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AFFILIATION AND APPROVAL OF COLLEGES

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REGULATIONS
THE TAMIL NADU
Dr. AMBEDKAR LAW UNIVERSITY
REGULATIONS

In exercise of the powers conferred by Section 42(1) of the Tamil Nadu Dr. Ambedkar Law University Act, 1996 (Act. 43 of 1997), the draft of the Regulations for affiliation and approval of new Law Colleges were placed before the Syndicate to deal with them for their disposal. After deliberations and discussions the Syndicate in its 68th Meeting held on 24.01.2006 resolved to approve the Regulations. The Regulations shall come into effect from 24.01.2006.

Dr. S.S.P. Darwesh
Vice-Chancellor

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REGULATIONS
AFFILIATION AND APPROVAL OF COLLEGES
GRANT OF AFFILIATION OR APPROVAL TO COLLEGES:

1. The Syndicate shall have the power to affiliate any college as an affiliated college or as an approved college within the university area.
2. The Syndicate shall have the power at any time after due enquiry to withdraw or suspend the affiliation or approval granted to a college:

Provided that before taking a decision the Syndicate shall inform the management of the college concerned of its findings after the inquiry and provide an opportunity for making its representation on the findings.

PROCEDURE FOR GETTING AFFILIATION:

3. Any Educational agency which proposes to start a Law College shall obtain orders of the State Government permitting the agency to start the College before submitting its application seeking affiliation of the university.

Where an existing college desirous of starting a new course or increase the strength of the college, the college shall submit an application and shall commence the new course or increase the strength only after getting prior approval of the University.

4. Every Educational Agency seeking affiliation for its Law College shall be registered as a Society under the Tamil Nadu Societies Registration Act or as a Trust Registered under the Indian Trusts Act.

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5. A College applying for affiliation or approval shall send a formal letter to the Registrar between 1st of July and 31st of October preceding the Academic year in which the courses are proposed to be started and shall give full information which shall contain the following matters, viz:

- (a) Constitution and names of the Managing Body.
- (b) Courses for which affiliation or approval is sought.
- (c) Accommodation, infrastructure facilities, the strength of the college, the number of students for whom provision has been made or is proposed to be made. The information relating to accommodation should be accompanied by drawings.
- (d) Qualifications, salaries and service conditions of the teaching and non-teaching staff together with a time-table for the conduct of classes.
- (e) Hostels, play-ground, and residence for the Principal.

6. The following application and affiliation fee shall be paid by the Educational agency for affiliation and approval.

- (a) Application Fee Rs. 20,000/- for each course.
- (b) Inspection Fee Rs. 20,000/- for each visit of the committee.
- (c) Affiliation Fee Rs. 10 lakhs per course

7. The application and affiliation fee once paid are not refundable.

8. Government Colleges are exempted from the payment of Application fee and Affiliation fee only
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9. To get clearance from the Bar Council of India to start the College.

10. The Syndicate while considering an application for affiliation may call for any further materials or information which it may deem necessary before taking a decision in the matter. If the information called for is not conducive then the Syndicate may stipulate the time to recheck the application.

11. If the application is in order, sufficient materials and information are provided; the Syndicate shall constitute a Committee consisting of 2 Syndicate Members and Principal of affiliated Law College. It shall inspect the College and submit its report of inspection to the Syndicate for its consideration, within the time limit fixed.

12. The Syndicate may, after considering the report of the inspection committee and further materials as it may deem fit and with further enquiries, if necessary, grant or refuse affiliation or approval as the case may be.

Provided that if the Syndicate propose to refuse the Educational Agency's affiliation or approval as the case may be, it shall give a reasonable opportunity to the college for making further references, if any, and shall consider the report before taking final decision.

REQUIREMENTS FOR STARTING A LAW COLLEGE:

13. Every College shall be managed by Constituted Managing Body wherein the Principal of the college shall also be a member of the committee provided that the above condition shall not apply to the Government Colleges.

14. Every change in the Constitution of the Managing Body shall be reported to the University immediately. The same may be placed before the Syndicate.

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15. Every College shall satisfy the Syndicate that the college has adequate financial resources in the form of endowment. It shall be of not less than 50 lakhs and be provided by the Educational Agency and the amount shall be deposited in any nationalised bank and the receipts therefore shall be deposited with any nationalised bank and receipt to be submitted to the University.

Agreement in the prescribed format shall be executed with the educational agency.

16. The Minimum Land requirements for starting a Law College shall be as follows:
 1. The educational agency shall have not less than 4 acres of its own land for the college as located under municipal corporation limit.
 2. Municipality limit 7 acres
 3. Town and Village Panchayat Limit 10 acres
 17. Sale Deed shall be produced by the educational agency to the Inspection Committee at the time of the inspection, in respect of the land where the Law College has to be located.
 18. The educational agency shall put up permanent Buildings within 2 years from the date of granting temporary affiliation. Buildings shall be in accordance with the UGC and Bar Council norms. While designing buildings it shall be ensured that adequate facilities of light, ventilation and toilets are provided. Norms laid down by the PWD of the State and regulation of the Local Authority may be kept in view while designing buildings.
- Permanent building for the use of the Law College should be available before the permanent affiliation is granted to the college.

