

2008

NATIONAL LAW UNIVERSITY MANUAL



NATIONAL LAW UNIVERSITY
NH 65, NAGPUR ROAD MANDOR
JODHPUR 342304



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RULES FOR MAINTAINING DISCIPLINE

PART-I: (STATEMENT OF OBJECT AND REASONS)

Discipline is a must for the development of any institution. No example of continuous progress without complete disciplinary spirit can ever be found anywhere. Educational institutions are living institutions. Students coming out of them follow a norm of constructiveness with the sacred Gangotri like stream of their knowledge. The development of progressive institutions is hurdled for want of disciplined work style. Keeping this fact in view Proctorial Board has been set up to ensure thorough discipline in the University. The elements acting against legal criterion, are controlled by reformatory means and if necessary by legal procedure, so that this sacred shrine may accomplish its duty of 'gyan yajna' without any hindrance.

All powers relating to the discipline and disciplinary actions in relation to the students of the University shall vest in the Vice-Chancellor as per the provisions of section 31 of The National Law University Act 1999,(Act no. 22 of 1999) and he shall be assisted by a Proctor(s) who shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor.

The Proctorial Board headed by the Chief Proctor (disciplinary authority of the University) shall assist the Vice Chancellor in maintaining order in the University Campus and to see that the disciplinary rules are followed properly. Proctorial Board consists of Chief Proctor and Proctors who are conscious and concerned about interests of students. Cases of indiscipline or indecent behavior of any student in the campus of the University and cases of individual/group harassment, threats, manhandling etc. are to be dealt with strictly by the Proctorial Board.

There are certain rules and regulation framed by the University from time to time, which are to be followed to maintain the cordial atmosphere in the campus. Without prejudice to the generality of the powers of the Vice Chancellor, various authorities in the University, viz. faculty in the class, warden (Proctor) in the Halls of Residence and Librarian in the Library, shall have the authority to exercise all such disciplinary powers over students in their respective places in the University as may be necessary for the proper conduct and discipline of students in the University campus. Such authorities shall be fully authorized to take appropriate action in case of indiscipline or indecent behaviour of the student and expel the concerned student from the class, library or Halls of residence, subject to the approval of the Chief Proctor. The general rules for the said purpose, are laid down as follows.

PART-II: (RULE STRUCTURE)

A: General Rules of Discipline and Good Conduct:

1. Every registered student shall follow the Rules of Conduct 2002, as approved by the competent authority and amended from time to time.
2. The National Law University, Jodhpur is a residential University and every student shall remain in residence and campus day and night throughout the semester. Moving out of the campus shall be regulated as follows:
 - a. No student shall leave the campus without permission of the warden. During class hours i.e. 7.00 am to 05.00 pm permission shall be given, only for unavoidable reasons by the Dean concerned* on the recommendation of the mentor concerned.
 - b. No student shall be given permission to go out of the campus more than twice a week, except in exceptional case beyond two days by the chief warden on the recommendation of the mentor concerned.

* Concerned Dean for UG students would mean the Dean of the Faculty to which they belong, viz management, science etc. For the students of PG, the concerned authority would be; in case of PG Insurance studies, the Additional Director, Institute of Insurance Studies, for PG students of MBA/MBL, the Dean of Faculty of Management and for PG IPR the Dean of Science Faculty.

- c. Normally permission shall be given for the period from 05.00 pm to 09.00 pm. Permission for night stay or absence during night, in very exceptional cases, shall be given by the chief warden on the recommendation of the mentor concerned.
 - d. Breach of the rules shall lead to penalty by the chief warden. Aggrieved student will have remedy of appeal before the vice chancellor within a week.
 - e. In the event of absence of warden, the powers of the warden, under these rules, shall be exercised by the chief warden or any other warden as authorized by the chief warden. In the absence of the chief warden, the power shall be exercised by the Chief Proctor. In the absence of the Chief Proctor the Dean/mentor shall exercise those powers, and in the absence of Dean/Mentor the person authorized by the Dean of the concerned faculty shall exercise the powers of such Dean/mentor.
3. Every student shall maintain high standard of peace, tranquility and ideal conduct, cleanliness and discipline in his/her room. No student shall play music at high volume, shout and scream or commit acts of mis-behaviour with his/her fellow students.
 4. Ragging in any form is strictly prohibited and would attract severe disciplinary action and punishment of expulsion from University.
 5. Obscene and indecent behaviour shall invite strict disciplinary action as per rules.
 6. Sexual harassment or any practice derogatory to human dignity and personal privacy are strictly prohibited. Any one found indulging in such act would be placed before the committee on sexual harassment/violence constituted by the University authorities for taking immediate and appropriate action. Until the Committee for prevention of Sexual harassment/violence is so constituted, the Disciplinary Council (Women) shall have all such powers as necessary or expedient to deal with the cases of sexual harassment/violence in the University Campus.
 7. Without prejudice to the generality of power to enforce discipline under the rules the following shall amount to act of gross indiscipline:
 - a. Physical assault or threat to use physical force against any member of the teaching and non teaching staff of the University/department and against any student within the Campus of National Law University, Jodhpur;

- b. Carrying of, use of or threat to use of any weapon;
 - c. Keeping, using or inducing to use any intoxicant, including smoking or any drug or contraband. (The campus of National Law University is no smoke zone)
 - d. Any violation of the provision of the Civil Right Protection Act, 1976;
 - e. Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - f. Any practice-whether verbal or otherwise-derogatory to women;
 - g. Any attempts at bribing or corruption in any manner;
 - h. Willful destruction of institutional property;
 - i. Creating ill will or intolerance on religious or communal grounds;
 - j. Causing disruption in any manner of the academic functioning of the University system;
 - k. Ragging of any kind;
 - l. Entering into argument with security staff;
 - m. Suppressing the knowledge of act of indiscipline of other students;
 - n. Abetting, sharing common intention of act of indiscipline with other students;
 - o. Forming unlawful assembly and sharing common object, the act which constitutes an act of indiscipline.
8. Ragging in any form is strictly prohibited, within the premises of the University as well as outside when the student move in a group in the University bus or in public transport.
9. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with strictly under these rules.

10. Ragging for the purpose of this Ordinance means any act, conduct or practice by which dominant power or status of senior student is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which
 - a. Involve physical assault or threat, use of physical force;
 - b. Violate the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - c. Violate the status, dignity and honour of women students;
 - d. Expose students to ridicule, contempt and affect their self esteem;
 - e. Entail verbal abuse and digression, indecent gesture and obscene behaviour.

11. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and the several authorities of the University who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances and the rules that have been framed there-under by the University.

B: RULES FOR HALLS OF RESIDENCE:

1. It is mandatory for all students to adhere to the Rules strictly, framed for Halls of Residence, mess and extra-curricular activities in the campus. Since the University aims and professes excellence in professional education, there is no scope for students to indulge in political activities inside campus. Evidence of any political activity inside the campus shall be considered an act of indiscipline and shall be tackled seriously and strictly.

2. No student shall give tip, favour etc. to watchmen or sweeper of the university or any other functionary including the mess staff.

3. No student will misuse the I.T. facility. The breach will lead to severe penalty including rustication/suspension from the university.

4. Students are expected to reach the classroom in the morning hours fresh, having good sleep of about six hours. They should manage the time available after the class hours i.e. between 4.00 pm to 12 pm. After completing their studies they are expected to go to bed before 12 pm. The internet connection shall be disconnected at 2:00 a.m. and restored at 05:00 am.
5. Students shall refrain from littering in and around Halls of residence, students welfare center and playground. If found guilty, he/she shall be required to clean halls of residence, students welfare center or playground as the case may be or pay fine of Rs. 500/- as directed by the chief warden/authorized person.
6. All student-residents shall report to their respective halls of residence by 10.30 p.m positively. No inter-hostel movement after 10.30 p.m. shall be allowed unless the warden concerned authorizes students in advance for the same. While authorizing or refusing the same the warden shall weigh inconvenience caused to other students.

C: DISCIPLINE & ATTENDANCE IN THE CLASSES.

1. Every subject/course shall have 50 minutes class. The student shall not leave the class during this 50 minutes period and in case he/she leaves the class, the faculty has a right to mark absent and refuse to permit him/her again in the class.
2. Sleeping or chitchatting in the classroom shall not be permitted. In such cases, the faculty concerned has a right to ask the student to leave the classroom and mark him/her absent.
3. The use of cell phone in the academic block and library is strictly prohibited. Use of cell pone in academic block/library shall be considered a serious indiscipline. The faculty concerned and/or the proctor/chief proctor shall have the right to sieze the cell phone and inflict an appropriate penalty.
4. The use of laptop during the class/lecture is strictly prohibited, except with the permission or on direction of the class teacher.
5. All the student visiting the academic block shall be in formal dress. Shorts, Bermudas, skirts, chappals, and body revealing dresses shall not fall in the category of formal dress.

D: RULES OF THE LIBRARY

1. The following shall be the rules of the library, to be observed strictly.
 - a. Complete silence is to be maintained.
 - b. Talking, discussion or using mobile phones is not allowed
 - c. Eatables and drinks (tea and soft drinks) are not allowed
 - d. Sleeping inside the library is strictly prohibited
 - e. Earphones, headphones and I-pods etc are not allowed
 - f. Library computer is not for non-academic uses
 - g. Violation of library rules will result in strict disciplinary action
 - h. Mutilation of Books is a serious mis-conduct and the student found mutilating the books shall personally be liable for replacement, repair or renovation of the books or periodicals and can also be fined by an appropriate authority.
 - i. Any default in return of the books and bare Acts will be subjected to a fine of Rs. 10/- per day.
 - j. Personal books and other belongings are not allowed inside the library, except notebook, laptop or certain papers, with the permission of the librarian.
 - k. Librarian is the final authority to maintain order and discipline in the library, designate a particular act as an act of indiscipline in the library and ask the student concerned to leave the library and/or impose any other appropriate punishment.

PART-III: AUTHORITIES AND THEIR FUNCTIONS

VICE CHANCELLOR

All powers relating to discipline and disciplinary action in relation to students of the University, in accordance with section 31 of National Law University, Jodhpur Act of 1999 (Act 22 of 1999), shall vest in the Vice-Chancellor.

The Vice-Chancellor may delegate all or any of his powers as he deems proper to a Proctor(s) and to such other officers as he may specify in this behalf.

Without prejudice to the generality of his powers relating to the maintenance of discipline in accordance with section 31 of National Law University, Jodhpur Act of 1999 (Act 22 of 1999), and taking such action, as may seem to him appropriate for the maintenance of discipline, the Vice-Chancellor may, in exercise of his powers, by order, direct that any student or students be expelled, or rusticated, for a specified period, or be not admitted to a course or courses of study in the University or a faculty of the University for stated period, or be punished with fine for an amount to be specified in the order, or be debarred from taking an examination or examinations conducted by the University, Faculty or Department or a Centre or Institution of the University for one or more years, or that the results of the student or students concerned in the examination or examinations in which he/she or they have appeared be cancelled.

