

APPLICATION FOR GRANTING AFFILIATION OF LAW COLLEGE
(To be submitted in Two Sets of printed & signed along with Enclosures in **Spiral binding** and soft copy with scanned enclosures in CD/Pendrive)

FOR THE ACADEMIC YEAR: _____

Affiliation for : NEW LAW COLLEGE / RENEWAL OF EXISTING LAW COLLEGE

Name of the College:
(IN CAPITALS)

Address: H.No.
 Street/Village:
 Mandal:
 District:

Courses for affiliation	No. of Sections
LLB (3y)	
LLB (5y-Integrated)	
LLM	



ADIKAVI NANNAYA UNIVERSITY

Rajah Rajah Narendra Nagar, GSL Post Office,
RAJAMAHENDRAVARAM – 533296.
A.P. INDIA.

(13th December 2017)

CHECK LIST

Enclose copies of the document in proof of the information furnished in the APPLICATION in the same order as given below:

S. No.	Particulars of Enclosures	Page Nos
1	Photographs of buildings, library, class rooms, moot court halls, faculty rooms, toilets etc., (Minimum 10 photographs) to be signed with date by the Secretary & Correspondent of college and attested either by Principal of Govt., college or by Univ. Engineer	
2	Permission order issued by the Government / University/ APSCHE/BCI for the establishment of the Law College	
3	Orders of the University/APSCHE/BCI sanctioning the existing courses and courses withdrawn.	
4	Latest affiliation order for the existing courses from the University.	
5	Permanent affiliation order if any	
6	Autonomous status orders, if any	
7	UGC recognition orders, if any	
8	NAAC accreditation orders , if any	
9	Hostels recognition orders, if any	
10	List of the faculty appointed with qualification and experience in prescribed format	
11	Staff approval copy, if approved (latest)	
12	Details of Computer lab with computers, e-class room facility available with furniture	
13	List of the books and law journals available and purchased in the last 3 years with copies of the invoices	
14	Brief history of the society (i.e., milestones in the history of the society/college)	
15	Copy of Society/Trust registration documents alongwith office bearers and bye-laws and its latest renewal certificate	
16	Approved building plans, permission order from the authorities concerned for construction of building/buildings in which the existing courses are run, drawn to scale by a licensed surveyor and certified by the University Engineer.	
17	Existing Governing body of the college	
18	Registered ownership deed in respect of land owned by the College.	
19	Sketch plan of the land certified by MRO.	
20	Registered ownership / lease deed pertaining to the building of the Law College.	
21	FDRs / BGs as applicable towards Corpus fund as per BCI norms	
22	FDR for financial resources as per BCI norms	
23	Documentary evidence for play ground /gymnasium /recreation /games facilities	
24	Documentary evidence for parking area facility	
25	Sanitary Certificate	
26	Fire safety Certificate	

APPLICATION FOR GRANTING AFFILIATION OF LAW COLLEGE
FOR THE ACADEMIC YEAR: _____

I. INFORMATION ABOUT THE COLLEGE

1	Name of the College		
2	Year of Establishment of Law college		
3	a. Year of Establishment of LLB (3Y)		
	b. Year of Establishment of LLB (5Y)		
	c. Year of Establishment of LLM		
4	Government Permission for college G.O. No. & Date		
5	Address of college: D.No: Street Town Mandal District		
6	Website address		
7	Telephone Nos (With STD Code)		
8	E-Mail Address (off)		
9	Name of the Principal		
10	Principal No:	Phone	
	No:	Cell	
11	Principal email id		
12	Status of the College	Co-Education / Women's	
		Aided (A) / Un – Aided / Govt. / Govt. (A)	
13	Status of affiliation of LLB (Temporary/Conditional/Permanent)		
14	Status of affiliation of LLM (Temporary/Conditional/Permanent)		
15	UGC Status: (12B/ 2 (f) etc.,)		
16	Status of NAAC accreditation & year of accreditation		
17	Hostels available (Yes/No)		
	If yes, boys/girls		
	No. Students accommodation for	boys: Girls:	
18	Status of hostels recognition (Yes/No)		
	If yes, Recognition order No. with date		
19	When was the initial inspection of the college done by BCI ? (Enclose supporting document)		
20	The date of BCI first approval of the college ? (Enclose supporting document)		
21	BCI approval validity up to the year of..... (Enclose copies)		
22	The conditions of BCI approval, if any (Enclose copies)		
23	Response of college on each of the condition, give details of submitted documents		

