

Inspection Format for Colleges of Legal Education

(As per BCI Letter No. BCI:D:4697/2026 dated 23.07.2026)

A : GENERAL INFORMATION

Particular	Details
Name of University	
Name of Law College / Centre of Legal Education	
Constituent / Affiliated	
Address	
Inspection Date	
Inspection Time	
Inspection Team Members	
Principal / Director	
Mobile	
Email	
AISHE Code	
Year of Establishment	
BCI Approval Letter No.	
Date of Last BCI Approval	

B : LAND & BUILDING

I. Land

Requirement	Required	Available	Remarks
Exclusive Land	Yes		
Ownership / Lease			
Area (Sq. Mtrs.)			

II. Building

Requirement	Yes/No	Remarks
Exclusive Building		
Permanent Structure		
BCI Approved Premises		
Same Premises as Earlier Approval		
Any Portion Used by Other Institution		
Any Commercial Activity		
Separate Entrance		

III. Room-wise Details

Room	Required	Available	Room No.	Area (Sq.ft.)	Suitable
Principal Office					
Administrative Office					
Faculty Rooms					
Classrooms					
Moot Court Hall					
Library					
Reading Room					
Computer Lab					
Seminar Hall					
Tutorial Rooms					
Legal Aid Clinic					
Boys Common Room					
Girls Common Room					
Washrooms					
Store Room					

C : INFRASTRUCTURE

Particular	Available	Remarks
Adequate Classrooms		
Proper Furniture		
LCD Projector		
Smart Classroom		
White Boards		
Drinking Water		
CCTV		
Generator		
Lift		
Barrier Free Access		
Wheel Chair Access		
Ramp		
Fire Extinguishers		
Fire NOC		
Emergency Exit		
Sanitation		
Clean Campus		

D : LIBRARY

I. Books

Particular	Required	Available
Text Books		
Reference Books		
Bare Acts		
Law Reports		
AIR		
SCC		
Gujarat Law Reporter		
Journals		
E-Journals		
Online Databases		

II. Library Verification

- ☐ Current Textbooks
- ☐ Updated Journals
- ☐ Subscription Register
- ☐ Accession Register
- ☐ Reading Area
- ☐ Seating Capacity
- ☐ Digital Library
- ☐ Computer Access
- ☐ Internet

E : COMPUTER & INTERNET

Item	Available	Quantity
Computers		
Internet		
Wi-Fi		
Legal Databases		
Printer		
Scanner		

F : FACULTY VERIFICATION (Rule 17)

For EACH Faculty

1. Name
2. Designation
3. Qualification
4. Appointment Date
5. Nature of Appointment
6. Full-time / Part-time
7. Appointment Letter Verified
8. Joining Report
9. Salary through Bank
10. UGC Pay Scale
11. Attendance Register
12. Workload
13. Teaching Hours
14. Service Book
15. Aadhaar Verified
16. Present During Inspection
17. Signature Obtained

Faculty Summary

Particular	Required	Available
Professor		
Associate Professor		
Assistant Professor		
Full-time Faculty		
Visiting Faculty		

G : STUDENTS

Course Intake Admitted Present

Verification

- ☐ University Enrollment
☐ BCI Approved Intake
-

H : TEACHING

Timetable Verification

Item	Yes/No
Five Hours Daily	
Thirty Hours Weekly	
Regular Classes	
Tutorial Classes	
Practical Classes	

Verify

- ☐ Attendance
- ☐ Internal Assessment
- ☐ Clinical Courses
- ☐ Moot Court
- ☐ Internship Record
- ☐ Practical Training

I : MOOT COURT & LEGAL AID

Requirement	Available
Moot Court Hall	
Court Furniture	
Moot Records	
Legal Aid Clinic	
Legal Aid Register	
Awareness Programmes	

J : MANDATORY BCI COMPLIANCE

Requirement	Complied	Remarks
Rule 11 Infrastructure		
Rule 14 Approval		
Rule 17 Faculty		
Schedule III Infrastructure		
Legal Aid Clinic		
Moot Court		
Library		
Full-time Faculty		
Practical Training		
Student Facilities		
Accessibility		
Fire Safety		

K : RECOMMENDATION

L : ENCLOSURES

- Geo-tagged Photographs
- Faculty Verification Sheets
- Salary Records
- Attendance Records
- Library Accession Register
- Subscription Details
- Student Strength Statement
- Intake Approval
- Room Measurement Sheet
- Timetable
- Building Plan
- Fire Safety Certificate
- Accessibility Compliance
- Any Other Supporting Documents

M : INSPECTION TEAM CERTIFICATE

We certify that:

1. The inspection was conducted through a **physical visit** and not merely on affidavits or online submissions.
2. The findings are based on actual verification of infrastructure, faculty, students, records, and facilities.
3. All mandatory provisions of the Rules of Legal Education, 2008 and the BCI Circular dated 23.07.2026 have been examined.
4. The recommendations are based on the evidence collected during inspection.

Name	Signature

Principal/Director (Acknowledgement): _____

Date: _____

College Seal