

**EXAMINATION REGULATIONS**  
**LL.M. – 2-Year Degree Programme**  
**(From the Academic Year 2011 – 2012)**

**1. CONSTITUTION OF COMMITTEES**

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

- a) **PG Committee:** PG Committee shall supervise the over all functions of LL.M. Programme and shall make necessary recommendations on academic, examination and other academic related matters.
- b) **PG 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 Committee constituted in addition to the members nominated by the Vice-Chancellor to ensure continuity in decision-making process.

- c) **PG Moderation Committee:** Moderation Committee shall moderate question papers and results.
- d) **PG Unfair Means Committee:** Unfair Means Committee shall inquire into unfair means cases and submit report to the Registrar. Registrar will impose the penalty giving reasons. Appeal can be made to the Vice-Chancellor who can either reduce the penalty or condone the same.
- e) **PG Class Teachers:** Vice-Chancellor shall nominate class teachers for each class to facilitate student's academic activities.

**2. SCHEME OF EVALUATION**

The following shall be the scheme of evaluation for each course:

- 2.1 Each of the courses shall carry a maximum of 100 marks and the dissertation shall carry a maximum of 200 marks. The distribution of marks shall be as follows for each course:

Attendance	:	5 Marks
Written Project	:	20 Marks
Presentation	:	5 Marks
End Semester Examinations	:	70 Marks

The Distribution of marks for dissertation is as follows:

Dissertation	:	100 Marks
Viva voce	:	50 Marks
Teaching Assignments	:	50 Marks

(5 classes of 10 marks each)

- 2.2 The paper setting for the written examination shall be done by the teacher who handled the course. The evaluation of answer scripts of the written examination shall be done by the concerned internal / external teacher. The evaluation of the dissertation shall however be done by an external examiner who shall be appointed by the Vice-Chancellor from a panel of experts provided by the course teacher concerned.
- 2.3 Every LL.M. student will be associated with teacher. The student shall attend the specific class of B.A., LL.B. (Hons) Degree Course of the particular teacher, and assist him/her in preparation of teaching materials and all other related activities.

### 3. ATTENDANCE

- 3.1 Every student has to secure a minimum of 75% attendance in each course in each Semester.

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/she 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

- 3.2 **Academic Leave:** Academic leave of a student shall be considered only in cases where student maintains minimum of 70% 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 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 3.2(a).
- c) Students are required to submit an Academic Leave forms along with a copy of invitation, abstract and copy of an 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 Programmes including internships, job interviews outside the campus, etc., during currency of the Semester under any circumstances.

### **3.3 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 Examination Committee will accept Medical Certificate from a qualified Medical Practitioner and the same must be endorsed by the Chief-Warden concerned.
  - (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.

## **4. PROJECT SUBMISSION AND EVALUATION**

- 4.1 While assigning the project titles to the students, the teachers concerned shall fix the last dates for submission of draft / final project report.

**4.2** The last date for final draft submission shall not go beyond October 10 and April 15 in the relevant Semesters. Submission after the prescribed date shall not be permitted and the student shall be awarded '0' (Zero) mark in project and the result shall be declared as 'failed'.

### **4.3 Project**

Twenty Five (25) marks are assigned for project work out of which twenty (20) marks are assigned to written report of the 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/she 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 report / approved rough draft.
- (v) Students are required to submit their written Project report 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.

## **5. END-SEMESTER / REPEAT AND IMPROVEMENT EXAMINATION**

- 5.1** End-semester examination will be conducted at the end of the Semester. The exam will be for 70 marks and three hours duration.
- 5.2** Repeat / Improvement exam will be held for students who were either absent with prior permission or had failed in the end semester examination or who wish to improve within 15 days of commencement of the next Semester.

**5.3** 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 Grade secured. The same shall be recorded in the Grade Sheet.

**5.4** The Students who appear for end-semester examination and secure pass marks are only entitled to apply for improvement examination and shall take the examination at the time of repeat examination. Students who fail in end-semester examination are anyhow entitled to repeat examination but they cannot apply for improvement examination again. 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 of the Grade secured indicating that the grade was obtained after 'Improvement Test' and will be recorded in the Grade Sheet. Improvement in project is not allowed.

## **6. QUESTION PAPERS**

**6.1** 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.

## **7. DISSERTATION**

- (i) The number of pages of the Dissertation shall not be less than 120 pages but shall not exceed 150 pages.
- (ii) The Coverpage, Supervisor's Certificate, Student's Declaration and the manner of giving Acknowledgements shall be given as prescribed by the P.G. Committee.
- (iii) The faculty member who is guiding the LL.M. student shall maintain an attendance register in which the student must sign on every working day. In case the student fails to get 75% attendance he / she will not be allowed to submit the Dissertation.