	(Enclose supporting documents copy)	
24	Whether the college has internet facility in all buildings? (Yes/ No)	
25	Whether the college have Wi-Fi facility in all buildings (Yes/ No)	
26	Have you installed Bio-metric devices in the college for the Teaching and Non-teaching staff ? (Yes/No)	
27	Whether the college has uploaded the information in VIDYAWAN web-link ? (Yes/No)	
28	Whether the college has uploaded the information in APSCHE CMIS web-link? (Yes/No)	
29	Whether the college has uploaded the information in AISHE web-site for the current year ? (Yes/No)	
30	Whether the college has uploaded the information in NIRF Website ? (Yes/No)	
31	If Yes, NIRF Ranking	
32	Last inspection conducted by Univ. committee date & members (Enclose proof)	
33	Last inspection conducted by BCI date and compliance copies enclosed	

II. INFORMATION ABOUT THE SOCIETY/TRUST

1	Name of the Society		
2	Address of the Society: D.No: Village / Street Mandal District		
3	Telephone Nos (With STD Code)		
4	E-mail id		
5	Registration No. & year of registration of the society		
6	Brief history of society along with bye-laws and members list		
7	The details of the Educational Institutions, if any managed by the Society with the years of establishment		
	Course	Name of the college	Year of establishment
	UG		
	PG		
	B.Ed		
	M.Ed		
	B.P.Ed		
	M.P.Ed.,		
	D.Ed		
	B.Pharm		
	M.Pharm		
	LLB (3y)		
	LLB (5y)		
LLM			
8	Name of Secretary of the Society Cell No E-mail id:		

III. Information regarding the LLB/LLM Courses sanctioned/withdrawn/existing:

S. No.	Details LAW Courses with specialization	Medium	Aided/ Self financed	No. of Sections	Sanctioned Intake	Year of Sanction with Proceedings No. & date	Year of withdrawal, if any, with No. & Date of Procs.	Remarks
1								
2								
3								
4								
5								
6								

(Note: Attach a separate sheet if needed)

IV. Enrolment of students in the existing courses during the last academic year

S.No.	Existing Law courses	Medium	No. of Sections	Sanctioned intake as per original prog.	Student on rolls				
					1 st year	2 nd year	3 rd year	4 th year	5 th year
1.									
2.									
3.									
4.									
5.									

(Note: Attach a separate sheet if needed)

V. Details of computers/ e-class room facilities provided (Note: Non-recurring items whose cost exceeds Rs. 5000/- only to be furnished)

S. No.	No. of Computers/ projectors purchased	Year of purchase	Make	Cost in Rs.	Sl. No./ Page No. of stock Register in which entered

(Note: Attach a separate sheet if needed)

VI. LIBRARY FACILITY:

a	Carpet area (in sft)	
b	No. of titles	
c	No. of books	
d	i. No. of subjects journals	
	ii. No. of Thesaur/ Encyclopedia/ Classics (series)	
	iii. E-library accessibility (list)	
e	No. of magazines and Newspapers	
f	Staff	
	i. Qualified staff	
	ii. Supporting staff	
g	Amount spent during the last year	
	i. Books	Rs.
	ii. Journals	Rs.
	iii. Magazines & News papers	Rs.

