  - (a) All approved Departments of Law of Universities, Colleges of Law, Constituent Colleges under recognized Universities and affiliated Colleges or Schools of law of recognized Universities so approved.  
Provided that a Department or College or Institution conducting correspondence courses through distance education shall not be included.
  - (b) National Law Universities constituted and established by statutes of the Union or States and mandated to start and run Law courses.
- (v) **“Compulsory subjects”** means and include subjects prescribed by the Bar Council of India as such.
- (vi) **“Bachelor degree in law”** means and includes a degree in law conferred by the University recognized by the Bar Council of India for the purpose of the Act and includes a bachelor degree in law after any bachelor degree in science, arts, commerce, engineering, medicine, or any other discipline of a University for a period of study not less than three years

or an integrated bachelor degree combining the course of a first bachelor degree in any subject and also the law running together in concert and compression for not less than a period of five years after 10+2 or 11+1 courses as the case may be.

- (vii) **"Enrolment"** means enrolment on the Rolls of the Advocates maintained by the State Bar Councils as per the procedure laid down for the purpose by State Bar Councils/BCI as per Advocates Act, 1961.
- (viii) **"First Degree"** means Bachelor Degree in any branch of knowledge such as Arts, Fine Arts, Science, Commerce, Management, Medicine, Engineering, Pharmacy, Technology etc. conferred by Universities or any other qualifications awarded by an institution/authority recognized by the Bar Council of India, from time to time.
- (ix) **"Foreign citizen or Foreigner"** used in these Rules means a natural person having citizenship and /or resident of any other country.
- (x) **"Foreign University"** means and includes any University not constituted under any Act of Parliament of India or any State Legislature in India and which is incorporated outside India under the law of that country and function as University for organizing, running and managing courses of study and confer degree on successful completion of the course.
- (xi) **"Indian or Indian national"** used in these Rules means a natural person having citizenship of India and includes Non Resident Indian or Person of Indian Origin enjoying double citizenship in India.
- (xii) **"Inspection of the University"** means inspection by the Bar Council of India for recognizing its degree in law for the purpose of enrolment in the rolls of advocates and includes

(A) calling for all relevant records, documents, and correspondence to evaluate the competence of the University to run professional courses,

(B) visiting places of the Centres of Legal Education including building 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 degrees in law are conducted or proposed to be conducted.

Provided that as and when the Bar Council India communicates to the University for the purpose of inspection, the University shall also direct the concerned officer in charge of Inspection of Centre of Legal Education to instruct all persons concerned for facilitating the Inspection by the inspection team of the Bar Council of India.

- (xiii) **"Integrated Degree course in law"** means double degree course comprising the bachelor degree in any branch of knowledge prosecuted simultaneously with the Degree course in law in such an integrated manner as may be designed by the University concerned for a continuous period of not less than five years.

- (xiv) **"Lateral Entry"** is an admission given to graduate applicants at the beginning of third year in an integrated Five Year Course.
- (xv) **"Lateral Exit"** means opting out at the end of three year after successfully completing the courses up to the third year, from an Integrated Five year course on being awarded a Bachelor degree.
- (xvi) **"Legal Education Committee or LEC"** means the Legal Education Committee constituted by the Bar Council of India under the Act, composed of five members of the Bar Council of India nominated by the Bar Council of India and five co-opted members comprising the Chairman who has to be a former Judge of the Supreme Court of India, a sitting Hon'ble Chief Justice of a High Court, distinguished Professor of Law, the Law Secretary and the UGC Chairman. The Committee may also have some permanent invitees proposed by the Bar Council of India.
- (xvii) **"Master degree"** means a degree, which is undertaken after the graduate degree in any discipline obtained from any University.
- (xviii) **"National Assessment and Accreditation Council"** is the body constituted as an autonomous body for conducting accreditation of Universities and Centre of Legal Education, by the University Grants Commission.
- (xix) **"Notify and Notification"** means notifying in the website of the Bar Council of India.
- (xx) **"Practice of law"** means and includes (a) practising before the Court, Tribunal, Authority, Regulator, Administrative Body or Officer and any Quasi Judicial and Administrative Body, (b) giving legal advice either individually or from a law firm either orally or in writing, (c) giving legal advice to any government, international body or representing any international dispute resolution bodies including International Court of Justice, (d) engaged in Legal Drafting and participating in any Legal Proceedings and (e) representing in Arbitration Proceedings or any other ADR approved by law.
- (xxi) **"Prescribed"** means prescribed under these Rules.
- (xxii) **"Recognized University"** means a University whose degree in law is recognized by the Bar Council of India under these Rules.
- (xxiii) **"Regular Course of Study"** means and includes a course which runs for at least five hours a day continuously with an additional half an hour recess every day and running not less than thirty hours of working schedule per week.
- (xxiv) **"Regular Approval"** means approval for not more than five years and includes permanent approval earlier granted to any Centre of Legal Education before these Rules come into force.
- (xxv) **"Rules"** means on 'Rules of Legal Education'.

- (xxvi) **“Second degree”** means a course of study leading to degree, which can be prosecuted only after obtaining a bachelor degree.
- (xxvii) **“Secretary”** means Secretary of the Bar Council of India.
- (xxviii) **“Temporary approval”** means approval for not more than a period of three years.
- (xxix) **“Sponsors”** means and includes a natural or artificial person, University, a body of persons incorporated or otherwise, a public trust, or society registered under the Union or any State Act for the purpose of sponsoring, establishing, organizing, managing and running any Centre of Legal Education.
- (xxx) **“State Bar Council”** means the State Bar Council constituted in the State under the Act.
- (xxxi) **“Unitary Degree course in law”** means three years degree course in law prosecuted by a student after completing a bachelor degree course in any discipline.
- (xxxii) **“University”** means as defined under the University Grants Commission Act, 1956 including National Law Universities and other Universities established by Acts of Central or State and also institutions declared as Deemed to be University under Section 3 of the University Grants Commission Act.

## CHAPTER II

### Standards of Professional Legal Education

#### 3. Recognized Universities

The State Bar Council shall enroll as Advocate only such candidates, who have passed from University, approved affiliated Centre of Legal Education / Departments of the recognized University as approved by the Bar Council of India. The Bar Council of India shall notify a list of such Universities and the Centres of Legal Education prior to the commencement of each academic year in the prescribed manner and also put in website of Bar Council of India a list of universities and Centres of Legal Education as amended from time to time. Each State Bar Council shall ensure that applicants passing out from such a recognized Universities and of its approved affiliated law Centre of Legal Education are enrolled.

#### 4. Law courses

There shall be two courses of law leading to Bachelors Degree in Law as hereunder,

- (a) A three year degree course in law undertaken after obtaining a Bachelors' Degree in any discipline of studies from a University or any other qualification considered equivalent by the Bar Council of India.

Provided that admission to such a course of study for a degree in law is obtained from a University whose degree in law is recognized by the Bar Council of India for the purpose of enrolment.

- (b) A double degree integrated course combining Bachelors' Degree course as designed by the University concerned in any discipline of study together with the Bachelors' degree course in law, which shall be of not less than five years' duration leading to the integrated degree in the respective discipline of knowledge and Law together.

Provided that such an integrated degree program in law of the University is recognized by the Bar Council of India for the purpose of enrolment.

Provided further that in the case of integrated double degree course the entire double degree course can be completed in one year less than the total time for regularly completing the two courses one after the other in regular and immediate succession, meaning thereby, that if the degree course in the basic discipline, such as in Arts, Science, Social Science, Commerce, Management, Fine Arts, Engineering, Technology or medicine etc. is of three years' duration of studies, integrated course in law with the basic degree in the discipline could be completed in five years' time but where the degree course in basic discipline takes four or five years, the integrated degree in law with such degree course in the discipline would take one year less for completing in regular time than the total time taken for the two degrees taken separately if completed back to back.

**Explanation 1:** Double degree integrated course such as BA., LL.B. can be completed within (3+3 -1) i.e. 5 years. But if one intends to do B.Tech., LL.B. it can be done in (4+3-1) i.e., 6 years.

**Explanation 2:** Suppose in a University one can have a two years' graduation in any social science leading to BA degree, in that case also the composite double degree integrated course leading to BA, LL.B. would be of five years duration because double degree integrated course cannot be of less than five years' duration.

#### 5. Eligibility for admission:

(a) **Three Year Law Degree Course:** An applicant who has graduated in any discipline of knowledge from a University established by an Act of Parliament or by a State legislature or an equivalent national institution recognized as a Deemed to be University or foreign University recognized as equivalent to the status of an Indian University by an authority competent to declare equivalence, may apply for a three years' degree program in law leading to conferment of LL.B. degree on successful completion of the regular program conducted by a University whose degree in law is recognized by the Bar Council of India for the purpose of enrolment.

(b) **Integrated Degree Program:** An applicant who has successfully completed Senior Secondary School course ('+2') or equivalent (such as 11+1, 'A' level in Senior School Leaving certificate course) from a recognized University of India or outside or from a Senior Secondary Board or equivalent, constituted or

recognized by the Union or by a State Government or from any equivalent institution from a foreign country recognized by the government of that country for the purpose of issue of qualifying certificate on successful completion of the course, may apply for and be admitted into the program of the Centres of Legal Education to obtain the integrated degree in law with a degree in any other subject as the first degree from the University whose such a degree in law is recognized by the Bar Council of India for the purpose of enrolment.

