

**THE TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY AFFILIATION AND  
APPROVAL OF LAW COLLEGES REVISED REGULATIONS, 2013**

In the exercise of the powers conferred by sub-section (1) of Section 42 of the Tamil Nadu Dr. Ambedkar Law University Act, 1996 (Tamil Nadu Act 43 of 1997) and in suppression of the Regulations for Affiliation and Approval of New Law Colleges, the Syndicate hereby makes the following Regulations, namely The Tamil Nadu Dr. Ambedkar Law University (Affiliation of Law Colleges) Regulations, 2013.

**1. Short Title, Application and Commencement:**

- 1.1 These Regulations may be called the Tamil Nadu Dr. Ambedkar Law University (Affiliation of Law Colleges) Regulations, 2013.
- 1.2 These Regulations shall apply to all colleges seeking affiliation and already affiliated to the University in Tamil Nadu.
- 1.3 They shall come into force from 18<sup>th</sup> March 2013.

**2. Definitions:**

- 2.1 “affiliation” together with its grammatical variations, includes, in relation to a college, affiliation of such college by, association of such college with, and admission of such college to the privileges of the Tamil Nadu Dr. Ambedkar Law University;
- 2.2 “college” means as defined in section 2 (e) of the Tamil Nadu Dr. Ambedkar Law University Act, 1996;
- 2.3 “course” means one of the units which comprise a programme of study;
- 2.4 “Managing Body” means the Managing body or Committee in whatever name known to administer the Law College.
- 2.5 “grant-in-aid college” means a ‘college’ receiving grants from the Government of Tamil Nadu for payment of salary to its employees;
- 2.6 “Permanent affiliation” means the permanent affiliation granted to a law college by the Syndicate of the University;

- 2.7 “programme” / “programme of study” means a higher education programme pursued for a degree in Law;
- 2.8 “Society” means a society registered under the Tamil Nadu Societies Registration Act, 1975;
- 2.9 “Statutory or Regulatory body” means a body constituted by a Central or State Act for setting and maintaining standards in Legal education;
- 2.10 “student” means a person admitted to and pursuing a specified programme of study;
- 2.11 “Temporary affiliation” means affiliation granted to a law college for a specified period by the Syndicate of the University;
- 2.12 “Trust” means a Trust registered under the Indian Trusts Act, 1882.

### **3. Power to Affiliate a Law College:**

- 3.1 The Syndicate shall have the power to affiliate a law college situated within the University area;
- 3.2 The Syndicate shall also have the power to suspend or withdraw an affiliation already granted to a law college:

Provided that before taking a decision to suspend or withdraw an affiliation, the Syndicate shall inform the Management in writing of the college concerned of its findings after the inquiry and provide an opportunity for making its representation on the finding.

### **4. Eligibility Criteria for Temporary Affiliation:**

- 4.1 The eligibility criteria shall include:
  - 4.1.1 The proposed Law College seeking affiliation shall satisfy the following requirements:
  - 4.1.2 The proposed Law College shall have undisputed ownership and possession of land free from any or all encumbrances measuring not less than 5 acres if it is located in urban areas and 10 acres if it is located in rural areas.

Provided that the Law College has adequate space for indoor and outdoor sports

Provided further that sufficient land and adequate floor area is exclusively provided to the Law College based on the size of student strength, faculty requirements, infrastructure facilities, library space, indoor and outdoor sports and other requirements in a multi faculty Institution on the land possessed by the Management of a society or Trust or Non-profit organization.

4.1.3 Administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University concerned for each of the higher education course or programme with adequate scope for future expansion in conformity with those prescribed by the UGC or Statutory or Regulatory bodies, taking care that all buildings constructed in the college are disabled friendly;

4.1.4 Academic building sufficient to accommodate the faculties, lecture / seminar rooms, library and laboratories with a minimum of 15 square feet per student in lecture / seminar rooms / library and 20 square feet per student in each of the laboratories:

Provided that this sub clause shall not apply to colleges already affiliated to the Tamil Nadu Dr. Ambedkar Law University;

4.1.5 Number of teaching and non-teaching staff as per University norms or as may be specified by the UGC from time to time;

4.1.6 Adequate civic facilities for essentials like water, electricity, ventilation, toilets, sewerage, etc. in conformity with the norms laid down by the Public Works Department of the State;

4.1.7 Adequate measures for safety, security, pollution control etc.;

4.1.8 A library with at least 5,000 standard text books, or 100 books in different titles on each subject, whichever is more, of the proposed programmes to include both text books and reference books, besides two journals per subject, along with a book bank facility for students belonging to the Scheduled Castes, Scheduled Tribes and such other sections as may be specified by the UGC from time to time:

