

West Bengal National University of Juridical Sciences Academic and Examination Regulations, 2020

These Regulations are to consolidate, replace, and amend the existing Academic and Examination Regulations relating to the B.A.–LL.B. (Hons.) Programme at the West Bengal National University of Juridical Sciences, Kolkata.

Short Title: These regulations may be called the West Bengal National University of Juridical Sciences Academic and Examination Regulations, 2020 (In short, ‘Regulations’).

The following regulations shall govern all aspects of the undergraduate Academic Programme at the West Bengal National University of Juridical Sciences, Kolkata, and shall override all the existing regulations and practices related to undergraduate academic programme, unless stipulated otherwise.

PART I: PRELIMINARY

1. Extent and Application: This regulation shall be applicable to B.A./B.Sc. LL.B (Hons.) programme starting from the academic year 2020-2021 (i.e. Batch of 2020-2025) onwards.

2. Definitions:

In these Regulations, unless specifically defined otherwise or required otherwise by the context, the following definitions will prevail:

- (a) ‘Academic Calendar’ means the schedule published by the Office of the Assistant Registrar (Academic), before the beginning of every academic year, and amended thereon, pertaining to starting date of classes, period(s) within which different components of evaluation shall take place, the date for closure of attendance, the publication of results, etc.;
- (b) ‘Academic Year’ means the period of twelve months commencing on the fifteenth day of June every year
- (c) ‘Attendance’ means the presence of the student in the class, which is duly entered in the register maintained for each course separately;
- (d) ‘Authorised leave of absence’ means leave sanctioned under part II of the Regulations;
- (e) ‘Certificate Courses’ means the courses offered in the University that do not carry any credit;
- (f) ‘Credit Courses’ means the courses offered in the University following part VI of the Regulation;
- (g) ‘CGPA’ means Cumulative Grade Point Average;

- (h) 'Compulsory Course' means a course recognised as compulsory by the Academic Council as compulsory courses, and evaluated as per part IV of the Regulation;
- (i) 'Curriculum Review Board' means the Board constituted by the Vice-Chancellor under Regulation 11.
- (j) 'Elective Course' means a course recognised by the Curriculum Committee and the Academic Council as an Elective Course, and evaluated as per part IV of the Regulation;
- (k) 'Office of the Assistant Registrar (academic)' means the section of the University, headed by the Assistant Registrar (Academic) (AR (Acad)) that deals with academic and examination related administrative matters, and assist the UC in the administration and implementation of the Regulations.
- (l) 'Faculty Advisor' means the concerned faculty who is duly deputed by the University for particular SJA Committees/Other Committees and notified by the University circulars from time to time;
- (m) 'Learning Management System' means such software or programme designated by the University for use as an online tool for teaching and learning
- (n) 'Moderation Committee' means the Committee constituted by the Vice-chancellor, for the purpose of moderation of question papers and examination results;
- (o) 'Regulations' means the West Bengal National University of Juridical Sciences Academic and Examination Regulations, 2020
- (p) 'Undergraduate Council' (UC) means the Council constituted by the Vice-Chancellor under Regulation 3 for administration and implementation of the Regulations;
- (q) 'University' means the West Bengal National University of Juridical Sciences, Kolkata.

PART II: FUNCTIONING OF UNDERGRADUATE COUNCIL

3. Constitution of Undergraduate Council

3.1 The Undergraduate Council (UC) shall be constituted by the Vice-chancellor. The UC shall have a Chairperson, and five (05) other members from the Faculty, all nominated by the Vice-Chancellor by rotation.

3.2 50% of the members shall be substituted with new members at the beginning of every academic year. No faculty shall be a member of the UC for more than two consecutive terms.

3.3 The AR (Acad) shall act as the Secretary to the UC.

4. Functioning and Powers of the UC

4.1 All matters related to undergraduate education will be referred to the UC for its decision after an application is made in writing, to the AR (Acad). The AR (Acad) shall forward the received applications to the UC within two working days from the date of receipt of the application. The UC shall arrive at a reasoned decision within seven working days from the date of receipt of the application from AR (Acad). Every such decision shall be communicated in writing or by email to the applicant within fourteen working days from the date of receipt of the application.

4.2 Meetings of the UC shall be convened by the Secretary in consultation with the Chairperson. Presence of at least three members shall be sufficient to constitute the quorum. Decisions of the UC shall be taken on the basis of a simple majority. In case of a tie, Chairperson shall have an additional casting vote.

4.3 The Secretary shall maintain the Minutes of the meetings and also act as the custodian of records of the UC.

4.4 A copy of the minutes of the UC Meeting shall be made available in the Office of the AR (Academic) within five working days from the date of approval of the minutes by the Chairperson, for inspection by faculty and students.

5. Appellate Authority

Any appeal shall lie before the Vice-Chancellor from the decisions of the UC. Any such appeal must be made within seven working days of the communication of such decision to the aggrieved party.

PART III: ATTENDANCE

6. Attendance

No student shall be eligible for the end semester examination in a subject if the student concerned has not attended a minimum of 70% of the classes held in the subject.

Provided that all the moot court-room exercises, tutorials and practical training conducted in the subject for which attendance have been recorded may also be used for calculation of the total percentage of attendance of a student.

Provided further that if a student for any exceptional reasons fail to attend 70% of the classes held in any subject, the Vice-Chancellor may allow the student to take the test if the student concerned

attended at least 65% of the classes held in the subject concerned and attended 70% of classes in all the subjects taken together.

Provided further that a list of such students allowed to take the test with reasons recorded be forwarded to the Bar Council of India.

7. Condonation of Absence

Attendance up to further 4% may be condoned for students who represent the University in any University approved competition/activities or on medical reasons.

Explanations: -

- i) University approved competitions and activities mean those approved by the Vice-Chancellor at the beginning of every academic year within thirty days of commencement of the session (SJA or the relevant societies shall submit a list of competitions /activities to be considered for being University approved). The approved list may be altered later, on application to the Vice-Chancellor and on his approval in consultation with the UC. For such purposes, the UC may consult the concerned Faculty Advisor.
- ii) Medical reasons means a contagious disease or any disease for which a student has been admitted to a hospital for in-patient care.
Provided that medical reasons may also include a case of a psychological condition, wherein it is certified by the counsellor engaged by the University that the concerned student required a prolonged leave of absence for treatment and recuperation from the condition in question.

8. Procedure for condonation of absence

8.1 Application in writing to the office of the AR (Acad) for the purposes of condonation shall be submitted with all relevant and sufficient supporting documents to substantiate the reasons of absence within seven working days from the date of first leave of absence sought. All other relevant documents which are obtained later than the initial submission shall be submitted within the next working day of re-joining. **[Annexure 1A, 1B]**

8.2 AR (Acad) shall forward all such applications within seven days of receipt of the final documents to the UC for consideration.

8.3 The UC shall take a decision on the matter within seven working days of receipt of such documents from the office of the AR (Acad). AR (Acad) in turn shall communicate it to the student forthwith.

8.4 The student may appeal to the Vice-chancellor for redressal of grievance, if any, over the decision of the UC, as per Regulation 5.

9. Publication and Notification of Attendance Status

9.1 The Office of the AR (Acad) shall publish the status of attendance of students for every month within the first week of the next month.

9.2 Students shall be informed of their monthly attendance through alerts on the University Learning Management System Portal. The monthly attendance status may also be uploaded to the University Website within the same week.

9.3 In appropriate cases, parents/guardians shall be notified in writing about the shortfall of attendance of their concerned wards by the AR (Acad).

9.4 Date for the closure of attendance shall be as specified in the Academic Calendar announced at the beginning of the semester.

9.5 The list of students declared ineligible to appear in the End Semester Examination shall be notified by the AR (Acad) within three working days of closing of attendance of each semester.

9.6 Office of the AR (Acad) shall inform the parents/guardians of debarred students in writing about the ineligibility of their ward.

10. Bar on Appearing for Examination

Any student debarred from the end-semester examination of any subject for reasons of shortage of attendance shall be eligible to appear for the end-semester examination in that subject during the repeat examinations for the same subject only in the next academic year.

PART IV: COURSE STRUCTURE

11. Categories of Courses in the BA-LLB (Hons) Programme

The following categories of courses shall be offered to students in the B.A.-LL.B. (Programme)

- (a) Compulsory Courses carrying such credits as approved by the Academic Council.
- (b) Elective Courses carrying such credits as approved by the Academic Council.
- (c) Credit Courses carrying such credits as allocated by the Curriculum Review Board

12. Curriculum Review Board

12.1 At the commencement of every academic calendar year, the Vice-Chancellor shall constitute a Curriculum Review Board. The Curriculum Review Board shall consist of Four Faculty Members and two external members - one reputed Academic from Social Sciences and one distinguished Academic from Law.