CHIEF PROCTOR

The Chief Proctor shall be responsible for the maintenance of discipline among the students of the University. The Chief Proctor shall be competent,

- a. To advise the Vice-Chancellor in the maintenance of discipline and proper conduct among the students of the University.
- b. To review from time to time the overall situation regarding discipline in the University and consider special cases referred to it by the Vice-Chancellor or other authorities of the University.

The Chief Proctor shall on behalf of the Vice-Chancellor receive and act upon any report received by him from Teacher, Warden or any public complaints against a student or a group of students.

In the event of breach of discipline and or misconduct / mis-behaviour on the part of a student or a group of students, the Proctor(s) shall have powers:

- a. To oversee general discipline in the university and assist the Vice Chancellor in ensuring that the university functions smoothly.
- b. To enquire into the cases of indiscipline *suo moto*, or on report from any student, teacher etc.
- c. To admonish, and issue written warning in case a student is found guilty of indiscipline. If the act of indiscipline recurs more than twice, the matter shall be committed to the concerned disciplinary council for proper action according to the procedure laid down in part-IV of these rules
- d. To impose a fine up to Rs. 1000/- (Rupees One Thousand) on a student at a time.
- e. To suspend a student or students and to keep the University out of bounds for such student/students until further orders.
- f. Or to make any other appropriate order.

THE DISCIPLINARY COUNCIL (WOMEN)

As per the Supreme Court's mandatory guidelines issued in "Vishakha Judgement" (1997) which have the status of law and subsequent directives of National Human Rights Commission, New Delhi; National Commissions for Women, New Delhi; Ministry of Human Resource Development, New Delhi and The University Grants Commission, New Delhi concerning prevention of sexual harassment of women employees / students at workplaces / University Campuses and for speedy redressal of complaints made by the victims, **Disciplinary Council (Women)** shall be formed in the University which shall take care of

such cases and shall be headed by Chief Warden (Women), and two Wardens (women's Hostel), to be co-opted by the Chief Warden (Women), with the prior consent of the Vice Chancellor. The Disciplinary Council (Women) without prejudice to the generality of its powers shall have following powers to inquire into the alleged cases of indiscipline and gross mis-conduct or any other case of mis-behaviour including ragging and shall be competent to do the following.

- a. To oversee general discipline of the University in general and amongst lady students in particular and assist the Vice Chancellor in ensuring that the University functions smoothly.
- b. To enquire into the cases of indiscipline *suo moto*, or on report from any student, teacher etc.
- c. To admonish, and issue written warning in case a student is found guilty of indiscipline. If the act of indiscipline recurs more than twice, the matter shall be proceeded against such student in accordance with the procedure laid down in part-IV of these rules
- d. To impose a fine up to Rs. 500/- (Rupees five hundreds only) on a student at a time.
- e. To suspend a student or students and to keep the University out of bounds for such student/students until further orders.
- f. Or to make any other appropriate order.

Apart from this the Chief Warden (Women's Hostel), in consultation with/under the orders of the registrar, would be responsible for allotment of student's accommodation as per the policy, arranging for the proper food in the Hostels, maintaining proper order and discipline in the women's hostels. She may also award punishment to the students in case of indiscipline in the Hostels. She would recommend improvements in the living facility of students to the competent authorities of the University. She may report matters related to indiscipline/neglect of duty caused by any of the Wardens or employees of the Hostels to the competent authorities for appropriate action. She would implement the policy pertaining to Hostels as communicated from time to time by the Vice-Chancellor. Besides, being Chief Warden, she would attend her normal duties in her faculty/department,

THE DISCIPLINARY COUNCIL (MEN)

For maintaining discipline in the University Campus and for speedy redressal of complaints / grievances of the students, a **Disciplinary Council (men)** shall be formed in the University which shall take care of such cases and shall be headed by Chief Warden (men), and two Wardens (men's Hostel), to be co-opted by the Chief Warden (men), with the prior consent of the Vice Chancellor. The Disciplinary Council (men) shall have powers to inquire into the alleged cases of indiscipline and gross mis-conduct or any other case of mis-behaviour including ragging and shall be competent to award the following punishment.

- a. To oversee general discipline in the university and assist the Vice Chancellor in ensuring that the university functions smoothly.
- b. To enquire into the cases of indiscipline *suo moto*, or on report from any student, teacher etc.
- c. To admonish, and issue written warning in case a student is found guilty of indiscipline. If the act of indiscipline recurs more than twice, the matter shall be proceeded against the concerned student in accordance with the procedure laid down for the purpose under part-IV of these rules.
- d. To impose a fine up to Rs. 500/- (Rupees five hundreds only) on a student at a time.
- e. To suspend a student or students and to keep the University out of bounds for such student/students until further orders.
- f. Or to make any other appropriate order.

Apart from this the Chief Warden (Men's Hostel) in consultation with/under the orders of the registrar, is responsible for allotment of student's accommodation as per the policy, arranging for the proper food in the Hostels, maintaining proper order and discipline in the men's hostels. He may also award punishment to the students in case of indiscipline in the Hostels. He would recommend improvements in the living facility of students to the competent authorities of the University. He may report matters related to indiscipline/neglect of duty caused by any of the Wardens or employees of the Hostels to the competent authorities for appropriate action. He would implement the policy pertaining to Hostels as communicated from time to time by the Vice-Chancellor. Besides, being Chief Warden, he would attend his normal duties in his faculty/department.

WARDENS

Warden (s) (men's hostel or women's hostel) is the primary authority that would keep in touch with the students and shall help students learn better ways of living and behaving with their fellow students in consonance with the finest tradition of the Indian value system and of National Law University, Jodhpur. Their behaviour towards students is expected to be that of a local guardian rather than of an 'authority' in the University. However for preventing deviant behaviour of some, they, without any prejudice to the generality of their powers, would have the following powers.

- a. To oversee general discipline in the Hall of the residence concerned and assist the Vice Chancellor in ensuring that the University functions smoothly.
- b. To enquire into the cases of indiscipline *suo moto*, or on report from any student, teacher etc.
- c. To admonish, and issue written warning in case a student is found guilty of indiscipline. If the act of indiscipline recurs more than twice, the matter shall be reported to the concerned Disciplinary Council.
- d. To impose a fine up to Rs. 200/- (Rupees two hundreds only) on a student at a time.
- e. To suspend a student or students and to keep the University out of bounds for such student/students until further orders.
- f. Or to make any other appropriate order.

Action taken by the warden(s)/Proctor(s) shall immediately be reported to the University's concerned Disciplinary Council. Apart from this the warden would implement the policy pertaining to Hostels as communicated from time to time by the Vice-Chancellor or any other authority subordinate to him. Besides, being Warden, he would attend his normal duties in his faculty/department.

PART-IV: PROCEDURE FOR DISCIPLINARY CASES

Indiscipline is always a matter of aberration and has to be looked at from the point of view of the socio-psychological pathology of the student concerned. The approach of the authorities, dealing with disciplinary cases, has to be that of a local guardian rather than that of a legal authority of the university.

An element of empathy therefore becomes a necessity in all cases of disciplinary proceedings on the part of the authority dealing with the disciplinary cases.

The Warden, who is the primary authority at the immediate level, is competent to take note/cognizance of every reported/unreported case of indiscipline, conduct preliminary inquiries, makes searches and seizures and admonish a student, found guilty of indiscipline. He may also issue written warnings/impose fines in cases of serious breach of indiscipline. If the act of indiscipline recurs more than twice, the matter shall be referred to the concerned Disciplinary Council. Without prejudice to the generality of the power and the authority of the Warden, it is made clear that the Warden shall evolve or adopt a procedure, which he thinks proper or expedient for the purpose of dealing with the case in hand and shall not be bound by the technicalities of any procedure prescribed there-for. Any decision or action taken by him shall not be challengeable on the grounds of inappropriateness of procedure. However, the Warden shall report the case to the chief warden, as and when an action involving punishment of any kind, is taken by him. In the instances of serious breach of discipline or misconduct / misbehaviour where the Warden is/are convinced that action in excess of powers vested in him is called for, he shall refer all such cases to the concerned Disciplinary Council for its consideration and appropriate action.

Appeal to the Disciplinary Council (Men/Women) by the student concerned shall be made within one week from the date of receipt of orders of the Warden(s), which may confirm, modify or reverse the decision of the Warden(s).

The Disciplinary Council concerned shall listen and decide the matter in an appropriate manner and shall evolve or adopt a procedure, which it thinks appropriate or expedient for the matter in hand. It can admonish, issue written warnings, impose fines and take such other action for which it is authorized under the rules. In cases of serious breach of discipline or misconduct / misbehavior, where the Disciplinary Council is convinced that the action in excess of powers, vested in it is called for, the said Council shall refer all such cases to Chief Proctor for his consideration and appropriate action. The student aggrieved by the decisions/orders of the Disciplinary Council would be able to make an appeal to the Chief Proctor within one week from the date of receipt of the decision/order of the Disciplinary Council.

The Chief Proctor shall listen and decide such cases of appeals in an appropriate manner and shall evolve or adopt a procedure, which he thinks appropriate or expedient for the matter in hand.

Notwithstanding any provision contained above a student may appeal to the Vice Chancellor against any decision of the Warden(s), Disciplinary Councils or the Chief Proctor, in accordance with the procedure of appeal and arbitration.

RULES OF CONDUCT – HALLS OF RESIDENCE

WARDEN

There shall be a warden in each Halls of Residence, herein after called HoR, appointed by the Vice Chancellor from time to time who shall submit periodical reports to the Chief Warden, if any, to be placed before the Committee of Wardens, if any or directly to the Campus Security & Disciplinary Committee. The Warden should present in the respective HoR at 10.30 pm to check the attendance and discipline of the students. The Warden should make a list of faculties and should invite the faculties who are residents and non-residents of the campus to visit the hostels to check the maintenance and to provide suggestions. The Warden should shift the sweepers and chowkidars from one hostel to another every fortnight.

CHIEF WARDEN AND COMMITTEE OF WARDENS

All the wardens of all HoR shall form the Committee of Wardens which shall be presided over by the Chief Warden appointed by the Vice Chancellor. The Committee should meet in the last working day of week and shall discuss about the periodical reports about the respective HoR and the minutes should be circulated to the Campus Security and Disciplinary Committee and who shall place the same before the Vice-Chancellor.

General Rule on Discipline: Students shall in general maintain high standard of peace and tranquility all the time, during their stay in HoR, and in particular,

- a. Maintain cleanliness and strict discipline in their flats, rooms and in HoR
- b. Not play music at high volume, shout, scream or any such misbehaviour that would annoy, disturb or irritate any resident of HoR and
- c. Not to smoke, drink, consume narcotic drugs and misbehaving due to their impact
- d. Not to remain in HoR during the class hours unless there is permission from Warden
- e. Not violate any other guidelines given by the HoR Committee to maintain strict discipline.

