

**Government permission**

**PONDICHERRY UNIVERSITY**  
**NORMS FOR AFFILIATION**

**2006**

**These norms may be treated as the guidelines for the minimum requirements to be possessed by the College/Institutions for seeking affiliation with Pondicherry University.**

**COMMON BASIC CRITERIA FOR OBTAINING AFFILIATION**

**Management**

Government or a Society registered under the Societies 'Registration Act 1860 (21 of 1860) or a Trust with Trustees being appointed and vested with legal powers and duties and create a non-transferable Endowment Fund in the name of the Society or Trust as the case may be.

Should have obtained NOC from the respective State Government

**Statutory body approval**

- (i) Approval of respective statutory bodies like AICTE, MCI, NCTE should have been obtained.
- (ii) Wherever special status like 'Minorities' etc is claimed approval of the respective statutory body like "Minorities Commission" should have been obtained

**Endowment Creation**

The University may fix the quantum of endowment keeping in view the adequacy of the financial position of the college after taking into account the Government grant. The endowment should be created accordingly.

**Own Land**

The Society / Trust should own adequate land exclusively for the college. Documentary proof for ownership of lands exclusively earmarked for the college and Legal opinion from the Government pleader on the ownership of land and extent of coverage should be produced .

**Financial Stability**

Documents showing the financial viability of the college (details of budgeted revenue and expenses statement) should be produced

## L.L.B. COLLEGES

### **Requirements**

#### Land

**Essential:**

The site where the proposed Law college is to be set up should have a minimum land area of 3 Acres in Corporation/Municipal areas and 5 acres in rural areas (3-2 acres for construction of building including staff quarters and 2-3 acres for play fields)

**Desirable:**

The college shall be located as near to a district court as possible in order to enable the students to interact with the bar and Bench during practical training.

#### Endowment Creation

**Essential:**

25,00,000/- (50% in Cash & 50% in Property)

#### Class Room/Lecture room

**Essential:**

The class rooms shall be spacious and suitable to seat 80 students at a time.

Each class room should have a size determined by multiplying number of students (approved intake) with 1.2 sq.m. plus 20% additional space for table & chair for the teacher.

For each programme in UG there should be five class rooms, one for 1<sup>st</sup> year, second for IInd year, third for IIIrd year, fourth for IVth year and fifth for Vth year year students.

Each class room should have big enough black boards, preferably two blackboards. If there is only one, its size must be at least 1.5 X 2 m.

There should be two fans per 10 students and there shall be enough tube lights in each class room.

Each class room should have enough windows for good ventilation.

There shall be at least a big enough room for faculty members. The size of the room should be determined by multiplying the number of faculty members with 2 sq.m.

**Desirable:**

If the college has no building of its own and it is proposed to be housed temporarily in a hired building, the college authorities shall create the building fund which shall be set apart and deposited in a Scheduled bank or a District Central Co-operative Bank. The Deposits so made in the name of the college shall not be withdrawn except when required for meeting the cost of the portion of the building already constructed.

The building shall be completed within a period of five years from the date of the approval of affiliation is communicated to the Registrar of the University concerned.

It is recommended that the staff room may be partitioned into cubicles of adequate sizes so that each faculty member has a cubicle and some privacy.

A separate room should be provided for each HOD, if the department has a distinct identity.

### **Library**

#### **Essential:**

There shall be an independent library, which shall be adequately equipped with law reports, books, periodicals and reference books to satisfy the requirements. Every law college must subscribe to the following law journals for its library :

1. All India Reporter
2. Supreme Court cases
3. State High Court Reports
4. Local Journals
5. Indian Bar Review

The minimum initial and recurring annual expenditure on the library shall be as below :-

Initial Rs.2,00,000/-

First year Rs.50,000/-

Second year Rs.50,000/-

Third year Rs.25,000/-

Multiple copies of prescribed and recommended readings shall be made available in the library.

Seating arrangements are provided for at least 20 % of the students at a time in the reading hall.

In the beginning the library should have at least 3000 books in different titles on each subject to be taught. It may be raised to 5000 within a period of three years. The library should have adequate number of reference books and journals. There should be a reading room and suitable space available for library staff with proper furniture.

There should be multiple number of copies (at least 5) of text books.

At least 6 newspapers and 12 Magazines including Employment News should be subscribed.

#### **Desirable:**

The library shall be equipped with computer systems having library software in order to render the utility of the library quick and easier. Internet facility shall also be provided in the library.

The library shall be managed by a trained librarian having adequate knowledge in the field of library software. He has to be assisted by an Assistant Librarian and 2 or 3 library attenders.

The library shall remain open throughout the working days for at least 8 hours everyday.

### **Faculty (Student Teacher Ratio)**

#### **Essential:**

The teacher – student ratio is at least 1 : 40

There shall be a whole time Principal, law teachers and other teachers to teach non-legal subjects whose qualifications shall be as prescribed by the concerned Universities.

The workload of the law teachers shall be as specified by the UGC.

Every University shall endeavor to supplement the lecture method with the case method, tutorials and other modern technique of imparting legal education.

Principal – 1

Professor/HOD – 1 for each programme

At least there should be 4 Teachers for each programme in the First year, which should be increased to 5 in the Second year, 6 in the Third year, 7 in Fourth year and 8 in fifth year.

No teacher be appointed without fulfilling the qualifications laid down by the UGC from time to time

### **Computer Centre/Facility**

#### **Essential:**

Adequate Hardware and Soft ware facilities with Internet connections. Minimum 50 computers should be available in the first year itself.

### **Student Hostel**

#### **Desirable:**

If the opening of a new college is to cover the students in the surrounding area, adequate hostel facilities should be provided, hostel accommodation must also be according to norms prescribed by the UGC.

Boys : 25% of students

Girls : 50% of students

### **Essential Service**

#### **Essential:**

Adequate facilities for essential services (Water, electricity and sewerage facilities) be provided in all the buildings

There should be enough water coolers with purifiers.

Atleast one special toilet should be there for Physically handicapped

#### **Desirable:**

Permanent Electrical connection with 10 KVA.

Electrical Generator – 5 KVA

Potable water supply system – 120 Lt/day

### **Other amenities**

#### **Essential:**

(a) Playground and adequate facilities for games and sports

(b) Ramps be provided in the building for the Physically handicapped

(c) Separate common rooms for men and women students be provided in co-educational colleges – 100 sqm.

(d) There should be separate toilets for girls

- (e) Adequate accommodation be provided for Principal's Office, Bursar's Office and for administrative staff.
- (f) There should be a staff room of a proper size
- (g) Certificate for fire safety
- (h) Canteen – 100 sqm.
- (i) Parking space : This will be provided as open or covered area minimum at the rate of 30 percent of the plinth area of the institute building
- (j) Adequate arrangements for meeting Emergency medical requirements should be available within the campus.

**Desirable:**

- (a) Auditorium
- (b) Seminar Hall
- (c) Staff Quarters for Teachers : Flat type accommodation for at least 25% of the teachers along with certain common facilities. If the college is to be established in a remote area, higher percentage of teachers may be provided with accommodation in order to facilitate their participation in the corporate life of the college