12.2 The presence of three members shall constitute quorum for a meeting of the Curriculum Review Board.

12.3 One of the Faculty Members shall be nominated by the Vice-Chancellor as the Chairperson of this Board. Two of the Faculty Members of the Curriculum Review Board shall be replaced by new members every academic calendar year. No single Faculty Member shall serve for more than two consecutive years on the Faculty Curriculum Board.

12.4 The Curriculum Review Board shall advise the Vice-Chancellor on changes in the overall curriculum of the B.A. LL.B. (Hons.) Programme. Any proposal for a change in the Curricular Structure of the Programme shall be first placed before the Curriculum Review Board for its views. The Curriculum Review Board shall forward its recommendation on the proposal to the Vice-Chancellor.

12.5 The Curriculum Review Board shall be empowered to recommend approval of the introduction of new elective courses after consultation with the concerned Faculty. Any Faculty proposing a new elective course shall submit the course outline along with the proposed evaluation structure to the Curriculum Review Board and the Board shall forward its recommendation on the proposal to the Vice-Chancellor and the concerned Course Faculty.

13. Grouping of Elective Courses

13.1 Once in every two academic years, the Curriculum Review Board shall prepare a list of elective courses and classify these into ten different baskets: a) Commercial and Corporate Laws b) Constitutional Law and Public Laws c) Criminal Law and Theory, d) International law e) Law and Public Policy f) Law and Social Sciences g) Comparative Laws and Legal Theory h) Intellectual Property Laws i) Business and Transaction Laws j) Dispute Resolution and Procedural Laws

13.2 The Curriculum Review Board shall strive to ensure that there is at least one elective course on offer from each of these baskets for the students of 4th and 5th Year classes in every semester in that two-year cycle.

14. Faculty Seminar on Course Content

14.1 The Curriculum Review Board shall organise a Seminar during the month of March or April every academic year on the course content and teaching methodology for the courses listed for the next academic year. Every Faculty Member shall present the course-outline and teaching methodology for his/her course before the entire Faculty. Feedback received from other Faculty may be used to refine and improve the course design and content.

14.2 Course Outline, containing a module-wise categorisation of themes, list of readings and daily plan must be shared with the class for at the beginning of the semester by the Faculty for every course.

15. Finalisation of List of Electives for Every Academic Year

15.1 The Faculty shall submit to the Office of the AR (Acad) the names of the Elective Courses (along with course descriptions, maximum number of students allowed and criteria for selection, if any) they plan to offer during the forthcoming academic year (Monsoon Semester and Winter Semester) on or before March 15 every year.

15.2 The AR (Acad) shall forward the aforementioned documents to the Curriculum Review Board and the Vice-Chancellor.

15.3 The Curriculum Review Board shall finalise the list of the courses, after consideration of the Plan finalised under Regulation 12 and consultation with the Vice-Chancellor and the concerned Faculty

15.4 The preliminary list of all these courses shall be finalised by the Curriculum Review Board and circulated to the students on or before April 30 every year.

Explanation – This publication is intended to afford an opportunity to the students to request for introduction of additional Elective Courses in the forthcoming academic year.

15.5 Based on the comments received during the Faculty Seminar under Regulation 7 and from the Curriculum Review Board, the Course Outlines for the Elective Courses shall be finalised and submitted by the concerned Faculty to the AR (Acad) at least one month before the commencement of the Semester in which the Course is to be offered.

15.6 A final list of Elective Courses, along with the Course Outlines, shall be shared with the students on appropriate electronic medium by the AR (Acad) at least three weeks prior to the commencement of that semester.

15.7 Students shall be required to submit their choices of Elective Course by such electronic medium as directed by the Office of the AR (Acad) at such time, no later than 15 days prior to the commencement of the concerned Semester, as determined by the AR (Acad).

15.8 Unless specified otherwise by the Faculty teaching the course, students shall be selected for an Elective Courses on the basis of the following formula: 50% of the students would be selected on the basis of first-come-first-served rule and the remaining 50% would be selected on the basis of CGPA.

15.9 The Office of the AR (Acad) shall publish a first list of students enrolled for each of the Elective Course not later than at least one week prior to the commencement of the Semester.

15.10 After commencement of the Semester, students shall have a window of ten working days to withdraw from a course and join another course. Students can change a course only by submitting a designated form [**Annexure 2**] to the Office of the AR (Acad) by email or in such other format as may be specified. On submission of such form, necessary changes shall be made in the Register of Enrolment.

15.11 No student shall be allowed to register or deregister in a course directly with the course teacher. It must be done through the office of the A.R (Acad) as specified in Clause.

15.12 The Office of the AR (Acad) shall publish a final list of students enrolled for each of the Elective Course, not later than on the fifteenth working day from the commencement of the Semester. This list shall be final and subject to 5.10A, there cannot be any change after its publication.

15.13 In case, any student is aggrieved due to an error in the published list, he/she may appeal to the Undergraduate Council within three days of publication of the list under 5.10. If the Undergraduate Council finds that there has indeed been an error in the published list, it shall direct the rectification of that error.

15.14 Students shall not be allowed to deregister from the courses after the publication of the final list and the grades for such course shall be included in their transcripts (even where they fail to attend the classes/exams).

15.15 Attendance shall be marked for all elective courses from the first working day of every Semester.

15.16 The total number of classes that a student attended in an Elective Course in a semester before migrating to another course, in accordance with Regulation 15.10, shall be added to the tally of the total number of classes attended in the latter course at the end of Semester for determining his/her eligibility to appear in the End-Semester Examination.

15.17 The Attendance Regulations, as specified in Part III of the Regulation, shall apply to all Elective Courses.

PART V: EVALUATION

16. Evaluation of Compulsory Courses

16.1 Subject to the provisions of next clause, every Compulsory Course shall have the following evaluation components:

1. End-Semester Examination of 60 Marks
2. Internal Components
3. Viva on Essay - 5 Marks

16.2 The course teacher, with the prior written permission of the Curriculum Review Board, shall decide the appropriate internal components for the course, including Class Participation, Mid-Semester Examination, Take Home Examination or any other mode of evaluation, within fourteen working days from the beginning of the semester, and subsequently inform the AR (Acad), who shall notify the students.

Provided however that where the Course Teacher seeks to follow a structure of evaluation approved and followed for the same course in the previous academic year, prior permission of the Curriculum Review Board shall not be necessary.

Provided further that the marks allotted for class-participation shall not be more than 5.

16.3 Subject to Regulation 16.2, every course shall ordinarily include a Research Paper as an applicable internal component. The aforesaid essay shall ordinarily be evaluated out of 25 marks.

Explanation: For students of First, Second and Third Year Batches, the maximum length of the research paper shall ordinarily be two thousand words (excluding footnotes). For students of Fourth and Fifth Year Batches, the maximum length of the research paper shall be three thousand words (excluding footnotes), unless the Faculty decides otherwise.

16.4 The Topics for the Research Papers shall be finalised in the following manner:

(a) The topics shall be finalized within twenty days from the commencement of the semester by the Course-Teacher. The Course-Teacher may also allow the students to choose their topics in consultation with the course teacher concerned.

Provided that a course teachers shall, on or before the final date of finalization project topics (as determined by the Academic Calendar), submit an evaluation criteria stipulation, providing clearly explained criteria and marks break-up by which projects will be evaluated.

(b) The complete list of essay topics shall be submitted by the Course Teacher to the AR(Acad) within six weeks from the beginning of the semester.

16.5 The Submission Deadline for the Research Papers shall apply in the following manner:

(a) The electronic copy (as well as the print copy wherever mandated) must be uploaded within the aforementioned deadline. Students shall submit the essay before 5 p.m. on the first working day after the end of 8th week from the commencement of the semester. A Course Teacher may defer the deadline with the approval of the UC.

(b) An electronic copy of the Research Project shall be uploaded on Turnitin or on such electronic medium as directed. A Faculty may also direct submission of the print copy to the designated staff in the Office of the AR (Acad).

Provided however that submission of print copy shall not be mandatory unless the Course Faculty directs otherwise.

(c) Submission of a project paper shall be deemed to be complete only after the submission of the electronic copy (as well as the print copy wherever mandated).

(d) If a student does not submit the project on or before the aforementioned deadline, any such late submission shall attract a penalty of deduction of one mark for every day of delay in submission.

Provided that no project shall be accepted for submission after the fourth calendar day from the notified deadline for submission and the student shall receive no marks for both, project and viva-voce in the concerned subject. In the event that the fourth day is not a working day, no printed copy of the project shall be accepted after the next working day.

Explanation: The penalty for late submission shall apply even where a printed copy has been submitted but the soft copy has not been submitted or where a soft copy has been submitted but the printed copy (where mandatory) has not been submitted in accordance with this Regulation.