Provided that the Law College must have a set of All India Reporter, Current Central Legislation, Local Legislation, Criminal Law Journal, Supreme Court Cases, other Specialized Reporters, Indian Bar Review and other journals with the back volumes for at least ten years

Provided further, the Law College shall have adequate Computer Lab facilities as well as the access to internet and other legal data bases;

4.1.9 Necessary laboratory equipments as prescribed by the University or Statutory or Regulatory body concerned, for each of the higher education programme;

4.1.10 A multi-purpose complex / an auditorium and facilities for sports, canteen, health care, separate common rooms and separate hostels for boys and girls as per the local requirements as decided by the University;

4.1.11 Appropriate furniture for lecture / seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multi-purpose complex / auditorium, common rooms and hostel rooms, and for other facilities;

4.1.12 The Trust or Society shall have at least two members who are qualified in law to manage the affairs of the Law College. In case the Trust or Society does not have qualified members in the field of law, then the Trust or Society shall co-opt two such members for the purpose;

4.2. The college, if not run by the State Government:

4.2.1. Shall be managed by a Society or Trust;

4.2.2. Shall satisfy the University that adequate financial provision is available for running the college for at least three years without any aid from any external source. In particular, it shall produce evidence of creating and maintaining a Corpus Fund permanently in the name of the college by way of irrevocable Government Securities of Rs.35 lakhs per programme or as prescribed by the relevant Statutory or Regulatory body. The Fixed Deposit Receipts for the amounts specified shall be jointly held by the college and the University for a minimum lock-in period of three years. The interest accrued out of it may be utilized by the college with the prior permission of the University for strengthening its infrastructural facilities.

4.2.3. Shall also provide an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning.

4.2.4. Shall pay the following application / affiliation fee:

(a)	Application Fee	:	50,000/-
(b)	Inspection Fee	:	1,50,000/-
(c)	Affiliation Fee	:	15,00,000/-

The fee, once paid, is not refundable. The Government Colleges are exempted from the payment of these fees.

- 4.3. The Society or Trust in exceptional cases may be allowed to start the college for the first year of the programmes in a readily available building, with the condition that all other academic and administrative requirements are satisfied under the Regulations and the college shall complete the buildings as per para 4.4.6 and other requirements cited in the detailed project report at the end of the second year and the college is moved completely to the proposed permanent building by the beginning of the third year, failing which the college shall not be granted renewal of temporary affiliation until the college moves to the permanent buildings. Under no circumstances, extension of time for this movement to the permanent building shall be granted by the University beyond five years.
- 4.4. The Society or Trust proposing the college shall execute a bond indicating that:
- 4.4.1. to impart instruction only in the subjects and for the courses or programmes in the faculties for which affiliation has been granted by the University and shall not seek retrospective affiliation. All such courses or programmes shall follow the syllabi approved by the appropriate academic bodies of the University;
- 4.4.2. to comply with all provisions of the Act, the Statutes and the Ordinances, Rules and Regulations of the University framed in this regard;
- 4.4.3. to follow the Rules, Regulations and Guidelines of the Statutory / Regulatory bodies issued from time to time;
- 4.4.4. to the effect that the number of teaching posts, the qualification of teaching staff and their recruitment / promotion procedures as prescribed by the UGC and conditions of service shall be in accordance with the Statutes or Ordinance or Regulations of the University or the UGC, and shall ensure imparting of adequate instruction to the students in the courses / programmes of studies to be undertaken by the college and that the Student - Teacher Ratio in the college shall be as per the UGC norms;
- 4.4.5. to the effect that the members of the teaching and non-teaching staff shall be regularly and fully paid in the pay scales along with applicable allowances as per the pay scales prescribed by the UGC / Central / State Government as the case may be, from time to time;
- 4.4.6. to the effect that appointment of members of the teaching and the non-teaching staff shall be made only on considerations of merit based on qualifications and experience prescribed for them and not by demanding or accepting any donation or other consideration;
- 4.4.7. to the effect that the college shall obtain the eligibility approval of the appointed teaching staff from the University within three months of affiliation and shall report all changes in the teaching staff and all other

changes that may affect the fulfillment of the conditions for affiliation to the University within a fortnight of changes coming into effect;

4.4.8. to the effect that all fees to be charged from the students shall be as per the fee structure approved by the University based on the norms of the UGC from time to time;

4.4.9. to the effect that the college shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents/guardians except the prescribed fee and other charges as approved by the University based on the norms of the UGC;