Provided that applicants who have obtained + 2 Higher Secondary Pass Certificate or First Degree Certificate after prosecuting studies in distance or correspondence method shall also be considered as eligible for admission in the Integrated Five Years course or three years' LL.B. course, as the case may be.

**Explanation:** The applicants who have obtained 10 + 2 or graduation / post graduation through open Universities system directly without having any basic qualification for prosecuting such studies are not eligible for admission in the law courses.

#### **6. Prohibition to register for two regular courses of study**

No student shall be allowed to simultaneously register for a law degree program with any other graduate or postgraduate or certificate course run by the same or any other University or an Institute for academic or professional learning excepting in the integrated degree program of the same institution.

Provided that any short period part time certificate course on language, computer science or computer application of an Institute or any course run by a Centre for Distance Learning of a University however, shall be excepted.

#### **7. Minimum marks in qualifying examination for admission**

Bar Council of India may from time to time, stipulate the minimum percentage of marks not below 45% of the total marks in case of general category applicants and 40% of the total marks in case of SC and ST applicants, to be obtained for the qualifying examination, such as +2 Examination in case of Integrated Five Years' course or Degree course in any discipline for Three years' LL.B. course, for the purpose of applying for and getting admitted into a Law Degree Program of any recognized University in either of the streams.

Provided that such a minimum qualifying marks shall not automatically entitle a person to get admission into an institution but only shall entitle the person concerned to fulfill other institutional criteria notified by the institution concerned or by the government concerned from time to time to apply for admission.

#### **8. Standard of courses**

Whereas all Universities and its constituent and affiliated Centres of Legal Education conducting either the three year law degree program or the integrated double degree program for not less than five years of study or both would follow the outline of the minimum number of law courses both theoretical and practical,

compulsory and optional, as the case may be, prescribed by the Bar Council of India and specified in the Schedule II and ensuring that:-

- (a) the minimum number of law courses are effectively conducted in the Centres of Legal Education with adequate infrastructural facilities as may be prescribed and in the manner stipulated by the University Regulations and Rules and that of the Bar Council of India Rules,
- (b) the minimum standard of first degree course as designed and run by the University for the purpose of running integrated course in accordance with the standard prescribed by the University in view of the academic and other standards laid down, if any, taking into consideration by the standard-setting institutions like University Grants Commission or All India Council for Technical Education or any such body, as the case may be, and the program is effectively run with adequate number of faculty in respective subjects, with infrastructural facilities as may be prescribed by the University as well as the Bar Council of India, and
- (c) there is a regular and proper evaluation system for the purpose of certification of the students graduating in law after completing the course as a regular student.

Provided that the University for the said purpose shall submit to the Bar Council of India, copies of the curriculum designed and developed in each course of study, rules of academic discipline and of examination and evaluation and also the amendments to those as and when so amended.

**9. Process and manner of running integrated course**

The University concerned shall ensure that -

- (a) Faculties for running the entire course shall design the purpose, manner and the process of running the integrated courses semester-wise with clear objective criteria of integration.
- (b) There are all infrastructural facilities available for the courses, such as faculty for teaching the subjects concerned, laboratories needed, and other class room fixtures and fittings including the computer support.
- (c) The double degree courses may be planned by the University in order to suitably integrate the program meaningfully.
- (d) The University shall cause documentary evidences and records of the above requirements in (a), (b) and (c) to be submitted to the Bar Council of India, whose inspection committee would review the program from time to time and provide suggestions to the University concerned, if any.

**10. Semester system**

The course leading to either degree in law, unitary or on integrated double degree, shall be conducted in semester system in not less than 15 weeks for unitary degree course or not less than 18 weeks in double degree integrated course with not less than 30 class-hours per week including tutorials, moot

room exercise and seminars provided there shall be at least 24 lecture hours per week.

Provided further that in case of specialized and/or honours law courses there shall be not less than 36 class-hours per week including seminar, moot court and tutorial classes and 30 minimum lecture hours per week.

Provided further that Universities are free to adopt trimester system with appropriate division of courses per trimester with each of the trimester not less than 12 weeks.

#### **11. Minimum infrastructure**

Any institution conducting legal education by running either of the law degree courses or both leading to conferment of graduate degree in law on successful completion of the course shall have minimum standard infrastructure facility stipulated by the Bar Council of India specified in Schedule III of these Rules.

The University shall ensure that all its Centres of Legal Education under the University maintain the standard infrastructure and other facilities for the students to suitably impart professional legal studies.

#### **12. End Semester Test**

No student of any of the degree program shall be allowed to take the end semester test in a subject if the student concerned has not attended minimum of 70% of the classes held in the subject concerned as also the moot court room exercises, tutorials and practical training conducted in the subject taken together.

Provided that if a student for any exceptional reasons fail to attend 70% of the classes held in any subject, the Dean of the University or the Principal of the Centre of Legal Education, as the case may be, may allow the student to take the test if the student concerned attended at least 65% of the classes held in the subject concerned and attended 70% of classes in all the subjects taken together. The similar power shall rest with the Vice Chancellor or Director of a National Law University, or his authorized representative in the absence of the Dean of Law.

Provided further that a list of such students allowed to take the test with reasons recorded be forwarded to the Bar Council of India.

#### **13. Prohibition against lateral entry and exit**

There shall be no lateral entry on the plea of graduation in any subject or exit by way of awarding a degree splitting the integrated double degree course, at any intermediary stage of integrated double degree course.

However, a University may permit any person to audit any subject or number of subjects by attending classes regularly and taking the test for obtaining a Certificate of participation from the University/ Faculty according to the rules prescribed by the University from time to time and give a Certificate therefore.



**CHAPTER III**

**Inspection, Recognition and Accreditation**

**14. Centres for Legal Education not to impart education without approval of Bar Council of India**

(1) No Centres of Legal Education shall admit any student and impart instruction in a course of study in law for enrolment as an advocate unless the recognition of the degree of the University or the affiliation of the Centres of Legal Education, as the case may be, has been approved by the Bar Council of India after inspection of the University or Centres of Legal Education institution concerned as the case may be.

(2) An existing Centre of Legal Education shall not be competent to impart instruction in a course of study in law for enrolment as an advocate if the continuance of its affiliation is disapproved or revoked by the Bar Council of India.

(3) Bar Council of India may suspend a Centre of Legal Education for such violation for a period of not more than two academic years which shall be notified.

**15. Annual Notification for application to be filed by newly proposed institutions:**

(a) At the direction of the Legal Education Committee, the Secretary shall notify each year prescribing the last date for submission of new application for proposing new law courses in a University or a new affiliated Centre of Legal Education under an existing recognized University but not later than December 31 of the previous academic year to which the new proposal is applied for. No application received after that date can be considered for the academic year under notification but can be considered for the subsequent year.

(b) On receipt of each application the Secretary shall submit his note after ascertaining all relevant facts to the Chairman of the Bar Council of India who may then instruct to refer the application to the inspection committee for inspection and report. After receiving the report from the Inspection Committee, the Secretary shall place the file before the Legal Education Committee for its recommendation to the Bar Council of India for approval of the affiliated Centres of Legal Education or recognition of the degree in law of the University as the case may be.

(c) The Legal Education Committee may call for additional information from the applicants as the Legal Education Committee may deem necessary.

**16. Conditions for a University to affiliate a Centre of Legal Education**

(1) When a University receives an application for affiliation of a Centre of Legal Education to provide legal education by running professional degree program in law under either or both the streams, the University may before

deciding whether it is fit case for seeking inspection from the Bar Council of India, shall ensure that

- (i) the applicant organization proposing to run the institution is either already 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,
- (ii) the institution has in its name either in freehold or leasehold, adequate land and 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, so that it can effectively run professional law courses provided that in case of leasehold the lease is not less than ten years,  
Provided that sufficient and adequate floor space area specially and completely devoted for a Centre of Legal Education, based on the size of its student population, faculty requirement, adequate space required for infrastructure facilities can be considered sufficient accommodation for the purpose in a multi-faculty building on land possessed by the Management of a Society/ Trust running multi-faculty institutions.
- (iii) recruited or taken steps to recruit adequate number of full time and visiting faculty members to teach each subjects of studies, each faculty having at least a Master Degree in the respective subject as required under the UGC Rules,
- (iv) there is the separate Centres 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 Bar Council of India rules,
- (v) there is adequate space for reading in the library and there are required number of books and journals and adequate number of computers and computer terminals under a qualified librarian,
- (vi) if the prior permission of the State Government is necessary, a no objection certificate is obtained to apply for affiliation,
- (vii) a minimum Capital Fund as may be required under Schedule III from time to time by the Bar Council of India, and put into a Bank Account in the name of the proposed Centre of Legal Education sponsored by any private sponsor or sponsors, and
- (viii) all other conditions of affiliation under the University rules as well as the Bar Council of India Rules are complied with.

(2) After affiliation order is received from the University the Centres of Legal Education may only then apply for inspection by the Bar Council of India.

#### **17. When can University apply for inspection for constituent College or University Department or Faculty**

When a University proposes to run a professional degree course in law of either or both streams in its Faculty or Department or in any of its constituent

College it shall ensure the minimum standards of requirement as prescribed and then shall in each proposal seek inspection by the team of inspection of the Bar Council of India by submission of application with all necessary information within the stipulated date notified by the Bar Council of India every year, in appropriate Form.