DINING HALL CONDUCT

The Common Mess will serve vegetarian regulated healthy food. Non-vegetarian food may also be served on demand of the student (extra payment) twice a week, as fixed by the Mess Committee. Inmates of the HoR shall take breakfast, lunch and dinner in the Dining Hall and shall not carry any food articles, cutleries and crockery from the Dinner Hall to their respective rooms or flats provided that the Warden may give special permission to carry food to the room of a sick student in special circumstances.

HALLS OF RESIDENCE (HOR) COMMITTEE

There shall be a HoR Committee constituted by the Warden. Committee should contain representatives from all floors of all HoR. The duty of the members of the Committee is given below:

- a. Allotment of rooms
- b. Formulating and notifying guidelines for maintenance of discipline and order

- c. To look after the maintenance of cleanliness, strict discipline and welfare of the students in their respective floor
- d. To check the working nature of the sweepers, chowkidars and care-takers
- e. To look into day to day administration and instances of grievances and complaints
- f. To discharge any other functions as may be given by the Warden.

The periodical reports should be intimated to the Warden from time to time and the Committee should conduct a meeting once in a week under the chairmanship of Warden. The decision taking authority is vested with the Warden and Warden's decision is final.

The HoR Committee under the chairmanship of Warden, shall deal with the grievances and complaints. Notice should be issued.

APPEAL

In the event a student is not satisfied with the grievance remedy as decided by the HoR Committee, there may be an appeal to the Chief Warden and Committee of Wardens. In the event the decision of the Chief Warden and Committee of Warden is not satisfactory either to the student/Warden, there may be an appeal to the Campus Security & Disciplinary Committee and the same should be notified to the Vice Chancellor.

TIMINGS

The residents of HoR shall observe strictly the following:

- a. Return to the respective HoR latest by 10.00 pm

- b. Special permission may be taken to come to the Campus after 9.00 pm. Such permission is given only in case of emergency, special circumstances which the Warden feels reasonable. The purpose should be given in the application for permission. The Warden may refuse such permission where late coming in the Campus is not strictly required.
- c. Special permission may be taken to come to the HoR after 10.30 pm from the Warden provided that the purpose for the same is given in the application for permission. The Warden may refuse such permission where late coming in the HoR is not strictly required.
- d. Stay out overnight is strictly prohibited unless a prior permission is taken from the Warden and the same is in the knowledge of the parent/local guardian. (Stay out permission is for whole night and reporting to campus after 5 am). Provided further that, the application must specify reason for stay out, place of stay out and the contact telephone number, if available. The warden may insist the student to confirm the same from the parent/ local guardian.
- e. Visitors shall not be taken to the room of the students. They can only meet in the lobby unless in special circumstances the Warden permits the visitor in the room. In case of HoR for girls, no male member as a visitor is allowed i.e., above the age of 14 years.
- f. No inter-hostel movement after 10.30 pm unless in special circumstances the Warden permits.

All the main doors of the HoR should be closed by 11.00 pm and will be opened at 4.30 am. In case of any emergency, the student should report the same to the floor member of HoR Committee and the if the reason is found justifiable the member can allow and the same should be intimated to the Warden immediately in the morning.

VEHICLES

Students are not allowed to bring the vehicles into the Campus. Only Bi-cycles are allowed.

Only in exceptional circumstances which the Warden feels justifiable, can allow the student to bring vehicle into the Campus. The decision of the Warden is final. The vehicles should be driven with minimum speed of 20-30 km pr hour. The risks and consequences of maintaining and handling of the vehicles would be matter of absolute concern of the student and their parents.

Provided that a student having a valid license an brining the vehicle to be parked in the allotted space within the precincts of HoR. An amount of Rs. 150 for a two-wheeler and an amount of Rs. 300 for a four wheeler would be levied as parking charge par month which would be collected by the University I advance for the entire semester on declaration by the student concerned.

PROHIBITION

Smoking of intoxicated and contraband substances and consumption of alcohol or alcoholic substances shall be strictly prohibited. Any one found in possession of such substance shall be expelled from the HoR on spot and the decision of the Warden in this regard shall be final. Such student shall also be liable for expulsion from the university.

RAGGING

Ragging in any form is strictly prohibited and would attract severe disciplinary action and may attract the punishment of expulsion from the university.

OBSCENE AND INDECENT BEHAVIOUR

Obscene and indecent behaviour in the campus and in the HoR shall invite strict disciplinary action. If the same is found by any employee of the university, the same should be reported to the Warden and Warden should expel them from the HoR. The decision of the Warden is final.

EVE TEASING AND DEROGATORY PRACTICES

Eve teasing and any practice derogatory to human dignity and personal privacy are strictly prohibited. Any one found indulging in such acts would be placed before the Committee on Sex Violence constituted by the University authorities for taking appropriate action.

MAINTENANCE AND INFRASTRUCTURE

Each room in the flat has been provided with furniture and appliances such as table, chair, sleeping cot, fan, tube light, geysers in the bathroom and other such material as may be notified by the Warden from time to time. Each student shall use such material with adequate care like an ordinary prudent person. Any damage or loss caused or loss caused thereto shall be borne by the student concerned.

REFERENCE

Any dispute or problem arising between the students, for whatsoever reasons, shall lodge immediately to the Warden who shall refer the same to the Campus Security and Disciplinary Committee.

PROTOCOL

The protocol should be developed by the Warden with the help of HoR Committee which shall inter alia, include guidelines for use of facilities to be developed by HoR.

FINALITY

In matters of maintenance of discipline in the HoR the decision of the Warden shall be final.

RULES OF EXAMINATION

S.NO.	Rules and Protocols
1	Rules of Examination 2007
2	Rules of Re-evaluation
3	Rules of Unfair Means
4	Rules of Continuous Assessment
5	Rules of Court Room Exercises (CRE) Assessment
6	Rules of Project Work Assessment
7	Rules of Attendance
	(a) Marks for Attendance
	(b) Deemed Attendance
8	Rules of Examination 2002
	(a) Rules of Re-registration
	(b) Rules of Carry Forward
	(c) Rules of Improvement
	(d) Other Rules
9	Rules of Examination for PG Courses
10	Gold Medal Rules
11	Examination Hall Protocol
12	Appendix A (Instructions for Invigilators to deal with Unfair Means Cases)
13	Appendix B (Performa for Deemed Attendance Application)

RULES OF EXAMINATION 2007

Following rules are made in pursuance of the Resolution No.6 of the Academic Council passed in its meeting held on 23rd December 2006.

1. Short title and Commencement

- a. These rules may be called as Rules of Examination and Evaluation, 2007.
- b. These rules shall come into force from July 2007 and shall be applicable to the batch of students taking admission in the year 2007 and afterwards.

2. Controller of Examination

- a. There shall be a Controller of Examination as per The National Law University, Jodhpur Act 1999.
- b. The Vice-Chancellor shall appoint the Controller of Examination from time to time.
- c. The Controller of Examination shall be responsible for holding of all Examinations to be conducted by the University.
- d. He shall be custodian of entire examination records.
- e. He shall be responsible for preparation and dispatch of Grade Cards. However, the Registrar shall sign notification of results.

3. Examination Committee

There shall be a standing committee comprising of Controller of Examination as Chairman and such other members as may be appointed by the Vice-chancellor from time to time to assist and advice Controller of Examination and further perform such other functions as may be assigned by the Vice-Chancellor from time to time.

4. Assessment System

All examination shall consist of continuous assessment and the end-term examination. The end-term examination component will be of 50%. The scheme of continuous assessment shall be designed according to the need of teaching-learning process in the course as approved by the Faculty concerned viz. Law / Management / Science / Policy Science. The scheme of continuous evaluation shall be made known to the students at the beginning of every semester by the teacher concerned.

5. Grades and Grade Point

The marks secured by the students in individual courses shall be converted into Grades and Grade Points as per the following table.

SN	Score	Grade	Grade Point
1	90% and above	O Outstanding	10
2	85% to 89%	A+ Excellent	9.0
3	80% to 84%	A Excellent	8.5
4	75% to 79%	B+ Very Good	8.0
5	70% to 74%	B Very Good	7.5
6	65% to 69%	C+ Good	7.0
7	60% to 64%	C Good	6.5
8	55% to 59%	D+ Above Average	6.0
9	48% to 54%	D Average	5.5
10	Below 48%	E Failure	0

6. Pass Grade per Semester

A student must secure at least Grade D (Grade Point = 5.5) in individual subject and in aggregate to pass.

7. Repeat Examination

A student failing in not more than three subjects will be allowed to take repeat examination in the end-term component of the Course(s) in which he/she has failed. A student shall be allowed to take only one repeat examination. The grades secured at a repeat examination shall carry letter "R" at the top. Students unable to take the main examinations due to participation in Moot Court competitions or on medical grounds shall be allowed to appear in the repeat examination as first attempt. However, he/she shall not be given a second attempt and grade secured in such repeat examination shall not carry the letter "R" at the top.

A student seeking repeat examination in any subject shall apply to the Controller of Examination along with a fee of Rs. 500/- per subject by such date as notified by the Controller of Examination.

8. Promotion to next higher semester

A student shall be required to pass in all the subjects of the semester to be promoted to the next higher semester. However, if a student has been allowed to take repeat examination in not more than three subjects, he/she may be provisionally registered for the higher semester. In case, he/she fails to meet the requirements of the Rule (6) above, as a result of the repeat examination(s), his / her registration for the higher semester shall automatically stand cancelled. The student will have to seek re-admission in the lower semester next year. He/she will be eligible to get a refund of fee of the higher semester as per rules.

9. Moderation

Any result may be moderated. The moderation will be carried by committee(s) appointed by the Vice-Chancellor.

10. Limitation

The integrated five-year course shall be completed within a maximum period of eight years. The limitation of PG courses shall be four years.

11. Semester Grade Card

Students' score-sheet with Cumulative Grade Point Average (CGPA) shall be communicated to the parents at the end of each semester.

RULES OF RE-EVALUATION

As per the decision by the Academic Council dated October 15, 2005, Agenda Item No.11, the following scheme of re-evaluation has been adopted for the sake of End Term Examination.

1. The answer sheet will be evaluated by a competent faculty member, other than the teacher, who had evaluated the script first time. In case no suitable faculty is available then re-evaluation of the paper/s would be done by an external examiner appointed by the concerned Dean. The examiner will get remuneration of Rs.100/- for the same.
2. Students will have to pay a re-evaluation fee of Rs. 200 per paper.
3. Re-totaling of the marks will be done with a fee of Rs. 50 per paper.
4. The student must submit the application for re-evaluation within a month of the declaration of the result or within a week of the commencement of the semester after vacation, whichever is later.
5. In case of 10 percent variation of the marks obtained by the student, the earlier grade shall be upheld. In case of a higher variation, the marks secured in the re-evaluation shall stand.
6. The student will be informed about the marks and grade secured and a fresh marks card will be issued if there is a change in grade.
7. Re-evaluation will be permitted only in two papers in a semester.

8. While submitting the script to other examiner, a care shall be taken that the marks awarded are concealed.
9. Because of the re-evaluation if a student secures more marks than the student entitled for gold medal then the person senior in the merit list will also get options to apply for the re-evaluation as per the rules.

