

B.A./B.Sc. LL.B. (Hons.) Academic and Examination Regulations as approved by the 20th meeting of the Academic Council held on 11.7.2012

This regulation is to consolidate, replace, and amend the existing regulations relating to academic and examination 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, 2012 (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.

Extent and Application: This regulation shall be applicable to BA/B.Sc. LL.B (Hons.) programme starting from the academic year 2012-2013 (i.e. batch of 2012-2017) onwards.

Part I: Preliminary

1. **Definitions:** In the Regulations, unless specifically defined otherwise, 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, date for closure of attendance, publication of results, etc.;
 - (b) 'Attendance' means the presence of the student in the class, which is duly entered in the register maintained for each course separately;
 - (c) 'Authorised leave of absence' means leave sanctioned under part II of the Regulations;
 - (d) 'Certificate Courses' means the courses offered in the University, but does not carry any credit;
 - (e) 'Credit Courses' means the courses offered in the University following part VI of the Regulation;
 - (f) 'CGPA' means Cumulative Grade Point Average;
 - (g) 'Compulsory' course means such courses specified by the Academic Council as compulsory courses, and evaluated as per part IV of the Regulation;
 - (h) 'Elective' means all courses other than the Compulsory courses, and evaluated as per part IV of the Regulation;

- (i) 'Office of the Assistant Registrar (academic)' means the section of the University, headed by the Assistant Registrar (Academic) (in short AR (Acad)) that deals with academic and examination related administrative matters, and assist the UC in the administration and implementation of the Regulations.
 - (j) '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;
 - (k) 'Moderation Committee' means the Committee constituted by the Vice-chancellor, for the purpose of moderation of question papers and examination results;
 - (l) 'Undergraduate Council' (in short UC) means the Committee constituted by the Vice-Chancellor for administration and implementation of the Regulations, every year;
 - (m)'University' means the West Bengal National University of Juridical Sciences, Kolkata.
2. Constitution of UC: The UC shall be constituted by the Vice-chancellor. UC shall have a Chairperson, and five (05) other members, all nominated by the Vice-Chancellor by rotation. 50% of the members shall be substituted with new members, every year. No member shall continue in the UC for more than two consecutive terms. AR (Acad) shall act as the Secretary to the UC. Functioning of the UC is to be governed by the clause 3 of Regulations. Meetings of the UC shall be convened by the Secretary in consultation with the Chairperson. Presence of at least four members shall constitute the quorum. Decisions of the UC shall be by majority. In case of a tie, Chairperson shall have an additional casting vote. The Secretary shall maintain the Minutes of the meetings and also act as the custodian of records of the UC. Minutes of the UC shall be circulated among the members of the faculty.
3. Functioning and Powers of the UC: 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 UC shall arrive at a reasoned decision within seven working days from the date of receipt of the application from AR (Acad). The Vice-chancellor shall be the appellate authority on the decisions of the UC. Appeals shall be made within seven working days of communication of such decision.

Part II: Attendance

4. Attendance

No student of any of the degree programme shall be allowed to take the end semester test in a subject if the student concerned has not attended minimum of 70% of the classes held in the subject concerned as also the moot court room exercises, tutorials and practical training conducted in the subject taken together.

Provided that if a student for any exceptional reasons fail to attend 70% of the classes held in any subject, the Dean of the University or the Principal of the Centre of Legal Education, as the case may be, 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. The similar power shall rest with the Vice Chancellor or Director of a National Law University, or his authorised representative in the absence of the Dean of Law.

Provided further that a list of such students allowed to take the test with reasons recorded be forwarded to the Bar Council of India.¹

4.1. Procedure for condonation of absence:

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 workings 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]**
2. AR (Acad) shall forward all such applications within seven days of receipt of the final documents to the UC for consideration.
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.
4. The student may appeal to the Vice-chancellor for redressal of grievance, if any, over the decision of the UC, as per clause 3 of the Regulation.

4.2. Publication and Notification of Attendance Status

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.
2. The list shall also be uploaded to the University Website within the same week.
3. In appropriate cases, parents/guardians shall be notified in writing about the shortfall of attendance of their concerned wards by the AR (Acad).
4. The list of students declared ineligible to appear in the End Semester Examination shall be notified by the AR (Acad) on the next day of closing of attendance of each semester.
5. Office of the AR (Acad) shall inform the parents/guardians of debarred students in writing about the ineligibility of their ward.