### **18. Inspection of a University**

(1) A University seeking recognition of its degree in law for the purpose of enrolment in the Bar, shall provide the inspecting committee of the Bar Council of India all necessary facilities to examine the syllabus of the course designed, teaching and learning process, evaluation system, infrastructure layout and other necessary conditions in general and shall ensure in particular that all University Departmental Centres, Faculty, Constituent and affiliated Centres of Legal Education proposing to offer law courses under either or both the streams, possess:

- (i) Required infrastructural facilities outlined under the Bar Council of India Rules;
- (ii) Required number of teaching faculties as prescribed by the Bar Council of India and the University Grants Commission;
- (iii) Facilities for imparting practical legal education specified in the curriculum under the Rules and Legal Aid Clinic, Court Training and Moot Court exercises;
- (iv) Adequate library, computer and technical facilities including on-line library facility and
- (v) In case of a Centre of Legal Education sponsored by private initiative of a person there is a Capital Fund as required in the Schedule III by the Bar Council of India from time to time, deposited in the Bank Account in the name of the Centre of Legal Education concerned.

(2) For the above purpose the Inspection Committee of the Bar Council of India shall have power to call for and examine all relevant documents, enquire into all necessary information and physically visit and enquire at the location of the Department, Faculty, Constituent and affiliated Centres of Legal Education as the case may be.

Provided that an application for a new proposal for affiliation and the related University inspection therefore by the Inspection Committee of the Bar Council of India, including the local enquiry at the site of the proposed College may be formally made directly by the authority of the proposed College (Faculty, University Department, Constituent or Centres of Legal Education as the case may be) in proper Form with required information and requisite fees provided that an advance copy of the application must be submitted to the University concerned, within the stipulated date as notified by the Bar Council of India.

### **19. Types of Inspection**

Inspection shall mean inspection by the Inspection Committee of the Bar Council of India as any one of the following:

- (i) **Initial inspection:** Initial inspection shall mean inspection of the University and inspection of the Bar Council of India for permitting a new Centre of Legal Education;

Provided that if a Law University is established by an Act passed by the Central or any State Legislature to run Law courses as specified and mandated in the statute, such a University may commence and run courses in the stipulated streams before any Initial Inspection. However such a University would require regular inspection and the first inspection shall be conducted within the first year of commencement of the courses.

- (ii) **Regular Inspection:** Regular Inspection means an inspection of a University including all or any of its affiliated Centre of Legal Education by the Bar Council of India conducted after the initial inspection at the end of temporary approval, excepting a Law University established by a Central or State Act, for granting a regular approval and thereafter at least once in every five years unless the University / Centre of Legal Education concerned has sought/inspected for accreditation.
- (iii) **Surprise inspection:** Surprise inspection means inspection conducted by University/Bar Council of India anytime without giving notice to the Centre of Legal Education.
- (iv) **Inspection for accreditation:** Inspection applied for by a Centre of Legal Education possessing approval for the purpose of accreditation and certification.

## 20. Inspection and Monitoring Committee

The Bar Council of India shall constitute one or more inspection and monitoring Committee/s comprising at least two members of the Bar Council of India to conduct inspection of newly established or existing Universities.

## 21 Inspection fees

The Bar Council of India may prescribe inspection fees to be charged from time to time from each institutional applicants for the purpose of conducting inspection

There may also be fees prescribed for inspection for providing accreditation of an institution. Such fees are provided in the Schedule IV of these rules and may be amended by Bar Council of India from time to time.

## 22. Inspection Report

The Committee shall inspect the University, examine the documents and reports, visit the institution to assess the infrastructure, curriculum design, teaching and learning process, library and technical facilities and the feasibility of standard clinical education. The Committee shall then submit its report in the prescribed Form together with all relevant documents.

Members of the Committee shall physically inspect of the institution. The report has to be signed by the members of the committee inspecting, appreciating the findings, documentary, and physical, in a meeting of the committee, provided that the member not physically inspecting the institution may not sign the inspection report but may appreciate the findings and put his/her opinion.

The Secretary shall place the Inspection Report immediately before the meeting of the Legal Education Committee for its decision.

### **23. Specific recommendation needed**

(1) The Inspection committee while recommending approval of affiliation to a new Centre of Legal Education should, *inter alias*, make a specific recommendation as to why such a Centre of Legal Education required at the same place/area where the Centre of Legal Education is proposed to be started keeping in view the total number of existing Centres of Legal Education in the place/area in particular and the State in general.

(2) The inspection committee will also keep in view the approximate population of the area where the Centre of Legal Education is proposed to be started, number of Centre of Legal Education along with the total number of students therein, number of degree colleges as well as junior colleges in the area in particular and the State in general.

### **24. Adverse report**

(a) In case of an adverse report received by the Secretary from the Inspection Committee he shall forthwith inform the Chairman of the Bar Council of India and on his instruction seek further clarification, if necessary.

(b) The Secretary shall cause a copy of the report to be sent to the Registrar of the University concerned and also to the Head of the Institution for further comments and explanations, if any. Such comments and explanations on the report shall be sent by the Registrar of the University within a period of six weeks from the date of the receipt of the communication.

(c) The Secretary shall cause the report and the comments/explanation of Registrar of the University and the head of the institution concerned to be placed before the next meeting of the Legal Education Committee of the Bar Council of India for its consideration.

### **25. Recommendation of the Legal Education Committee**

The Legal Education Committee after reviewing the report and all other explanation, documents and representation, in person or in writing and in the interest of maintaining the standard of legal education in view under the rules recommend appropriate action to be taken on each such report to the Bar Council of India.

In case of withdrawal or revocation of approval of an institution it shall be

effective from the commencement of the next academic year following the date on which the communication is received by the Registrar of the University.

## **26. Approval**

The Bar Council of India on the recommendation of the Legal Education Committee shall instruct the Secretary to send a letter of approval of any one of the following type to the Head of the Institution as well as to the Registrar of the University:

- (a) **Temporary approval:** On the Initial inspection report or Regular Inspection report the Legal Education Committee may recommend a temporary approval for not more than a period of three years to a newly proposed institution in the event the institution has facilities enough to commence the teaching program on such conditions as the Legal Education Committee may prescribe.
- (b) **Regular approval:** A regular approval may be recommended for not more than a period of five years when an institution fulfills all standard set norms and has the capability of maintaining such standard continuously. Such regular approval shall entitle such institution to seek accreditation from the Bar Council of India who can do the same either of its own according to rules of accreditation or may cause it done by the National Assessment and Accreditation Council.

## **27. Revocation of approval**

The Bar Council of India may revoke the grant of a temporary or regular approval if the conditions on which the permission was granted are not substantially fulfilled. A regular permission may be cancelled on an adverse report of inspection.

Provided that in case of revocation of a temporary or regular approval, the Centre of Legal Education authority and the respective University shall be provided with an opportunity of hearing and rectifying the shortcomings within such time as the Legal Education Committee may prescribe. In the event of failure to rectify the shortcomings in the opinion of the Legal Education Committee within the stipulated time, the Legal Education Committee shall recommend revocation of approval to the Bar Council of India.

Provided further that in case of revocation or cancellation of approval, as the case may be, proper provisions have to be made for the students who are already enrolled for a law course during the time when the approval was valid either by allowing the Centre to complete the course with those who are already enrolled or direct the University concerned, if such continuance is not in the interest of professional legal education, to make alternative arrangement for those students in near by Centres of Legal Education under the University.

## **28. Accreditation system**

There shall be an accreditation and performance rating system for any institution having regular approval, based on State and/or National level

gradation. Such performance grade may be used in all letter head, sign board, literature and publications, including prospectus and franchise materials of the institution.

The accreditation of performance once obtained shall remain valid for a period of five years.

### **29. Accreditation Committee**

The Legal Education Committee shall form an Accreditation Committee with at least one member, Bar Council of India and one academician who shall provide credit rating of the Universities and the law teaching institutions subjecting to this voluntary accreditation, which would also be published and put into the website of the Bar Council of India for public information. The Legal Education Committee determine the norms of accreditation from time to time. The period of Accreditation Committee will be two years.

### **30. Application for accreditation**

An application in hard and soft copy may be made to the Bar Council of India in the specification specified in Schedule IX depositing the fee by a bank draft as prescribed from time to time, in the name of the Bar Council of India within the notified date but not later than 31<sup>st</sup> July of each year.

### **31. Rules for accreditation**

The Legal Education Committee may determine the norms of accreditation from time to time in addition to or in supplementation of the following:

- (i) The accreditation and certification shall be made either directly by the Accreditation Committee of the Bar Council of India based on the analytical tools of credit rating system as far as adaptable or the Bar Council of India may cause it done through National Assessment and Accreditation Council based on the analysis made by NAAC.
- (ii) Once the accreditation is done it shall remain valid for a period of five years from the date the certification is communicated to the institution concerned.
- (iii) The performance analysis shall have three components, academic, administration and financial.
- (iv) The study for determining performance rate shall be based on previous five years' data, current contents of the program and the future projection made on the basis of data analysis.
- (v) The Accreditation Committee shall require complete disclosure of performance records, accounting and financial records and procedures of human and other asset management of the institution.
- (vi) In so far as the academic part is concerned the following data would form basis of study:

(a) faculty student ratio (b) system of detail curriculum development and teaching practice sessions (c) number of working days annually (d) number of working days lost with reasons (e) qualification of the faculty (f) class performances of the students and class records (g) system of clinical program and internship (h) evaluation system and record keeping (ix) student-computer ratio (i) on line library facility (j) capital investment of the institution per student (k) library investment per student (l) residential facility (m) outside the class hour of the faculty advice and interaction per student (n) career counseling opportunities (o) quality of the body of alumni (p) publication by faculty and students in journals (q) laboratory and moot court room exercise facilities (r) per student procurement of books and journals (s) class room environment (t) status of Free Legal Aid centre and legal literacy program run by the Centre of Legal Education and (u) any other information needed by the committee.

