

EXAMINATION REGULATIONS

B.A., LL.B. (Hons.) – Five Year Degree Course

1. CONSTITUTION OF COMMITTEES

The Vice-Chancellor shall constitute the following committees for each Academic Year:

- a) **Examination Committee:** Examination Committee shall conduct, implement and recommend on matters pertaining to examinations.

The Convener of the previous Examination Committee shall be an ex-officio member of the succeeding examination committee constituted in addition to the members nominated by the Vice-Chancellor to ensure continuity in decision-making process.

- b) **Moderation Committee:** Moderation Committee shall moderate question papers and results.
- c) **Unfair Means Committee:** Unfair Means Committee shall inquire into unfair means cases and submit report to the Registrar. Registrar shall execute the penalties for unfair means giving reasons. The student can appeal to the Vice-Chancellor who can either reduce the penalty or condone it.
- d) Vice Chancellor shall nominate class teachers for each class to facilitate student's academic activities.

2. SCHEME OF EVALUATION

The Examination is entirely internal. The teacher who offers the course shall frame the question paper. If more than one teacher offers a course, the setting of question paper and evaluation will be done jointly. The evaluation of student is on continuing basis and, following shall be the scheme of evaluation for each course:

- a) Class Attendance shall carry maximum of 5 marks.
- b) Surprise Test to be conducted after one month of teaching for 10 marks.
- c) Mid Semester Test to be conducted after two months of teaching for 10 marks.
- d) Project and Project presentation to carry 25 marks.
- e) End Semester Examination to be held for 50 marks.

3. SURPRISE AND MID SEMESTER EXAMINATION

Students who fail to take the Surprise Test or Mid-Semester Examination on account of approved Academic and/or Medical Contingency may be allowed either to retake the relevant exam or their marks to be scaled up.

4. END-SEMESTER / REPEAT AND IMPROVEMENT EXAMINATION

Repeat exam will be held for students who were either absent with prior permission or had failed or who wish to improve within 15 days of commencement of the next semester.

- a) The repeat examination shall be conducted only once (excluding the main examination) and grade secured at the repeat examination shall carry 'R' (Reappear) at the top of the Marks statement.
- b) The Students can take an improvement exam on their end-semester examination scores only. In case of Improvement examination, the grade secured by the student at the improvement examination shall be taken as the final grade and will carry the letter 'I' at the top indicating that the grade was obtained after 'Improvement Test' and will be recorded in the Grade Sheet. Improvement in project is not allowed.
- c) Candidates who absent themselves from end-semester examination without prior written permission shall not be allowed to take 'Repeat' examination. They shall re-register for the courses whenever offered and write the examinations; Candidates who are permitted to absent from End-Semester Examination and take Repeat Examination the grade obtained by them in repeat shall carry 'R'.

'However, ® shall not be indicated in case of those candidates who have been permitted by the University to absent from end-semester examination in order to participate in moot courts, conferences, seminars, exchange programs etc.'

5. ATTENDANCE

5.1.1 Every student has to secure a minimum of 75% attendance in each course.

Provided that where a student falls short of 75% attendance but secures more than 70% in a particular course, he/she will be allowed to take the exam in the course provided; he/she has secured more than 75% average attendance in all other courses excluding the course(s) in which he secured less than 70% attendance. There are no marks for attendance in such cases.

Provided further that a student who has been granted Medical Leave shall be allowed to appear in the End Semester Exam provided he/she has put in minimum of 67% attendance in each course.

The following is distribution of 5 Marks for Attendance:

<u>Percentage of Attendance</u>	<u>Marks</u>
Less than 75	No marks
75 – 79	1
80 – 84	2
85 – 89	3
90 – 94	4
95 and above	5

5.1.2. Academic Leave: Academic leave of a student shall be considered only in cases where student maintains minimum of 67% attendance:

- a) Academic leave shall be granted by the Vice-Chancellor on the recommendation of the Class Teacher and Faculty Advisor. Academic Leave shall be admissible subject to prior approval for participation in moot courts, seminars, university exchange programs, conferences, internships or any other academic / cultural / sports activities. Necessary attendance shall be given for days of absence (i.e., number of classes).
- b) Academic leave shall not exceed a maximum of ten (10) days leave per semester for all classes. Leave not availed of in one semester shall not be carried forward to the next semester/year. In addition to 10 days academic leave, a maximum of two days leave may also be allowed for visa interviews for purposes mentioned in 5.1.2(a).
- c) Students are required to submit Academic Leave forms along with copy of invitation, abstract and copy of article for prior permission. No Academic Leave shall be granted post facto.
- d) Academic Leave shall not be granted for Summer School visits, Private Exchange Programs including internships, job interviews outside the campus, Pass-port / Visa interviews, etc., during currency of the semester under any circumstances.