¹ Modified vide 28th ACM dt. 12.11.2016

- 4.3. Closure of Attendance – Date for the closure of attendance shall be as specified in the Academic Calendar announced at the beginning of the semester.
- 4.4. Bar to Appear for Examination – Any student having attendance below 70%, and any student having attendance below 66% (for those eligible for condonation as specified in Clause 4.1) shall not be permitted to appear for the End Semester Examination. A student debarred for reasons of shortage of attendance of that academic year shall appear for the examination when the course is offered in the next academic year.

Part III: Course Structure

5. Norms for Selection and Finalisation of Elective Courses, offered to students of third, fourth and fifth years

- 5.1. 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 April 15 every year.
- 5.2. A. The AR (Acad) shall forward the aforementioned documents to the UC and the Vice-Chancellor.
B. The preliminary list of all these courses shall be finalised by the UC and circulated to the students on or before April 22 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.
- 5.3. A. Any Faculty planning to offer a course, not earlier taught by him/her in the University, shall present the Course Outline in the Faculty Meeting on such time and date as fixed by the AR (Acad) but not later than April 30.
B. Based on the comments received during the Faculty Presentation (wherever applicable) and from the Vice-Chancellor, 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.
- 5.4. A final list of Elective Courses, along with the Course Outlines, to be offered in a Semester shall be published in the Notice board and uploaded to the University Website, by the AR (Acad) at least three weeks prior to the commencement of that semester.

- 5.5. Students are required to submit their choices of Elective Course by email/in person to the Office of the AR (Acad) during such period as determined by the AR (Acad). **[Annexure-2A]** However, the aforesaid period shall be at least 15 days prior to the commencement of the concerned Semester.
1. Students have to fill up the stipulated form in person or/and email it to the designated email address.
 2. Unless specified otherwise, students shall be selected for Elective Courses with caps on class size on a first-come-first served basis.
 3. In cases of Elective Courses which are restricted on a first-come-first served basis, students shall be selected on the basis of the date and time of the submission of their choices to the Office of the AR (Acad).
- 5.6. 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.
- 5.7. After commencement of the Semester, students shall have a window of ten working days to withdraw from a course and join another course.
- 5.8. Students can change a course only by submitting a form **[Annexure-2B]** to the Office of the AR (Acad) in person or by email. On submission of such form, necessary changes shall be made in the Register of Enrolment.
- 5.9. 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 5.8.
- 5.10. The Office of the AR (Acad) shall publish a final list of students enrolled for each of the Elective Course, not later than on twelfth 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.
- 5.10A. 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.
- 5.11. 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).

- 5.12. Attendance shall be marked for all elective courses from the first working day of every Semester.
- 5.13. The total number of classes that a student attended in an Elective Course in a semester before migrating to another course, in accordance with clause 5.12, 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.
- 5.14. The Attendance Regulations, as specified in part II of the Regulation, shall apply to all Elective Courses.

Part IV: Evaluation

6. Evaluation of Compulsory Courses:

6.1 Every Compulsory Course for 3rd, 4th and 5th Year LL.B. students must have the following evaluation components:

1. End-Semester Examination - 70 Marks
2. Essay - 25 Marks (following the regulations under clause 6.4)
3. Viva on Essay - 5 Marks (following the regulations under clause 6.7)

6.2 Every Compulsory for 1st and 2nd year LL.B. student must have the following evaluation components:

1. End-semester examination--70 marks
2. Tutorial--25 marks
3. Class participation marks awarded by tutor--5 marks

6.3 A course teacher, with the prior written permission of the Vice-Chancellor, may allocate marks for class participation, Mid-Semester Examination, or any other modes of evaluation, in lieu of or in addition to those defined under clause 6.1 and 6.2 or Part VII as the case may be, within fourteen working days from the beginning of the semester, and subsequently inform the AR (Acad), who shall notify the students. No course teacher is allowed to conduct take home examination as a part of evaluation.

6.4 Essay

1. Every student, third year onwards, shall write an essay of approximately two thousand words for every compulsory subject that s/he has to complete.
2. The aforesaid essay shall be evaluated out of 25 marks.

6.5 Finalisation of Topics

1. Essay topics shall be finalized within twenty days from the commencement of the semester by the student in consultation with the course teacher concerned.
2. The complete list of essay topics shall be submitted to the AR(Acad) within four weeks from the beginning of the semester.

6.6 Submission Deadline

1. 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.
2. Essays shall be submitted in print to the designated staff in the Office of the AR (Acad). An electronic copy of the essay shall either be uploaded on the NUJSPRO Database /Turnitin, or be mailed to the designated e-mail address in accordance with the instructions of Office of the AR (Acad), within the aforementioned deadline.
3. Submission of a project paper shall be deemed to be complete only after the submission of a printed copy to the Office of the AR (Acad) and upload on the NUJSPRO Database/Turnitin or email to designated e-mail address as the case may be.
4. 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 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 has not been submitted in accordance with Rule 6.6.3.