17. Evaluation of the Elective Courses

17.1 Every Elective Course for third, fourth and fifth Year LL.B. students must have the following evaluation components:

1. End-Semester Examination - 50 Marks
2. Internal Components - 50 Marks (following clause 7.3)

17.2 The course teacher, with the prior written permission of the Curriculum Review Board, shall decide the appropriate internal components for the course, including Class Participation, Mid-Semester Examination, Take Home Examination or any other mode of evaluation, within fourteen working days from the beginning of the semester, and subsequently inform the AR (Acad), who shall notify the students.

Provided that where the Course Teacher seeks to follow a structure of evaluation approved and followed for the same course in the previous academic year, prior permission of the Curriculum Review Board shall not be necessary.

Provided further that the marks allotted for class-participation shall not be more than 5.

17.3 Subject to the preceding clause, every student shall be required to write a research project of approximately three thousand words in each elective course that he/she registers for. Such research project shall ordinarily be evaluated out of 30 marks.

17.4 Subject to Regulation 17.2, every student shall also have to present the research project in a classroom in front of the course teacher concerned and such number of students as the course teacher deems fit. The presentation shall ordinarily carry a total of 10 marks. All the presentations shall be completed by the course teacher at least 5 days prior to the last teaching day of the Semester

17.4 The Topics for the Research Papers shall be finalised in the following manner:

(a) The topics shall be finalized within twenty days from the commencement of the semester by the Course-Teacher. The Course-Teacher may also allow the students to choose their topics in consultation with the course teacher concerned.

Provided that a course teachers shall, on or before the final date of finalization project topics (as determined by the Academic Calendar), submit an evaluation criteria stipulation, providing clearly explained criteria and marks break-up by which projects will be evaluated.

(b) The complete list of essay topics shall be submitted by the Course Teacher to the AR(Acad) within six weeks from the beginning of the semester.

17.5 The Submission Deadline for the Research Papers shall apply in the following manner:

- (a) The deadline for the submission of the research project shall be finalized by the Course Teacher.
- (b) Such deadline shall however be in no case be later than the last teaching day of the Semester.
- (c) The electronic copy (as well as the print copy wherever mandated) must be uploaded within the aforementioned deadline. Students shall submit the essay before 5 p.m. on the stipulated deadline. A Course Teacher may, however, defer the deadline with the approval of the UC.
- (d) An electronic copy of the Research Project shall be uploaded on Turnitin or on such electronic medium as directed. A Faculty may also direct submission of the print copy to the designated staff in the Office of the AR (Acad).
Provided however that submission of print-copy shall not be mandatory unless the Course Faculty directs otherwise.
- (e) Submission of a project paper shall be deemed to be complete only after the submission of the electronic copy (as well as the print copy wherever mandated).
- (f) If a student does not submit the project on or before the aforementioned deadline, any such late submission shall attract a penalty of deduction of one mark for every day of delay in submission.

Provided that no project shall be accepted for submission after the fourth calendar day from the notified deadline for submission and the student shall receive no marks for both, project and viva-voce in the concerned subject. In the event that the fourth day is not a working day, no printed copy of the project shall be accepted after the next working day.

Explanation: The penalty for late submission shall apply even where a printed copy has been submitted but the soft copy has not been submitted or where a soft copy has been submitted but the printed copy (where mandatory) has not been submitted in accordance with this Regulation.

18. Feedback and Consultation

Faculty shall, wherever requested by the student, provide written feedback on his/her project. The Faculty may also opt to have a consultation session with the student on the project.

19. Extension for Participation in Moot Courts

19.1 No exemption from project submission shall be provided to students who publish any research paper, including those published in a University journal or represent the University in any Inter-University moot court competition.

19.2 A student representing the University in any Inter-University moot court competition (where such participation has been sanctioned by the Moot Court Society) would be entitled to claim 15 additional days beyond the respective official deadline, for submission of project paper for the subjects in that semester.

19.3 The aforesaid extension would be available only in the semester in which the concerned moot court competition is scheduled to be held or, where such moot court competition is scheduled to be held during the Summer Vacation or the Winter Vacation (separating two semesters), in the semester immediately preceding such Vacation.

19.4 The following shall be the procedure for obtaining the extension referred to in this Regulation:

- (a) Any student seeking to avail of this extension must submit a letter, specifying the subject for which extension has been sought as well as the details of the Moot Court Competition, to the AR (Acad). [**Annexure-3**]
- (b) A copy of such letter must also be submitted to the concerned Course Teacher.
- (c) The aforesaid letter must also be endorsed by the Faculty Advisor of the Moot Court Society who shall attest that the concerned student has in fact been selected for representing the University in such moot court competition as stated in the letter.
- (d) AR (Acad) shall forward such application to the UC.

PART VI: EVALUATION AND PROMOTION CRITERIA

20. Evaluation Criteria

Students shall be evaluated on grades in a ten-point scale with the corresponding grade values given below:

Sl. No.	Percentage of marks obtained	Grade	Grade Value
1.	95 and above	O (Outstanding)	10
2.	90 and above but below 95	E+ (Excellent)	9
3.	80 and above but below 90	A+ (Distinction)	8
4.	70 and above but below 80	A (Very Good)	7

5.	60 and above but below 70	B+ (Good)	6
6.	50 and above but below 60	B (Average)	5
7.	40 and above but below 50	C (Pass)	4
8.	Below 40	F (Fail)	0

21. Cumulative Grade Points Average [CGPA]

The Cumulative Grade Points Average [CGPA] shall be calculated in accordance with the formula set out in **Annexure 4**.

22. Repeat Examination

Any student who secures F grade in a subject shall be eligible to write the repeat examination for that subject in the same academic year subject to the following condition:

(a) A student who has been debarred from appearing in end-semester examination due to shortage of attendance will not be eligible to appear for repeat examination in that academic year (clause 4.5).

(b) Marks obtained in a repeat examination written under this Regulation shall not be considered for the purpose of any medal, prize or honour to be awarded on the basis of grades obtained in any subject.

Provided however that no student who writes a Repeat Examination shall, however, be debarred for any gold medal, award, prize or honour awarded for any overall rank in the University/class.

(c) The Grade Value earned by the student in the Repeat Examination shall be deducted by 2 points for the purpose of calculation of CGPA.

Provided however that Grade Value after such deduction shall never be less than 4.

Illustration:

A student obtains F grade in a subject and writes a Repeat Examination. In the Repeat Examination, she obtains A grade. The grade value for the purpose of calculation of CGPA would be 5. If she secures C grade in the Repeat Examination, the grade value for the purpose of calculation of CGPA would be 2.

Explanation: On announcement of Repeat Examination schedule, eligible students shall apply for writing Repeat Examination by submitting the Form provided in **Annexure-5** to the Office of the AR Acad.

23. Other students eligible to appear in a Repeat Examination

The following students shall also be eligible to appear in the Repeat Examination held for a subject:

- (a) A student who has missed a regular end semester examination due to participation in a University-approved moot court competition and other co-curricular event held during the end semester examination. The student must obtain a prior exemption from the end-semester examination by applying to the UC.
- (b) A student who was unable to write the end semester examination due to hospitalization or a contagious disease or a serious psychological condition.

Explanation: A serious psychological condition means a case of a psychological condition, wherein it is certified by the counsellor engaged by the University that the concerned student required a prolonged leave of absence for treatment and recuperation during the examination.

Provided that no student shall be eligible to write repeat examination of any subject under this clause unless he or she informs, by phone or in writing, the office of the Assistant Registrar (Academic) or any other person designated as the Controller of Examinations, of his/her illness before the commencement of the examination in that subject.

- (c) A student who participated in a Foreign Exchange Programme under Part X and allowed to write a repeat exam under Regulation 72.
- (d) A student whose examination has been cancelled due to violation of examination regulations during the previous academic year.
- (e) A student debarred from the end-semester examination of any subject for reasons of shortage of attendance in the previous academic year

Explanation I: A student who has been debarred from appearing in end-semester examination due to shortage of attendance will not be eligible to appear for repeat examination in that academic year (clause 4.5).

Explanation II: Marks obtained in a repeat examination written under clause (d) and (e) of this Regulation shall not be considered for the purpose of any medal, prize or honour to be awarded on the basis of grades obtained in any subject.

Provided however that no student who write a Repeat Examination shall be debarred for any gold medal, award, prize or honour awarded for overall rank in the University/class.

Explanation III: On announcement of Repeat Examination schedule, eligible students shall apply for writing Repeat Examination by submitting the Form provided in **Annexure-5** to the Office of the AR Acad.

24. Indication of Repeat in Transcript

24.1. The transcript shall carry the letter “R” next to the subject in the following cases:

- (a) A student who secured “F” grade in the first attempt and secured a pass grade on a subsequent attempt. This regulation shall also be applicable to re-admitted students as per regulation (clause 11).
- (b) A student whose examination has been cancelled due to violation of any examination regulations during the previous academic year.