5.1.3 Medical Leave

- a) In case of serious ailments when a student has to be admitted as an in-patient in a clinic / hospital as recognized by the University, the classes missed will be deducted from the total classes held and attendance shall be calculated accordingly.

- (i) In genuine cases, where the hospitalization is not necessary, the Committee will accept Medical Certificate from a qualified Medical Practitioner and the same must be endorsed by the Chief-Warden.
 - (ii) The decision of the Examination Committee on acceptance or rejection of the Medical Certificate shall be final.
 - (iii) Only such student, who has less than 75% mandatory attendance, may apply for grant of medical leave provided he has secured minimum of 67% attendance. No marks for attendance shall be granted in such cases.
 - (iv) Students are required to submit medical leave forms along with medical record within a week of the student returning from the leave.
 - (v) No medical leave certificate issued / submitted post facto shall be considered under any circumstances.
- b) Any student who submits a medical certificate which is found to be fake or if the same is obtained from a non-qualified medical officer, clinic / hospital, shall be liable to disciplinary action.

6. QUESTION PAPERS

- 6.1.1** The question papers generally shall be without choice, unless provision for choice is made which shall not exceed 25% of the marks in the relevant paper in any case.
- 6.1.2** The duration of End-Semester examination shall be 2 or 2½ hours. The question papers of law courses should preferably test application through problem-based questions.

7. PROJECT AND SEMINAR SUBMISSION AND EVALUATION

- 7.1.1** While assigning the project titles to the students, the teachers concerned shall fix the last dates for submission of draft / final project and / or seminar papers.
- 7.1.2** The last date for final draft submission shall not go beyond 10th of October and 15th of April, in the relevant semesters. However the last date for submission and presentation for seminar papers may be allowed up to the day preceding the commencement of End-Semester examinations.

7.1.3 Submission after the prescribed date shall not be permitted and the student shall be awarded '0' (Zero) mark in project / seminar and the result shall be declared as 'failed'.

7.1.4 Project

Twenty Five (25) marks are assigned for project work out of which twenty (20) marks are assigned to written project and five (5) marks to project presentation in each course.

- (i) Every student is required to secure a minimum of 10 marks out of 20 assigned to the project writing; and minimum of 12½ marks out of 25 marks for both project writing and presentation put together.
- (ii) Student who fails to secure the minimum of 10 marks out of 20 marks in the project writing, 12½ marks out of 25 in total project writing and presentation is required to re-submit the project after revision for evaluation before the commencement of the next semester. If he/she fails to secure the minimum after re-submission also, he is treated as failed in the course and is required to re-register for the course subsequently in the relevant semester when the course is offered and shall submit new draft and do the presentation.
- (iii) After submission of revised project and on getting the minimum prescribed pass marks in project, if the student fails to secure minimum 50 marks out of the total marks (100) in any course, he can take the repeat examination in the relevant course.
- (iv) Project presentations shall be allowed only after submission of the final project / approved rough draft.
- (v) Students are required to submit written Project as original work. Plagiarism in project shall constitute a serious Academic Malpractice which shall carry a mandatory punishment of cancellation of the concerned paper and/or expulsion from the University for one year.
- (vi) All project presentations shall be made in the respective class rooms. Attendance is compulsory for all the students during project presentation.

7.1.5 Seminar

- (i) In respect of seminar courses, the evaluation method shall be as determined and announced by the faculty concerned before the commencement of the semester. The student shall, however, be required to secure a minimum of 50% both in the written part and presentation separately.