6.7 Viva

1. There shall be a viva conducted by the course teacher on the basis of the final essay submitted.
2. Such viva shall carry 5 marks. It shall be conducted within 3 weeks from the date of submission of the essay.
3. Schedule for the Project Vivas shall be prepared by the Office of the AR (Acad).
4. All the vivas shall be completed by the course teacher at least ten days ahead of the last teaching day of the Semester.

7. Evaluation of the Elective Courses

Evaluation

7.1 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. Research Project - 30 Marks (following clause 7.3)
3. Presentation - 20 Marks (following clause 7.4)

7.2 A course teacher, with the prior written permission of the Vice-Chancellor, may allocate marks for class participation, Mid-Semester Examination, or any other modes of evaluation, in lieu of or in addition to those defined under Clause 7.1 within fourteen working days from the beginning of the semester, and subsequently inform the AR (Acad), who shall notify the students. A course teacher is allowed to conduct take home examination as a part of evaluation, subject to the approval of the Vice Chancellor.

7.3 Research Projects

1. Every student shall be required to write a research project of approximately three thousand words in each elective course that he/she registers for.
2. Such research project shall be evaluated out of 30 marks.

7.4 Project Presentation

1. Every student shall also have to present the research project in a classroom before the course teacher concerned and such number of students as the course teacher deems fit.
2. The presentation shall carry a total of 20 marks.
3. All the presentations shall be completed by the course teacher at least 7 days ahead of the last teaching day of the Semester

7.5 The distribution of marks for the research project and presentation may be altered by the Course Teacher, but only with the written consent of the Vice-Chancellor.

1. Such consent must be obtained by the course teacher before the finalisation of the Course Outline under clause 7.2 of the Regulations.
2. An intimation of grant of such consent shall be served to the UC.

7.6 Finalisation of Topics

1. Research Project topics shall be finalized within forty five days from the commencement of the semester by the student in consultation with the course teacher concerned. The latter shall submit the complete list of essay topics to the Academic Section within seven weeks from the beginning of the semester.

7.7 Deadline for Submission

1. The deadline for the submission of the research project shall be finalized by the Course Teacher, with the written permission from the Vice-Chancellor.
2. Such deadline shall however be in no case be later than seven days from the date of the last end-semester examination.
3. Rule 7.7.3: 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 marks for everyday of delay in submission.

Provided that no project or any other written submission shall be accepted for submission after the fourth 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 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 in accordance with Rule 7.7.4 or where a soft copy has been submitted but the printed copy has not been submitted in accordance with Rule 7.7.4.

7.8 The requirement of a research project in an Elective Course can be substituted with equivalent writing assignments by the Course Teacher, with the written permission of the Vice-Chancellor.

1. Such consent must be obtained by the Course Teacher before the finalisation of the Course Outline under Chapter 8.2 of the Regulations.
2. An intimation of grant of such consent shall be served to the Under-Graduate Council.

Note: Applicability of the system of project for clinic courses shall be decided by the Course Teacher in consultation with the Vice-Chancellor.

8. Extension for Participation in Moot Courts

8.1 Extension

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.
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 official deadline, for submission of project paper in any one subject in that semester.
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.
4. Such extension can be claimed for any one subject - compulsory or elective. However, it cannot be claimed for more than one subject (even where a student is participating in more than one moot court competition in a semester).

8.2 Procedure for Obtaining Extension

1. 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]
2. A copy of such letter must also be submitted to the concerned Course Teacher.
3. 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.
4. AR (Acad) shall forward such application to the UC.

Part V: Evaluation and Promotion Criteria

9. Evaluation Criteria: Students shall be evaluated on grades in a seven point scale with the corresponding grade values given below:

Sl. No.	Percentage of marks obtained	Grade	Grade Value
1.	75 and above	E (Excellent)	7
2.	70 and above but below 75	A+ (Distinction)	6
3.	65 and above but below 70	A (Very Good)	5
4.	60 and above but below 65	B+(Good)	4
5.	55 and above but below 60	B (Fair)	3
6.	50 and above but below 55	C+ (Average)	2
7.	40 and above but below 50	C (Pass)	1
8.	Below 40	F (Fail)	0

10. Indication of Repeat in Transcript: the transcript shall carry the letter “R” next to the subject in the following cases:

1. 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).
2. A student whose examination has been cancelled due to violation of examination regulations during the previous academic year.