24.2 The Grade Value earned by the student (who secured “F” grade in the first attempt or whose examination has been cancelled due to violation of any examination regulations during the previous academic year) in the Repeat Examination shall be deducted by 2 points for the purpose of calculation of CGPA.

Provided however that Grade Value after such deduction shall never be less than 4.

Illustration:

A student obtains F grade in a subject and writes a Repeat Examination. In the Repeat Examination, she obtains A grade. The grade value for the purpose of calculation of CGPA would be 5. If she secures C grade in the Repeat Examination, the grade value for the purpose of calculation of CGPA would be 2.

25. Indication of Debarred in Transcript

25.1 The transcript of a student who had been debarred from appearing in end semester exam due to a shortage of attendance in the previous academic year shall carry the letter “D” besides his/her grades in the concerned subjects for which he/she was debarred.

25.2 The Grade Value earned by the student (who had been debarred from appearing in end semester exam due to a shortage of attendance in the previous academic year) in the Repeat Examination shall be deducted by 2 points for the purpose of calculation of CGPA.

Provided however that Grade Value after such deduction shall never be less than 4.

Illustration:

A student obtains F grade in a subject and writes a Repeat Examination. In the Repeat Examination, she obtains A grade. The grade value for the purpose of calculation of CGPA would be 5. If she

secures C grade in the Repeat Examination, the grade value for the purpose of calculation of CGPA would be 2.

26. Repeat of Internal Components

Any student who seeks to write the repeat examination for any subject in the same academic year shall have to repeat only the internal components in which he/she obtained less than 40% of the total marks allotted for that component.

Provided however that where class-participation marks were one of the internal components, the original marks for class-participation shall always be retained

Explanation: A student who writes a repeat examination of a subject in the next Academic Year shall, also repeat only such internal components in which he/she obtained less than 40% of the total marks allotted for that component in the previous academic year. The marks allocated for class-participation, however, shall be assigned to repeat end-semester examination in such a case.

27. Promotion Criteria

27.1 A student must secure at least a minimum of “C” grade in 8 out of 10 courses offered in one academic year to secure promotion to the next academic year.

27.2 A student who has failed in more than two subjects in an academic year shall be deemed unsuccessful and shall be admitted to the same class in the next academic year and shall study the subjects which she/he could not pass and get evaluated afresh, following all the requirements of a regular student.

Illustration:

A student who has failed only in Commercial Law, Sociology-I and Tort, in an academic year, will take readmission in the next academic year and will appear in these three subjects.

Explanation: Following all the requirements of a regular student entails compliance with attendance requirements as specified in Regulation 6. However, the total number of classes under Regulation 6 shall be calculated in all such cases from the date of readmission to the same class.

27.3. Every student who fails to obtain promotion as per Regulation 27.2. shall have to take re-admission in the same batch. Re-admission shall entail payment of the following fees:

- a) Examination Fee
- b) Library Fee

- c) Re-admission Fee
- d) Composite (Hostel) Fee
- e) Adjustable (Hostel) Deposit
- f) Re-registration Fee

The amount to be paid under these heads shall be notified by the Accounts Section from time to time.

27.4 A student, who has failed in a maximum of two subjects after the Repeat Examination in the same academic year, shall carry forward the subjects only to the next academic year subject to Regulation 20.5. He/she shall re-register for the repeat examinations for the failed subjects and clear the same to be considered for promotion in the subsequent academic year. Such student shall repeat such internal components of the subjects that he/she has failed in as required under Regulation 26.

Illustration:

A student, who secured pass grade in all the subjects in his First Year and passes eight subjects and fails in Family Law – II and Economics – II in his Second Year, shall be promoted to third year. He/she shall re-register for in Family Law – II and Economics – II. In case, he had received 20/30 in Family Law-II Project and 10/30 in Economics-II Project in his Second Year, he shall have to repeat the Project in Economics -II and his original marks for Project in Family Law-II shall be retained.

27.5 Notwithstanding anything contained in Regulation 20, a student who has secured at least grade C in at least 8 subjects of that academic year but failed to clear the backlog of a previous academic year shall not be promoted. He/she shall re-register for examination in the failed subjects in the new academic year and clear the same to be considered for promotion to the next class. Such a student shall attend the classes and complete all the internal components as applicable to the subject in the new academic year.

Illustration:

A student, who has secured pass grade in all subjects of Second Year but still could not pass Contract I offered in the First Year, shall not be promoted to Third Year but shall re-register for Contract I and complete all the requirements of that Course including attendance and clear the subject. Once the subject is cleared, he/she shall be promoted to the Third Year.

Explanation I: In case the subjects are not offered in the relevant academic year, the University shall conduct a special examination for the same.

Explanation II: For the purpose of re-registration, a student shall pay the stipulated amount per course to the University. Student shall apply for re-registration in writing to the Examination Section with a copy of the receipt of payment mentioned above within the time specified by the University.

28. Detailed Criteria for Promotion

28.1 For promotion to second year – candidates have to pass at least 8 out of 10 subjects offered in the first year.

28.2 For promotion to third year – candidates have to pass

- (a) pass all the subjects offered in the first year, and
- (b) pass at least 8 subjects out of 10 offered in the second year

28.3 For promotion to fourth year, candidates have to

- (a) pass all the subjects offered in the first and second years, and
- (b) pass at least 8 subjects out of 10 offered in the third year

28.4 For promotion to fifth year, candidates have to

- (a) pass all the subjects offered in the first, second and third years, and
- (b) pass at least 8 subjects out of 10 offered in the fourth year

29. Criteria for Completion of the B.A.-LL.B. Degree

Subject to Regulation 70, a student shall complete 200 Credits within a maximum period of 10 years from the date of admission for the successful completion and award of the degree.

30. Preparation of Interim Rank List

30.1 This provision will govern the calculation of CGPA for the purpose of any Rank List published by the University, in particular the AR (Acad), from time to time. In case this Rank List is published in the time period between a regular examination session and a repeat examination session, the Rank List shall reflect all those subjects which the students have appeared in, till the date of publication of such Rank List.

30.2 If any student has obtained a valid exemption from appearing for a subject(s) in the regular examination, and will be appearing as a fresh candidate in the forthcoming repeat exam session, the Rank List and CGPA therein shall only reflect those subjects that the student has appeared in and not the subjects he/she has received exemption from. The exempted subject(s) shall not feature in the numerator or denominator when calculating CGPA, and rank.

Explanation: A student who fails any examination or has been debarred from the ens-semester subject of any examination or has been punished for unfair means in pursuance of Regulation 36 or Part VIII

shall not have the benefit of this clause and all the subjects shall be considered for the purpose of calculation of CGPA for the purpose of the interim rank list.

Illustration:

A 2017 batch student has been hospitalized with a case of typhoid during the regular 6th Semester Winter examinations, and receives an exemption from the relevant University authorities to appear in the repeat examination session in June/July as a fresh candidate for all 5 subjects. If the University releases a Rank List prior to the publication of the repeat examinations, this student's CGPA and Rank shall only reflect 5 semesters (25 subjects) results, thereby having 25 as the denominator in calculating CGPA.

PART VII: END-SEMESTER EXAMINATION

31. End-Semester Examination

Every course taught in the LL.B. programme shall have an end-semester examination, ordinarily of three hours duration. Such examination shall be conducted within the examination hall, either in an open-resource or a close-resource format.

Explanation

Close-resource format include use of Bare-Acts without commentary (but with explanations, if any), subject to the approval of the concerned subject teacher. The question paper in such cases shall include the name of the Act, which the examinee may refer to during the examination.

Open-resource format include use of any hard copy material by the examinee within the examination hall. However, the concerned teacher shall specify the materials permitted for consultation during the examination.

32. Time-frame for the Conduct of End Semester Examination

32.1 The examination schedule of End Semester Examinations and Repeat Examination shall be prepared by the Academic Section. The examination schedule shall be finalized and published:

- a) In case of End-Semester Examination, within 15 working days of publication of final list of students enrolled for each elective course under Regulation 15.12.
- b) In case of Repeat Examination, within 7 working days of the last date of submission of application by students for appearing in repeat examination.

32.2 The Repeat Examination for Monsoon Semester shall ordinarily be conducted in March/April of that academic year, after the End-Semester Examination of the Winter Semester of the same academic year.

32.3 The Repeat Examination for Winter Semester shall ordinarily be conducted in June of that academic year.

33. Submission of Question Paper

The concerned course teacher shall submit two end-semester question papers fourteen days before the first day of end semester examination. All question papers shall clearly mention the total marks and the time duration of the examination. All question papers shall have a space for ID No, in which the examinee shall write his/her ID no.

34. Marks for the End Semester Examination

34.1 Subject to Regulation 16.2, the End Semester Examination of compulsory courses shall be ordinarily evaluated out of 60 marks

34.2 Subject to Regulation 17.2, the End Semester Examination of elective courses shall be ordinarily evaluated out of 50 marks.