4.4.10. to the effect that no student shall be admitted to any programme of study by the college in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the University or any other body / by the Bar Council of India;

4.4.11. to the effect that the college shall not, without the previous permission of the University, suspend offering an already approved course or programme of study;

4.4.12. to the effect that the academic and welfare activities of the students belonging to the Scheduled Castes, Scheduled Tribes and other disadvantaged groups, including minorities, wherever applicable, shall be properly taken care of by the college;

4.4.13. to the effect that all registers and records, including audited statement of accounts, as required to be maintained under the Regulations/Orders of the UGC or University or Government shall be maintained and made available as and when required for inspection;

4.4.14. to the effect that the college shall furnish all such returns and other information as the UGC or University or Government may require to enable it to monitor and judge the performance of the college with regard to maintenance of academic standards and shall take such action as the UGC or University or Government may direct to maintain the same; and

4.4.15. to adhere to the rules, regulations and other conditions prescribed by the Government of Tamil Nadu from time to time.

## **5. Procedure for granting Temporary Affiliation:**

- 5.1 The application to start a new college and to get it affiliated to a University may be submitted by the Central or State Government institutions or by a Society or Trust;

- 5.2 If the applicant is a Society or Trust, it shall have been registered under Registration of Societies Act, the Trusts Act or any other Act of the Central or State Government on or before the date of submission of the application;
- 5.3. The Government / Society / Trust which proposes to start the college and wishes to get it affiliated to the University in whose jurisdiction the location of college falls shall make an application between 1<sup>st</sup> of July and 31<sup>st</sup> October preceding the Academic year in which the courses are proposed to be started, to the University in the prescribed application form along with the prescribed fee in the form of Demand Draft drawn in favour of 'The Registrar, The Tamil Nadu Dr. Ambedkar Law University, Chennai';
- 5.4. The application shall be submitted with certified copies of the following documents, namely:
- 5.4.1. Registration of the Society or Trust along with details of Constitution and Memorandum of Association;
- 5.4.2. Letter from the Competent Authority designated by the Government concerned for classification of land and its location as urban or rural areas;
- 5.4.3. Land Use Certificate from the Competent Authority designated by the Government concerned;
- 5.4.4. Registered land or Government leased land documents in the name of the applicant;
- 5.4.5. Appropriate order from the Government permitting the Society/Trust to start the college with details of the courses / programmes intended to be offered;
- 5.4.6. Building Plan of the proposed college prepared by a registered Architect and approved by the Competent Authority designated by the Government concerned;
- 5.4.7. Registered documents by the registered Society/Trust earmarking land and buildings for the proposed college;
- 5.4.8. Details of the latest fund position along with the photocopies of relevant bank accounts, including the evidence of the Corpus Fund earmarked for the purpose as specified under Clause 4.2.2.
- 5.4.9. Detailed Project Report giving
- a) background of the Society / Trust with reference to its experience in promoting, managing and operating educational institutions, details of its promoters including their background; its activities in the social, charitable and educational spheres since its inception and its Vision and Mission;

- b) development plan for the college with timeline, spelling out its growth plan over the first 10 year period in terms of phasing of academic programmes, increase in students' intake and introduction of postgraduate programmes / research, and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty, and other support facilities, including student amenities, such as hotels, sports and recreational facilities;
- c) architectural master plan indicating the land use pattern including those for the future;
- d) policy with regard to faculty recruitment, retention and development;
- e) structure of academic and administrative governance;
- f) sources of financing of capital and operating expenditure, besides funds to be generated through students' fees; and
- g) resource projections and their utilization schedule.

5.5. The University shall make preliminary scrutiny of the application, and if found satisfactory, issue a letter of intent, within four weeks from the date of receipt of the application by the university, to cause an inspection within a period of three months for physical verification of all the facilities for affiliation.

5.6. The college shall be subjected to an inspection by the University through an Inspection Committee nominated by the Vice-Chancellor consisting of a Chairperson and four other members consisting of:

5.6.1 Dean, College Development Council or an equivalent academician of the University,

5.6.2 Two Professors of Law, one from the Tamil Nadu Dr. Ambedkar Law University and one from outside the Tamil Nadu Dr. Ambedkar Law University,

5.6.3 One of the Principals of the Government Law Colleges in the State of Tamil Nadu; and

5.6.4 an Engineer from the PWD / CPWD not below the rank of Executive Engineer or the University Engineer.

The Vice-Chancellor shall nominate one of the Professor of Law or the Dean, College Development Council of the University as the Chairperson of the Committee.