Illustration:

- i) Transcript of a student who has failed only in Contract - I among the subjects offered in the first year, and subsequently passed in his/ her second year will carry ‘R’ besides his/her grade against Contract-I.
- ii) Transcript of a student who has failed in Contract, Commercial Law, Sociology-I among the 10 courses offered in the first year and subsequently passes these three courses in a subsequent attempt will have ‘R’ besides his/her grade against these three courses.

10A. Indication of Debarred in Transcript: The transcript of a student who has 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.

11. Promotion Criteria

- 11.1 A student must secure at least a minimum of “C” grade in 8 out of 10 courses offered in one academic year to get promotion to the next academic year (Details in clause 11.5).
- 11.2 A student who has failed in more than two subjects in an academic year shall be deemed unsuccessful as per the promotional criteria specified in clause 11.5, 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 Rule 4. However, the total number of classes under Rule 4.1 shall be calculated in all such cases from the date of readmission to the same class.

Rule 11.2A. Every student who fails to obtain promotion as per Rule 11.2. 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 as per Rule 11.3

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

- 11.3.1. 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 clause 11.5. Such student shall undergo all the components of evaluation prescribed in those subjects, except class

participation. He/she shall re-register for examination in the failed subjects and clear the same to be considered for promotion in the subsequent academic year, as per clause 11.5.

Explanation: In such a case, the marks obtained in the Repeat Examination shall be scaled up in lieu of class participation of marks.

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 and complete all the requirements of that course, except class participation and attendance, in the next academic year.

11.3.2. Notwithstanding anything contained in Rule 11, 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 previous academic year shall not be promoted as per clause 11.5. He/she shall re-register for examination in the failed subjects and clear the same to be considered for promotion in the subsequent academic year, as per clause 11.5.

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.

11.4. Subject to Rule 56, a student shall pass all the fifty subjects, within a maximum period of 10 years from the date of admission for the successful completion and award of the degree.

11.5. Detailed criteria for Promotion:

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

12. Eligibility to appear in a Repeat Examination shall be the following [Annexure 4]:

1. Securing F grade in a subject.
2. A student who has missed a regular end semester examination due to participation in a University approved moot court competition held during the end semester examination.
Such approval shall be obtained prior to the examination.
3. A student who was unable to write the end semester examination due to hospitalization or incapacitation due to any contagious disease or ailment of similar serious nature.
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.
4. A student whose examination has been cancelled due to violation of examination regulations during the previous academic year.
5. A student who participated in a Foreign Exchange Programme under Part X and allowed to write a repeat exam under Rule 58.

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 12.1 and 12.4 shall not be considered for the purpose of any medal, **prize or honour**² to be awarded on the basis of grades obtained in any subject.

² Modified vide 25th ACM dt. 17.08.2015

No student who write a Repeat Examination shall however be debarred for gold medal, award, prize or honour awarded for overall rank in the University/class.³

Amendment in provision of Retention/Redoing the provisions of Internal Assessment marks of B.Sc./B.A. LL.B (Hons.) course (project/written submission/viva etc.) and Proposed addition/amendment in Academic and Examination Regulations-2012 – regarding Repeat and Improvement examinations.⁴

- i) The honourable members, after careful consideration, resolved that no medal/cash prize/or any other rank shall be given individually or overall University ranks/medals to be given to the repeaters/improvement examination holders. Passing on the first attempt with highest marks only will be eligible for any kind of medal/prizes/rank.**

Explanation III: Any student who secures F grade in a subject and seeks to write the repeat examination for that subject in the same academic year shall, have the option of:

- i) Retaining his/her marks obtained for project and other components of evaluation originally, or

- ii) Submitting a fresh project and other components of evaluation [except class participation]. A student cannot selectively choose to resubmit/redo only some of the internal components of evaluation. In case they choose to resubmit/redo any component, they shall have to resubmit/redo all the components [apart from class participation marks which shall be retained].**

However, a student who writes a repeat examination of a subject in the next academic year shall, however, complete all components of evaluation, except class participation, as prescribed for that subject in the relevant academic year. The marks allocated for class-participation shall be assigned to end-semester examination in such a case.⁵

The honourable members of the Academic Council vide their meeting dated 17.08.2015, directed to give option to students to retain the internal components or to do the components afresh. It is also approved by the members that if the marks scored in internal components is 50% or more, the internal marks to be retained. If the student does not have 50% he/she

³ Modified vide 25th ACM dt. 17.08.2015

⁴ Modified vide 25th ACM dt. 17.08.2015

⁵ Modified vide 25th ACM dt. 17.08.2015

*may be allowed to re-do the Projects/Internal Components.*⁶

Part VI: Conduct of Credit Courses and use of earned Credits

This part of the regulation seeks to ensure quality and parity between elective courses as defined in clause 8 and credit courses. It outlines a process of prior scrutiny of the substantive content of the proposed credit courses and establishes minimum guidelines for bringing about a degree of standardization and smoother integration of these courses into the regular academic structure.