- (ii) No Presentation shall be allowed unless final draft or approved rough draft has already been submitted.
- (iii) Student who fails to secure the minimum of 50% marks in the seminar paper is required to re-submit after revision for evaluation before the commencement of the next semester. However, in such cases, no second chance for presentation shall be given. If he fails to secure the minimum marks in written portion after re-submission also, he is treated as 'failed' in the course and is required to re-register for the course subsequently in the relevant semester with submission of new seminar paper and presentation.
- (iii) Students are required to submit written Seminar as original work. Plagiarism in Seminar shall constitute a serious Academic Malpractice which shall carry a mandatory punishment of cancellation of the concerned paper and/or expulsion from the University for one year.
- (iv) All Seminar presentations shall be made in the respective class rooms. Attendance is compulsory for all the students during Seminar presentations.

8. EVALUATION AND AWARD OF GRADES AND GRADE VALUE (CGPA)

8.1.1 Cumulative Grade Point Average (CGPA) is arrived at by dividing the sum of the products of Grade Values and the Course Credits in each course by the total number of credits in all the courses, as per following values:

GRADE VALUES FOR CUMULATIVE GRADE POINT AVERAGE

<u>Percentage of Marks</u>	<u>Grade</u>	<u>Grade Value</u>
80 and above	O	8
75 – 79	D	7.5
70 – 74	A++	7
65 – 69	A+	6
60 – 64	A	5
55 – 59	B+	4
50 – 54	B	3
Below 50	F	0

8.1.2 The following abbreviations shall be used in the grade-sheet:

Ab	-	Absent
NA	-	Not Allowed
R	-	Repeat
W	-	Withheld (Result)
I	-	Improvement
F	-	Failed

8.1.3 A candidate to be successful has to obtain a minimum of 50% marks or the equivalent grade i.e., B in every course. However, the candidate who fails to obtain the minimum grade (i.e., B) shall be given one more chance (repeat-examination) to complete the course.

8.1.4 No Student shall be allowed to absent himself from any examination except with prior written permission of the Vice-Chancellor on a written request with reasons. Students who have obtained prior written permission from Vice-Chancellor to absent from end semester examinations for academic purposes shall not carry 'R' while others shall carry 'R'. Student who is absent without permission shall be declared 'failed' and shall not be allowed to take repeat examination and they are required to re register for the course/courses whenever offered and write the examinations

'However, ® shall not be indicated in case of those candidates who have been permitted by the University to absent from end-semester examination in order to participate in moot courts, conferences, seminars, exchange programs etc.'

8.1.5 If any student under a common understanding / intention boycott any scheduled examination, he/she shall not be allowed to write Repeat exam and may be allowed to take exam in the paper(s) concerned at the regular exam of the relevant semester(s) as and when it falls due with payment of a fine of Rs.25000/- per paper.

8.1.6 Once a student is declared as 'failed' for whatever reason, his/her grade sheet shall carry ® with the grade obtained later. Likewise, student who is not allowed to take the End Semester Examinations for shortage of attendance and has been allowed to re-register, the grade obtained subsequently shall carry ®.

9. PROMOTION SCHEME

9.1.1 No candidate shall be promoted to the next higher class unless he/she has completed all the courses except two papers in two semesters of the given year. If the candidate fails in more than two papers, he/she shall have to

re-register for the failed courses next year and shall be required to attend classes of these courses only.

9.1.2 No candidate shall be promoted to the third year without passing all the first year courses. Similarly, for the promotion to Fourth and Fifth years a Candidate should have passed all the papers in Second and Third year respectively. The prescribed amount of fee shall be paid by such candidates along with the application.

9.1.3 Promotion details are as stated below:

- (1) For promotion to II year – candidates have to pass 8 out of 10 papers of I year.
- (2) For promotion to III year, candidates have to
 - (a) pass all papers of I year and
 - (b) pass 8 papers out of 10 of II year
- (3) For promotion to IV year, candidates have to
 - (a) pass all papers of I and II years and
 - (b) pass 8 papers out of 10 of III year
- (4) For promotion to V year, candidates have to
 - (a) pass all papers of I, II and III years and
 - (b) pass 8 papers out of 10 of IV year

10. REVALUATION OF ANSWER SCRIPTS

10.1.1 Students who wish to apply for revaluation of answer scripts of End-Semester examination (including Repeat) are required to make an application to the Vice-Chancellor along with a fee of Rs.2000/- per paper within one week from the date of declaration of result, if the University is in session. If the result is declared during vacations, the request should be made within one week of re-opening of the University.