RULES OF UNFAIR MEANS

As per the decision of the Academic Council dated 07/01/06 the following rules for the use or attempt to use of unfair means during the university examination has been adopted.

Rule 1: At the commencement of the each session of examination, the invigilator of every room/hall shall make the following announcement:

“No candidate is permitted to carry with him / her in the Examination Hall any paper, book or note or any other kind of material, including cell-phone and laptop computers but not limited to these, which may be used by him / her for answering the question paper excepting materials used for writing, drawing or material authorized by the examiner. Possession of any unauthorized material shall be deemed as using unfair means in the examination and shall attract punishment as per the rules.”

The invigilator shall certify, in writing, that the above announcement has been made.

Rule 2: No candidate shall be permitted to carry with him/her in the Examination Hall any paper, book or note or any other kind of material which may be used by him/her for answering the question paper excepting materials used for writing, drawing or material authorized by the examiner.

Rule 3: If a candidate is detected or suspected by the Invigilator of the Examination Center/Room or by any other person authorized by the Vice-Chancellor in this behalf of using or attempting to use unfair means at an Examination conducted by the University, the concerned person will take away his/her

answer book and supply a fresh answer book to the candidate concerned. The concerned Invigilator or any other person authorized in this behalf will not go away from the seat of the candidate suspected/detected and immediately cause the presence of Center Superintendent. Any candidate who is alleged to have used unfair means or alleged to have attempted unfair means shall be supplied with an unfair-means form to be filled by the candidate in the presence of the Centre Superintendent. The suspected material recovered from the candidate shall be signed by the Invigilator and the candidate and, then along with the first answer book, sealed in an envelope in presence of the candidate concerned. The first answer book so recovered should be marked as, 'I', and the other answer book given to the candidate after being caught, detected or suspected be marked as 'II'. The Invigilator will instruct the candidate concerned not to repeat the question or questions already attempted in 'I' answer book.

Rule 4: In case a candidate so detected or suspected as mentioned in R.3, refuses to fill and sign the form mentioned above, the Invigilator shall make his/her own report accordingly and the same shall be signed by the Center Superintendent. The answer books marked 'I' and 'II' together with the material recovered from the candidate and the form mentioned above, shall be sent to the examiner separately in a sealed cover.

Explanation

- a. The term 'Unfair Means' shall include taking into examination Hall/Room any material which could be used by the candidate in taking assistance in answering the question-paper.
- b. The above term also includes talking to other candidates or showing or seeing answer books of another candidate or in any manner getting assistance from another by speech or by gestures.
- c. In case, the candidate is exonerated of the charges of using unfair means, his/her both the answer books shall be evaluated.

Rule 5: The Registrar after receiving the above materials, together with the connected reports, shall send the same to the Examiner for his / her opinion as prescribed in the form meant for use of unfair means. After receipt of the report of the Examiner, the Registrar shall serve a show cause notice on the concerned candidate mentioning specific allegations against him / her by the Invigilator or any other

persons mentioned in Rule 3 and the Examiner, and demand an explanation from the candidate to be submitted within two days from the date on which the letter is served on him. The show cause notice shall also mention the quantum of punishment as per Rule 9, which may be awarded to the candidate and the date and time when he/she ought to appear before the Committee for personal hearing.

Rule 6: After the expiry of the time of notice, the Controller shall submit all the relevant materials together with the reply of the candidate, if any, before the Unfair Means Committee constituted by the Vice Chancellor.

Rule 7: The Vice Chancellor shall appoint the Unfair Means Committee to deal with the matters concerning the use of unfair means or attempt to use unfair means by a candidate during any of the examination of the University.

- a. The Unfair Means Committee shall consist of the following:
 - I. One Dean / Director as the Convener*
 - II. Two Faculty Members.*
 - III. Controller of Examination will be the Member-Secretary.*
- b. Three members shall form the quorum.
- c. In the event of tie, the Convener shall exercise the casting vote.
- d. If any member of the Unfair Means Committee happens to be connected with reporting of the unfair means case in any manner, he shall withdraw from the Committee when such a case is considered by the Committee.

Note: The above panels shall remain valid till substituted.

Rule 8: The Committee shall adopt the following procedure for inquiring into the case:

- a. The Committee shall examine the concerning records, namely, the reports of the Invigilator or any other person mentioned in R.2 and the Examiner and the material found in possession of the candidate which was used or intended or attempted to have been used by him/her, together with his/her explanation tendered and also the explanation submitted by the candidate in pursuance of the notice issued to him/her by the Chairperson of the Examination Committee.

- b. The Committee shall permit the parties to lead evidence in the form of affidavit and/or documents in support of their case and allow inspection of the documents filed by either party but in no case the answer book(s) shall be shown to the candidates concerned. No lawyer would be permitted to appear on behalf of either party.
- c. The Committee shall send its recommendation to the Vice Chancellor for approval. In case, the Vice Chancellor does not agree with recommendation of the Unfair Means Committee, he shall refer the matter back to Unfair Means Committee for reconsideration, along with his comments. The Unfair Means Committee shall consider the comments of the Vice Chancellor before re-formulating its recommendation, which shall be binding.

QUANTUM OF PUNISHMENT

Rule 9: The quantum of punishment shall be decided by the Unfair Means Committee in accordance with the following norm:

- a. If the candidate is found in possession of any incriminating material then his/her complete examination for that semester will be cancelled.
- b. If the candidate is found with material for copying and also found copying from the material in his/her possession and on being caught red-handed, he/she tries to struggle with the Invigilator or creates any kind of difficulty in the examination hall either with the Invigilator or anybody else doing inspection there, including either chewing or swallowing the material or doing any such thing which would show that the candidate is trying to destroy that material or even if he/she has destroyed the material, his/her that examination shall be cancelled and further he/she shall be rusticated from the University for a period of one year.
- c. Any other punishment commensurate with gravity of the charges on the delinquent candidate.

RULES OF CONTINUOUS ASSESSMENT

1. The end-term examination component will be of 50%. The scheme of continuous assessment shall be designed according to the need of teaching-learning process in the course as approved by the Faculty concerned viz. Law / Management / Science / Policy Science. The scheme of continuous evaluation shall be made known to the students at the beginning of every semester by the teacher concerned.

2. The Continuous Assessment shall consist of following components:
 - a. Announced / Monthly / Modular Tests
 - b. Unannounced / Snap Tests
 - c. Case Studies
 - d. Project Work
 - e. Attendance
 - f. Court Room Exercises (CRE)
 - g. Laboratory Exercises
 - h. Any other assessment process administered by the course teacher.

3. There shall be a maximum of five tests in each subject. However, the Faculty members have discretion to consider either best two or best three tests out of total five tests conducted for final result. In all such cases no retest would be given to a student on account of his absence for any reason. Eg. In a subject out of five tests conducted if a faculty member is counting only best three tests then there is no need to re-conduct a test for the students who absented themselves for any reason.
 - a. Violation of Examination Rules and Protocol: Any violation of the Examination protocol either in the examination hall or while the examination is being conducted through continuing evaluation shall be considered as a gross violation of the University Unfair Means Rules and attract punishment accordingly.

 - b. Teachers are required to submit the answer-sheets of all continuous assessments after evaluation to the Controller of Examination for computation of results. All records of the continuous assessments shall be maintained with the Controller of Examination. The evaluated answer-sheets must be submitted immediately after the result of the same has been disclosed to the students.

RULES OF COURT ROOM EXERCISES (CRE)

1. There shall be Court Room Exercises in Law Courses as decided by the Faculty.
2. CRE schedule for students shall be finalized by the course teacher and the students must have to abide by it.
3. Director / Chairman, Clinical Legal Education shall be the coordinator for CREs.
4. The number of Rounds shall be decided by the concerned course teacher in consultation with Director/Chairman, Clinical Legal Education.
5. Two teachers shall be present during the CRE in the Court Room (Along with the principal faculty there shall be one more faculty to assist him/her)
6. Students who remain absent from the CRE on the scheduled day shall not be given further chance. However, under extraordinary circumstances the matter shall be decided by the Director/Chairman, Clinical Legal Education in consultation with Dean, Faculty of Law.
7. Dress Code: The following are the dress code in a Court Room Exercise, which shall comprise the attire:
 - a. Students representing the Clients in the Court Room shall be in complete attire.
 - b. White shirt full sleeves and White/Black Stripped Trousers used by the Legal Professionals.
 - c. Plain Black Tie or white band used by the Legal Professionals.
 - d. Black Coat
 - e. Black Shoe and black socks
 - f. Black Gown by Legal Professionals provided that in the first three years of the Course this may not be insisted.
8. **Court Room Decorum:** All students attending the Court Room Exercise shall strictly follow the Court Room decorum while the Court is in session. Any breach of Court Room Discipline shall

attract disciplinary action. Cell Phones are not allowed inside the courtroom. Students are not allowed to use laptop unless permitted.

9. **Make Up of Attendance:** In so far as attendance make up is concerned the same rule shall apply for general participation in the Court Room. The presiding officer of the Court shall reschedule the participation of such student as representing the client in the Court for the purpose of giving the opportunity of presenting for the concerned student.
10. **Court Room Protocol:** Students are required to strictly follow the Court Room Protocol as instructed by the Faculty In-Charge.
11. **Evaluation:** The memorials and presentation in the Court shall be evaluated in such manner as may be prescribed by the Faculty member concerned in the protocol.

RULES OF PROJECT WORK ASSESSMENT

1. **Project component in each course:** Unless otherwise provided, each course shall contain a component of self-learning through assignment of a project work by the Faculty member concerned.
2. **Allotment of credit:** The project shall contain such percentage of marks to be evaluated as may be prescribed by the Subject Faculty member concerned.
3. **Submission:** Students shall be required to complete the project and submit at such time as may be stipulated by the respective Course Coordinator. The Project Works shall be directly submitted to the Controller of Examination on or before the date of submission.
4. **Evaluation:** The Subject Teachers shall collect the project works from the Controller of Examination for evaluation and the same shall be returned to the Controller of Examination after evaluation. The project shall be evaluated in such manner as may be prescribed by the course teacher concerned.
5. **Penalty for Late Submission:** Penalty in the form of negative marking shall be imposed for late submission at the rate of 01 marks / day for a maximum of seven days and thereafter the project shall not be accepted.

6. **Protocol for Project Writing:** The Project has to be written according to the protocol stipulated by the faculty concerned.