13. Allocation of Credits: Credit courses can have credits ranging from 1 to 3, depending on the number of actual contact teaching hours.

14. Duration of a Credit Course

1. 1 credit elective: minimum of 14 contact teaching hours
2. 2 credit elective: minimum of 28 contact teaching hours
3. 3 credit elective: minimum of 40 contact teaching hours

15. Requirements for a course proposal: Any person intending to offer a Credit Course shall submit to the Office of the AR (Acad), a detailed course outline which shall include:

1. Brief description of the course including course objectives and broad issues in the course,
2. Break up of topics to be covered,
3. Prescribed Readings,
4. Description of assignments, if any, proposed to be prescribed,
5. Evaluation pattern,
6. Proposed number of teaching hours (classroom sessions), and
7. Any basic pre-requisites for course (for example, knowledge of another branch of law, completion of another course, etc).

16. Prior Scrutiny of the Proposed Course

- 16.1 The Vice-Chancellor shall constitute a Faculty Committee comprising of two members of faculty who are teaching/researching in the area in which the Credit Course is proposed. The Office of the AR (Acad) shall facilitate the work of this Committee.

⁶ Modified vide 25th ACM dt. 17.08.2015

16.2 The above Committee shall scrutinise the proposed course and forward, in writing, its recommendations to the Vice-Chancellor.

16.3 In its scrutiny, the Committee shall have the following parameters:

1. Relevance of topics proposed to be covered
2. Possibility of covering the suggested topics within the suggested timeline,
3. Suggested readings, and
4. Evaluation pattern.

16.4 The Committee shall submit its recommendations to the Vice-Chancellor within a week of the receipt of a copy of the proposed course-outline.

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

17. Evaluation of the credit course:

17.1 Mode of Evaluation shall consist of the following:

1. Written examination including a take home exam, or
2. Research paper, or
3. Any model that is adopted by the course teacher and approved by the Faculty Committee constituted under clause 16.1.

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

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

1. minimum requisite percentage of attendance (as prescribed), and
2. obtained a minimum pass percentage following clause 9.

18. Number of credit courses that can be taken by a student:

18.1 No student shall be allowed to enroll in more than 3(9) Credit Courses of any weightage in a single semester.

18.2 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.

Illustration - 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 number of credit courses a student can take.

19. Utilisation of Credits for Exemption from Elective Courses

19.1 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 a three-credit course in Law and Ethics may utilise the same for seeking an exemption from an elective course, Media and Law. Credits earned for Law and Ethics cannot be further utilized for seeking an exemption from any other elective course.

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

19.3.1 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.

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

19.3.3 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.

Illustration

- (a) A student completes 3 credits through a credit course on 'Law and Religion' in her 5th Semester. She can in her 10th semester, before the last day in the window for transfer of electives, swap these 3 credits with an elective course, 'Sports Law'.
- (b) A student completes 2 credits through a credit course on 'Law and Religion' in her 5th Semester and 1 credit through a credit course on 'Perry Mason and Critical Legal Theory'. She can in her 10th semester, before the last day in the window for transfer of electives swap these 3 credits with an elective course, 'Sports Law'.

20. Procedure for Seeking Exemption

20.1 In the event an exemption is sought under clause 19, the following shall be done:

- 1. 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-5]
- 2. The Office of the AR (Acad) shall keep a record of all the exemptions sought.
- 3. The records maintained by the Office of the AR (Acad) shall be final and conclusive for all exemptions sought.
- 4. At the end of an academic year, the Office of the AR (Acad) shall issue a year wise list of all exemptions sought.

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

21. Mention in transcript

21.1 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 Faculty Committee.

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

22. Calculation of CGPA: Marks in only those credit courses which have been selected by a student for claiming an exemption shall be taken into consideration for the calculation of CGPA.

23. 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

24. Responsibilities of Academic Section

24.1 The Office of the AR (Acad), shall after consultation with the Faculty Committee constituted under cause 16.1, announce all credit courses to be offered in a given semester with the following details:

1. Duration of the course (one, two or three credit course),
2. Duration of the lecture (one, two or three hour lecture/seminar)
3. Course outline and readings,
4. Classroom where the course would be held,
5. Open or restricted course, in the event of latter, clearly specifying the restrictions,
6. Attendance requirements and evaluation pattern in consultation with the course teacher, and
7. Last date for signing up for the credit course.