- (vii) The financial performance data shall depend upon the previous five years annual accounts, annual reports, annual budget, fund raised, financial asset management and deployment, future plan, asset structure and any other financial information as may be required.
- (viii) The administrative performance would be assessed on the basis on composition of the management body, observance of regulatory rules, administrative staff ratio, working days loss and any other information that may be required for ascertain the management QC.
- (ix) The study shall be based on (a) records, (b) visit, inspection and dialogue of the committee with the management, staff, students and the faculty.
- (x) The committee may visit the institution after providing notice or without and can visit if required, more than once.
- (xi) Data based analysis shall be communicated to the institution before rating begins for further observation and supplementary information, if required.

### **32. Obligation of the institution to facilitate free and fair enquiry**

The institution shall provide all information required and all copies of documents and facilities to the accreditation committee. Facility has to be provided so that the committee may meet management, faculty members, staff and the students and record their comments, if needed.

### **33. Anti Ragging Measures**

Every University / Centre of Legal Education shall take appropriate measures to prevent ragging in any form with a standing Committee appointed for the purpose from among faculty and student representation.

In case of occurrence of any incident of ragging the violator shall be dealt with very seriously and appropriate stringent action be taken.



## CHAPTER IV

### Directorate of Legal Education

#### 34. Directorate of Legal Education

The Bar Council of India shall establish a Directorate of Education for the purpose of organizing, running, conducting, holding, and administering (a) Continuing Legal education, (b) Teachers training, (c) Advanced specialized professional courses, (d) Education program for Indian students seeking registration after obtaining Law Degree from a Foreign University, (e) Research on professional Legal Education and Standardization, (f) Seminar and workshop, (g) Legal Research, (h) any other assignment that may be assigned to it by the Legal Education Committee and the Bar Council of India .

#### 35. Director of Legal Studies

(a) The Directorate shall be under the charge of a Director of Legal Studies.

(b) The Director shall be appointed by the Bar Council of India on the advice of the Legal Education Committee from leading senior legal educationists holding the post of Professor of Law in a University whose degree is recognized, either in service or retired.

#### 36. Legal Education Officer (LEO)

(a) The Bar Council of India may appoint one or more LEO on the recommendation of the Director of Legal Education and in consultation with the Chairman of the Legal Education Committee.

(b) The LEO shall be in the whole time service of the Council on such terms and conditions and selected in such manner as may be determined by the Council from time to time.

(c) The LEO shall have the minimum qualification to be appointed as an Associate Professor or Reader in law in any University under UGC Rules.

(d) The LEO shall discharge such functions as may be allotted to him by the Legal Education Committee, Bar Council of India or the Director of Legal Studies.

## CHAPTER V

### Recognition of Degree in law of a Foreign University

#### 37. Degree of a Foreign University obtained by an Indian citizen

If an Indian national having attained the age of 21 years and obtains a degree in law from a Foreign University such a degree in law can be recognized for the purpose of enrolment on fulfillment of following conditions:

(i) completed and obtained the degree in law after regularly pursuing the course for a period not less than three years in case the degree in law is obtained

after graduation in any branch of knowledge or for a period of not less than five years if admitted into the integrated course after passing +2 stage in the higher secondary examination or its equivalent; and (f) the University is recognized by the Bar Council of India and candidate concerned passes the examination conducted by the Bar Council of India in substantive and procedural law subjects, which are specifically needed to practice law in India and prescribed by the Bar Council of India from time to time as given in the schedule XIV. Provided that those who joined LL.B. course in a recognized Foreign University prior to 21<sup>st</sup> February, 2005 the date of notification in this regard by the Bar Council of India need not seek for such examination, other aforesaid condition remain same.

Provided the same privilege shall be also extended to Persons of Indian Origin having double citizenship in India.

### **38. Enlisting a Foreign University**

The Bar Council of India on the recommendation of the Legal Education Committee may consider the application of a foreign University to enlist the name of the University in the **Schedule V** of these rules. The degree in law obtained from which Foreign University by an Indian national shall be considered for the application preferred under Rule 37 above.

### **39. Recognition of a Foreign University**

(I) For the purpose of recognition of Degree in Law under Rule 37 above, any Foreign University may apply to the Bar Council of India for granting recognition to such University.

(II) Such application shall contain (i) History of the University, (ii) its Hand book, Brochure, Prospectus containing courses of study, (iii) University's standing in the Accreditation list made officially or by any recognized private body, and (iv) any other information that the Bar Council of India may prescribe from time to time and subject to inspection by the Bar Council of India of the University, if necessary.

(III) The matter shall be placed before the Legal Education Committee with all details and Legal Education Committee shall recommend to the Bar Council of India.

(IV) Legal Education Committee may make any other enquiry as may be needed to recommend the University whose degree in law shall be recognized for the purpose of application under Rule 37.

### **40. Standard test for recognition**

Recognition of Degree in law of a foreign University for the purpose of enrolment as Advocate in India would depend on the following criteria of standards that:

- (i) The degree in law shall be a **second stage degree** offered either after graduation from an approved University by the Bar Council of India for

the purpose of admission in the course leading to Degree in Law in the Foreign University concerned; or shall be an **integrated program** offered after 10+2 or 11+1 school education.

- (ii) The course leading to the Degree in Law in the Foreign University (hereinafter mentioned as The course) concerned shall be at least for **three years'** duration if taken after graduation in the manner stated above, or shall be at least for **five years'** duration if undertaken in a integrated program as mentioned above.
- (iii) The course shall be a **regular course** of study undertaken in a University or Centre of Legal Education affiliated to a University, as the case may be.
- (iv) The course shall contain, *mutatis mutandis*, subjects of studies, which are **prescribed as compulsory subjects**, by the Bar Council of India on recommendation of the Centres of Legal Education from time to time, in the LL.B. program of a recognized University in India for the purpose of enrolment.

## CHAPTER VI

### Miscellaneous Provisions

#### 41. Uniform Identity Number of students and faculty

Each recognized University and its approved institutions registering students for law courses shall send particulars as prescribed in the Schedule X of its registered students and Faculties for the purpose of building up of uniform data of the faculty and the students of law and for issue of Uniform Identity Number to students and faculty against a fee prescribed by the Bar Council of India from time to time.

#### 42. Annual Report and Return

All approved Centres of Legal Education of the Universities whose degree is approved for enrolment shall submit to the respective University with a copy to the Bar Council of India an annual return in the form prescribed in schedule VIII in hard and soft copy at the end of its annual academic session failing which a new inspection would be required for the University with the local enquiry.

#### 43. Dispute Resolution Body

The Legal Education Committee of the Bar Council of India shall be the dispute resolution body for all disputes relating to legal education, which shall follow a procedure ensuring natural justice for such dispute resolution as is determined by it.

#### 44. Annual Notification:

(1). The Council shall notify in its website and send copies to each State Bar Councils as per Schedule I of these Rules, the names of Universities whose

degrees in law recognized under these rules with a list of approved Centres of Legal Education. The Council shall require each University and the State Bar Council to also notify the same within its jurisdiction and provide a copy to each of its approved Centres of Legal Education, including the same in their respective website in so far as the Centres of Legal Education within the respective jurisdiction of these institutions.

(2) Information about the non-recognition or de-recognition of the degree in law of a University and that of CENTRES of Legal Education shall also be sent to all Universities in India imparting legal education and to all State Bar Councils which shall include the same in their website.

#### **45. Over-riding effect**

Any resolution passed earlier by Bar Council of India / Legal Education Committee inconsistent with these rules shall not bind the Bar Council of India and all other bodies constituted in pursuance of the Advocates Act 1961, after these rules come into force.

#### **46. Savings**

Any action, decision or direction taken or directed by the Bar Council of India under any Rule or Regulation in force at any time earlier than these Rules coming into force, shall be valid, binding on the institutions as the case may be, and remain in enforce notwithstanding anything contained in these Rules.

#### **47. Amending procedures**

Any amendment proposed by Bar Council of India in the Rules shall be carried through consultation with the Universities and the State Bar Councils by way of circulation of the proposal to the Universities and the State Bar Councils for the written submission within the scheduled notified date and after consideration of such written submission on merit. The Legal Education Committee/Bar Council of India shall on consideration of the representation finalise the said amendments, which shall come into force by way of notification in the website. The Bar Council of India shall also send the hard copy of notification to the Universities.

Provided that any provision in the Schedule may be amended by the Bar Council of India on the recommendation of the Legal Education Committee and the same shall also be notified in the website of the BCI for enforcing the provision.