35. Use of Unfair Means During the End-Semester Examination

35.1 Unfair means can be understood as any act committed by student/s whereby s/he may obtain advantage which is otherwise not allowed in an examination.

35.2 Unfair means in the course of an examination includes, but is not limited to:

- a) carrying into an exam hall any unauthorized material such as manuscripts, papers and/or any electronic device or mobile phone that facilitates storage and communication of information;
provided that any student found in the possession of such material shall be presumed to have carried it in deliberately;
- b) copying from any other person in the examination hall;
- c) writing on any part of the body / furniture / walls/question paper;
- d) violating any specific instruction given by the course instructor or unauthorized use of information in the examination;

- e) any threat / use of abusive language in exam or in the answer sheets;
- f) smuggling an answer book / additional answer book into or out of the Examination Hall;
- g) disclosure of identity in the answer sheet in any form;
- h) inserting / substituting or removing any page from the answer book / additional answer book;
- i) impersonation in exam including interchanging of Roll Numbers and/or Answer Sheets;
- j) aiding or assisting another candidate to adopt any of the above.

36. Penalty for Unfair Means

- a) Automatic failure in the examination for the subject under question for the first offence;
- b) Repetition of the year along with a note in the student's marks sheet indicating that s/he was found guilty of using unfair means for the second offence;
- c) Rustication for the third offence.

Explanation: Each instance of use of unfair means is regarded as a separate offence. Therefore a student found committing three different instances of use of unfair means in one semester would be committing three separate offences.

37. Procedure in Case of Matters related to Unfair Means

37.1 Any incident of adoption of unfair means in an examination shall be reported in writing by the faculty member to the [Annexure 6] AR(Acad) immediately after the examination is over. The report shall be forwarded to the UC within seven days from the date of filing.

37.2 UC shall provide a show cause notice to the student against whom such a report has been filed. The UC shall provide a reasoned order, after providing a reasonable opportunity to the student to explain his/her conduct.

38. Coding of End Semester Examination Scripts

38.1 Examination Section shall replace the identity details of the student in the End Semester answer scripts with a code before the evaluation.

38.2 In the repeat examinations, there shall be no indication whether the answer script or code is that of a student appearing for a repeat or as a fresh candidate.

39. Submission of marks for End Semester Examinations

39.1 Corrected answer scripts of End-semester examinations along with marks awarded shall be submitted to the Examination Section within twenty one days from the last date of the end-semester examination.

39.2 Corrected answer scripts of Repeat examinations along with marks awarded shall be submitted to the Examination Section within fourteen days from the last date of end-semester examination.

40. Publication of Results

The Office of AR(Acad) shall publish the Results of the End-Semester Examination along with Internal Component Marks within 7 working days of receipt of all the components from the teachers concerned.

41. Consultation of End Semester Answer Scripts

41.1 Mandatory consultations of the answer script of the End-Semester Examinations and Repeat Examinations shall be held within thirty days of the declaration of results. This period of thirty days shall be exclusive of any vacation. Students shall apply for consultation by submitting the Form contained in **Annexure -7** to the Office of the A.R. Acad.

41.2 A Model Answer-Key shall be made available to students before the consultation of the concerned answer scripts.

41.3 Consultation of the Answer Script shall include only:

- (a) the process wherein the student can discuss her/his answer script with the concerned Faculty and discuss methods of qualitatively improving analytical writing skills.
- (b) the verification that all the answers have been evaluated and that there has been no clerical or mathematical error in the aggregate marks appearing on the cover page of the answer scripts.
- (c) There shall be no increase or decrease in marks on account of qualitative considerations of the students' answers. Revision of marks can take place only if there is a clerical/mathematical error or if certain answers have been left unevaluated.

Provided further that any correction of marks in accordance with this Regulation shall be effected only after the permission of the Vice Chancellor.

42. Moderation of Question papers

42.1 There shall be a Question Paper Moderation Committee, constituted by the Vice-Chancellor, at least one month before the beginning of the end-semester examination.

42.2 The Moderation Committee shall moderate the question papers for the regular as well as repeat end-semester examinations, before the said examinations take place, according to the moderation policy.

42.3 The Moderation Committee shall ensure, to the greatest extent possible, that the standard of difficulty of Question Papers for the End-semesters Examinations and the Repeat Examinations are the same, and that the allocation of question papers for the regular End-semesters Examinations and the Repeat Examinations are at random.

Provided however that any change in the question paper, if any, as suggested by the Moderation committee, in writing, shall ordinarily be incorporated only after consultation, including on-the spot consultation, with the concerned subject teacher.

43. Moderation of Results

43.1 The Vice Chancellor shall constitute a Result Moderation Committee comprising of 5 Faculty Members.

43.2 The Moderation Committee shall frame a Moderation Policy after consultation with the Faculty. The said Moderation Policy shall be adopted only after approval of the Academic Council.

43.3 The Results Moderation Committee shall moderate results as per the Moderation Policy, before the declaration of result.

43.4 The Vice Chancellor shall preside over the meeting of the result Moderation Committee.

44. Scribes and Other Accommodation for Differently-abled Candidates

44.1 A candidate seeking permission to use a scribe/computer/any other accommodation in a written examination shall make a formal application to the Office of the AR Academic, fifteen days prior to the commencement of such examination. **[Annexure 8]**

44.2 The application shall contain reasons highlighting the need to use a scribe/computer/any other accommodation and shall be accompanied by medical and/other documents establishing the need for such special accommodation of the candidate.

44.3 Necessary action on the application shall be taken by the Office of the AR (Acad) at the earliest but not later than ten days prior to the start of the said written examination. In either case, of acceptance or rejection, the candidate shall be informed of the reasons of the decision.

44.4 The scribe shall be arranged by the concerned candidate on the basis of his/her credentials consisting of

- a) Present Occupation,
- b) Age,
- c) Educational Qualification,
- d) Employment history, if any,
- e) Self attested copies of documents supporting the information provided in point a) to d)

above

44.5 Such a scribe, selected by the candidate, shall not be any person, who has knowledge of the subject for which the candidate is taking the end semester examination.

44.6 Where a differently-abled student is unable to arrange a scribe, the University shall make alternative arrangements for a scribe for such a student for the concerned examination.

Explanation: A LL.B. or LL.M. degree holder or a student, who has enrolled in LL.B. or LL.M. programme, shall not be eligible to be a scribe. In addition, any graduate or a post graduate degree holder or any student enrolled in graduation or post-graduation degree programme in that or a related subject shall not be eligible to be a scribe.

Illustration:

A differently-abled candidate appearing in Economics examination shall not have as a scribe, a graduate or a post-graduate degree holder or a student of graduate or post-graduate programme in Economics or related subject like Management, Commerce etc.

44.5 The University may provide such other reasonable accommodation to differently-abled students as may be considered necessary for such a student to have an equal opportunity to participate in the academic programmes of the University.

45. Special Repeat Examination

In case a student fails a course, compulsory or elective, and the same course is not offered in the next academic year, the university shall conduct a special examination for the same subject along with other repeat examination in that academic year.

Part VIII: Plagiarism and Allied Academic Misconduct

46. Cautionary Statement

Students are expected to exercise the greatest degree of caution in their conduct, in protecting their work and in ensuring that nobody has any opportunity to use it in an unauthorised manner.

47. Plagiarism and Allied Academic Misconduct

47.1 'Academic Misconduct' includes, but is not limited to Plagiarism: Failure to cite or otherwise acknowledge in any paper, exercise, tutorial, essay or project submitted for credit, arguments, or phrases gained from another source including but not limited to published text or another person's work.

Explanation : The similarity checks percentage in Turnitin or other designated anti-plagiarism software shall not be considered as synonymous with the extent of plagiarism. In the estimation of the extent of plagiarism in any work, the following shall be excluded:

- i. All duly quoted work reproduced with all necessary attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements except where all references and bibliography have been copied verbatim
- iii. All generic terms, laws, standard symbols and standards equations.

47.2 Cheating/ Use of Unfair Means: Violating any specific instruction given by the course instructor or unauthorized use of information during any evaluated assignment or exercise.

Illustration:

Any discussion of any assignment or tutorial essay in which the whole or part of the class is given the same question but students are expected to come up with an answer individually and not through discussion, in contravention of the teachers' instruction, shall be considered as a form of cheating.

47.3 Multiple Submissions: The submission of one piece of work in more than one offering or in any two exercises for credit.

Explanation: If a student makes substantial addition to any work previously submitted for credit, it shall not amount to multiple submissions.

47.4 Preparation by Another: The submission of work, a substantial part of which has been prepared by another, as one's own.

Explanation: If a student got a friend to proofread his/her paper and point out prominent grammatical/typographic errors, this would not count as substantial help. However if the friend rewrote a significant part of the paper, this would count as substantial help.