24.2 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 VII: Tutorial

Tutorials are meant as a training ground for the newly admitted students, in academic research and writing. Since the students of First and Second year LL.B. come straight from the school to a University, they are not yet familiar with the basics of academic writing. Hence tutorials are devised as a system wherein a senior student guides those First and Second year of LL.B.

25. Tutorial selection

- 25.1 AR (Acad) shall invite applications from eligible students to be selected as tutors from Fourth and Fifth year LL.B. and LL.M. students.
- 25.2 Applications shall accompany a statement of purpose, CGPA as per the last declared result, and curriculum vitae. Application shall also specify the subject in which the applicant wishes to be the tutor. Such applications shall be forwarded to the Tutorial Coordinator for consideration and selection.
- 25.3 Tutorial Coordinator, on evaluation of the submitted documents and an interview, shall select the tutors, taking into consideration specific needs of the concerned subject teachers.

26 Tutorial Coordinator

26.1 The Vice Chancellor shall appoint a tutorial coordinator each for First and Second year from among the subject teachers of the respective years.

26.2 The tutorial coordinator shall schedule the tutorials.

Explanation: Scheduling of tutorials include scheduling dates of release of the problem/question and readings, submission of drafts, tutorial discussions and submission of final tutorials.

27 Guidelines for the concerned Subject Teachers

- 27.1 The concerned teacher shall release the tutorial question/problem and at least three mandatory readings, simultaneously to the tutors and the students, as per the schedule.
- 27.2 It is mandatory for the concerned teacher to meet the tutors assigned for the subject and hold discussions about the question and suggested readings, so as to offer guidance to the tutors to conduct the tutorial.
- 27.3 The maximum length for the final submission is 1500 word of texts, excluding footnotes, annexures and bibliography.
- 27.4 Tutorial shall be evaluated by the concerned teacher out of 25 marks. Photocopy of the evaluated tutorial with written comments are to be given the students, within three weeks of the final submission.
- 27.5 The concerned teacher shall ensure that the tutorials are being held as per the schedule.

28 Guidelines for the Tutors

- 28.1 Tutors are to conduct the tutorials as per the schedule.
- 28.2 Tutors shall provide written feedback on the draft with the intention of

improvement in content and quality.

28.3 Tutors shall return the drafts with the feedback before holding the tutorial Session. Students shall append the draft with feedback with the submission to the teacher.

28.4 Tutors shall report to the concerned subject teacher of any instance of copying or plagiarism, who in turn shall forward the complaint in accordance with the rules related to plagiarism/unfair means.

28.5 There shall be five marks for performance in the tutorials (draft plus contribution to tutorial discussions), which shall be awarded by the tutors and submitted to the AR (Academic) immediately after the last session of the tutorial.

Part VIII: End-semester Examination (both compulsory and elective courses)

29. 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.

30. Time frame for the conduct of End Semester Examination- End Semester Examination shall be completed before the end of the semester. Examination Schedule shall be notified two months before the Examination.

31. Submission of question paper by the subject teacher- The concerned course teacher shall submit two end-semester question papers one month 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.

32. Marks for the End Semester Examination- (1) The End Semester Examination of compulsory courses shall be ordinarily evaluated out of 70 marks (clause 6.1 and 6.2), (2) The End Semester Examination of optional courses shall be ordinarily evaluated

out of 50 marks (clause 7.1).

33. Use of unfair means during the end-semester examination- 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.

34. Extent of unfair means: 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.

35. Punishment for using 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.

Note: 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.

36. Procedure to be adopted in case of matters related to unfair means: Any incident of adoption of unfair means in 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. The student shall be asked to explain his/her conduct before the decision is taken.

37. Coding of end semester examination scripts- Examination Section shall replace the identity details of the student in the End Semester answer scripts with a code before the evaluation.

38. Submission of marks for End Semester examinations - Corrected answer scripts of End-semester examinations along with marks awarded shall be submitted to the Examination Section within one month from the last date of the end-semester examination.

39. Scrutiny and Consultation of End Semester Answer Scripts:

39.1. Scrutiny of end semester answer script- Students may apply in writing [**Annexure 7**] for scrutiny of the answer scripts of the End Semester Examination to the AR (Acad) within the time prescribed by the University and on payment of a fee of Rs. 500/- per answer script payable to the University.

Procedure for scrutiny of answer scripts: The Academic Section on receipt of application for scrutiny with due proof of payment of the prescribed fee shall make provision to scrutinize the answer script.

Explanation: Scrutiny of the answer script shall be limited to the verification that all answers have been evaluated and that there has been no clerical or mathematical error in the marks appearing on the cover page of the answer script.

