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**DIRECTORATE OF HIGHER EDUCATION,  
GOVERNMENT OF HARYANA**

**Number:**

**Date of Issue: 13-08-2010**

**GUIDELINES FOR OPENING A NEW LAW COLLEGE / CENTRE  
OF LEGAL EDUCATION (SELF FINANCING) 2010**

**1. Submission of proposal for Opening New Law College:**

- (i) **An application in the prescribed format containing the proposal with a detailed project report (DPR) shall be submitted to the Government by the applicant only after putting in place the requisite infrastructure etc as per the guidelines.**
- (ii) The applicant can be a Non-profit Organization like a Public Trust/Society registered under Union or State Law or a Company registered under section 25 of the Companies Act, 1956. The Registration document of the sponsoring body alongwith membership and list of office bearers with address and objectives of the Society/Trust and terms & conditions governing them in the form of resolution of the Trust/Society shall be submitted alongwith the application.
- (iii) The applications of only those societies/trusts that are already successfully running quality educational institutions will be considered for permission to open law Colleges, on Self Financing basis. The applicant trust/society should have an

experience of at least five years of running an institute of higher learning with a certificate of accreditation and substantial proof of academic credentials etc. Applications of those trust/societies that have no experience of running institutes of higher learning will not be entertained.

- (iv) All properties, assets and the academic support services shall be required to be recorded in the name of the Institution.
- (vi) If the application is found to be in order, an inspection would be carried out to verify the actual compliance.
- (vii) In case all laid down conditions are satisfied, a NOC would be issued.

2. **Requirement of land:** The minimum requirement of land for a Law College shall be 5 acres. No Law College can be opened unless the Sponsoring Body is in possession of 5 acres of land either by way of ownership or on a perpetual irrevocable lease of at least 30 years or gift deed at the time of application.

3. **Endowment Fund Minimum Capital Fund Requirement:** The applicant shall create a non-transferable endowment fund in the name of the Society or Trust as the case may be. Funds worth Rs 2.00 Crores for various purposes and Rs 50.00 Lacs for endowment funds are required for opening a new College which will be pledged in the name of the Higher Education Commissioner, Haryana. The endowment funds in the shape of FDR of Rs. 50.00 lacs shall be deposited in the office of the Higher Education Commissioner, Haryana within 30 days of

issuance of provisional NOC. In addition to this a Bank Guarantee amounting to Rs 1.00 crores will also be required.

- 4. **Administrative Block:** There shall be an administrative block consisting of Principal's room with basic amenities, Office room, staff room with toilets (M & F), departmental rooms etc.
- 5. **Building :** There shall be the academic block 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 UGC 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 room space for at least 25% of the enrolled students according to per capita reading space specified by UGC and computer & internet facilities. A multi purpose conference Hall/Auditorium in the institution must/may be provided.
- 6. **Library:** There shall be adequate space in the library for computer facility with access to internet and national and international library access and data bases.

Minimum Library requirement: To start with, a Law Library shall have a set of AIR manual, Central Acts and Local Acts, Criminal Law Journals, SCC, Company cases, Indian Bar Review, selected Judgments on Professional Ethics and Journals with the back volumes for at least ten years and also such number of text and reference 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 relevant to the course of study are also to be kept in the similar minimum ratio. The minimum investment in Library in each academic year shall be Rupees Five Lacs for one stream and Rupees Ten Lacs for both the streams.

7. **Laboratories:** Institutions running integrated law program shall have adequate laboratory facilities in various course of studies, if offered in the curriculum for Science, Engineering and technology course along with law courses. The standard of such laboratory, per capita space, equipments, supplies, and other facilities shall be as specified by the UGC/BCI etc.
8. **Hostels:** There shall be facilities required for hostels separately for boys and girls students constructed on the direction an specifications by the UGC.
9. **Essential Services:**
  - a) Adequate facilities (water, electricity, sewerage)
  - b) Separate common room for boys and girls be provided in co educational colleges
  - c) There should be play grounds and indoor game facilities.
  - d) There should be separate toilets/wash rooms for boys and girls



e) There should be canteen & parking space facilities for students and staff

- 10. **Principal:** There shall be a whole time Principal/ Head for each Law College or a Centre of Legal Education in a multi faculty Institution, who shall have minimum qualifications prescribed by the UGC/BCI or any other regulatory body.
- 11. **Staff:** Appointment of the academic staff shall be made for teaching all courses. Steps taken 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/BCI rules.
- 12. **Core Faculty:** There shall be sufficient number of full time faculty members in each Centre of Legal Education to teach each subject at all point of time for running courses which 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. The teachers for Management, Commerce, and Engineering & Technology or any other discipline shall possess qualification as is required under the UGC guideline or under such other standard setting

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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 Honors programme, 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 Honors course must have at least three faculty in the group in which specialization and honors 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 and /or BCI. .

- 13. Teaching Work Load:** The teaching work load of full-time and part time teachers shall be according to the minimum norms prescribed by the UGC/University/State Govt. from time to time size of section; periods per week; duration of periods/moot court and project work will be as per BCI Rules of Legal Education/University.
- 14. Admission Procedure:** The institution shall adhere to all the instructions, rules and regulations issued from time to time by the Government/Universities in this regard. The reservation policy for admission by State Govt. will be followed.