48. Penalties

The Penalties for Plagiarism and Misconduct defined in this Chapter shall be imposed in accordance with the following classification

48.1 Category I: Forms of Academic Misconduct punishable under this category:

(a) Instances where less than 20% of the total work has been plagiarised or less than 15% of total work has been plagiarised from a single source.

48.2 Forms of Academic Misconduct under Category I would be punishable,

- a) for a first offence, by: Re-doing the assignment under question or deduction of such marks as may be considered appropriate by the UG Council.
- b) For the second offence since the date of admission, automatic failure in the subject under question

Explanation I: In case, a student is deemed to have failed in a subject in pursuance of this clause, he/she shall be allowed to write the Repeat Examination for that subject conducted in the same year and he/she must repeat all such internal components as required under Regulation 26.

Explanation II: The punishment provided for Category I would apply to the case of a second Category III offence, as though such second offence was the first offence in Category I

48.3 Category II: Forms of Academic Misconduct punishable under this category are:

- a) Cheating,
- b) Multiple Submissions,
- c) Preparation by another, and
- d) Plagiarism (where more than 20% of the total work has been plagiarised OR more than 15% of the total work has been plagiarised from a single source).

48.4 Forms of Academic Misconduct punishable under Category II would be punishable by:

- a) For the first offence since the date of admission, automatic failure in the subject under question;
Explanation: In case, a student is deemed to have failed in a subject in pursuance of this clause, he/she shall be allowed to write the Repeat Examination for that subject conducted in the same year and he/she must repeat all such internal components as required under Regulation 26.
- b) For the second offence since the date of admission, automatic failure in the subject under question. In this case the concerned student shall be allowed to repeat the subject under question only in the next academic year;
- c) For the third offence since the date of admission, automatic failure in the subject under question and repetition of the year. The concerned student shall not be promoted even if he has passed the requisite number of courses;
- d) For the fourth offence since the date of admission, automatic failure in the subject under question and repetition of year, along with a note in the student's transcript indicating that he was found guilty of using unfair means.
- e) For the fifth offence since the date of admission, rustication.

48.5 Category III: Forms of Academic Misconduct punishable under this category include any violation of Instructions that does not constitute an offence under Categories I and II.

48.6 Forms of Academic Misconduct under Category III would be punishable by: A fine of Rs. 5,000/- (This amount may be reduced by the Vice-Chancellor if a student can demonstrate through copies of his/ her parents' Income Tax returns or salary/ pension slips that the amount would be an undue hardship for the family).

48.7 Where two or more projects submitted for a course are found to have been plagiarised from each other, all the concerned students would be deemed to be guilty of plagiarism under this Part.

49. Reporting, Complaint Procedure and Hearing

49.1 Any member of the Faculty of the University (including guest faculty), or anyone else may report any form of Academic Misconduct. Teachers and tutors would be required to take special care to detect Academic Misconduct. In addition, any student or other member of staff who has evidence of someone's Academic Misconduct may present the same, in writing, to the A R (Acad) and request that proceedings be initiated.

49.2 The A R (Acad) shall forward the complaint within 7 working days to the UC and notify the same to the person complained against.

49.3 The UC shall, within three days of receipt of the complaint from the A R (Acad), issue a show cause notice, to the person complained against.

49.4 After providing to the person complained against, a reasonable opportunity to be heard, which may include personal hearing in appropriate cases, to present his or her defence, the UC shall submit its findings and recommendations to the Vice-Chancellor.

49.5 If the student fails to respond to the show cause notice within the specified time, the UC shall proceed ex parte on the matter.

49.6 The UC shall submit its findings and recommendations to the Vice-Chancellor within 15 days of the receipt of the complaint.

50. Plagiarism and Misconduct outside the University

50.1 In case, a student is found to have committed any act of academic misconduct listed in this Part, during his or her interaction outside the University (egs. moots, conferences, submissions for publication), such student shall be subjected to the following penalties:

- (a) A fine of Rs. 10,000/- (This amount may be reduced by the Vice-Chancellor if a student can demonstrate through copies of his/ her parents' Income Tax returns or salary/ pension slips that the amount would be an undue hardship for the family);
- (b) Withdrawal of all scholarships awarded by the University,
- (c) Disqualification from any medal awarded by the University ,
- (d) Disqualification from Moots and Other University Activities for a term of a year; and
- (e) Disqualification from Teaching Assistance Programme and Tutorial.

50.2 In case of a second commission of an act of academic misconduct listed in this Part since the date of admission, the student shall be subjected to the following penalties:

- (a) A fine of Rs. 20,000/- (This amount may be reduced by the Vice-Chancellor if a student can demonstrate through copies of his/ her parents' Income Tax returns or salary/ pension slips that the amount would be an undue hardship for the family);
- (b) Complete prohibition from representing the University in any forum, national or international, academic or extra-curricular.

PART IX: TEACHING ASSISTANTSHIP PROGRAMME

The Teaching Assistantship Programme is designed for students who are interested in a career in academia or are looking for exposure to responsibilities and skills exercised by an academic. The programme aspires to inculcate basic pedagogic skills in the participants and also motivate more students into pursuing academics as a serious career option.

51. Eligibility

51.1 The Programme shall be offered in the Monsoon and Winter Semesters of every academic year to Final Year LL.B. students and LL.M. students with excellent academic credentials.

51.2 The eligibility criteria for applying to this programme is a minimum CGPA of 4 (as on the date of application) or A+ grade in the subject the student wishes to teach.

51.3 In case of more than one applicant for any subject, the Teaching Assistant shall be selected on the basis of CGPA+ Grade Value obtained in the concerned subject.

51.4 The list of courses in which student teachers can participate shall be finalised by the Vice-Chancellor in consultation with the Faculty, only if the concerned faculty member agrees to take in a student- teacher for the course s/he offers.

51.5 This programme shall be open for both compulsory courses and elective courses offered in the B.A.-LL.B. Programme.

Provided however that no elective course which is taught to 5th Year class, either singly or jointly with other class, shall be a part of this Programme.

Provided further that no faculty member shall be allowed to take more than one student-teacher per course.

52. Components of the Programme: [Annexure-9]

The Teaching Assistantship Programme shall have the following components

(a) Lectures (30 Marks)

- i. The student-teacher shall be required to present 5 lecture-hours (for each Section) in a semester on her subject. The lectures are to be held in the month of September for the Monsoon Semester and in the month of March for Winter Semester.

- ii. The date and the topic of the lectures would be decided in consultation with the subject teacher.
- iii. The subject-teacher shall, on or before the designated date, communicate to the A R (Acad) the probable date and the topic of the lectures to be taken by the student-teacher.
- iv. The faculty shall provide feedback on each of the lectures to the student-teacher, on a copy of the proforma.
- v. The student-teacher shall be evaluated on the basis of her communication and articulation (6), knowledge of the subject-matter (6), level of preparation for the class (6), response to questions ability to generate class discussion (8), class management (4).
- vi. The course teacher shall submit the marks to the Office of the A R (Acad) on a copy of the proforma.

(b) Presentation to a Faculty Panel (20 Marks)

- i. The student-teacher shall make a presentation to the entire Faculty.
- ii. Evaluation of the presentation shall be done by a Faculty Panel consisting of two faculty members, the subject teacher and another Faculty Member, to be nominated by the Vice-Chancellor in consultation with the subject-teacher.
- iii. The presentation shall be on the subject of her research paper.
- iv. The topic shall be finalised after consultation with the subject teacher.
- v. The date and the venue for the presentation shall be notified by the Office of the A R (Acad).

(c) Research Paper (30 marks)

- i. The student-teacher shall write a research paper of 5000 words (excluding footnotes) on a topic of his/her choice and related to the concerned Course.
- ii. The research paper must be of publishable quality, as determined by the same Faculty Panel constituted for evaluating the presentation.
- iii. The Faculty-Panel shall evaluate the Reading Material on the basis of the heads outlined in the proforma.
- iv. The average of the marks given by the Faculty Members shall be taken into account.

(d) Preparation of Reading Material (20 Marks)

- i. The Student-Teacher shall prepare a compilation of readings for the lectures that he/she would be delivering.
- ii. The reading material would be only on the topic the student-teacher would be teaching.

- iii. The material shall be handed over to the subject teacher (and a copy to the Office of the A R (Acad) by the end of the month of August for the Monsoon Semester and February for the Winter Semester.
- iv. The subject-teacher shall evaluate the Reading Material on the basis of the heads outlined in the proforma.

53. Finalisation of Courses for which Teaching Assistants Required

53.1 The A R (Acad) shall request, by a notification, on or before March 1 of each year (for the following Monsoon Semester) or September 1 of each year (for the following Winter Semester), Faculty Members interested in having a Teaching Assistant in the following semester. Such Faculty Members shall inform his office in writing.