Provided further that a student who has been granted Medical Leave shall be allowed to submit the Dissertation provided he / she has put in minimum 67% attendance.

- (iv) The Semester IV students shall compulsorily deliver five lectures to the B.A., LL.B., (Hons.) Degree Course students. Each lecture consisting of one-hour duration and the lecture must be related to their area of specialization.

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

- 8.1 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 table:

### CUMULATIVE GRADE POINT AVERAGE

<u>Percentage of Marks</u>	<u>Grade</u>	<u>CGPA</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

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

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

- 8.3 A candidate to be successful has to obtain a minimum of 50% marks or the equivalent grade, i.e., B in every course/dissertation. 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.
- 8.4 No Student shall be allowed to absent himself / herself from any examination except with prior written permission of the Vice-Chancellor on a written request with reasons. Student who is absent without permission shall not be allowed to take repeat examination such students shall re-register for the courses whenever offered and write the examinations.
- 8.5 If any student under a common understanding / intention boycott any scheduled examination, he / she shall not be allowed to write Repeat examination and may be required 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 Rs. 25,000/- per paper.

- 8.6** Once a student is declared as 'failed' for whatever reason, his/her grade 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 ®.

However, ® should 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.

**8.7** Dissertation

**8.7.1** After submission of Dissertation the Vice-Chancellor, on the recommendations of the guide concerned, shall appoint one external examiner who is an expert in the area of Dissertation.

**8.7.2** The examiner shall enter the award of marks repeat in the prescribed proforma and return the same to the University.

**8.7.3** Candidate must secure a minimum of 50% marks in the Dissertation.

**8.7.4** After a candidate qualifies in Dissertation there will be viva-voce which will be valued for 50 marks.

**8.7.5** If a candidate secures 'F' grade in Dissertation or fails to submit the Dissertation within the time permitted he/she shall have one more chance to submit a revised Dissertation or Dissertation as the case may be within such time as required by the University.

- 8.8** A student admitted to the LL.M. Degree Programme shall have to complete all the prescribed requirements within a maximum period of 4 years from and including the year of admission in order to be eligible for the award of the Degree.

**9. PROMOTION SCHEME**

- 9.1** If a candidate clears four papers out of seven papers in the first year including the papers cleared at the repeat examination he / she shall be promoted to second year.

- 9.2** No candidate shall, however be allowed to submit the Dissertation at the end of the fourth Semester unless he/she has passed in all the courses obtaining atleast the minimum grade prescribed.

**10. REVALUATION OF ANSWER SCRIPTS**

- 10.1** 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 shall be made within one week of re-opening of the University.

- 10.2** In no case, the request for revaluation shall be entertained after the expiry of the period mentioned above.
- 10.3** 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 considered as final. However, if he fails in revaluation, the grade obtained in repeat shall be considered as final.
- 10.4** In revaluation, the student should secure more than 07 (seven) marks then only revaluation marks will be taken into consideration. In case, the difference is less than 07 (seven) marks original marks must be taken into consideration. Same principle is applicable for reduction of marks also.

## **11. UNFAIR MEANS AND MALPRACTICES IN EXAMINATION**

- 11.1** Following are considered to be cases of unfair means and malpractices:
- a) Possession and use of unfair means material including cell phones.
  - b) Writing on any part of the body / furniture / walls.
  - c) Plagiarizing project reports.
  - d) Seeking or extending help in the exam oral and/or written
  - e) Boycott of exam
  - f) Disclosure of identity in the answer sheet in any form
  - g) 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 Examination Committee Convenor / Members / 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.
- 11.2** Use of Unfair Means shall be inquired into by the PG Unfair Means Committee and the Report shall be submitted to Vice-Chancellor.
- 11.3** 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.

**11.4** 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** Gold Medal/s shall be awarded in the respective course/s on the basis of their highest grades obtained as per Gold Medal Regulations.

**12.2** Student who has been fined for 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.

- 12.3** 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 Students are allowed to go abroad under Student Exchange Programme on the basis of their Academic performance during the course of their study.
- 13.2 Student who has been fined for 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 Student Exchange Programme.
- 13.3 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 THE DEGREE**

A student shall be eligible for the award of LL.M Degree if he/she has completed all the courses and Dissertation obtaining at least a “B” grade; and has secured cumulative grade point average of 4 out of 8 within the maximum period of four years of his/her admission to LL.M two year course inclusive of the year of Admission.