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15. **Fee and funds:** The institution shall charge only such fee and funds from the students as prescribed by the Affiliating University/ State Government as amended from time to time. The institute will have to give undertaking for fee concession to reserve categories as per State Govt. policy and shall not charge donations, capitation fee etc. from the students.
  16. **Internship::** The Institution shall adhere to the BCI rules of Legal Education, 2008 schedule 3 Clause 27 or as amended from time to time. Legal Aid Centre and Computer Education will be compulsory for the students.
  17. The Educational Society/Trust will have to give an undertaking that the proposed college shall observe the provisions of the Acts, Statutes, Ordinance and regulations of the Government/UGC/University as amended from time to time and of BCI rules of Legal Education given under sections 7(1)(h) and (i), 24 (l)(c)(iii), and (iiia), 49(1) (ai), (ag), and (d) of the Advocates Act, 1961 made by the Bar Council of India in consultation with Universities and State Bar Councils. The Educational Society/Trust will submit the undertaking required by the Government in the Form of an Affidavit.
  19. An undertaking in the form of an affidavit that the information and documents submitted by the applicant are authentic and true.
  20. In case of violation detected at any stage, the NOC would be withdrawn.

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21. A non refundable processing fee of Rs. 2.00 lac (in the form of a bank draft, drawn in favour of Higher Education Commissioner, Haryana) shall have to be submitted along with the application.
22. An inspection shall be carried out to verify compliance of the required norms and claims made by the applicant society/trust. In case all conditions are satisfied, NOC would be issued. If however, at any stage subsequently, any violation/contravention/ misrepresentation/ misconduct comes to notice; NOC shall be liable to be withdrawn and endowment fund and bank guarantee shall be forfeited.

This is issued vide Memo No. 12/217-07 C-II(3) dated 13-08-2010.



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**DIRECTORATE OF HIGHER EDUCATION,**  
**GOVERNMENT OF HARYANA**

**Application Form for the opening of New Law College (Self Financed)**

**1. Details of Applicant**

a. Name of the Society/Trust

b. Address with email & Phone Numbers

**2. Status of the Applicant (Please tick the relevant category).**

- Registered Society
- Trust
- Any other

**3. The Society Registration Act No. or the Trust/Company Act or Registration No.**

- a. Registration No: .....
- b. Date of Registration: .....
- c. Place of Registration: .....
- d. Jurisdiction of society/Trust: .....

(Attach Copy of Registration of Society/Trust along with details of members, Constitution, memorandum of association of the Society /Trust)

**4. Background of the Society/Trust, such as experience in running the educational institutions.**

Sr. No.	Name of the Institution	Date of inception	Date of recognition / affiliation from the university	Student Strength (class wise)	Courses / Faculties	No. of qualified teachers

**5. Details of Application Fees i.e. name of the Bank, amount (Rs. 2.00 lacs), demand draft number and date:**

**6. Details of Proposed College**

a. Name of the College

b. Address

**7. Nature of the proposed College**

- Men College
- Women College
- Co-educational College

**8. Location of proposed College**

**9. Details of Land available with the applicant along with the certificate issued by the competent authority regarding classification of land:**

(Attach copy of letter from competent authority for classification of land, if claimed to be within the limits of municipal committee/ corporation)

**a.** Area of the land .....(Attach revenue record documents)

**b.** Whether owned '(by the applicant: Yes/No

If yes, then area in details

Whether the land is registered through a

Sale Deed : .....

Gift Deed : .....

On Lease : .....

(Attach proof in details)

**c.** Any loans/mortgage raised against the titles of the land:

Yes

No

d. Whether the land has been exclusively earmarked for the Proposed Institution by any resolution:

Yes

No.

e. If land is agricultural, then conversion certificate from Local Government/Competent Authorities:

Yes

No.

(Attach copy of land use certificate)

**10. Details of Financial Resources:**

Availability of Funds in the name of Applicant Society/Trust.

(Please note that Bank Guarantees against mortgage of land, building and assurance are not acceptable)

a. Fixed Deposits

b. Total Assets (Property and others)

c. Total liabilities

d. Other Deposits

e. Whether the Accounts of the Applicant Society are audited.

Yes

No

**11. Details of Courses proposed to be started (Attach Annexure)**



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12. Details of UG/PG Educational Institutions situated in the radius of 50 K.M. from the proposed College with the distance from it:

Name of General Colleges	Distance	Name of Technical Colleges	Distance	Name of Law Colleges	Distance

13. The phased outlays of capital expenditure proposed for the next three years and its sources of finance (Attach Annexure)

14. Details of building and facilities available: (as per UGC/Bar Council of India norms and required as per point no. 5 of Guidelines, 2010)

- a. Class Rooms (No. and size)
- b. Floor wise space (Terrace, Covered and Carpeted Area)
- c. Rooms for tutorial work
- d. Moot Court Room
- e. Common Rooms (Male and Female students)
- f. Laboratories (No. and size)
- g. Library facility (Area/furniture/sitting capacity/No. of books, availability of Internet)
- h. Play ground facilities (Area/Out door games/In door games) (Please attach Annexure).
- i. Multi purpose conference hall (if available)