RULES OF ATTENDANCE

- 1 All students shall attend the classes, court room exercises and practical regularly. A student is required to have a minimum 75% attendance of the total number of classes held in each of the subjects/courses in a semester.
- 2 Students seeking condonation of shortage of attendance on medical grounds shall submit the application in the given pro-forma supported by certificate from appropriate medical authority to the Chief Course Coordinator within seven days of his / her resuming the classes. The Chief Course Coordinator shall place the same before the Deans and Directors Committee for considerations. Condonation on medical ground is granted only when a student falls short of attendance below the required 75% and up to 66%.
- 3 As per Bar Council of India Rules: The students shall be required to put in minimum attendance of 66% of the lectures on each of the subjects as also at the Moot courts and practical training course:

Provided that in exceptional cases for reasons to be recorded and communicated to the Bar Council of India, the Dean of the Faculty of Law or Principal of Law Colleges may condone attendance short of those required by this rule, if the student had attended 66% of the lectures in the aggregate for the semester or annual examination as the case may be.
- 4 Five (05) marks will be awarded for attendance proportionately distributed based on the percentage of the classes attended during the semester.
- 5 If a student falls short of required attendance in more than two courses in a semester, he/she has to be readmitted in the same semester for all the papers. In case of shortage of attendance in two courses, he/she will be allowed to appear in the end term examination of other courses and on their passing will be promoted to the next semester. In the next semester as regular student he/she has to re-register in the course/courses on depositing the prescribed fee. A maximum of two papers will be allowed in such cases. (The provision of re-registration shall be applicable only to the batches admitted till 2006.)

- 6 The Faculty Members are required to submit the attendance details of the previous month on the seventh working day of the next month. A copy each shall be submitted to the Course Coordinator and the Controller of Examination. The attendance position of the students who are falling below the required percentage will be communicated to the student and his/her parents periodically by the respective course coordinators.
- 7 The student representing Inter University Moot Court Competitions (National / International) will be given deemed attendance as under:-
 - a. PARTICIPATION in National Moot Court Competition - 4 days for memorial preparation plus actual days of competition plus actual number of days taken towards traveling.
 - b. PARTICIPATION in International Moot Court Competition - 6 days for preparation of memorials plus actual days of competition plus actual number of days taken towards traveling.

8 Instructions for Faculty Members:

With regard to attendance, a Faculty member shall adhere to the following Rules:

- a. On the Front Page of the Register the Faculty Member must enter the Name of the Course, Semester and Name of the Faculty, Year etc.
- b. Attendance should be marked in progressive increasing numerical and absent should be marked as 'A'. Both the names and roll numbers should be mentioned in the attendance register e.g.

July 2008									
Roll No.	Name	1 (M)	2 (T)	3 (W)	4 (T)	5 (F)	6 (S)	7 (S)	8 (M)
123	Parika	1	2	A	3	4	A	Off	5
124	Rahul	1	A	2	3	A	4	Off	5

- a. Attendance register should be filled up for each class in the class itself by ink not by pencil.
- b. Dots, any other mark and blank spaces should not be used in the attendance register.

- c. Attendance of a month should be submitted to the concerned Course Coordinator by the third working day of the next month. Progressive total of attendance and the percentage should be worked out by the teacher and should be submitted along with the attendance.
- d. Names of students having less than the required percentage of attendance should be underlined or bold-faced.
- e. The Deans/Directors shall check the attendance register of the concerned courses periodically.
- f. If there is any change in the attendance previously submitted to the Coordinator, the concerned faculty member should give the reasons in writing and verify the same.
- g. A Computer format can be provided and all faculty members should submit the attendance in that format to the respective Coordinators and the Controller of Examination.
- h. Students, short of required attendance, shall be informed of their attendance by the teacher and proof of intimation shall be obtained and submitted to the course coordinator. The Course Coordinator shall also intimate the shortage of attendance to the mentor concerned.
- i. Course Coordinator should ensure that parents of students having shortage of attendance are informed within 4 days and proof of intimation must be preserved. Possibility of posting the attendance-shortage statement in the University website will be explored with the Info-Tech Committee.
- j. Deemed attendance, as and when received from the concerned In-charges, should be entered in the register by red ink and should be shown separately in the account of the attendance shall be taken into account while calculating the percentage of attendance.
- k. The cut-off date for the calculation of attendance will be four working days before the date of commencement of examination. Thereafter, no attendance will be marked. Teacher concerned shall then calculate the percentage of attendance and shall submit the same to the Course Coordinator, along with the attendance register. The course Coordinator will prepare a summary showing the names of the students with attendance less than the required percentage will be submitted to the Chairman, Deans' Committee.

RULES OF EXAMINATION 2002

(These rules are applicable for batches up to 2006 only)

1. **Rules of Examination:** Rules of Re-evaluation, Rules of Unfair Means and all other rules shall be applicable for the batches up to 2006 except the rules that are mentioned in this section.
2. **Rules of Evaluation:** The evaluation shall be regular and continuous as per the UGC requirement. The End Term Examination will be for 40 Marks in Under Graduate Programs and 50 marks in Post Graduate degree programs out of the total 100 marks. The rest of marks shall be on the basis of continuous assessment in the form of Practical, Court Room Exercises, Snap Tests, Modular Tests/Monthly Tests, Mid-term Examination and Project Writing.
3. **Repeat and Improvement:** The Repeat and Improvement examination could be taken only on end term and Project components of the course concerned.
4. **Procedure for Repeat:** A student who fails in a course can take not more than two repeat examinations in the same component or can take one repeat in two components. A student seeking repeat on failure in any course shall immediately after the notification of the result apply to Chairman, Examination Committee proposing the option of two repeats in one component or one repeat in two components along with the submission of the examination fee of Rs. 200/- per subject. On receipt of the application, the examination committee shall decide on allowing such repeat or repeats.
5. **Time of the Repeat Exam:** The Repeat Examination shall be taken as and when the examination committee decides to hold the same.
6. **Rules of Re-registration:**
 - a. If a student fails in a course even after II repeat examinations the student concerned may re-register for the same course along with the regular students in the same subject offered in the next year. Provided that no student can carry over to the next year more than three courses from one or both semesters of the previous year.

Explanation I: From the 14 papers of the First Two Semesters of the First Year a student must have a pass in 11 subjects and may carry over 3 courses of one or both the semesters taken together, to the next year.

Explanation II: First Semester Course are to be taken in the Third Semester, Second Semester courses in the Fourth Semester, Third Semester Courses in the Fifth Semester and so on and so forth, unless the Faculty otherwise re-schedules a course, in which case the re-schedule time shall be the time of re-registration. As for example, if a third semester course is brought up to the Fifth Semester; re-registration can be done along with the fifth semester only.

7. Rules of Carry forward:

a. A Student cannot carry forward any course of a year by more than a year.

Explanation I: All first year courses carried over to the second year must be completed in the second year and cannot be carried to the Third Year so on and so forth unless the Faculty re-schedules the course.

Explanation II: If a student could not pass one or more courses of the first year during the re-registration period of the second year, the concerned student shall not be registered for the Third Year Courses (fifth semester courses) until the concerned student clears the first year courses by taking readmission in the first year. However, the second year courses carried over can be completed by re-registration with the third year students, so on and so forth.

b. **Limitation:** The integrated five-year course shall be completed within a maximum period of eight years.

8. Rules of Improvement:

a. Improvement can be offered only once in a course as may be scheduled by the Examination Committee. An application is to be made immediately after the final examination results are out within such time as prescribed by the examination committee. An application fee of Rs. 200/- per subject shall also accompany the application.

Provided that, if in the improvement examination the grade has not improved or the grade is lower than the original examination the grade of the original examination shall stand.

9. **Other Rules:**

- a. **Semester Grade Card:** Student's Score sheet with cumulative Grade Point Aggregate (CGPA) shall be communicated to the parents with Faculty observations, if any, at the end of each semester.

- b. **Pass Grade per Course:** Student must obtain at least 'C' Grade with a grade point of 2 (Two) to pass a course.

- c. **Minimum CGPA for the composite Honors Degree:** In order to obtain the undergraduate degree of integrated honors course leading to B.A. LLB. (Hons.), B.B.A. LLB.(Hons.), and B.Sc. LLB.(Hons.), a student shall obtain a CGPA of 4 (Four) and above.

10. **Marks for Percentage of Attendance:** The marks for percentage of class attended by a student shall be provided in accordance with the rule of attendance clause 8.

11. **Grades and Grade Point**

The marks secured by the students in individual courses shall be converted into Grades and Grade Points as per the following table.

S.No.	Score	Grade	Grade Point
1	80 % and Above	O	10
2	75% to 79%	D+	9
3	70% to 74%	D	8
4	65% to 69%	A+	7
5	60% to 64%	A	6
6	55% to 59%	B+	5
7	50% to 54%	B	4
8	45% to 49%	C+	3
9	40% to 44%	C	2
10	Below 40 %	F	1

RULES OF EXAMINATION FOR PG COURSES

1. Rules of Examination 2002 shall be applicable for students of PG courses who were admitted till 2006. Rules of Examination 2007 shall be applicable to the Students of PG since 2007.

2. All Dissertations towards fulfillment of the respective courses should be submitted within the final semester of the respective courses. However, the date of submission may be extended by a committee constituted by the Vice Chancellor to this effect.

RULES FOR CONFERRING/AWARDING GOLD MEDALS

1. **University Gold Medal:** There shall be a University Gold Medal to be awarded to First Rank Holder in BA LL.B. (Hons.) / B.Sc. LL.B.(Hons.) / BBA. LLB (Hons.) on the basis of CGPA taking the program as a whole, provided that the students registering for double and triple honors courses shall not have the grades secured in those courses to be taken into consideration for such Gold Medals.
2. **Gold Medal for Master Degree:** There shall be a University Gold Medal for each of the Master Degree Program taking the program separately.
3. **Gold Medal in Streams:** There is likely to be Gold Medal to be awarded by way of endowments, in each stream (such as Science, Policy Science, Management and Law) to be awarded to the students having highest CGPA in the stream concerned provided that honors courses shall not be considered for such gold medals.
4. **Gold Medal for Honors Courses / Subjects:** There is likely to be a gold medal established by endowments in each honors program as well as in individual subjects to be awarded to the students having highest CGPA in the concerned honors program or in individual subjects.
5. **Eligibility Criteria:** Eligibility Criteria for any Gold Medals to be awarded are as follows:
 - a. The Students must have completed all courses under the program in one chance that is, repeat in any course shall disentitle the student from the gold medal.
 - b. Improvement shall not be considered for the purpose of gold medal.
 - c. There is no charge or misconduct, violation of rules or breach of code of ethics that is the students concerned must not have been served with a memo or nay punishment on account of the above charge during the entire program.

- d. Tie CGPA: In the event of students securing same CGPA the total marks obtained shall be considered for awarding the gold medal, on the basis of entire program, program in the discipline, honors program and courses as the case may be. Provided that if the total marks obtained by the students are also same, the students concerned shall be declared as joint holders of the Gold Medal.

EXAMINATION HALL PROTOCOL (GENERAL INSTRUCTIONS)

- a. Students must take their seat before the first bell (five minutes before the start of Examination) of the Examination in their allotted seat.
- b. Students are not allowed to go outside the examination hall in the first half an hour or the last half an hour of the examination unless they have completed the examination.
- c. In any case, they shall not be allowed to go outside the examination hall more than once during the exam for some emergency purpose. Invigilator's decision in this regard shall be final.
- d. In case of late arrival students will not be allowed in examination hall.
- e. Students shall not carry any materials, personal belongings, electronic gadgets, into the examination hall except a watch indicating time only, a calculator as specified and writing materials.
- f. Keeping cell phones is strictly prohibited in examination hall. Students are not allowed to keep even switched off cell phones with them inside the examination hall.
- g. No explanation can be sought from any one on any contents of the question paper. Such an attempt shall attract disciplinary action.
- h. Students should not write anything on the question paper except Roll No.
- i. Students must stop writing as soon as the final bell indicating completion of the examination is given. Any attempt to write further on the answer sheet shall attract disciplinary action.
- j. Any attempt to copying or talking inside the examination hall is strictly prohibited and such incident shall attract disciplinary action.