(Note: Enclose detailed list of subject-wise titles of books, number of books and journals as ANNEXURE)

VII. DETAILS OF FACULTY MEMBERS

S. N o.	Name	Qualifications	Subjects teaching	Permanent / Temporary / Part – Time / Contract	Date of appointment	Scale of pay	Total Years of Service	Whether appointed through University selection committee
LLB (3y)								
LLB (5y)								
LLM								

(Note: Attach a separate sheet if needed)

VIII. DETAILS OF OWN LAND

a	Whether the details of own land in the name of society for the Law college. (copies of the registered sale deed or gift deed documents may be enclosed).				
b	Whether sketch plan of the land drawn by a licensed surveyor giving dimensions and details of survey/patta numbers, name of the place, District., etc., certified by concerned MRO is enclosed ? (Yes/No)				
c	Particulars of land			As Mentioned in Regd. Document	As Mentioned in Sketch Plan
	1	Extent of the Land in acres			
	2	Village / Mandal			
	3	District			
	4	Survey No.			
	5	Registered in the Name of (Society / Individual)			
d	Distance of land from the proposed college building (in Km.)				

IX. DETAILS OF BUILDING ACCOMMODATION AS PER BCI RULES

a	Status of the College Building (whichever is applicable)	Own / Leased			
b	Whether registered in the name of the society)				
c	Details of the Building as per the Regd. Ownership / Leased Deed and Building Plan		Own	Leased	Building Plan
	Survey No.				
	D.No.				
	Street				
	Town/ City				
	Mandal				
	District				
	Type of Roof				
	Total Carpet Area				
	Period of Lease Deed		Not Applicable		Not Applicable
d	Building Plan drawn to scale by licensed Architect and permission for construction of the Building approved by the authorities of (whichever is applicable)	:	Municipal Corporation / Municipality / Gram Panchayat		
e	Working Plan is attested by	:			
f	Photographs of the Building are attested by	:			

g. Particulars of the building accommodation (i.e., Class rooms, Group class rooms, Legal aid center, Moot court, computer lab, Principal room, Teacher rooms/Cubicals, Principal office, Common room with toilets for boys and girls (Enclose separate sheet, if required giving full details)) as per BCI rules

S. No.	Building Door No. / Floor	Room No.	Dimensions (in feet)	Carpet Area (in sft.)	Purpose for which it is used
LLB courses					
1	Class room				
2					
3					
4					
5					
LLM courses					
6					
7					
8					
Grand Total					
(Note: Room Nos and total carpet area mentioned here shall be reflected in the approved building plan)					

h. Whether the building accommodation provided according to BCI norms ? : Yes/No

i. In case new / separate buildings are shown for additional accommodation, whether copy of the building plan certified by the Principal of a nearby Government Degree College/University Engineer is enclosed (Yes/No):

j. Details of other institutions and the total carpet area and plinth area allotted to each institution including existing UG, PG, and other colleges

S No	Name of the Institution	Permission accorded by	Total carpet area	Total plinth area	Details of common facilities	Remarks

X. Details of corpus fund deposited as per BCI norms

S. No.	Installment	Amount	Period (From – To)	FDR/Bank Guarantee No.	Date	Name, Code No. & Address of the issuing Nationalized / Scheduled Bank	Date Maturity	Date of Renewal
LLB (3y) course								
1.	First							
2.	Second							
3.	Third							
LLB (5Y) course								
1.	First							
2.	Second							
3.	Third							
4.	Fourth							
5.	Fifth							
LLM Course								
1.	First							
2.	Second							

XI. Details of financial resources as per BCI Rules

S.No.	Amount	Period (From – To	FDR No.	Date	Name, Code No. & Address of the issuing Bank
1.					
2.					
3.					

a. Whether financial resources available as per the norms of BCI ? Yes/No

XII. Play ground facilities

1	Extent of Playground facility provided (Documentary evidence to be produced)	
	▶ If Provided in same premises (in sft.)	
	▶ If Provided within 5kms distance from the college (in sft.)	
2	Place where such facility is provided	
3	Designation of the competent authority with whom alternative arrangements are made	
4	Whether transportation facilities are provided to take the students to the playground	YES / NO

XIII. Parking area

1	Extent of parking area provided (minimum 20% of total built-up area) (Documentary evidence to be produced)	
	▶ If Provided in Same Premises (in sft.)	
	▶ If Provided within 100mts. From the college (in sft.)	