39.2. Consultation Process: A student can discuss her/his End Semester answer script or project with the concerned faculty member after making an application [**Annexure 8**] to the office of the AR (Acad) within fourteen days of the publication of results. This will only be a process wherein the student will discuss the methods of qualitatively improving analytical writing skills. There shall be no change in the marks already acquired.

40. Moderation of question papers:

- a. 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.
- b. 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 rule.

Explanation:

Changes in the question paper, if any, as suggested by the Moderation committee, in writing, shall be incorporated only by the concerned subject teacher.

41. Moderation of results:

The Results Moderation Committee shall moderate results as per the rules relating to moderation of result. The Vice Chancellor shall constitute a Result Moderation Committee from the Faculty Members before the declaration of result. The Vice Chancellor shall preside over the meeting of the result Moderation Committee.

42. Improvement: A student, who has passed a subject, but is desirous of improving existing grade in a subject, may write an Improvement Examination by paying fee of Rs. 2,000/- per subject. Repeat Examination in the same subject conducted by the University within one year from the declaration of result shall be considered to be the Improvement Examination for that student. The existing grade of the student writing Improvement Examination in that subject shall stand cancelled. The grade secured in such Improvement Examination shall be final. The transcript of student who has written Improvement Examination shall carry I beside his/her grade in that subject.

Explanation I: A student who writes the improvement examination in a subject shall not be awarded medal, award, prize or honour awarded on the basis of the marks in that subject.

He/she, however, shall not be debarred from gold medal, award, prize or hounor awarded for overall rank in the University/class.⁷

Explanation II: No student shall however be allowed to write improvement examinations in more than ten subjects during the entire course.⁸

43. Guidelines for Procedure to be followed for allowing scribes/computer/any other accommodation to differently-abled candidates

- a. A candidate seeking permission to use a scribe/computer/any other accommodation in a written examination shall make a formal application to the Of-

⁷ Modified vide 25th ACM dt. 17.08.2015

⁸ Modified vide 25th ACM dt. 17.08.2015

office of the AR Academic, fifteen days prior to the commencement of such examination. **[Annexure 9]**

- b. 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.
- c. 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.
- d. 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

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

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.

43A. 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 IX: Plagiarism and Allied Academic Misconduct

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.

44. 'Academic Misconduct' includes, but is not limited to:

- a) 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.
- b) 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.

- c) 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.

- d) 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.

45. Punishment

45.1 Category I:

45.1.1. Forms of Academic Misconduct punishable under this category:
a) Plagiarism (less than 20% of the total work plagiarised or less than 15% of total work plagiarised from a single source).

45.1.2. Forms of Academic Misconduct under Category I would be punishable, 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.

Explanation:

The punishment provided under Category I would apply to repeat of a Category III offence, as though such second offence was the first offence in Category I

45.2 Category II:

45.2.1. Forms of Academic Misconduct punishable under this category are:

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

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 the components of evaluation for that subject, except class participation.

- 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.

45.3 Category III:

45.3.1. Forms of Academic Misconduct punishable under this category are:
a) Any violation of Instructions that does not constitute an offence under Categories I and II.

45.3.2. 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).

45.4 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.

46. Reporting, Complaint Procedure and Hearing:

- a. 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.
- b. The A R (Acad) shall forward the complaint within 7 working days to the UC and notify the same to the person complained against.
- c. 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.
- d. 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.
- e. If the student fails to respond to the show cause notice within the specified time, the UC shall proceed ex parte on the matter.
- f. The UC shall submit its findings and recommendations to the Vice-Chancellor within 15 days of the receipt of the complaint.

Note – Students would be required to provide a greater degree of proof whilst making an accusation of Academic Misconduct. For example, if a student reported that two other students colluded during an examination, the written assignments of both the accused students would have to reflect such collusion in order for them to be found to have violated these rules.

47. Plagiarism and Misconduct outside the University:

- a. 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:
 - i. 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);
 - ii. Withdrawal of all scholarships awarded by the University,
 - iii. Disqualification from any medal awarded by the University ,
 - iv. Disqualification from Moots and Other University Activities for a term of a year; and
 - v. Disqualification from Student-Teacher Programme and Tutorial.

- b. 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:
 - i. 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);
 - ii. Complete prohibition from representing the University in any forum, national or international, academic or extra-curricular.

Part X: Student-Teacher Programme

The Student-Teacher 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.

48. Eligibility

- a. The Programme shall be offered in the Winter Semester of every academic year to Final Year LL.B. students and Second Year LL.M. students with excellent academic credentials. 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.
- b. 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.
- c. This programme shall be open only for compulsory courses offered in the B.A. /B.Sc.-LL.B. Programme. Further, no faculty member shall be allowed to take more than one student-teacher per course.