- k. Any misbehavior with the Invigilators' in the examination hall or other officials shall attract strict disciplinary action. Students are required not to enter into any dialogue with anybody during the examination unless such a dialogue is under the instructions specified in the question paper.
- l. Students are required to strictly follow the instructions printed on the question paper.
- m. Sharing of Pens, Eraser and any other material by the students inside the Examination Hall is strictly prohibited.

APPENDIX—A**Instructions for Invigilators with Unfair Means Cases**

- a. Read the notice about the Unfair Means immediately after the distribution of question papers. If candidate submits any material to the Invigilators it should be kept aside out of the examination hall. This should be done before the commencement of every examination (daily) in the examination hall/room.
- b. Invigilator must take the signature of the students on the sheet every day where the candidate declares that he has read the unfair means instruction. The Invigilator must countersign.
- c. In case of the detection of the use or attempt to use of unfair means the Invigilator concern shall take the answer book of the candidate and the incriminating material in his/her possession and will cause the presence of Center Superintendent.
- d. Till the Superintendent arrives, the Invigilator will not allow the candidate to leave the examination hall and will remain at his/her seat.
- e. After the arrival of the Centre Superintendent, the Invigilator will hand over the answer sheet and the unauthorized material to him and will assist the Center Superintendent to fill the Unfair Means form.
- f. The incriminating material must be signed by the candidate, Invigilator and the Center Superintendent.
- g. After the form is filled a second answer book will be issued to the candidate. The two-answer book will be marked as I and II. The Invigilator should instruct the candidate not to repeat any thing already written in the answer book I.
- h. The first answer sheet and the incriminating material shall be sealed in the presence of the candidate.
- i. As an examiner when the Unfair Means form along with the sealed material will be send to them the examiner should reply very briefly and shall not write anything which is not prescribed in the form.
- j. The examiners should return the material back to the Registrar or Examination section at the earliest.

APPENDIX B

Application for Deemed Attendance

To

1. Purpose/Event: -----

2. Application of Previous Deemed Attendance if Any:

3. Roll No.:

4. Name:

5. Semester:

6. Dates of Event:

7. Dates of Travel:

I certify that the above disclosures are correct and I am eligible for deemed attendance as per University Rules.

Signature of Student

Verified By:

RULES OF PLACEMENT

1. The Bureau shall function under the patronage of the Hon'ble Vice Chancellor. All the activities pertaining to Placement Bureau shall be looked after by the Executive Director of the Placement Bureau. The campus recruitment process shall be the primary responsibility of the placement bureau. The placement bureau prefers and shall strive hard to bring in the recruiters to the campus as it acts as a meaningful way of knitting a close association and liaison with field. However in appropriate cases arrangements would be made to send the students to participate in the recruitment process at the places of the organizations but this shall be allowed only when it is absolutely necessary.
2. The Placement Coordinator and the Placement Associate shall be assisting the Bureau and will be responsible for carrying out day-to-day instructions issued by the Executive Director.
3. At the beginning of the recruitment process every year, a detailed schedule of recruitment procedure will be announced by the Executive Director.
4. All the students are expected to submit the required information to the Placement Bureau within the prescribed period notified by the Bureau. The students may be asked to submit their CVs in a particular format.
5. The Placement Bureau shall be contacting potential recruiters and invite them to participate in the recruitment process.
6. Any student/students desirous of having a particular Firm/Organization to be invited, may submit the contact detail with full particulars of the said Firm/ Organization. The Placement Bureau shall endeavor to contact the desired destination and request that Firm/Organization to participate in the recruitment process.
7. At the beginning of the exercise, Bureau will try to conduct a few orientation sessions for the benefit of the students.
8. On getting the confirmation from the Firm pertaining to participation, the same shall be notified to the students. If a Firm does not restrict the number of CVs, then all those students who exhibit their willingness to participate in the recruitment process of that Firm, their CVs would be mailed to the Firm/ Organization.

However, if the Firm insists/desires to have a limited number of CVs, in that case, the Hon'ble Vice Chancellor and the Executive Director will decide as to which CVs are to be mailed. The students would be informed about the steps taken by the Bureau in this regard.

9. If a particular Firm / Organization specifies a particular category, specialization, benchmark pertaining to C.G.P.A., in that case, only those students who fulfill the requisite conditions, their CVs shall be dispatched to the Firm / Organization. This would be done by the Executive Director with the approval of the Chairman of the Placement Bureau i.e. the Hon'ble Vice Chancellor.
10. The students would be informed about the tentative schedule/date of visit of the Firm and procedure prescribed by the Firm and the students would be expected to prepare themselves for the process.
11. The Bureau shall be requesting the Firms / Organizations to give a Pre-placement Talk (P.P.T.), showing the students the details of the nature of work, the package, terms and conditions to be offered etc. After conducting the process, the Firms / Organizations would be requested to inform about their decision to the Bureau, who, in turn, would arrange a final meeting between the representatives of the Firm and the students who have been short listed. The students would be free to negotiate with the Firm. Once a final decision is arrived at, the same shall be notified to the students and the students would be required to give their final acceptance by the time, the representatives of the Firm / Organization leave the Campus.
12. The student shall have the option of not accepting one offer. The subsequent offer shall have to be accepted by the student and if he fails to accept that subsequent offer, he would not be eligible for the further participation in the recruitment process.
13. An offer once accepted and communicated to the Firm shall be binding on the student.
14. It is expected that all the participants shall adhere to the behavioral norms expected from the students of the National Law University, since it would be reflecting upon the image of the NLU.
15. Any specific dispute or matter not covered by the above rules shall be referred to the Chairman of the Placement Bureau and his decision shall be final.

RULES OF INTERNSHIP

1. The University shall continue to work for internship arrangements for students through the Placement Bureau. The Placement Bureau shall work under the patronage of Hon'ble Vice Chancellor, who shall be the Chairman of the Bureau. The work of Placement Bureau shall be looked after by the Executive Director. The Placement Coordinator and Placement Associate shall be carrying out the instructions / directions issued by Executive Director from time to time.
2. The notified deadlines for submitting CV's to Placement Bureau shall be strictly adhered to. All directions / instructions issued by the Placement Bureau are to be carried out meticulously by all the students. Violation of any one of the directions of Placement Bureau may result in debarring the students from any further activity through Placement Bureau.
3. CV's shall be presented in the prescribed Pro forma.
4. Generally, at one point of time, CV's of not more than 05 students shall be forwarded to Firms / Organizations. In case, number of students preferring a Firm / Organization exceeds 05, the decision to forward the CV's will generally be based on CGPA. Those students whose CV's are not forwarded will be informed through e-mails. The final decision to send / not to send the CV shall be taken by the Executive Director with the approval of the Chairman of Placement Bureau (Hon'ble Vice Chancellor).
5. Whenever the CV of a student is sent to a firm for internship the student shall be notified by e-mail. The acceptance or otherwise shall also be e-mailed.
6. If a student wants to make internship arrangement on his / her own, prior written permission to that effect will be required from the placement bureau. The University shall not recognize any internship done without its prior approval.
7. On getting the confirmation from the organization, where the students would be going for internship, the selected student shall be required to submit a detailed synopsis of the work, the student intends to undertake during the course of internship. A copy of this synopsis shall be sent to the intended organization.

The student shall be required to intern with the organization assigned and shall completely engage himself / herself in the task as per approved synopsis. The student shall comply with all the directions / instructions

issued by the organization from time to time and shall abide with the conduct and behavioral norms of the organization. Any laxity on the part of student shall be taken seriously and shall tantamount to an act of indiscipline. The student shall have to keep this in mind that they are acting as representative / ambassador of the National Law University, Jodhpur and their conduct shall have a bearing on the image of the University.

At the end of internship, the student would be required to submit a detailed report about the work undertaken during the course of internship. The student shall be keeping a work diary during the entire period of internship, which shall be submitted to the University along with the internship report. The internship report shall be evaluated and viva-voce' will be conducted on the work performed by the student. This evaluation (both report and viva-voce') shall have a grade point equivalent to one course, which shall be entered in the result sheet of the student.

8. As a rule, internship shall be undertaken during the prescribed vacation period. If a student has to intern beyond the prescribed vacation period, he / she will have to seek prior permission in writing from the Vice Chancellor. Permitted student shall not be entitled for deemed attendance automatically. The request for deemed attendance shall have to be made to the Vice chancellor and his decision in this respect shall be final and binding.
9. All communication to the Placement Bureau shall be made through e-mails and the Placement Bureau shall be communicating with the students through e-mails. All communications pertaining to requests made to the organization and the communication received by them shall be communicated to the students. Any communication between the Placement Bureau and the student shall be treated in strict confidence. On account of any reason, if the request of the student is not forwarded, the decision of non-forwarding shall need the approval of the Chairman of the Placement Bureau and the same shall be communicated to the student concerned.

In connection with internships, the students are to contact only the Chairman / Executive Director of the Placement Bureau. Any other contact will not be entertained or recognized. The chairman and executive Director of the Placement Bureau shall finally decided all matters pertaining to internship.

RULES OF MENTORING

MESSAGE FROM VICE CHANCELLOR'S DESK

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MESSAGE FROM VICE CHANCELLOR'S DESK

From this session, we have initiated the Mentorship program with a view to foster the culture of strong bonding between students and academia. In mentorship program a teacher will act more as a campus guardian ensuring over all development of the student, by way of individual attention to each student.

We expect from the students of the senior batch as well to develop a healthy relationship with junior students to advice and encourage them. The basic aim of the Mentorship program is to provide holistic environment where creditable students develop as better human beings with social and moral responsibility.

Justice N. N. Mathur

Vice Chancellor

INTRODUCTION

NLU is making a new endeavor by providing students with the wide array of opportunities and qualitative assistance to achieve success in university itself and beyond. Our foremost goal is to provide students with experience and relationship that will enhance their development (individually and professionally) and to promote success in university education and beyond.

The mission of the National Law University Mentoring Program is to provide positive role models to support, nurture student's personal development, and academic success. The goal of mentoring is to help mentees gain the skills and confidence to be responsible for their own futures, with an increasing emphasis on, academic and occupational skills. It requires believing in and caring about young people their future and ours. Mentors guide students in the following ways:

- Field trip assistance
- One-on-one relationships
- Career development.
- Development of self-esteem and self-confidence.
- Dropout prevention.
- Job-search strategies.
- Personal growth and development.
- Academic support

- Workshop presentations
- Job-shadow opportunities
- Preparation for exams, job / internship interviews etc.