- 5.7 The report of the Inspection Committee shall be submitted by the Chairperson to the University duly filled in and signed by all the members. The University shall process the report through its appropriate Bodies and decide to grant, or not to grant, temporary affiliation to the college for a period of two years, recording the reasons in writing for its decision within three months of inspection.
- 5.8 On the basis of the infrastructure and other facilities available at the college, the University shall decide the number of seats for each programme in the college.
- 5.9. The Syndicate of the University shall be the ultimate authority to decide granting or not granting affiliation.
- 5.10 Continuation of temporary affiliation of the programmes of study and the college itself shall be granted by the University every two years through inspection process prescribed in these Regulations.
- 5.11 If the University decides not to grant affiliation to the college for reasons, recorded in writing, of its failure to meet the conditions/requirements for getting affiliation, the college may apply again if it fulfills the conditions / requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.
- 5.12 Once the temporary affiliation is granted by the University, the Law College shall thereafter obtain the necessary approval from the Bar Council of India in accordance with the conditions and procedures prescribed therein before admitting the students.

## **6. Eligibility Criteria for Permanent Affiliation:**

- 6.1 The college shall have completed at least 10 years of satisfactory performance after getting temporary affiliation and attained the academic and administrative standards as prescribed by the University or UGC or Statutory or Regulatory Body concerned from time to time.
- 6.2 The college shall have completed construction of buildings and all infrastructure/facilities as stipulated in the Regulations.
- 6.3 All the teaching and non-teaching staff should have been appointed on permanent basis (appointed on regular basis, in case of a Government college) on the UGC scales of pay.

- 6.4 The college shall have a duly constituted College Council as per the norms.
- 6.5 The college shall be accredited by NAAC or any other statutory accreditation agency of the State or Central Government.

**7. Procedure for granting Permanent Affiliation:**

- 7.1 A college which wishes to get permanent affiliation shall apply to the University any time after completing ten years of temporary affiliation in the Proforma along with the prescribed fee in the form of Demand Draft drawn in favour of the Registrar of the University.
- 7.2 The procedure for according permanent affiliation shall be the same as for granting temporary affiliation given in the Regulations.
- 7.3 If the University decides not to grant permanent affiliation to the college for reasons, to be recorded in writing, of its failure to meet the conditions/requirements for getting such affiliation, the college may apply again if it fulfills the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier applications. However, application for approval of Permanent Affiliation shall be submitted by the authorities of the college and the Society/Trust six months in advance before expiry of the period of approval of temporary affiliation granted by the Tamil Nadu Dr.Ambedkar Law University.

**8. Eligibility to apply for addition of new programmes of study:**

- 8.1 Any proposal for adding new programmes shall be considered by the University only after ensuring equitable distribution of facilities for higher education, having due regard, in particular, to the needs of the unserved, underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction.
- 8.2 Any proposal for raising the existing under-graduate college to post-graduate studies level shall be considered by the University only after satisfactory completion of two years of the under-graduate programme and the proposed buildings, qualified faculty and other infrastructure facilities are fully created as per the Regulations.
- 8.3 Each application for addition of a new programme or for upgrading the existing programme to post-graduate level shall be accompanied by the prescribed fee in the form of Demand Draft drawn in favour of 'The Registrar, The Tamil Nadu Dr.Ambedkar Law University, Chennai'.

- 8.4 The procedure for according temporary affiliation to additional programmes of study or for upgrading the existing programmes in the college shall be the same as prescribed under the Regulations for temporary affiliation.

**9. Other Conditions:**

- 9.1 Permanent affiliation for a college can be granted only when the educational agency of the college has constructed permanent buildings for class rooms, library, staff rooms, common rooms, toilets etc., at the permanent site. But when the college is permitted to start in a temporary accommodation such permission shall be limited to the first two years of starting the college. From the third year onwards the colleges shall function in the permanent building failing which affiliation shall not be granted for the first year courses (fresh admissions) until the college moves to the permanent building.
- 9.2 The maximum number of students who may be admitted to each of the courses, shall not exceed the strength as prescribed by the Bar Council of India and sanctioned by the University.
- 9.3 No donation can be collected from the students seeking admission to the course of study in the college.
- 9.4 Arrangements shall be made by the college for the conduct of University examinations.
- 9.5 The college shall collect fees payable to the University from the student, as may be prescribed by the University from time to time and remit the same to the University in time.
- 9.6 The college shall not discontinue any existing course without prior permission of the University.
- 9.7 The college shall not start new courses or change the sanctioned strength in any course for which affiliation has been granted by the University without getting affiliation or approval from the University. If any college does so, such college can be liable for penal action as provided in the regulations.
- 9.8 The college shall implement each and every one of the recommendations of the inspection committee appointed by the university.