## SCHEDULES

### SCHEDULE I

**List of Indian Universities and its approved Centres of Legal Education, whose degrees in law are recognized for enrolment**

Visit Website of the Bar Council of India ([www.barcouncilofindia.org](http://www.barcouncilofindia.org)) and select "Legal Education" column and go to List of approved law colleges.

### SCHEDULE II

#### **Academic standards and Courses to be studied**

**1. Medium of instruction:** English shall be the medium of instruction in both the integrated five year and three year courses. However if any University and its any CLE allows in full or in part instruction in any language other than English or allows the students to answer the test papers in the periodical and final semester tests in any regional language other than English, the students have to take English as a compulsory paper.

**2. University's responsibility:** A University is free to design its academic program under LL.B. and LL.B. Honours course as well as program under the integrated degree program in Bachelor degree component as well as the LL.B. component with or / and without Honours course. However, LL.B. courses shall include the courses as stipulated under this schedule.

**3. Total subjects in Liberal discipline in integrated stream:** In integrated stream of Arts & Law, Science & Law, Management & Law, Commerce & Law, etc as the case may be, one has to take one major subject and two minor subjects or such number of compulsory paper/subject and such optional with or without Honours in Law, as the case may be, from the specified area in addition to English, as may be prescribed by the University concerned..

The syllabus has to be comparable to the syllabus prescribed by leading Universities in India in three year Bachelor degree program in BA, B.Sc, B.Com, BBA etc taking into account the standard prescribed by the UGC/AICTE or any other respective authority for any stream of education.

**4. Total Number of papers (subjects) in law to be offered in both the streams as under:**

#### ***Law subjects (papers) in both the streams***

(a) For regular law courses either in the three years' unitary stream or under the integrated double degree stream, students have to take not less than twenty eight papers (subject) in all, which shall include eighteen compulsory papers, four clinical papers and six optional papers from among the list of optional papers under this Schedule and also of any additional papers prescribed by the University from time to time.

(b) For specialized and / or honours course, a student has to take not less than thirty six papers in all, which shall include eighteen compulsory papers,

four clinical papers, six optional papers and eight papers in specialized/honours course in any Group as stipulated below. However if eight papers are taken from multiple of groups, honours can be given in general law without mentioning any specialization.

**Example:** "A" has taken eight honours papers selected as follows: two from Constitutional Law, three from Business Law, one from International Law and two from International Trade Law, his Honours shall be in **Law**. "B" takes eight papers from Constitutional Law group, his honours shall be mentioned in **Constitutional Law**.

**5. Curriculum Development Committee (CDC) :** The Bar Council of India may, from time to time, appoint Curriculum Development Committee (CDC) to design various courses in both liberal discipline and law. The CDC in designing such courses shall, with benefit, take into account the Report on various subjects submitted to UGC or AICTE by its Curriculum Design Committees. Universities are free to use the CDC Report of UGC/AICTE in liberal disciplines including science, arts, fine arts, commerce, management, engineering, technology and other branches of knowledge, in designing the integrated course in Law and Arts, Law and Science, Law and Finance, Law and Commerce, Law and Engineering, Law and Management etc. as the case may be.

#### **6. Course outline in the two streams of Legal Education:**

##### **Part I : Courses in liberal discipline in Integrated Five Year Course :**

##### **(1) Undergraduate course-component for integrated Five Years' course:**

(a) **In Social Science and Language (For B.A., LL.B.):** One major subject with two minor, besides, English is compulsory subject. Students are expected to learn at least one Foreign or Indian Language. There shall be 6 papers in major and three papers each in minor and in languages.

**Example:** One can take Philosophy as major with political Science and Sociology as minor. One can take Economics as major and Political Science and Mathematics as minor. Similarly one can take English as major and Political Science and History as minor, so on so forth. However in the initial years the choice of subjects may be restricted. In the current years courses offered would be Economics, Political Science, Philosophy, Journalism & Mass Communication and History. English can also be taken as major. Other languages offered shall be notified at the time of admission. It is advised that the University follow the Curriculum Development Committee Report of UGC, if it is there, in designing the course and stipulate the standard.

(b) **In Science (For B. Sc, LL.B.):** Major and minor papers shall be in science subjects offered. Provision for language shall remain same. In the current year subjects offered are Physics, Chemistry, Bio-Science, Mathematics, Environmental Science and Geological Science. Choice can be restricted on the availability of faculty. It is advised that the University follow the Curriculum Development Committee Report of UGC, if it is there, in designing the course and stipulate the standard.

(c) **Business Management (For BBA, LL.B.)** Major and Minor subjects or Compulsory and Optional subjects/papers may be taken from the following papers/ subjects such as Business Communication, Business Mathematics, Quantitative Analysis, Business Statistics, Business Environment, Accounts and Finance, Management Theory and Practice, Human Resource Management, and Marketing Management. Language policy shall remain same. However one can take English as major or minor, where there is a system of major and minor, with other management subjects. University are advised to design the course looking into the course and standard prescription, if any by AICTE or UGC as the case may be.

(d) **In Commerce (leading to B.Com, LL.B.:** Major and minor courses are to be selected from the list of subjects like Accounts, Advanced Accounting, Secretarial Practice, Business Administration, Management Accounting, Audit Practice etc. It is advised that the University follow the Curriculum Development Committee Report of UGC, if it is there, in designing the course and stipulate the standard.

The syllabus has to be comparable to the syllabus prescribed by leading Universities in India in three year Bachelor degree program in BA, B.Sc, B.Com, BBA etc taking into account the standard prescribed by the UGC/AICTE and any other respective authority for any stream of education.

**Part II (Law papers common to both the streams)**

**(A) Compulsory subjects in legal education component in both the streams (Paper 1 to 20) University is free to design any subject in one or more than one papers where more papers are not stipulated:**

1. Jurisprudence (Legal method, Indian legal system, and basic theory of law).
2. Law of Contract
3. Special Contract
4. Law of Tort including MV Accident and Consumer Protection Laws
5. & 6. Family Law (2 papers)
7. Law of Crimes Paper I : Penal Code
8. Law of Crime Paper II :Criminal Procedure Code
9. & 10. Constitutional Law (two papers)
11. Property Law
12. Law of Evidence
13. Civil Procedure Code and Limitation Act
14. Administrative Law
15. Company Law
16. Public International Law

17. Principles of Taxation Law
18. Environmental Law
19. & 20. Labour and Industrial Law (2 papers)

**Part II (B) Compulsory Clinical Courses ( Papers 21 to 24 as following):**

21. Drafting, Pleading and Conveyance

**Outline of the course:** (a) Drafting: -General principles of drafting and relevant substantive rules shall be taught

(b) Pleadings: -

- (i) Civil: Plaint, Written Statement, Interlocutory Application, Original Petition, Affidavit, Execution Petition, Memorandum of Appeal and Revision, Petition under Article 226 and 32 of the Constitution of India.
- (ii) Criminal: Complaint, Criminal Miscellaneous petition, Bail Application, Memorandum of Appeal and Revision.
- (iii) Conveyance: Sale Deed, Mortgage Deed, Lease Deed, Gift Deed, Promissory Note, Power of Attorney, Will, Trust Deed
- (iv) Drafting of writ petition and PIL petition

The course will be taught class instructions and simulation exercises, preferably with assistance of practising lawyers/retired judges.

Apart from teaching the relevant provisions of law, the course may include not less than 15 practical exercises in drafting carrying a total of 45 marks (3 marks for each) and 15 exercises in conveyancing carrying another 45 marks (3 marks for each exercise) remaining 10 marks will be given for viva voice.

22. Professional Ethics & Professional Accounting system

**Outline of the course:** Professional Ethics, Accountancy for Lawyers and Bar-Bench Relations

This course will be taught in association with practising lawyers on the basis of the following materials.

- (i) Mr. Krishnamurthy Iyer's book on "Advocacy"
- (ii) The Contempt Law and Practice
- (iii) The Bar Council Code of Ethics
- (iv) 50 selected opinions of the Disciplinary Committees of Bar Councils and 10 major judgments of the Supreme Court on the subject
- (v) Other reading materials as may be prescribed by the University

Examination rules of the University shall include assessment through case-study, viva, and periodical problem solution besides the written tests.



23. Alternate Dispute Resolution

Outline of the course:

- (i) Negotiation skills to be learned with simulated program
- (j) Conciliation skills
- (k) Arbitration Law and Practice including International arbitration and Arbitration rules.

The course is required to be conducted by senior legal practitioners through simulation and case studies. Evaluation may also be conducted in practical exercises at least for a significant part of evaluation.

24. Moot court exercise and Internship:

This paper may have three components of 30 marks each and a viva for 10 marks.

- (a) Moot Court (30 Marks). Every student may be required to do at least three moot courts in a year with 10 marks for each. The moot court work will be on assigned problem and it will be evaluated for 5 marks for written submissions and 5 marks for oral advocacy.

- (b) Observance of Trial in two cases, one Civil and one Criminal (30 marks):

Students may be required to attend two trials in the course of the last two or three years of LL.B. studies. They will maintain a record and enter the various steps observed during their attendance on different days in the court assignment. This scheme will carry 30 marks.

- (c) Interviewing techniques and Pre-trial preparations and Internship diary (30 marks):

Each student will observe two interviewing sessions of clients at the Lawyer's Office/Legal Aid Office and record the proceedings in a diary, which will carry 15 marks. Each student will further observe the preparation of documents and court papers by the Advocate and the procedure for the filing of the suit/petition. This will be recorded in the diary, which will carry 15 marks.