“THE NUMBER ONE INDICATOR OF SUCCESS FOR A CHILD IS A GOOD RELATIONSHIP WITH A CARING ADULT.”

— FORTUNE MAGAZINE

PRINCIPAL OBJECTIVES OF MENTORING

The major objectives of the program are as follows:

- To provide an opportunity for students to interact on an informal basis with an experienced Mentor
- To reduce the feeling of isolation of new students and increase engagement with the Faculty
- To help to encourage students to remain productively engaged in their chosen studies
- To provide students with a wider social and academic support network
- To increase the confidence of students in their course and in using the facilities
- To provide first year students with social and academic support during their semester
- To provide new students with a wider support network
- To assist in easing the transition of new students to their first semester of graduate study
- To help to build communication and interpersonal skills

WHAT IS A MENTOR?

According to the American Heritage Dictionary, is “a wise and trusted counselor or teacher”

- A mentor encourages his/her mentee to think, act, and evaluate.
- A mentor praises, connects, and listens.
- A mentor helps a young person identify and develop his/her potential and shape his/her life.

- A mentor encourages the mentee to use his/her strengths, follow dreams, and accept challenges.

Mentoring is a planned pairing of a more skilled or experienced person with a lesser skilled or experienced one with the agreed-upon goal of having the lesser skilled person grow and develop specific abilities to reach long-term objectives.

The term “mentor” refers to an individual with whom a less experienced person has established a formal relationship with clearly defined goals. The protégé (or mentee, trainee, apprentice or candidate) is the individual with less experience. The protégé and mentor are two individuals who will engage in a structured relationship with specific objectives. The mentor will share with the protégé the responsibility of achieving the goals rather than bear sole responsibility.

The relationship, however, should be between two individuals who do not have a direct reporting relationship but rather a relationship in which coaching and counseling can be delivered in a non-judgmental way. As a mentor, you can help aspiring young people find their way in the technical world in which they live.

WHY MENTORING?

Today, adolescents are an increasingly isolated population.

- Changes in the structure of the family, in community, neighborhood relationships, and in workplace arrangements have deprived young people of the adult contacts that historically have been primary sources of socialization and support for development.
- There are fewer “natural” opportunities for youth to sustain durable relationships with adults.

Many young people lack nurturing and supportive primary adult relationships. A mentor can provide that role and, perhaps more importantly, teach and guide the mentee to find others to fill that role as well. While families bear the primary obligation to care for their children and to help them become healthy, contributing citizens, other institutions can help families accommodate to a rapidly changing world and transform individuals to become professionals. A mentor can provide the nurturing, supportive adult relationship absent in the lives of many of our young people.

NLU recognizes the benefit of mentoring and how it supports the goals of university. The transfer of skills and knowledge from experienced professionals to less experienced professionals in the organization provides continuity, succession management and continued learning for all involved. Mentoring empowers younger professionals with skills they may traditionally have acquired through trial and error.

To that end, NLU is committed to assisting the mentoring program by facilitating the formation of effective mentoring relationships. This manual is designed to provide a map to mentorship for mentors, mentee and the concerned.

In today's workplace, two types of mentoring relationships are generally recognized – informal and facilitated. The NLU Mentoring Program is a hybrid of these two styles. In general, mentor / protege relationships will receive some initial facilitation through counseling, written support materials and possibly through interaction. The mentor and protégé are then responsible for establishing goals and timelines for their individual mentoring relationships, working toward them and evaluating their efforts. The program is designed to last for one year with personal evaluation at the end of six and 12 months.

This outlines provides best practices, advice and hands-on worksheets that will enable both mentors and mentee to enter into a relationship more confident of each party's expectations and what can be accomplished. You will find that to work effectively, the relationship should be driven by the mentee / protégé whose goals you are trying to achieve.

MENTORING STYLES

There are many different styles of mentoring depending on the type of organization and the individuals involved.

- **Casual Mentoring** - Casual mentoring has no formal structure or defined objectives – it involves simply learning from the good habits and behaviour's demonstrated by others. This is not to suggest that casual mentoring is without value since much can be learned from others even in passing interactions.
- **Informal Mentoring** - Informal mentoring relationships are unplanned relationships. These mentoring relationships grow out of a chance connection between two people and are further built into a

relationship in which there is transference of skills and knowledge. There is no contract or list of goals. These mentoring relationships are unquestionably valuable, but 'just happen' as opposed to being actively developed.

- **Non-facilitated Mentoring** - Non-facilitated mentoring relationships are those with structure, such as a mentoring contract, but they have no coordinated assignment of mentor-protégé pairs. The individuals make a mentoring connection without external help or direction. The individuals will have supporting material such as written guidelines or seminars and will be cognizant of their individual and paired expectations.
- **Facilitated Mentoring** - Facilitated mentoring is a structured program that involves a coordinator who assigns mentoring pairs based on character, skills, need and other criteria.
- **Group Mentoring** - Group mentoring occurs when a number of mentors serve together as a resource for a defined group of mentee with similar expectations. The mentors bring a variety of skills to mentee and share responsibility for each mentee growth. The group may meet at regular intervals and unlike a one-on-one pairing, if one or two mentors are unavailable, the mentee will still have a contact person. The protégé group also benefits from the varying backgrounds and skill sets of their peers and may not need the mentors' presence at each meeting. All involved benefit from the network of colleagues.
- **Multiple Mentoring** - A mentee may wish to consider having a number of mentors, each of whom offers different skills and experiences.

CRITICAL MENTORING SKILLS

There are specific core skills that everyone should use in a mentoring relationship. They are listed below.

Listen Actively - Most of us have never been trained in how to listen to other people. While we may think we are pretty good listeners, most people don't listen as well as they could. Some common traps and tips to avoid them include:

- **Listening to respond.** Stay focused on what the speaker is saying until it is your turn to talk. Don't formulate your answer until they are finished. You'll miss the end of their statement.
- **Making assumptions.** Check out what you have heard. You do this by playing back or summarizing, in your own words, what you think the other person has said. People rarely feel that they have been listened to and understood. Confirmation is a powerful thing.

Question Openly - Most of us do not excel in asking questions because we tend to ask questions that solicit a Yes/No answer – THE CLOSED QUESTION. It is better to ask questions that give the person a chance to expand on the subject or their opinion – THE OPEN QUESTION. An example of a closed question might be to say, "Do you like your job?" To turn that into an open question you might say, "How do you feel about your job?" Learning to do so enables you to understand each other better and to develop a major life skill.

Read Body Language - Sometimes body language says much more than words do. Some examples:

- **Looking away** – avoiding eye contact may mean discomfort, upset, disagreement, embarrassment
- **Crossed arms** – anger, defensiveness, closed to the other's opinion
- **Head in hands** – fatigue, upset
- **Moving backwards, tilting chair back** – feeling space invaded
- **Fidgeting, foot tapping** – anxiety, boredom
- **Hands covering eyes or mouth** – sadness, shame

Avoid Communications Roadblocks - Some styles tend to get in the way of good interaction, for example:

- **Ordering** – telling someone what to do
- **Threatening** – telling someone that there is only one course of action, i.e. "If you don't pay attention to this problem, I will stop seeing you."
- **Preaching** – telling someone how to behave
- **Avoiding** – trying to avoid an uncomfortable situation in the hope it will just go away
- **Pacifying** – trying to make someone feel better without having solved the problem
- **Lecturing** – giving someone unsolicited advice
- **Build trust** – The more the mentor is able to trust in the mentee ability and willingness, the more committed he will be to the partnership. mutually beneficial

THINGS TO BE AWARE OF IN MENTORING**They are as follows:**

- **Personal Aptitude:** Not everyone is suited to being a mentor or a protégé. The following are attributes that both mentor and protégé should possess.
- **Control:** The protégé should manage and set the goals for the relationship. After all, it is the development of the protégé that is primarily at stake.
- **Time:** Good mentoring takes time – time spent in active discourse and time preparing for meetings. It is recommended that the mentor and protégé be prepared to commit to a minimum of two hours per month for mentoring activities, including preparation and review.
- **Access:** The mentee must be able to contact the mentor easily. Mentors must respond in a timely fashion.
- **Intimacy:** A good mentoring relationship promotes trust and open, honest, meaningful communication.
- **Sensitivity:** Be sensitive to cultural and gender differences.
- **Gender:** Mentoring relationships between men and women can be subject to some unique complications. Men tend to value hierarchical relationships, while women tend to emphasize co-operative efforts.
- **Differences in culture:** While this often refers to differences in personal culture, it can also be applied to differences in professional or corporate culture. The mentor and protégé must both be aware of these differences and respect them.
- **Confidentiality:** In order for a mentoring relationship to succeed, it must be completely confidential.
- **Favoritism:** This is a risk in any professional relationship. A mentor who supervises a protégé who is also an employee must take particular care to avoid favouring that person. It is recommended that mentor / protégé pairs not be established between a mentee and a direct supervisor to help avoid these situations.

- **Cloning:** The purpose of a mentoring relationship is for the mentor to facilitate the mentee development based on the mentor's greater experience. It is not for mentors to mold their mentee into duplicates of themselves. Mentee must be allowed to develop in their own ways. A mentor can make suggestions about what might best be accomplished but the final decision must be left to the mentee.
- **Terminating the mentoring relationship:** This important issue needs to be discussed early in a mentoring relationship. How will the participants know when the relationship has reached its conclusion and should be ended? How will the relationship be ended? Clear, early definition of this issue will ensure that there are no guilty or hurt.

MENTORS & COMMITMENT

A mentor must be willing to make a specified commitment of time ... *and keep to it*. A good mentor program requires time to enable a mentoring relationship to flourish. The *quality* and *frequency* of time spent together will enhance the potential for developing strong rapport.

WHAT DO MENTORS GAIN FROM MENTORING?

Mentoring helps mentors to:

- Increase their regard and respect for people from different backgrounds.
- Recognize that they can make a difference.
- Feel part of a wider community.
- Develop new friendships and relationships.
- Give back to the community by sharing their strengths and abilities.

ROLE OF THE MENTOR

The term “Mentoring” is used to describe a wide range of relationships that are both Formal / structured and informal where individuals learn or develop personal or professional skills/competencies from interaction with a trusted Mentor. Each Mentor in the program should have a similar understanding of what the role of the Mentor is so that a shared understanding is achieved. This understanding should be discussed with Mentees.

ATTRIBUTES OF GOOD MENTORS

You don't have to be brilliant or particularly successful to be a good mentor. If you want to be a good mentor, take the time to learn about your role and you will be successful. Some of the qualities of great mentors include:

- **Having a sincere desire to be involved** with a less experienced person
- **Respect for the less experienced person.** Mentors should not have preconceived ideas that the less experienced person needs to be rescued
- **An ability to listen actively** – it is relatively easy to give advice or express opinions. It is much harder to suspend your own judgments and really listen
- **Empathy.** Empathy is the ability to understand at a very deep level what the other person is going through – even without having had the same experience
- **Seeing Solutions and Opportunities.** Good mentors balance a realistic respect for the real and serious problems faced by their mentee. They are able to make sense of a seeming jumble of issues and point out sensible alternatives
- **Flexibility and Openness.** Good mentors recognize relationships take time to develop and that communication is a two way street. They are willing to take time to get to know their mentee

HOW WILL MENTORING BE DEFINED? QUESTIONS TO CONSIDER INCLUDE

- Will the Mentor be considered an advocate for their Mentees or an academic advisor or a guiding friend or a mixture of all of these?
- What are the expectations of both parties in terms of this relationship?
- What if one or both parties want to extend the boundaries of the relationship?
- How will any conflict / concerns within a group be handled?