- 9.9 All conditions of affiliation laid down in the regulations of the university and prescribed by the Syndicate from time to time shall be strictly complied with.
- 9.10 Every college shall furnish such returns and other information as the Syndicate may require from time to time, so that the Syndicate may take such action necessary to maintain the standard and efficiency of the college.

#### **10. Withdrawal of affiliation:**

- 10.1 The privileges conferred on a college by affiliation, temporary or permanent, may be withdrawn in part or in full, suspended or modified, if the college, on due enquiry, is found to have failed to comply with any of the provisions of the Act, the Statutes, the Ordinances, the Rules and Regulations or any other direction or instruction of the UGC/ University / Statutory / Regulatory body / Government of Tamil Nadu concerned or failed to observe any of the conditions of affiliation, or has conducted itself in a manner prejudicial to the academic and administrative standards and interests of the University.
- 10.2 If an affiliated college ceases to function or is shifted to a different location or is transferred to a different Society, Trust, Individual or a group of individuals without the prior approval of the University, the affiliation granted to the college shall lapse automatically on such ceasing, shifting or transfer, as the case may be, and it shall be treated as a new college for the purposes of future affiliation. The University / Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.
- 10.3 If the University decides to withdraw the affiliation of the College, or the affiliation stands terminated by the order of the University, temporarily or permanently, such decision shall not affect interests of the students of the college who were on its rolls at the time of issue of the order till they pass out the normal duration of programmes to which they are registered at that time. The University/Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per the decisions, so taken.

#### **11. Penalties on the Colleges to comply with the Regulations of Commission:**

If any college so affiliated is found guilty of violation of the Regulations, the University may take such action as it may deem fit, including that of imposing of fine and or suspension / cancellation of affiliation.

\*\*\*



# THE TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY!

“Poompozhi”, #5, Dr.D.G.S.Dinakaran Salai, Chennai – 600 028



## SCHEDULE OF FEE

[i]	Application Fee (3 sets)	:	` 50,000/- for each Course
[ii]	Inspection Fee	:	` 1,50,000/-
[iii]	Affiliation Fee	:	` 15,00,000/-

### NOTE:

- ☐ The application and affiliation fee once paid are not refundable.
- ☐ **Government Colleges are exempted from the payment of all these fees.**
- ☐ **All fees are payable in Demand Draft payable to the Tamil Nadu Dr. Ambedkar Law University at Chennai drawn in favour of ‘The Registrar, The Tamil Nadu Dr.Ambedkar Law University’.**



## THE TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY!

“Poompozhi”, #5, Dr.D.G.S.Dinakaran Salai, Chennai – 600 028



### PROFORMA UNDER SECTION 42 (1) & (2) OF THE TAMIL NADU Dr. AMBEDKAR LAW UNIVERSITY ACT, 1996 (ACT. 43 OF 1997) AND OTHER FORMS INCIDENTAL THERETO

- (a) Annexure - I is the form in which Law College seeking affiliation **has** to apply. **Three copies** of the application duly filled in hard and soft copies have to be submitted along with supporting documents. All columns must be completed and incomplete applications will not be taken up for consideration.
- (b) Annexure - II is the form in which the Inspection Team will verify data and prepare its report to the **Syndicate** for approval.
- (c) Annexure – III is the proforma to be filled by the Chairperson as well as the Members of the Inspection Committee for filing their individual and consolidated reports.
- (d) Annexure - IV is the form in which the Tamil Nadu Dr. Ambedkar Law University Office will seek explanation/clarification and wherever necessary, compliance to the Tamil Nadu Dr. Ambedkar Law University Regulations, before submission of the application along with the Inspection Report to **Syndicate** for consideration.
- (e) Annexure – V is the proforma undertaking in accordance with Para 4.4.
- (f) Annexure – VI is the form of Certificate of Temporary Affiliation.
- (g) Annexure – VII is the form of Certificate of Permanent Affiliation.

---

#### NOTE:

- 🕒 Forms submitted without the prescribed fee will not be considered. It may take **2 to 3 months** for the Tamil Nadu Dr. Ambedkar Law University to cause the inspection after submission of the application.
- 🕒 Correct statement of facts, supported by documentary evidence and prompt response from the Management to the correspondence will enable the Tamil Nadu Dr. Ambedkar Law University to process the applications at the shortest possible time.
- 🕒 Any attempt to influence the decision of the Inspection Team or decision of the Syndicate of TNDALU will entail summary rejection of the application itself.