XIV. Sanitary Certificate

1	Name of the Sanitary Certificate issuing Authority	
2	Designation	
3	Address:	

XV. Fire safety certificate

1	Name of the Fire Safety Certificate Issuing Authority	
2	Designation	
3	Address	

XVI. Other information, if any

a	Any other relevant information that the management of the college would like to provide in support of the application.	
---	--	--

DECLARATION

I.....(Name of the Secretary/Correspondent).....of(Name of the College)..... hereby declare that the details given above are true and correct to the best of my knowledge.

I also understand that in case the particulars furnished in the applicant are found incorrect at any stage, the permission given may be withdrawn without giving any reasons.

Place:

Date:

Signature of Secretary / Correspondent of the Society

AFFIDAVIT

(Declaration as well as Integrity certificate as per Bar Council of India Legal Education Rules)

I, _____ S/o _____
aged _____ (years) presently residing at _____
_____ and having my permanent address at _____
_____ that I am _____ of _____
_____ College _____

affiliated to **Adikavi Nannaya University**. I do hereby solemnly affirm, declare and assert that I have the personal, direct and full knowledge about the following particulars stated in this affidavit and information supplied in the Application Form (submitted to Adikavi Nannaya University for fresh approval/ extension of approval of the said Institution) with all its annexures and the Compliance report and I do hereby affirm, declare and assert with full knowledge, having necessary information on my personal enquiry that the following statements, particulars supplied in the Application Form, Compliance Report and all related information and records supplied or to be supplied and presented in connection with these Statements annexed, Application Form and Compliance Report are true to the best of my knowledge and belief and I take full responsibility to suggest and I take full responsibility to affirm the following statements and all related matters as suggested hereinabove, that

1. The Institution has been given/ applied for temporary/ provisional affiliation from the year _____ from _____ University;
2. The Institution fulfills all requirements and also all affiliation conditions for approval of the affiliation under the Affiliation Rules of the University and as per norms/guidance of APSCHE/Govt of AP.
3. The Institution is a Trust / a Society registered under _____ and is a non- profit organization, in the year.....
4. The society Registration No..... Date:
5. The renewal of the society No..... Date
6. The Government permission order No..... dated:..... for starting the law college
7. The Institution has the Capital Fund as on date (Deposit No. Date of deposited:, Bank name:.....,Branch office name:.....) amounting to Rupees_____.
8. The Institution appointed a qualified Head of the Institution (i.e., Principal of the college) with university nominees in selection committee.

9. The Institution possesses physical infrastructure under freehold/ leasehold as mentioned in the Application Form which confirms to the minimum required standard of the Education Rules of the Bar Council of India;
10. The Institution appointed the required number of faculty having the university nominees in selection committee and other administrative staff and the required number satisfy the minimum requirement as per the prescription of the Bar Council of India;
11. It is declared and asserted that the Institution fulfills all necessary conditions/ promises to meet up deficiencies, if indicated and would be ready to commence course/ courses from the Academic year _____ and also I promise and undertake that the course/ courses would not be started in the AY _____ unless all conditions stipulated by the Inspection Committee of the Bar Council of India, if and any, are fulfilled in letter and spirit;
12. The Institution is managed/ monitored / run by management / me as per the University norms and norms of the Bar Council of India;
13. The Institution undertakes to scrupulously adhere to the standard of the legal education as prescribed under the Education Rules of the Bar Council of India as may be prescribed or amended from time to time.

The above statements are affirmed to be true and fair to the best of my knowledge and solemnized as on the _____ day of _____ of 20_____.

Signature of the deponents

SEAL

1. _____

Status

SEAL

2. _____

Status

Witnessed by

1. _____

2. _____

Notary Public
Office Seal