- (d) The fourth component of this paper will be Viva Voce examination on all the above three aspects. This will carry 10 marks.

**Part II (C): Not less than six papers from any of the following groups (paper 25 to 30 ) However a University is free to take only a few common options for the purpose of LL.B. course without any specialization:**

**Constitutional Law Group**

- Legal Philosophy including theory of Justice
- Indian Federalism
- Affirmative Action and Discriminative Justice

Comparative Constitution  
Human Right Law and Practice  
Gender Justice and Feminist Jurisprudence  
Fiscal Responsibility & Management  
Local Self Government including Panchayet Administration  
Right to Information  
Civil Society & Public grievance  
Government Accounts & Audit  
Law on Education  
Media & Law  
Health Law  
Citizenship & Emigration Law  
Interpretation of Statutes and Principle of Legislation  
Legislative drafting

**Business Law Group**

Law and Economics  
Banking Law  
Investment Law  
Financial Market Regulation  
Foreign Trade  
Law of Carriage  
Transportation Law  
Insurance Law  
Bankruptcy & Insolvency  
Corporate Governance  
Merger & Acquisition  
Competition Law  
Information Technology Law  
Direct Taxation  
Indirect Taxation  
Equity and Trust  
Law on Project Finance  
Law on Corporate Finance  
Law on Infrastructure Development  
Special Contract

**International Trade Law**

- International Trade Economics
- General Agreement on Tariff & Trade
- Double Taxation
- Dumping and Countervailing Duty
- Trade in Services & Emigration Law
- Cross Border Investment
- Agriculture
- Dispute Resolution
- International Monetary Fund
- Trade in Intellectual Property
- International Banking & Finance

**Crime & Criminology**

- Criminal Psychology
- Forensic Science
- International Criminal Law
- Prison Administration
- Penology & Victimology
- Offences Against Child & Juvenile Offence
- Women & Criminal Law
- IT Offences
- Probation and Parole
- Criminal Sociology
- Comparative Criminal Procedure
- Financial and Systemic Fraud
- White Color Crime

**International Law**

- International Organization
- International Human Rights
- Private International Law
- International Environmental Law
- IMF & World Bank
- Regional Agreement & Regionalization
- Uncitral Model Codes

International Labour Organization & Labour Laws  
International Dispute Resolution Bodies  
Maritime Law  
Law of the Sea and International River  
Humanitarian and Refugee Law  
International Criminal Law and International Criminal Court

**Law & Agriculture**

Land Laws including Tenure & Tenancy system  
Law on Agriculture Infrastructure: seed, water, fertilizer, pesticide etc.  
Law on Agricultural Finance  
Law on Agricultural Labour  
Agricultural Marketing  
Farming & Cultivation  
Farmer and Breeders' Right  
Cooperative and Corporatization of Agriculture  
Dispute Resolution and Legal aid  
Agricultural Insurance  
Law on SMEs on agricultural processing and rural industry

**Intellectual Property Law**

Patent Right creation and Registration  
Patent Drafting and Specification Writing  
IPR Management  
Copyright  
Trade Mark and Design  
Trade Secret and Technology transfer  
Other Forms of IPR creation and registration  
IPR Litigation  
IPR Transactions  
Life Patent  
Farmers and Breeders right  
Bio Diversity protection  
Information Technology  
IPR in Pharma Industry  
IPR in SMEs

**University's power for additional subject/group:**

Provided that a University/ School may add to the above list of subjects as well as a New Group of subject specialization with such papers as may be stipulated from time to time. Students in the general law course have to take not less than six papers from any three or more groups.

**Part III (Only For Honours course in Law)**

In case of specialization or honours in any group, one has to take at least eight papers from one group over and above six optional papers in other groups (Papers 29 to 36).

**Freedom to University**

University may restrict Groups and/or subjects in a group for offering options based on availability of faculty and other facilities..

**Example**

**A University may follow the outline of the following course design (in integrated course)**

**First Semester : 20 weeks**

General English  
Major Subject in BA/BSc/B.Com/BBA etc(Paper 1)  
Minor I (Paper 1)  
Minor II (Paper 1)  
Law of Tort  
Law of General Contract

**Second Semester : 20 weeks**

English Literature  
Major Subject (Paper 2)  
Minor I (Paper 2)  
Minor II (Paper 2)  
Constitutional law of India  
Legal Method

**The arrangement of subjects in 5 years' integrated course shall be as follows:**

|                 |                         |                  |
|-----------------|-------------------------|------------------|
| First Semester: | 4 (First degree papers) | + 2 (Law papers) |
| Second Semester | 4 (do)                  | + 2 (do)         |
| Third Semester  | 3 (do)                  | + 3 (do)         |
| Fourth Semester | 3 (do)                  | + 3 (do)         |

|                  |        |          |
|------------------|--------|----------|
| Fifth Semester   | 2 (do) | + 4 (do) |
| Sixth Semester   | 2 (do) | + 4 (do) |
| Seventh Semester | 1 (do) | + 4 (do) |
| Eighth Semester  | 1 (do) | + 4 (do) |
| Ninth Semester   | 5 (do) |          |
| Tenth Semester   | 5 (do) |          |

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20 papers (including honours papers)    36 papers (including honours papers)

# For Pass course one has to offer only

14 papers in liberal discipline    and    28 courses in Law

### Three Year Course

First Semester: Law of Tort, General Contract, Constitutional Law, Property Law, Indian Penal Code

Second Semester: Special Contract, Administrative Law, Family Law -I, Criminal Procedure Code, Civil Procedure Code, Evidence Law

Detailed course design may be supplied during admission.

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### SCHEDULE III

**Minimum infrastructural facilities required in a Centre of Legal Education for applying permission to run law courses with affiliation from an Indian University**

#### Physical infrastructure

- 1. Definition:** Institution means a Centre of Legal Education (CLE).
- 2. Minimum Capital Fund requirement:** Each Centre of Legal Education before seeking affiliation with a University and approval of Bar Council of India of the same shall have a minimum capital fund requirement of Rupees ten lakh to be kept into a Bank account to be used for any future exigencies and development of the Institution. The Account is to be jointly operated by the Secretary or Principal with the Registrar of the University or his authorized agent.
- 3. Freehold or Leasehold Property:** Each Centre of Legal Education providing education in law either in the Department of law of a University or its constituent or affiliated college must have either on freehold or on long leasehold land adequate to provide academic buildings, library, indoor and outdoor sports facilities, halls of residences for male and female students separately, as the case may be, in the name of the Centre of Legal Education or organization running the Centre of Legal Education. However, lease in the name of the Centre of Legal Education shall be for a period of not less than ten years. What is the adequate

space for the said purpose shall be decided by the respective authority of the University under its affiliation regulation and as guided by the UGC.

Provided that sufficient land and adequate floor space area completely and exclusively devoted for a Centre of Legal Education, based on the size of its student population, faculty requirement infrastructure facilities, Library space requirement, indoor and outdoor games facilities and other requirements can be considered sufficient accommodation in compliance with this clause, for the purpose in a multi-faculty Institution on land possessed by the Management of a Society/ Trust/ Non Profit Company running multi-faculty institutions in a metropolitan or in a class I city.

**4. Academic Building:** There shall be the academic building to provide separate class rooms for general class for each section sufficient to accommodate sixty students as per the requirement of per student floor space as specified by the University Grants commission or such other standard setting body like AICTE and also such other rooms for tutorial work, moot court room exercises, common room for male and female students and adequate library space for keeping books, periodicals, and journals. The library shall also have adequate reading space for at least 25% of the enrolled students according to per capita reading space specified by any standard setting bodies like UGC.

**5. General timing for conduction of courses in Academic Building:** Classes may be conducted between 8 a.m. to 7 p.m. in an Institution, which is not fully residential. However the Library may remain open till 10 p.m.

**5A. Size of a section :** 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) as the case may be unless there is any exceptional reason for granting more sections in a Class, such a reason has to be specified by the inspection Committee.

**6. Library Building:** There shall be adequate space in the library for computer facility with access to internet and national and international library access and data bases.

**7. Games Facilities:** There shall be facilities for indoor and outdoor facilities for games and sports.

**8. Halls of residence:** There may be facility required for halls of residence separately for males and females students constructed on the direction and specification by UGC or any such other standard setting body for affiliating an Institution.

**9. (a) Laboratories:** Institutions running integrated law program shall have adequate laboratory facilities in various courses of studies, if offered in the curriculum for Science, Engineering and technology courses along with law courses. The standard of such laboratory, per capita space, equipments, supplies, and other facilities shall be as specified by the UGC or any such other standard setting and regulatory bodies for the purpose of affiliation of such an Institution.

(b) Computer Education to be made compulsory for all the students.

**10. Organization structure of an Institution:** Affiliated Centres of Legal Education can be run by a Non-profit organization, like a Public Trust, Societies registered under Union or State law, or a Non Profit Company. All properties, assets, and the academic and academic support services shall be required to be recorded in the name of the Institution.

**11. Legal Aid Centre:** Each institution 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 Institution in cooperation with the Legal Aid Authorities with list of voluntary lawyers and other Non-Government Organizations engaged in this regard in the locality generally from which the student community of the Institution, hail from.