10.1.2 In no case, the request for revaluation shall be entertained after the expiry of the period mentioned above.

10.1.3 In case of revaluation, the student shall be awarded the grade obtained in revaluation. In case a student takes repeat examination and also applies for revaluation, the grade obtained in revaluation shall be final. If he fails in revaluation, the grade obtained in repeat shall be final.

10.1.4 If the difference between the original Award of marks and marks obtained in revaluation is more than 5, the increase or decrease of marks as the case may be, shall be restricted to five marks only.

11. UNFAIR MEANS AND MALPRACTICES IN EXAMINATION

11.1.1 These include the following:

- a) Possession or use of unfair means material including cell phones.
- b) Writing on any part of the body / furniture / walls.
- c) Plagiarizing projects
- d) Seeking or extending help in the exam
- e) Any boycott of exam
- f) Disclosure of identity in the answer sheet in any form
- g) Any threat / use of abusive language in exam or in the answer sheets
- h) Refusal to surrender unfair means material or attempt to destroy.
- i) Refusing to obey instructions of the Convener / Invigilator.
- j) Smuggling an answer book / additional answer book into or out of the Examination Hall.
- k) Inserting / substituting or removing any page from the answer book / additional answer book.
- l) Impersonation in exam including interchanging of Roll Numbers and/or Answer Sheets
- m) Any other similar malpractice.

11.1.2 Use of Unfair Means shall be inquired into by the Unfair Means Committee and the Report shall be submitted to the Registrar.

11.1.3 The following malpractices shall carry mandatory punishments mentioned against each:

- a) Any incitement/provocation or abetment of examination boycott or boycott: Expulsion from the University for one year and / or a fine of Rs. 15,000/- per candidate.
- b) Smuggling of answer books in or out of the examination hall: Expulsion from the University for one year.
- c) Possession and use of unfair means, materials and / or gadgets: Cancellation of all the examinations of the relevant semester of the candidate.
- d) Possession of unfair means, materials and / or gadgets without its use: Cancellation of the examination of that particular course.

- e) Misbehavior, threats or use of abusive language against examination staff: A fine of Rs. 15,000/- and / or expulsion for one year.
- f) Destruction or attempted destruction of unfair means material and / or refusal to hand them over to the staff: Cancellation of all the examinations of the relevant semester of the candidate.
- g) Any punishment(s), once imposed shall be communicated in writing to the parents / guardians of the candidate.
- h) The students who have been subjected to any of these penalties shall not be sent to represent the University in any of the co-curricular and extracurricular activities in the following year.
- i) The students who have been subjected to any of these penalties, shall not be eligible for any 'medal' or 'award', 'financial aid' or 'fee concessions' from the University.

11.1.4 An Inquiry Committee will be constituted by the Vice-Chancellor to inquire into unfair means. The Committee shall submit its report to the Registrar who will impose the penalty with reasons. Appeal can be made to the Vice-Chancellor who can either reduce the penalty or condone the same.'

12. AWARD OF GOLD MEDALS

12.1.1 Gold Medal/s shall be awarded in the respective course/s on the basis of their respective highest grades obtained as per the gold medal regulations.

12.1.2 Student who has been fined Rs. 1000/- or more (inclusive of all fines) or has been expelled from the Hostel / University for any act of indiscipline shall not be eligible for award of gold medal/s.

12.1.3 Grade obtained at Improvement Examination shall not be considered for award of Gold Medals / Selection for Exchange Programs / Scholarships / Fee Concessions etc.

13. EXCHANGE PROGRAMMES

13.1.1. Students are allowed to go abroad under Exchange Programme on the basis of their Academic performance during the course of their study.

13.1.2. Students who has been fined Rs. 1000/- or more (inclusive of fines) or has been expelled from the Hostel / University for any act of indiscipline shall not be eligible to be considered under Exchange Programs.

13.1.3 Grade obtained at Improvement Examination shall not be considered for award of Gold Medals / Selection for Exchange Programs / Scholarships / Fee Concessions etc.

14. AWARD OF DEGREES

A student shall be eligible for the award of B.A., LL.B. (Hons.) degree provided he/she has successfully completed all the prescribed 50 courses with a total of 180 credits and has obtained a minimum of CGPA of 3.00 out of 8.00 within the maximum period of seven years of his/her admission to B.A.,LL.B.(Hons.) five year course inclusive of the year of Admission.