53.2 Thereafter, the A R (Acad) shall, on the basis of the response from Faculty Members, compile a list of courses which shall be open to the participation of Teaching Assistants. This list shall be placed before the Vice-Chancellor for his/her approval.

53.3 After obtaining the approval of the Vice-Chancellor, the A R (Acad) shall, not any later than on March 15 (for the following Monsoon Semester) and September 15 (for the following Winter Semester) of every year, notify the list to students and invite applications for the programme.

54. Application Procedure

54.1 Interested students shall inform the office of the A R (Acad) of the courses they are interested and also mail a Statement of Purpose (not exceeding 500 words) to the designated email address of the AR Acad before March 30 (for the following monsoon semester) and September 30 (for the following Winter Semester) of each year.

54.2 The Office of the A R (Acad) shall forward all the applications to the UC.

54.3 The UC shall select the candidates on the basis of CGPA and grades of the students in the relevant subject. The selection shall be on the basis of CGPA+ Grade Value obtained in the concerned subject.

54.4 The names of selected candidates shall be announced by the Office of the A R (Acad) by April 15 (for the following Monsoon Semester) and November 01 of every year.

55. Finalising Lesson Plans

Selected students shall meet their respective subject teachers within the first fortnight from the commencement of the Winter Semester.

56. Deadline for Submission of Research Paper

Teaching Assistants shall have to submit their research papers to the office of the A R (Acad) on or before the last teaching day of the Semester.

PART X: SHORT CREDIT COURSES

57. Short Credit Courses to be Offered

In furtherance of Regulation 11, the University shall offer Short-Credit Courses to the students of Third, Fourth and Fifth Year Batches of the B.A-LL.B. Programme carrying such credits as allocated by the Curriculum Review Board.

58. Allocation of Credits

58.1 Short Credit courses can have credits ranging from 1 to 3, depending on the number of actual contact teaching hours.

58.2 Credits shall be allocated for such Short Credit Courses on the basis of the following

- a) 1 credit elective: minimum of 15 contact teaching hours
- b) 2 credit elective: minimum of 28 contact teaching hours
- c) 3 credit elective: minimum of 40 contact teaching hours

59. Requirements for a Course Proposal

Any person including a University Faculty, intending to offer a Short Credit Course shall submit to the Vice-Chancellor, a detailed course outline which shall include:

- a) Brief description of the course including course objectives and broad issues in the course,
- b) Break up of topics to be covered,
- c) Prescribed Readings,
- d) Description of assignments, if any, proposed to be prescribed,
- e) Evaluation pattern,
- f) Proposed number of teaching hours (classroom sessions), and
- g) Any basic pre-requisites for course (for example, knowledge of another branch of law, completion of another course, etc).

60. Prior Scrutiny of the Proposed Course

60.1 The Vice-Chancellor shall place the Course Outline before the Curriculum Review Board.

60.2 The Curriculum Review Board shall scrutinise the proposed course and forward, in writing, its recommendations to the Vice-Chancellor. The Board may also consult such other Faculty Members as it may deem appropriate, having regard to domain expertise, before finalising its recommendations.

60.3 In its scrutiny, the Curriculum Review Board shall have the following parameters:

- a) Relevance of topics proposed to be covered
- b) Possibility of covering the suggested topics within the suggested timeline,
- c) Suggested readings,
- d) Evaluation pattern, and
- e) The coverage of such topics in regular course curriculum of the University

60.4 The Curriculum Review Board shall submit its recommendations to the Vice-Chancellor within a week of the receipt of a copy of the proposed course-outline.

60.5 The final decision on whether or not to permit the credit course shall lie with the Vice Chancellor.

61. Evaluation in a Short Credit Course

61.1 Mode of Evaluation shall consist of the following:

- a) Written examination including a take home exam, or
- b) Research paper, or
- c) Any model that is adopted by the course teacher and approved by the Curriculum Review Board.

61.2 All evaluation shall be out of a total of 100 marks. All evaluation shall be completed and marks declared within two months of completion of the said Short Credit Course or by the end of the semester in which the Course is offered, whichever is earlier.

61.3 A Short credit course shall be deemed to have been successfully completed if the student has:

- a) minimum requisite percentage of attendance (as prescribed), and
- b) obtained a minimum of 40%

61.4 Repeat examinations shall not be conducted for any credit course offered in pursuance of this Part.

62. Number of Credit Courses that can be taken by a Student

No student shall be allowed to enroll for a more than maximum of 9 credits through Short Credit Courses in a single academic year. Signing up for a credit course and being allotted a seat shall count towards the number of credit courses a student can take in an academic year.

Explanation

If a student signs up and is allotted a course but does not, for whatever reasons, complete the course, it would still count towards the limit of the number of credit courses a student can take.

63. Utilisation of Credits for Exemption from Elective Courses

63.1 Students can seek exemption from an elective course (and not from a compulsory course) only on the basis of equivalent credits already earned and not otherwise. Such exemption can be obtained at any time after completion of the credit course, including the very next semester.

Explanation: - Credits utilised for obtaining an exemption from an elective course cannot be further utilised for seeking exemption from another elective course.

Illustration: A student who has successfully completed four credit through courses on Sports Law and on Law and Ethics may utilise the same for seeking an exemption from an elective course, Media and Law. Credits earned for Sports Law and Law and Ethics cannot be further utilized for seeking an exemption from any other elective course.

63.2 Once credits have been earned [marks have been released and a student has passed the credit course], a student can swap such credits against elective courses at any point of time. For example, credits earned in 5th semester can be swapped with an elective course offered in the tenth semester.

63.3 An elective course can be swapped only when equivalent credits [four credits] have been earned through one or more credit courses.

63.4 A student can swap earned credits with an elective course only before the last date of the window for transfer between elective courses for that semester, as per Rule 5.7.

Provided however that a student of the tenth semester will be allowed to swap earned credits with an elective course within one month of commencement of classes for that semester.

63.5 There shall be no swapping and exemption from an elective course after the transfer window has closed for the semester. Further, there can be no exemption from an elective course through swapping of credits after a student has completed the elective course.

Illustrations

- (a) A student completes 4 credits through credit courses on 'Law and Religion' and 'Information Technology and Law' in her 5th Semester. She can in her 10th semester, within one month of the date of commencement of classes in that semester, swap these 4 credits with an elective course. As a result, the student would be exempted from one elective course in that semester.
- (b) A student completes 4 credits through credit courses on 'Law and Religion' and 'Information Technology and Law' in her 7th Semester. She enrolls for all the Elective Courses required for her 8th Semester and does not seek any exemption on the basis of Credits earned by the closure of the window for transfer of elective courses. She will not be able to use the accumulated credits against any elective in the 8th Semester.
- (c) A student completes 4 credits through credit courses on 'Law and Religion' and 'Information Technology and Law' in her 9th Semester. She enrolls for all the Elective Courses required for her 10th Semester and does not seek any exemption on the basis of Credits earned by the closure of the window of one month from the date of commencement of classes in that semester. She will not be able to use the accumulated credits against any elective during her B.A- LL.B. Programme.

63.6 A student can seek exemption from only one elective course per academic year on the basis of credits accumulated through short credit courses.

64. Procedure for Seeking Exemption

64.1 In the event an exemption is sought under Regulation 63, the following shall be done:

- a) The student shall submit an application to this effect in the prescribed format to the Office of the AR (Acad) within the prescribed time. Once submitted, the application shall be deemed final and irrevocable. **[Annexure-10]**
- b) The Office of the AR (Acad) shall keep a record of all the exemptions sought.
- c) The records maintained by the Office of the AR (Acad) shall be final and conclusive for all exemptions sought.
- d) At the end of an academic year, the Office of the AR (Acad) shall issue a year-wise list of all exemptions sought.

64.2 The student may also choose not to claim an exemption.

65. Mention in transcript

65.1 All Credit Courses selected by a student, unless deregistered within the stipulated deadline, shall be mentioned in his/her transcript. In the event a student fails to clear the credit course, a grade F shall be mentioned.

Explanation: Period of deregistration shall be announced by the Credit Course Coordinator.

65.2 For Certificate Courses, a certificate would be issued by the academic department on successful completion.

66. Calculation of CGPA

Marks in only those credit courses which have been selected by a student for claiming an exemption from an elective under Regulation 63 shall be taken into consideration for the calculation of CGPA.

67. Credit Course Co-ordinator

In the event a credit course is being offered by an external expert, a member of the faculty appointed by the Vice Chancellor shall act as the course co-ordinator. The course co-ordinator would be the single point of contact for the concerned course

68. Responsibilities of Academic Section

68.1 The Office of the AR (Acad), shall after consultation with the Vice-Chancellor, announce all credit courses to be offered in a given semester with the following details:

- a) Duration of the course (one, two or three credit course),
- b) Duration of the lecture (one, two or three hour lecture/seminar)
- c) Course outline and readings,
- d) Classroom where the course would be held,
- e) Open or restricted course, in the event of latter, clearly specifying the restrictions,
- f) Attendance requirements and evaluation pattern in consultation with the course teacher, and
- g) Last date for signing up for the credit course.