**12. All 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, as the case may be, with the Head of the Institution.

**13. All Records of the Institution** including financial, academic and other organizational records and the meeting proceedings shall be kept in safe custody by the Head of the Institution in the Office of the Institution and shall remain accessible to all authorities and Inspection teams.

**14. Copy of Affiliation Rules of the University:** All affiliating Universities would be required to forward a copy of the Affiliation Rules and affiliation order to the Bar Council of India before an Inspection of the University including any of its affiliated Centres of Legal Education.

#### **Academic infrastructure**

**15. Minimum Library requirement:** To start with, a Law Library shall have a set of AIR manual, Central Acts and Local Acts, Criminal law journal, SCC, Company cases, Indian Bar Review, selected Judgements on Professional Ethics and Journals with the back volumes for at least ten years and also such number of text books in each subjects taught during the period according to the minimum standard ratio of ten books for each registered students. For running integrated program, text books of such other subjects are also to be kept in the similar minimum ratio. The minimum investment in Library in each academic year must shall be Rupees Fifty thousand for one stream and Rupees One Lakh for both the streams.

**16 Whole time Principal/ Head/Dean:** There shall be a Principal for each constituent or affiliated Centre of Legal Education of a University and a Dean for the University Department, who shall have minimum prescribed qualification in law as prescribed by the UGC for respective position like Principal of a Centre of Legal Education or a Professor of Law to hold Deanship, as the case may be.

**17. Core Faculty:** There shall be sufficient number of full time faculty members in each Centre of Legal Education ( i.e. ,Department, constituent or affiliated college ) to teach each subject at all point of time for running courses who can be



supported by part time or visiting faculty. Such a core faculty shall in no case be less than six in the first year of the approval with both streams in operation, eight in the second year and ten in the case of third year of law courses. In addition, for the integrated course there shall be adequate faculty in the subjects offered in the liberal educational subjects as part of the course by the institution. These faculties in the liberal educational discipline in Arts, Science, Management, Commerce, Engineering, Technology or any other discipline shall possess qualification as is required under the UGC guideline or under such other standard setting body as the discipline is allotted to by any Act, statute, or Rules of the Government of India or of a State.

For the Three Year Bachelor of Law degree course only with two sections without the Honour program, there shall be minimum of 4 core faculty in the first year six in the second and eight in the third year in addition to the Principal/Head or Dean as the case may be.

Provided that an institution intending to run any specialized or honours course must have at least three faculty in the group in which specialization and honours courses are offered.

Provided further that each full time faculty shall take as many classes in the subject or subjects as may be assigned to them on the basis of standard prescribed by 'the standard setting institution' like UGC.

Provided further, if any institution of a University, which was already affiliated to the University and approved to run professional courses of either scheme or both by the Bar Council of India after inspection of the University, falls short of required full time faculty, the new admission in courses may be required to remain suspended until new required number of faculty is procured. The University shall before starting a new academic session, notify which institutions are only be allowed to admit fresh students.

Provided further that if while inspecting the University it was found that in any institution of the University adequate number of full time faculty was not there in the staff, the Bar Council after giving notice to the University might give a public notice directing the University not to admit students in the new academic year in that institution.

**18 Minimum weekly class program per subject (paper):** There shall be for each paper (with 4 credit) Four class-hours for one hour duration each and one hour of tutorial/moot court/project work per week.

**19. Examination rule guideline:** The examination shall ordinarily be held at the end of every semester. The University shall, however, be at liberty to hold examination quicker frequency on continuing basis. Suitable allocations of subjects for each semester program, as the case may be, shall be planned by the University and the same shall be intimated to the Bar Council of India along with the Examination Rules adopted by the University concerned.

**20. Minimum qualification needed for the Faculty:** Full-time faculty members including the Principal of the Centre of Legal Education shall be holders of a

Master's degree or as prescribed by UGC or other such standard setting bodies. However faculty for teaching clinical program may be appointed from the retired judicial officers or from the Bar, a person with professional experience for a minimum period of 10 years. Visiting faculty from the Bar, bench or academy shall have a minimum experience of 10 years.

**21. Teaching load:** The teaching load of full-time and part time teachers shall be according to the norms prescribed by the U.G.C. from time to time.

**22. Salary scale:** The salary paid to the Principal shall be according to the scales recommended by the U.G.C from time to time with other benefits. Core Full Time Faculty shall ordinarily be given usual UGC scale.

An Institution may however have faculty whose remuneration is based on contract provided the remuneration is comparable with or more favorable to the faculty in comparison with the UGC Scale and salary shall be paid through account payee cheque.

**23. Standard Academic practice:** The Bar Council of India may issue directives from time to time for maintenance of the standards of Legal Education. The Centre of Legal Education /University has to follow them as compulsory.

**24. The Questionnaire specified in Schedule VI & VII** and as amended from time to time, is to be responded to by the applicant for approving an affiliated institution by the Bar Council of India under the Rules, which shall be deemed to be directive issued under this Rule. The questionnaire shall be submitted with the application for initial inspection with such other particulars, documents and fees as may be prescribed.

**25. Minimum Period of Internship:** (a) Each registered student shall have completed minimum of 12 weeks internship for Three Year Course stream and 20 weeks in case of Five Year Course stream during the entire period of legal studies under NGO, Trial and Appellate Advocates, Judiciary, Legal Regulatory authorities, Legislatures and Parliament, Other Legal Functionaries, Market Institutions, Law Firms, Companies, Local Self Government and other such bodies as the University shall stipulate, where law is practiced either in action or in dispute resolution or in management.

Provided that internship in any year cannot be for a continuous period of more than Four Weeks and all students shall at least gone through once in the entire academic period with Trial and Appellate Advocates.

(b) Each student shall keep Internship diary in such form as may be stipulated by the University concerned and the same shall be evaluated by the Guide in Internship and also a Core Faculty member of the staff each time. The total mark shall be assessed in the Final Semester of the course in the 4<sup>th</sup> Clinical course as stipulated under the Rules in Schedule II.

**26. District-wise list of Senior Lawyers willing to guide students under internship:** The State Bar Councils shall be required to prepare a list of suggested Senior Advocates District-wise with at least ten years experience who are willing to take under internship students during the vacation period. The Bar Council of

India shall then publish the list of senior lawyers willing to guide students under internship in the web-site as well as make the list available with the Institutions.

**27 Formal Dress Code during internship:** Students placed under internship or in moot court exercise shall have formal dress of legal professional in pupillage as follows:

(For all) White/Black trouser, white shirt, black tie, black coat, black shoe and black socks. When students have problems of getting the entire formal dress for any reason, they have to have a white trouser, full sleeve shirt to be tucked in and covered shoe.

(Optional for Girl students) Black printed sharee, with white full sleeve blouse and covered black shoe or Lawyer's Suit with black covered shoe.

The Organization or Advocate under whom the interneer is placed is required to follow suitable dress code.

**28. Age on admission:** (a) Subject to the condition stipulated by a University on this behalf and the high degree of professional commitment required, the maximum age for seeking admission into a stream of integrated Bachelor of law degree program, is limited to twenty years in case of general category of applicants and to twenty two years in case of applicants from SC, ST and other Backward communities.

(b) Subject to the condition stipulated by a University, and the general social condition of the applicants seeking legal education belatedly, the maximum age for seeking admission into a stream of Three Year Bachelor Degree Course in Law, is limited to thirty years with right of the University to give concession of 5 further year for the applicant belonging to SC or ST or any other Backward Community.

#### SCHEDULE IV

##### Inspection and other fees

**N.B. All fees are payable in bank draft payable to the Bar Council of India at New Delhi.**

|   |                                 |
|---|---------------------------------|
| (i) Initial /Regular inspection fees:   | Rupees one lakh                 |
| (ii) Accreditation Assessment Fees  | Rupees two lakh                 |
| (iii) Guarantee for fulfilling all the norms of the Bar Council of India  | Rupees two lakh                 |
| (iv) Uniform Identity Number (to be collected by the Institution and to be sent to the Bar Council of India with such particulars as may be prescribed) | Rs one hundred for each student |
| (iv) Uniform Identity Number and Central data (For Faculty members)   | Rs two hundred for each faculty |

**Explanation :**

1. Each institution requiring inspection, initial or regular, by the Inspecting Committee of the Bar Council of India shall and pay inspection fee of rupees one lakh or any other sum as may be stipulated by the Bar Council of India from time to time in a draft payable to Bar Council of India at New Delhi along with submission of application Form.
2. Whenever approval of affiliation is granted to the Centres of Legal Education, it shall be necessary for the Centres of Legal Education to deposit Rupees Two Lakh in the shape of guarantee to fulfill all the norms of the Bar Council of India. The same shall be liable to be forfeited if norms are not complied with and same shall carry no interest.
3. Any institution seeking accreditation from the Bar Council of India shall pay an accreditation fee of Rupees two lakh or such fee as may be prescribed.

**SCHEDULE V****List of Foreign Universities whose degrees is recognized by the Bar Council of India under Section 24 (1) (c) (iii) in the Advocates Act, 1961**

Visit Website of the Bar Council of India ([www.barcouncilofindia.org](http://www.barcouncilofindia.org)) and select "Legal Education" column and go to "Foreign Degrees recognized by the Bar Council of India."

**SCHEDULE VI****Proforma Inspection report****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), (iiia) 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 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 - I**

### **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 ?
  - (j) How many batches of Post graduate (LL.M) students passed out of the Centre of Legal Education ?