# THE TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY

“Poompozhi”, #5, Dr.D.G.S.Dinakaran Salai, Chennai – 600 028



## ANNEXURE – I

### APPLICATION SEEKING AFFILIATION/APPROVAL OF LAW COLLEGE

[Note: Each Law College seeking affiliation/approval shall submit the duly filled application form in triplicate to the Tamil Nadu Dr. Ambedkar Law University.]

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

A

- (a) Name and complete address of :  
the Law College including Pin  
Code, Phone & Fax Numbers  
and addresses of E-mail 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 Law :  
College
- (d) What courses in Law are being (i)  
offered at present (ii)  
(iii)
- (e) Affiliation of course(s) to which :  
this application refers
- (f) How many batches of B.L. / :  
B.A.B.L. Integrated course are  
proposed in the college
- (g) How many branches of Post :  
graduate (M.L.) degree courses  
are proposed, if any?

B

- (a) Who manages the Law College :  
and under what framework?  
(Enclose relevant Rules or  
Regulations or orders of the  
institution seeking affiliation)
- (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 Law College?
- (f) What are the assets of the Law :  
College? (Enclose documents in  
support)
- (g) Who appoints the staff of the :  
Law College and under what  
procedure?
- (h) Does the Law College pay UGC :  
scales? If not, how much for  
different cadres of academic  
staff
- (i) Give additional evidence, if any, :  
to guarantee the financial  
viability of the Law College

## II. INFRASTRUCTURAL FACILITIES:

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



- (b) Does the Law College have its own building? If not, when it proposes to build? :
- (c) Size, furniture, budget, personnel, system of lending etc. of the Law College'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, in Annexure) :
- (f) Give details of supporting (administrative) staff available to the Law College (Enclose in Annexure) :
- (g) Is there a Hall of residence (Hostel) for students? How many can be accommodated? :
- (h) Are there common room facilities for students? Men and Women? :
- (i) How far is the nearest Court from the Law College? What are the other Courts in the neighbourhood? :

### **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 proposed? :
- (c) What is the process of student : selection for admission
- (d) Who supervises the regularity and quality of teaching and under what procedure? :

- (e) How does the management ensure :  
that classes are regularly held?

#### IV SELF ASSESSMENT REPORTS

The **Syndicate of the Tamil Nadu Dr.Ambedkar Law University** would like to have an objective and transparent assessment of the academic performance and potential of the Law College from each member of the teaching staff including Principal and of the management independently where 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 **Syndicate of the Tamil Nadu Dr. Ambedkar Law University** will make every effort to keep it so. The individual reports may also be directly sent to the **Chairman, Syndicate of the Tamil Nadu Dr.Ambedkar Law University**, 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 any data or information concerning the above institution which is directly under my management.

**PRINCIPAL**

(Signature with date & seal)

**SECRETARY /MANAGEMENT**

(Signature with date & seal)

**PLACE :**

**DATE :**



# THE TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY!

“Poompozhi”, #5, Dr.D.G.S.Dinakaran Salai, Chennai – 600 028



## ANNEXURE – II

### THE TAMIL NADU Dr. AMBEDKAR LAW UNIVERSITY

#### CONSOLIDATED INSPECTION REPORT

[PROFORMA TO BE FILLED BY THE TAMIL NADU Dr. AMBEDKAR LAW UNIVERSITY  
APPOINTED INSPECTION TEAM AFTER VISITING LAW COLLEGE]

#### Note:

Each member of the Inspection Committee has to file independent inspection report in the prescribed format [Annexure – III]. Please file the report on the same day of inspection or latest by the following day. The Chairperson of the Inspection Committee shall file his / her own individual Report as well as a consolidated Report of the Committee.

#### A. PRELIMINARY DETAILS

(a) Names of the Chairperson and Members of the Inspection Team :

Sl.No.	Name	Inspection Team
1		Chairperson
2		Member
3		Member
4		Member
5		Member

(b) Date of Inspection:

- (c) Did you study the content of the application filed by the Law College 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 inspection team will go through each and every item in Annexure 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 to be raised by the Office of the Registrar, The Tamil Nadu Dr. Ambedkar Law University later. Use separate sheets, if necessary, and attach the same 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 Law College etc. The inspection team will use the self-assessment reports of teachers for verifying this item in discussion with the teachers concerned.