68.2 The Office of the AR (Acad) shall also extend all logistical and administrative support for ensuring successful conduct of any mode of evaluation that the course teacher may adopt.

PART XI – EXCHANGE PROGRAMME WITH A FOREIGN UNIVERSITY

69. Minimum Credits to be completed as part of the Exchange Programme

All students who have on exchange to another University must complete 20 credits in a semester or 12 credits in a trimester as the case may be, in the designated foreign University. Completion of any further credits will not offset credits at NUJS.

70. Mention in Transcript and Calculation of CGPA

70.1 The grades obtained at the foreign Universities, as well as the University where the grades were obtained, shall be indicated in the Official Transcript of the student at the time of graduation.

70.2 The grades obtained at a foreign University shall not be included to calculate the CGPA of students who have gone on exchange. CGPA shall be calculated only on the basis of credits and grades obtained in NUJS.

Illustration:

For a student who has completed 180 credits at NUJS and 20 credits in a designated foreign University, the CGPA will be calculated on the basis of the 180 credits completed at NUJS alone.

71. Eligibility for Exchange Programmes

Any exchange programme shall be confined to the students of III, IV and V years.

72. Compulsory Courses missed as a result of Exchange Programme

Students who miss any Course indicated as compulsory by the Bar Council of India due to participation in an exchange programme, shall be allowed to

- a) Write the Repeat Examination for that course in the semester in which the course was offered to his class or
- b) Re-register for that course in the next academic year [such re-registration shall not entail compliance with the attendance rule as per Regulation 6].

Explanation-I: Grades obtained in such exam(s) shall be shown on the transcripts and considered for calculation of CGPA.

Explanation-II: Grades obtained in such exam(s) shall be shown on the transcripts without any indication of 'R'.

73. Limit on Participation by a Single Student

No student shall be allowed to participate in any Exchange Programme in pursuance of this Part more than once.

74. Exchange Programme Coordinator

Vice-Chancellor shall appoint a Faculty Member as the Exchange Programme Coordinator. The Exchange Programme Coordinator shall coordinate the details of the exchange programmes (before the end of the previous academic year in consultation with the UG and PG Councils as the case may be.

Part XII: MISCELLANEOUS

75. Removal of Difficulties

75.1 If any difficulty arises in giving effect to the provisions of these Regulations, the Vice-Chancellor, may by order, do any thing not inconsistent with spirit of these Regulations for the purpose of removing the difficulties

75.2 Without any prejudice to the generality of the preceding provision, the Vice-Chancellor may by order, alternate models of Assessment and Evaluation in case of any public health emergency, natural calamities or other similar circumstances.

75.3 Every order under this Regulation shall be laid, as soon as may be after it is made, before the Academic Council for ratification.

ANNEXURE 1A

The West Bengal National University of Juridical Sciences

Application for Condonation of Attendance (Moot Court Debate/ Sports/ Cultural Activities)

1. Name of Student with ID No.:
2. Year of Study
3. Reason for absence from the class
4. Duration of absence: From _____ to _____
5. Whether the absence was authorised by the University Authority:
6. Supporting Documents:

I hereby submit that above statements made by me are true to the best of my knowledge.

Date:

Signature of the student

Disposal by the University Authority

Date:

Signature

For use of the office

ANNEXURE 1B

The West Bengal National University of Juridical Sciences
Application for Attendance on Medical Grounds

1. Name of Student with ID No.

2. Year of Study

3. Nature of Medical Problem:

4. Whether Hospitalized?

5. Name of Hospital

6. No. of Days absent due to medical problem: From _____ to _____

7. Supporting Documents

I hereby submit that above statements made by me are true.

Date

Signature of the Student

Disposal of the Application by the University Authority

Date

Signature

For use of the office.

ANNEXURE 2

The West Bengal National University of Juridical Sciences
For Change of Elective Courses

Academic Year _____ Monsoon/Winter Semester 20 _____

Name of Student _____ ID No. _____

Year of Study: _____ Semester _____

A. Course initially registered in

1.

2.

3.

4.

B. New Course Preferred

1.

2.

3.

4.

Signature

Date

Time

Remarks of A.R. (Academics)

ANNEXURE 3

The West Bengal National University of Juridical Sciences
Application for Extension for Submission of Project in Lieu of Participation in
Moot Court Competition

1. Name of Student
 2. ID No.
 3. Year of Study
 4. Name and Place of the Moot Court Competition:

 5. Whether the University has authorised participation in the programme?
 6. Duration of the Moot Court Competition
 7. Subject for which extension required
 8. The official date of submission
 9. The number of days for which extension required

 10. Date Signature of the Student
- Recommendation of the Faculty Advisor
- Approval of the UG Council
- For use of the office.

ANNEXURE 4- [Method of Calculating CGPA]
The West Bengal National University of Juridical Sciences
CALCULATION OF CGPA

The Cumulative Grade Points Average [CGPA] shall be calculated thus:

$$\text{CGPA} = \frac{\text{Cumulative Grade Points [Grade Value *Credits] for all Courses}}{\text{Total Credits earned through all the courses.}}$$

This involves the following steps:

- a) Calculation of grade Point for Each Course by Multiplying Grade Value obtained with the credits for that course
- b) Calculation of cumulative grade points [total of all subjects]
- c) Calculation of Cumulative Grade Point Average by dividing the cumulative grade points by total number of credits.

Illustration

Semester 1

Subjects	Credits	Grade	Grade Value	Grade Points
Legal Methods	4	E	9	4*9 = 36
Law of Torts	4	A+	8	4*8 = 32
Law of Contracts-I	4	A+	8	4*8 = 32
Sociology-I	4	A	7	4*7 = 28
Political Science -I	4	A+	8	4*8 = 32
Total	20			160
GPA for Semester I				160/20 = 8.0

Semester 2

Subjects	Credits	Grade	Grade Value	Grade Points
Law of Contracts -II	4	E	9	4*9 = 36
Sociology-II	4	A+	8	4*8 = 32
Political Science -II	4	A	7	4*7 = 28
IPC	4	A	7	4*7 = 28
Legal History-I	4	A+	8	4*6 = 24
Total	20			148
GPA for Semester II				148/20 = 7.4

$$\text{CGPA} = \frac{308 (160+ 148)}{40 (20+20)} = 7.70$$

ANNEXURE 5

The West Bengal National University of Juridical Sciences
For Repeat Examination during Monsoon/Winter Semester 20

1. Name of Student

2. ID No.

3. Year of Study

4. Name(s) of the paper(s), in which the student would like to repeat/improve

I hereby submit that the above statements made by me are true

Date

Signature of the Student

Remarks of A.R. (Acad.)
Approved/Not Approved

Date:

For use of the office

Signature

ANNEXURE 6

The West Bengal National University of Juridical Sciences
PROFORMA TO BE RAISED WHILE CAUGHT USING UNFAIR MEANS IN THE
EXAMINATION

1. Name of the Examination Date of the Examination

2. Name of the Invigilator(s)

3. Name of the student found using unfair means:

4. ID No.

5. Matter/documents found with the student while using unfair means:

6. Matter/documents enclosed with the proforma

DECLARATION OF THE STUDENT

I _____ ID No. _____ of ____ Year have been accused
of unfair means in the _____ course on _____ by
_____.

Signature of the Student

Name

Date:

Remarks by the Invigilator
(Continue on the back or
an additional sheet if required)

Signature of the invigilator

Date

ANNEXURE 7

The West Bengal National University of Juridical Sciences

Application for consultation on answer scripts

1. Name of the student
2. ID No.
3. Year of Study
4. Name of subjects for which consultation is required
5. Examination for the concerned subjects held in _____(semester)

Date:

Signature of Candidate

For Office Use

ANNEXURE 8

The West Bengal National University of Juridical Sciences
Application for permission to use scribe or computer to accommodate
differently-abled candidate

Name of the student

ID No.

Year of Study

Specific requirements –use of scribe/
Computer/any other requirement:

Reason for the need to use scribe/computer
any other requirement

Submission of documents in support
of the requirement

Date

Signature of the Student

Approval by the authority

ANNEXURE 10

The West Bengal National University of Juridical Sciences

Application for utilising credits earned in a credit course

1. Name of Student

2. ID No.

3. Year of Study

4. No. of credits earned

5. Name of the Credit Course(s) completed by the student

6. Date of completion of the course (s)

5. Semester in which the student would like to utilise the credits:

I hereby submit that the above statements made by me are true to the best of my knowledge.

Date

Signature of the Student

Disposal of the Application by the University Authority