49. Components of the Programme: [Annexure-10]

- 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 March.
 - 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 January 31, 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 February.
 - iv. The subject-teacher shall evaluate the Reading Material on the basis of the heads outlined in the proforma.

50. Finalisation of Courses for which Student-Teachers:

- a. The A R (Acad) shall request, by a notification, on or before November 1 of each year, Faculty Members interested in having a student-teacher in the following Winter Semester. Such Faculty Members shall inform his office in writing.
- b. 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 participation of student-teachers. This list shall be placed before the Vice-Chancellor for his/her approval.
- c. After obtaining the approval of the Vice-Chancellor, the A R (Acad) shall, not any later than on November 15 of every year, notify the list to students and invite applications for the programme.

51. Application Procedure: 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 a.r.academics@gmail.com before December 1 of each year.

52. Selection of Student-Teacher

- a. The Office of the A R (Acad) shall forward all the applications to the UC.
- b. The UC shall select the candidates on the basis of CGPA, grades of the students in the relevant subject and statement of purpose.
- c. The names of selected candidates shall be announced by the Office of the A R (Acad) by December 15 of every year.

53. Finalising Lesson Plans: Selected students shall meet their respective subject teachers within the first fortnight from the commencement of the Winter Semester.

54. Deadline for Submission of Research Paper: Student-teachers shall have to submit their research papers to the office of the A R (Acad) on or before the last teaching day of the Winter Semester.

Part XI – Exchange Programme with a Foreign University

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

All students who have on exchange to another University must complete 15 credits in a semester or 8 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.

56. Mention in Transcript and Calculation of CGPA

- (a) 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.
- (b) 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 135 credits at NUJS and 15 credits in a designated foreign University, the CGPA will be calculated on the basis of the 135 credits completed at NUJS alone.

57. Eligibility for Exchange Programmes

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

58. Compulsory Courses missed as a result of Exchange Programme

- (a) 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

- i) Write the Repeat Examination for that course in the semester in which the course was offered to his class or
- ii) re-register for that course in the next academic year [such re-registration shall not entail compliance with the attendance rule as per Rule 4].

Explanation 1: Grades obtained in such exam(s) shall be shown on the transcripts and considered for calculation of CGPA.

Explanation 2: Grades obtained in such exam(s) shall be shown on the transcripts without any indication of 'R'.

59. 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.

60. 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.

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 2A

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

Academic Year _____ Monsoon/Winter Semester 20 _____

Name of Student _____ ID No. _____

Year of Study: _____ Semester _____

Name of Preferred Elective Courses for the Semester [Starting with Most Preferred] -

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Signature

Date

Time

Remarks of A.R. (Academics)

ANNEXURE 2B

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

The West Bengal National University of Juridical Sciences
For Repeat/Improvement 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

5. Reason for appearing the in re-examination - whether for improvement or for repeat (please express in writing)

6. Receipt No. of fees paid for Repeat/Improvement Examination (Receipt Copy to be attached)

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 5

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)

7. 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

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 scrutiny of answer scripts

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

Receipt No. for Payment of Fees
of Rs. 500/- for scrutiny
(Copy of receipt to be attached)

Date:

Signature of Candidate

Approved/Not Approved

ANNEXURE 8

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 9

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

$$\text{CGPA} = \frac{\text{Total Credits earned through all the courses.}}{\text{Total Credits earned through all the courses.}}$$

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 1

Student A's CGPA in a course with 5 subjects would be calculated as follows:

Subjects	Credits	Grade	Grade Value	Grade Points
Legal Methods	4	E	7	$4 \times 7 = 28$
Law of Torts	4	A+	6	$4 \times 6 = 24$
Law of Contracts	4	A+	6	$4 \times 6 = 24$
Sociology	3	A	5	$3 \times 5 = 15$
Political Science	3	A+	6	$3 \times 6 = 18$
Total	18			109
CGPA				$109/18 = 6.05$

Illustration 2

If all the subjects had the same credits, student A's CGPA in a course with 5 subjects would be calculated as follows:

Subjects	Credits	Grade	Grade Value	Grade Points
Legal Methods	3	E	7	$3 \times 7 = 21$
Law of Torts	3	A+	6	$3 \times 6 = 18$
Law of Contracts	3	A+	6	$3 \times 6 = 18$
Sociology	3	A	5	$3 \times 5 = 15$
Political Science	3	A+	6	$3 \times 6 = 18$
Total	15			90
CGPA				$90/15 = 6$