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19. The Library shall have adequate number of Reference Books and Journals as specified by the Bar Council of India. There shall be Reading Room, Lending Section and Stock Room with suitable space and furniture. Recurring expenditure for the library shall not be less than one lakh per year.
20. The Library shall have a Librarian with the qualification prescribed by the UGC and sufficient number of Library Assistants.
21. Number of teaching and non-teaching staff shall be appointed as per the norms prescribed by the University/ UGC/Bar Council of India. No teacher shall be appointed if he has not completely fulfilled the qualifications as laid down by the UGC and the University respectively from time to time. The teaching staff shall be paid as per the Pay scales prescribed by UGC from time to time.
22. No teacher shall be appointed or shall be continued in service, who has attained the age of superannuation as per the rules prescribed by the State Government. However, self-financing and self-supportive colleges may be permitted to appoint teachers upto to the age of 60 years with the prior approval of the university.
23. Suitable service and leave rules for teaching and non-teaching staff be framed in conformity with the State Government Rules.
24. Every college shall provide adequate and suitable space for games and shall make adequate arrangements for the physical training of the students.
25. Every college shall have a Director of Physical Education with the qualification as prescribed by the UGC regulation.

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TEMPORARY AFFILIATION OR APPROVAL:

- 26.(i) Temporary affiliation may be granted to the college after the college fulfills all the conditions recommended by the inspection committee.
- (ii) Temporary affiliation shall be for a period of two years. The conditions, shall be fulfilled by the college before the expiry of the period of Temporary affiliation as may be specified in the order of the Syndicate granting the affiliation. If the conditions are not fulfilled at the end of the period the Temporary affiliation or approval it shall cease automatically. It shall be competent for the Syndicate to grant such extension of time for fulfilling the conditions, if the extension sought for is bonofide.
27. Affiliation shall in no case be granted with retrospective effect.

PERMANENT AFFILIATION OR APPROVAL:

28. Permanent affiliation shall be granted after the college fulfils all the conditions prescribed and recommended by the Inspection committee and after the first batch of students complete the

course. In case the college is not granted permanent affiliation, temporary affiliation may be extended until the stipulated norms are fulfilled. However, infrastructure facilities like class rooms, library, facilities for sports, toilets etc. shall be provided within three years.

OTHER CONDITIONS:

29. Permanent affiliation for a college can be granted only when the educational agency of the college has constructed permanent buildings for class rooms, library,

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staff room, common room, 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 college shall function in the permanent building failing which affiliation shall not be granted for the first year courses until the college moves to the permanent building.

30. 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.

31. No donations can be collected from the students seeking admission to the course of study in the college.

32. Arrangements shall be made by the college for the conduct of University examinations.

33. The college shall collect fees payable to the University from the students, as may be prescribed by the University from time to time and remit the same to the University in time.

34. The college shall not discontinue any existing course without prior permission of the University.

35. 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.

36. The college shall implement each and everyone of the recommendations of the inspection committee appointed by the university from time to time.

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37. 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.

38. Every college shall furnish such returns and other information as the Syndicate may require from time to time, so that the Syndicate to take such action as may be considered necessary to maintain the efficiency of the college.

INSPECTION:

39. Every college shall be subjected to inspection from time to time by committee appointed by the Syndicate in this behalf. Inspection should be made periodically and should follow the norms given below shall be followed:

(a) University on its own motion or under the directions of the State Government shall order inspection of any college at any time.

(b) Inspection Committee shall report on the following points:

(i) Suitability and adequacy of its accommodation and infrastructure facilities for the proper conduct of the Courses;

(ii) The qualification and adequacy of its faculty.

(iii) Salaries and other conditions of teaching staff are in accordance with directions of the UGC / State Government/University.

(iv) Maintenance of Academic standards.

(v) Hostel facilities for students are according to norms fixed.

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(vi) Adequate attention is paid for the healthy discipline and supervision of students.

- (vii) Conditions of affiliation are strictly and fully observed.
- (viii) Conditions necessary for sound functioning of the college and healthy atmosphere prevail for good academic development of students.
- (ix) Proper maintenance of the college campus.
- (x) Any other matter which the Committee may deem it necessary to look into.

Inspection report shall be in the format prescribed.

REGISTERS AND RECORDS TO BE MAINTAINED BY THE COLLEGE:

40. The following registers and records in the prescribed forms shall be maintained by each college :

- (a) A register of admissions and withdrawals
- (b) A register of attendance
- (c) A register of attendance at Physical training
- (d) A register of addresses of students
- (e) A register of the members of the staff, showing their qualifications, previous experience, salaries, number of hours of work, and classes and the subject taught.
- (f) A register of fees paid showing date of payments.
- (g) A counterfoil fee receipt book

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- (h) A register of scholarship and concessions of all kind whether of tuition, boarding or lodging.
- (i) A counterfoil book of transfer certificates.
- (j) A counterfoil book of certificates of Medical Inspection of students.
- (k) A register of marks obtained by each student at the college examinations.
- (l) Account books showing the financial transactions of the college as separate from those of the management. The accounts shall show the transactions.

PENAL ACTION:

41. In case if any college is not fulfilling any or all of the conditions prescribed for affiliation or approval or not complying with any or all of the rules of the University or not implementing any decision of the Syndicate it shall be competent for the Syndicate:

- (i) to recommend to the appropriate authorities empowered to sanction grants to withhold or to refuse the release of teaching and other grants that may be due to management or become due;
- (ii) to decline to forward to the University Grants Commission any application made by the management for sanction of any grant;
- (iii) to suspend the Temporary affiliation or approval granted to the college to any course or courses of studies;

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- (iv) decline to entertain any new application for additional affiliation, or approval or applications for increase in strength in any courses of studies conducted in the college;
- (v) withdraw the permanent affiliation or approval granted to the college in any or all of the courses of studies in which instruction is offered in the college;
- (vi) to recommend to the Government to take over the management of the college temporarily or permanently; and
- (vii) to recommend to the Government to transfer the management to any other body which is capable of running the college efficiently.

Dr. S.S.P. Darwesh
Vice-Chancellor