**B.**

- (a) Who manages the Centre of Legal Education and under what framework ?  
(Enclose : Statute, Regulation, etc.)
- (b) Give the names, addresses of the members of 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 Centre of Legal Education ?

- (f) What are the assets of the Centre of Legal Education ?  
(Details of documents in support )
- (g) Who appoints the staff of the Centre of Legal Education and under what procedure ?
- (h) Does the Centre of Legal Education pay U.G.C. scales ?  
If not, how much for different cadres of academic staff.
- (i) Was the Centre of Legal Education ever disaffiliated by the Govt./ University ?  
If so, under what reasons ?
- (j) Give additional evidence, if any, to guarantee the financial viability of the Centre of Legal Education.

## 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 ?
- (l) How does the management ensure that classes are regularly held ?
- (m) Give details of the Students the Centre of Legal Education admitted in the 1<sup>st</sup> 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.

- (n) What are the outstanding academic achievements of the Centre of Legal Education in legal learning ?
- (o) What evidence are there to show research accomplishment of the faculty ?  
(Attach data separately of each such faculties)
- (p) Does the Centre of Legal Education publish any journal ?  
(Give details & attach copies)
- (q) What is the system in vogue for Practical Training of students ?  
(Give details )
- (r) Is the Centre of Legal Education 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 Centre of Legal Education introduce the BCI prescribed curriculum ?
- (v) Does the Centre of Legal Education follow an annual or semester system ?

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

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.

**PART - II**

**THE BAR COUNCIL OF INDIA : LEGAL EDUCATION INSPECTION  
PROFORMA TO BE FILLED BY BAR COUNCIL OF INDIA APPOINTED  
INSPECTION TEAM AFTER VISITING CENTRES OF LEGAL EDUCATION /  
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 Centre of Legal Education 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 Bar Council of India 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 Centre of Legal Education 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 Legal Education Committee can come to an objective assessment with the help of inspection reports ).

**D. CONCLUSION AND RECOMMENDATIONS**

- (a) On Infrastructure including library and staff :
- (b) On standards of teaching, research, co-curricular activities :
- (c) On reforms immediately required if Bar Council of India Rules were to be complied with in letter and spirit :
- (d) Recommendations for Legal Education Committee /Bar Council of India consideration :

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

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

**PART - III**

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

(**Note** : This part is to be filled by management of the Centre of Legal Education if they are asked to do so by the Bar Council of India 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 Legal Education Committee . As such, Bar Council of India Secretariat will examine the application (Part I) with the inspection reports (Part II) in the context of Rules of the BCI Rules and point out inadequacies and non-compliance and seek clarifications from Centre of Legal Education 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 Centre of Legal Education management)

Queries from the BCI Secretariat to Centre of Legal Education management :

1.

2.

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FOR OFFICE USE ONLY

- (i) Recommendations of the LEGAL EDUCATION COMMITTEE :
- (ii) Decision of the Bar Council of India :

**THE BAR COUNCIL OF INDIA PROFORMA FOR INSPECTION REPORT  
OF CENTRE OF LEGAL EDUCATION**

( While preparing the report of inspection of the Centre of Legal Education ,  
members are requested to follow the following proforma)

1. Name of the Centre of  
Legal Education with  
complete address
2. Name of the University to which  
the Centre of Legal Education  
is affiliated / sought to be affiliated  
with photocopies of relevant documents.
3. Name of the Society / Trust/  
Organisation sponsoring the  
Centre of Legal Education,  
its financial position,  
details of the organisation etc.  
(Full details)
4. Date of inspection
5. Name of the members of the  
Inspection Team
6. Approximate population of the  
State and the area where the  
Centre of Legal Education  
is located / proposed to be located.
7. Number of Centres of Legal  
Education 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 Centre  
of Legal Education /continuance  
of the existing Centre of Legal  
Education in the area
10. Details of the courts in the area
11. Number of lawyers practising in the  
area

12. If the Centre of Legal Education 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 Centre of Legal Education / Deptt. of University, If so, when ?  
If five year course is not introduced yet whether the Centre of Legal Education is intending to do so or not.
14. Details about the course of study imparted / sought to be imparted and timings of Centre of Legal Education.
15. Details about the teaching staff, their qualifications, salary and other service conditions with complete details of full time and part time teachers.
16. (a) Details about the accommodation at the Disposal of the Centre of Legal Education.  
(b) Whether the land and building are owned by the Centre of Legal Education or the same is rented or leased? ( Full details thereof with photocopies of relevant documents)
17. Details about the Administrative Staff in the Centre of Legal Education.
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 Clause 15 of Schedule III of the Rules are available in the library or not ?  
Give details  
(c) Working hours of library and details of Library staff  
(d) Whether there is qualified and trained librarian or not ?

19. Views of Members of inspecting team with regard to starting of the proposed Centre of Legal Education / continuing the existing Centre of Legal Education in terms of its utility ( with specific recommendations as to whether the proposed Centre of Legal Education can be granted approval of affiliation/ existing Centre of Legal Education can be allowed to retain approval of affiliation or not)
20. Whether approval can be granted on regular 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.

MEMBER,

BCI

MEMBER, BCI.

#### SCHEDULE VII

**Proforma Application Form for approval of affiliation to be submitted to the Bar Council of India with copy of application for affiliation of a University**

1. Name of the Centre of Legal Education :
2. Address with phone number, email ID:
3. Name and address of the body running the Centre of Legal Education :
4. Name of the University:
5. When the University affiliated the Centre of Legal Education ( copy of the letter of affiliation to be attached):
6. Affiliation granted up to:
7. Conditions of affiliations, if any:
8. When NOC from the State Government obtained, if required (a copy of the NOC to be attached):



9. Affiliation approved by Bar Council of India on (in case of subsequent approval needed):
10. Approval valid up to (in case subsequent approval needed):
11. Conditions of approval of the Bar Council of India , if any (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 Bar Council of India done (in case of subsequent approval needed):
14. Annual Report & audited Accounts of the previous years (in case of subsequent approval needed):
15. Detailed statement of the infrastructure if not provided in the application:
16. List of teaching faculty & None – teaching staff with qualifications & experience.

#### SCHEDULE VIII

##### Forms of Annual Return

To be specified later and incorporated as and when prescribed

#### SCHEDULE IX

##### Application form accreditation and credit rating

To be specified later and incorporated as and when prescribed

#### SCHEDULE X

##### Information of enrolled student for Uniform Identity Card

To be specified later and incorporated as and when prescribed

#### SCHEDULE XI

##### Centralised data for Faculties

To be specified later and to be incorporated as an when prescribed

#### SCHEDULE XII

List of approved Foreign Universities whose degree in law can be considered for enrolment under Chapter V of the Rules

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**SCHEDULE XIII**

List of dates fixed for various Regulatory purposes

**New Proposal**

- |  |                   |
|--|-------------------|
| 1. Last date for submission of completed application form with the required fee for initial approval of a proposed institutions                              | December 31       |
| 2. Submission of any further information as may be required by BCI on the above application  | within January 31 |
| 3. Conduction of initial inspection of new application as above  | within April 30   |
| 4. Consideration of initial inspection report and recommendation by LEC to BCI   | within May 31     |
| 5. BCI's recognition letter or reason for refusal to be communicated to the applicant and the concerned State Government/ University whichever is applicable | within June 15    |

**Renewal of approval of affiliation**

- |  |  |
|--|--|
| 1. Last date of submission of completed application Form with the required fee for renewal inspection earlier recognition unless relaxed by BCI on special reasons | six months' earlier from the date of expiry of the approval of affiliation |
| 2. Last date for submission of renewal inspection Report to LEC  | June 30 and December 31  |
| 3. Last date for recommendation of LEC to BCI  | February 28 (for Dec. Report) August 31 (for June Report)                  |
| 4. BCI to communicate recognition letter   | March 31 (For December Report) September 30 (For June Report)              |

**Application for accreditation**

1. Last date for submission of application  
For accreditation with fees July 31
2. Submission of accreditation report to BCI  
by the committee and notification within December 31  
Special inspection any time  
Submission of Report to LEC within one month  
of inspection

**PART — V**  
**THE STATE ROLL AND SENIORITY**

**CHAPTER — 1**

**Preparation and maintenance of the State Roll**

*(Rules under Section 17, 19, 20 and 22 of the Act)*

1. (1) The Council may, from time to time, give directions as to the manner in which the State Councils shall prepare and maintain the Rolls under Section 17 of the Act.

(2) The copies of the State Roll to be sent under Section 19 of the Act shall be in Form 'B—1 and B—2' as set out in the rules at the end of this Chapter and shall contain such further details as the Council may specify.

2. Particulars of transfers under Section 18 of the Act, cancellations directed under the proviso to Section 26 (1) of the Act, removal of names under Section 26A of Act, punishments imposed by an order under Chapter V, particulars as to the result of appeals under the relevant decisions of the courts, and such other matters which the Council may specifically direct, shall be noted in the said Rolls.

3. Save as otherwise directed by the Council, no other particulars shall be entered in the said Rolls.

4. Every page of the Roll shall bear the signature or a facsimile thereof of the Secretary or other person authorised by the State Council.

5. Authenticated copies of any additions or alternations made in the Roll shall be sent to the Council without delay.