BENEFITS TO MENTORS

- Development of interpersonal and communication skills
- Opportunity to share knowledge with others
- Opportunity to become more involved with members of the Faculty

BENEFITS TO MENTEES

- Orientation with the University and to the Faculty
- Opportunity to develop a support network with experienced students
- Advice in relation to the facilities and processes of the Faculty
- Development of interpersonal and communication skills
- Encouragement to stay motivated and focused on your goals

ASSIGNING MENTEES TO MENTORS

The success of the grouping process in Mentoring programs is never guaranteed! Interaction of personalities and the level of rapport is difficult to predict. Like all groups of people, Mentees will have different personal skills, and will be different in their respective abilities to:

- listen and take part in a conversation
- share their views and ideas
- learn from the experience of others
- participate productively in a Mentoring interaction
- be accessible or contactable
- show mutual respect

And Mentors are also individuals with different personal skills. Mentors will be different from each other in relation to the following:

- ability to make a sustained commitment to the role of Mentor
- ability to be a role model
- ability to listen carefully
- ability to share views and ideas
- ability to observe confidentiality
- ability to be accessible
- ability to show mutual respect
- ability to guide new students in a friendly and expert manner

Common understandings of language, background and pressures about each other's teaching and learning environment will be influenced by the variation in the personal qualities of the Mentee and Mentor. The greater the understanding of these variations, the more likely that the Mentee / Mentor match will be successful.

TIME COMMITMENT

The expectation of the time commitment required by Mentors and Mentees needs to be clearly indicated and accepted at the outset. The exact number of times that a Mentor and Mentee meet is up to the participants. As a suggestion, Mentors should arrange a first meeting with their Mentee and at this first meeting further dates/times could be agreed, or at least the date/time/place for the next meeting.

YOUR ROLE AS A MENTOR

You may be wondering what role you should play as a mentor. Defining roles can be challenging, so start with something with which you are familiar. In discussing roles, you may start by discussing something you are both familiar with, for example, a supervisor. Most of us have had a supervisor – a boss – at some time in our lives. First think about the job of a supervisor.

What are the hats a supervisor must wear in his relationship to his/her employees? A supervisor may be:

- Delegator
- Role model
- Cheerleader
- Coach
- Enforcer of Policy
- Spokesperson to senior management

- Liaison between staff and organization
- The person directly responsible for future promotion

COMPARING THIS TO A MENTOR

A MENTOR IS A(N)	A MENTOR IS NOT A(N)
Friend	Social Worker
Coach	Parent
Motivator	Cool Peer
Companion	A Inconsistent person
Supporter	Break Confidentiality
Advisor	Officer
Advocate	Saviour
Role Model	Babysitter / Spoon feeder

WHAT A MENTEE WANTS FROM A MENTOR

When asked, most mentee say they want the mentor to help in three areas: advice, access and advocacy. Be sure to ask your protégé what he wants from you. Early in the relationship the protégé may not have a good answer to the question. Try again after several meetings to see if he has developed an

answer. By the same token, it is important for the mentor to realize what he wants from the protégé. Remember every good mentor is a good listener.

TIPS FOR SUCCESS AS A MENTOR	
DO	DO NOT
Appreciate any signs of growth	Think you are going to change the world over night
Listen carefully to what your mentee says	Jump to conclusions
Ask good questions	Be judgmental
Share your thoughts and feelings	Forget that communicating means listening too
Always be on time	Forget how important you are to your mentee
Try your best to be a good role model	Talk about things that are off limits
Learn any special rules that are part of your program	Try to be a parent
Show that you recognize the mentees values and lifestyle	Try to inflict your beliefs and values rather than demonstrate them
Strive for mutual respect	Use rudeness or foul language
Be honest	Be insincere

ROLE OF THE FACILITATOR

The facilitator's role is clearly defined as the first contact point for all communication by participants (both positive and negative). The sorts of issues that potentially may arise include:

- Students wishing to change Mentors
- Mentors feeling students' expectations are beyond their own
- The boundaries of the relationship are being stretched beyond the agreement

- Students needing referral to specialist student services.

The facilitator will act as the “project manager” and also will provide support to the Mentors and Mentees should the need arise

SUGGESTED ACTIVITIES

There are many activities that mentors and mentee can work on together that will help reach specific goals. No activity should be undertaken simply as something to do; activities must be directly related to the reasons why the relationship was created. With that in mind, here are some potential activities that a mentor might assign:

1. Suggest reading a specific paper or article, or attend a lecture, short course or seminar that relates to the goals of the mentee.
2. The mentee and mentor attend a business reception together with pre- and post-reception discussions.
3. The mentee prepares and gives a presentation related to his or her work and the mentor will review and discuss the aspects of the work.
4. The mentee writes letters or brief reports that the mentor reviews and discusses with the mentee.

The purpose of any development project is to expand the mentee’s understanding of the profession, to develop his or her skills and help solve problems. It is very important for the mentor to remember that the main purpose in creating a project is to develop skills and increase confidence, not to produce a product or directly benefit the mentor. It is important to begin discussing the potential for projects at the outset of the relationship.

DOING PROJECTS TOGETHER

As the mentoring relationship develops over the months it may be apparent that the mentee development might be aided by work on specific projects. Mentors, however, must remember that the idea of assigning

a project is not to get your own work done. The idea is to give the mentee a new experience that will help him or her reach an important goal.

Whether you assign projects to your protégé or not is something that is negotiated between the two of you. If you choose to have projects, try to avoid assigning a project that will directly benefit your own job. If you do decide to assign a project, here are some guidelines on how to keep track of the process. These guidelines are basic project management and can be useful in any project.

POTENTIAL RELATIONSHIP PROBLEMS

In every relationship there are times when it is important to review how things are going. By now you have learned that having a mentoring relationship requires a great deal of effort. Like all human interaction, mentoring carries a certain amount of risk. If you are aware of what these risks are, you have a better chance of avoiding problems.

1. **Not Enough Time** - Everyone is short of time. Even the most casual mentoring relationship requires time. Intensive relationships require even more time: time to plan, time to meet, time for sending and answering e-mails, time for telephone conversations and time for thinking.

The problem is not just a problem for mentors who don't have enough time. A protégé whose mentor is very generous (and/or demanding) with his/her time can be run ragged. It is very important to decide before the relationship begins how much time will be devoted to the relationship.

2. **Personal Problems** - If a mentor runs into difficulty in his or her own life, either personally or on the job, it affects the protégé directly. If the problem is on the job, it may affect more than just the direct relationship – it may affect the mentee job prospects. If the personal problems restrict the mentor's time to the extent that the relationship is suffering, the protégé is well advised to look for a new mentor.

If the protégé runs into serious personal difficulties, it can result in a serious increase in the amount of time the mentor needs to be with him or her. The mentor must make sure that he is not spending more time on the relationship than the protégé. Occasionally, a mentor may discover that the protégé is just not interested in doing any more than absolutely necessary to get by. If a relationship is not

working, it is best for both the mentor and the protégé to end the relationship. Always end a relationship on a friendly note; this is extremely important. Always leave a door open.

3. **Unrealistic Expectations** - Being a mentor for the first time will cause some concerns regarding just how much mentoring is enough. A mentor may feel that s/he is responsible for what happens to a mentee while the mentee may want a more distant relationship. If the mentee has a specific career move that seems a great way for the protégé to succeed, it may conflict with the way the protégé sees his or her own future. This may cause a case of guilt in the protégé if he feels that the mentor is really going out of his way to help.

Another unrealistic expectation occurs if a mentee expects the mentor to do as he suggests. These problems can be avoided if the goals and objectives of the mentee are defined and discussed in detail at the beginning of the relationship. Do process checks from time to time to see if the expectations of the mentee and the protégé are reasonable.

4. **Expectations of Failure** - Individuals generally perform at or near the level expected of them by others. Mentors with high expectations of the mentee inspire achievement. If a mentee has only accepted the role of a mentee because he sees it as a career move, and doesn't care about the process or the protégé, the protégé begins the relationship with at least one strike against him.

The best solution to this problem is to avoid starting it. If a mentee has a genuine feeling that a potential protégé will not be successful, it is incumbent upon him / her to decline participation (in a structured program) or explain to the potential mentee that she / he should find a different mentor. When declining a protégé who has selected you, always try to suggest someone else who might do the job better.

5. **Mentee Feeling of Inferiority** - It is common for mentee to do a little comparative analysis while working with the other mentee. If the mentee feels that he is not moving ahead as quickly as others in the group, it may lead to feelings of "failure". Indeed, if the mentee selected for the protégé is less dynamic than other mentees, it can lead to the mentee feeling less important. It is very important for the protégé to learn to avoid this problem by changing how he judges success. This is all part of setting up the relationship. Remember that good planning and clear procedures greatly strengthen mentoring relationships and help avoid problems and pit-falls.

UNDER GRADUATE MENTORING PROGRAM

The following plan provides *suggestions* for activities or topics for discussion over meetings between Mentors and Mentees.

Getting to know each other

Mentors and Mentees may discuss some of the characteristics of the teaching and learning environment in the Faculty.

Lectures & Tutorials

- Attendance
- Expectations of lecturers
- Asking questions
- Reading assigned material & coming prepared to class
- Participation in class discussions
- How to contact Faculty staff

Optimum Use of Facilities / Infrastructure available at University

The Teaching & Learning Unit and Assessment in the Faculty: Assessment at NLU might be different from your first university / school. It is important to understand your lecturers' expectations regarding:

- Plagiarism and Academic Honesty
- References and Citations in academic writing (Footnoting in NLU)
- Meeting the stipulated deadlines in project submission
- Presentation, viva and related activities

- Ethical code of conduct
- Willingness to adapt

Essays - Structure is extremely important

Exams / Examination System

- Case studies
- Questions regarding specific concepts
- General questions where it is up to the student to narrow down topic
- Essay questions: form, content, ideas, ability of student to back up argument with facts
- Look up old exams at examination cell / library

Other features of teaching and learning in the Faculty

- Group essays / group projects
- Class participation
- Case studies
- Presentations
- Reports
- Tutorial participation

Social Activities on Campus (Nice quiet places to work and relax)

- Library has silent study areas
- Sporting activities

- Cafeteria is a nice place to meet friends & have lunch
- Cultural activities including fresher's and thanks giving parties
- Voluntary participation in activity of choice
- University representation in Moot Courts, Sporting events, Debates, Quizzes etc.

CONCLUSION:

"The greatest problem in the world could have been solved when it was small."

Witter Bynner