For permanent affiliation, 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 **Syndicate** 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 Tamil Nadu Dr. Ambedkar Law University Regulations were to be complied with in letter and spirit:

(d) Recommendations for the consideration by the **Syndicate**:

Sl.No.	Name		Signature with date
1		Chairperson	
2		Member	
3		Member	
4		Member	
5		Member	

Place & Date:



# THE TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY!

“Poompozhi”, #5, Dr.D.G.S.Dinakaran Salai, Chennai – 600 028



## ANNEXURE – III

### PROFORMA FOR INSPECTION REPORT OF LAW COLLEGE

*[Inspection Committee Chairperson and Members are requested to fill the Proforma individually]*

1. Name of the Law College with complete address :
2. Name of the University to which the Law College is affiliated / sought to be affiliated with photocopies of relevant documents. :
3. Name of the Society / Trust/ Organisation sponsoring the Law College its financial position, details of the organization etc., [Full details] :
4. Date of Inspection :
5. Name of the Members of the Inspection Committee :
6. Approximate population of the State and the area where the Law College is located / proposed to be located :
7. Number of Law Colleges 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 Postgraduate in the area] :
9. Necessity for starting a new Law College / continuance Of the existing Law Colleges in the area :

10. Details of the Courts in the area :
11. Number of lawyers practicing in the area :
12. If the Law College is already affiliated by the University and permitted by State Government, details thereof with Photocopies of documents:-
  - [i] Details of affiliated of University with Documentary Proof :
  - [ii] Permission of the State Government with Documentary Proof :
13. a). Whether five year course has been introduced in the : Law College, If so, when?  
  
b). If five year course is not introduced yet whether the : Law College is intending to do so or not.
14. Details about the course of study imparted / sought to be imparted /sought to be imparted and timings of Law : College
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 Law College :  
  
[b] Whether the land and building are owned by the Law College or the same is rented or leased? :  
[Full details thereof with photocopies of relevant Documents]
17. Details about Administrative Staff in the Law College :
18. [a] Details about the Library in terms of space, Equipments and full details of text books, reference : books, journals, computer lab, legal data bases, internet 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. View of Members of Inspecting team with regard to :  
starting of the proposed Law College / continuing the  
existing Law College in terms of its utility [with specific  
recommendations as to whether the proposed Law  
College can be granted approval of affiliation /existing  
Law College 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 or information which the Members :  
would like to mention and is not covered under this  
Proforma :

**NAME OF THE CHAIRPERSON / MEMBER :**

**Signature:**

**PLACE :**

**DATE :**



# THE TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY!

"Poompozhi", #5, Dr.D.G.S.Dinakaran Salai, Chennai – 600 028



## ANNEXURE – IV

### EXPLANATIONS AND CLARIFICATIONS OF LAW COLLEGE ON QUERIES RAISED AFTER INSPECTION

**Note:** This part is to be filled by management of the Law College if they are asked to do so by the Tamil Nadu Dr. Ambedkar Law University on the basis of the findings of the inspection team. Only applications which are complete in all respects alone will be submitted to the **Syndicate**. As such, Tamil Nadu Dr. Ambedkar Law University will examine the application (Annexure-I) with the inspection reports (Annexure-II) in the context of Regulations of the Tamil Nadu Dr. Ambedkar Law University and point out inadequacies and non-compliance and seek clarifications from Law College by sending this proforma (Annexure-IV). Before sending the Annexure-IV proforma, the TNDALU will enter the queries and clarifications they are seeking from the Law College management).

Queries from the Registrar, The Tamil Nadu Dr. Ambedkar Law University to Law College Management:

- 1.
- 2.
- 3.
- 4.
- 5.

---

### FOR OFFICE USE ONLY

- (i) Recommendations of the **CHAIRMAN, INSPECTION COMMITTEE** :
- (ii) Decision of the **SYNDICATE** :  
[Specify the Meeting date and Resolution Number]



# THE TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY!

"Poompozhi", #5, Dr.D.G.S.Dinakaran Salai, Chennai – 600 028



## ANNEXURE – V

### UNDERTAKING MADE IN ACCORDANCE WITH PARA 4.4 OF THE TNDALU AFFILIATION & APPROVAL OF LAW COLLEGES REVISED REGULATIONS, 2013

The .....SOCIETY or TRUST, having its office at ..... and proposed to start a new Law college at ....., represented by Mr./Ms....., Secretary, .....Trust/Society (Hereinafter called as "Society or Trust") undertakes as follows:

1. The proposed Law College shall be called by the name and title ".....LAW COLLEGE".
2. The Society/Trust shall impart instruction in the Law College only in the subjects and for the courses or programmes in the faculties for which affiliation has been granted by the University and shall not seek retrospective affiliation. All such courses or programmes shall follow the syllabi approved by the appropriate academic bodies of the University;
3. The Society/Trust and the Law College shall comply with all provisions of the Act, the Statutes and the Ordinances, Rules and Regulations of the University framed in this regard;
4. The Society/Trust and the Law College shall follow the Rules, Regulations and Guidelines of the Statutory/Regulatory bodies issued from time to time;
5. The number of teaching posts, the qualification of teaching staff and their recruitment/promotion procedures as prescribed by the UGC and conditions of service shall be in accordance with the Statutes or Ordinance or Regulations of the University or the UGC, and shall ensure imparting of adequate instruction to the students in the courses/programmes of studies to be undertaken by the college and that the Student – Teacher Ratio in the Law College shall be as per the UGC norms;
6. The members of the teaching and non-teaching staff of the Law College shall be regularly and fully paid in the pay scales along with applicable allowances as per the pay scales prescribed by the UGC/Central/State Government as the case may be, from time to time;
7. The appointment of members of the teaching and the non-teaching staff in the Law College shall be made only on considerations of merit based on qualifications and experience prescribed for them and not by demanding or accepting any donation or other consideration;

8. The college shall obtain the eligibility approval of the appointed teaching staff from the University within three months of affiliation and shall report all changes in the teaching staff and all other changes that may affect the fulfillment of the conditions for affiliation to the University within a fortnight of changes coming into effect;
9. All fees to be charged from the students shall be as per the fee structure approved by the University based on the norms of the UGC from time to time;
10. The Law College shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents/guardians except the prescribed fee and other charges as approved by the University based on the norms of the UGC;
11. No student shall be admitted to any programmes of study by the college in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the University or any other body/by the Bar Council of India;
12. The Law College shall not, without the previous permission of the University, suspend offering an already approved course or programme of study;
13. The academic and welfare activities of the students belonging to the Scheduled Castes, Scheduled Tribes and other disadvantaged groups, including minorities and differently abled, wherever applicable, shall be properly taken care of by the Law College;
14. All registers and records, including audited statement of accounts, as required to be maintained under the Regulations/Orders of the UGC or University or Government shall be maintained and made available as and when required for inspection;
15. The Law College shall furnish all such returns and other information as the UGC or University or Government may require to enable it to monitor and judge the performance of the Law College with regard to maintenance of academic standards and shall take such action as the UGC or University or Government may direct to maintain the same; and
16. The Society/Trust and the Law College shall adhere to the rules, regulations and other conditions prescribed by the Government of Tamil Nadu from time to time.

**AUTHORISED SIGNATORY  
SECRETARY**

.....  
**SOCIETY/TRUST**

(Signature with date & seal)

WITNESS:

1)

2)



# THE TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY!

"Poompozhi", #5, Dr.D.G.S.Dinakaran Salai, Chennai – 600 028



## ANNEXURE – VI

Certificate No...../Regr/20...

dated .....

### CERTIFICATE OF TEMPORARY AFFILIATION

As approved by the Syndicate of the Tamil Nadu Dr. Ambedkar Law University, Chennai at its ..... **Meeting held on** .....,  
**TEMPORARY AFFILIATION** is hereby granted to  
..... **Law College**, situated at  
..... run by  
..... Society/Trust, for imparting  
..... Law Course with intake of ..... section/s of  
..... Students in each section for a period of two years i.e. for the  
academic sessions **20....-20.... to 20...-20....** subject to the following conditions:-

- 1.
- 2.
- 3.
- 4.
- 5.
- ...

#### REGISTRAR

The Tamil Nadu Dr.Ambedkar Law University  
Chennai

(Signature with date & seal)



# THE TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY!

"Poompozhi", #5, Dr.D.G.S.Dinakaran Salai, Chennai – 600 028



## ANNEXURE – VII

Certificate No...../Regr/20...

dated .....

### CERTIFICATE OF PERMANENT AFFILIATION

As approved by the Syndicate of the Tamil Nadu Dr. Ambedkar Law University, Chennai at its ..... **Meeting held on** ....., **PERMANENT AFFILIATION** is hereby granted to ..... **Law College**, situated at ..... run by ..... Society/Trust, for imparting ..... Law Course with intake of ..... section/s of ..... Students in each section from the academic sessions **20....-20....** subject to the following conditions:-

- 1.
- 2.
- 3.
- 4.
- 5.
- ...

#### REGISTRAR

The Tamil Nadu Dr.Ambedkar Law University  
Chennai

(Signature with date & seal)