

# NATIONAL LAW UNIVERSITY MANUAL 2016



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## A. 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 a strong 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 a 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 she shall be assisted by a Proctor(s) who shall exercise such powers and perform such duties as may be assigned 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. 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 permission shall be given, by the competent authority as prescribed by the Hon'ble Vice Chancellor from time to time.
  - b. No student shall be given permission to go out of the campus more than 8 times a month, except in exceptional case by the Chief Warden/Additional Chief Warden (Girls) and the reasons may be recorded for the same in writing.
  - c. Normally permission shall be given for the period from 04.00 pm to 10.00 pm. Permission for night stay or absence during night, in very exceptional cases, shall be given by the Chief Warden/Additional Chief Warden (Girls).
  - d. 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/Additional Chief Warden (Girls). 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, Students' Welfare shall exercise those powers, and in the absence of the Dean, the person authorized by the Dean shall exercise the powers of the Dean.
  - e. Permission can be taken only through day-out passes and not through any applications
  - f. The main gate of the university shall be kept closed after 11:00 p.m
  - g. Permission for night out must be taken from the chief warden and the students are not supposed to come back before 06:00 a.m

- h. In the absence of chief warden permission can be taken from the chief proctor and in the absence of chief warden and chief proctor permission can be taken from the registrar provided they may communicate the same to each other
- 2. If students are going for batch party, then the permission can be through out passes only and they must come back to the university latest by 10:00 p.m. without consuming alcohol
- 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 misbehaviour 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.
- 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 ;
  - 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 a no-smoking 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 corrupting 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. Entering into argument with security staff;
  - l. Suppressing the knowledge of act of indiscipline of other students;
  - m. Abetting, sharing common intention of act of indiscipline with other students;
  - n. Forming unlawful assembly and sharing common object, the act which constitutes an act of indiscipline.
8. 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.
9. 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.
- 10. University administration reserves the right to inspect the room of individual student during regular checking or during surprise checking. Students may be frisked in the larger interest of the institution and student community. However, inspection or frisking process will be in an absolutely dignified manner. The students are expected to cooperate.**

## **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. 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.
4. Students shall refrain from littering in and around Halls of residence, mess and playground. If found guilty, he/she shall be required to clean halls of residence, mess or playground as the case may be or pay fine as directed by the chief warden/authorized person.
5. All student-residents shall report to their respective Halls of Residence by 10:30 p.m.
6. **Each student will be provided eight day-out passes per month to move out of the campus between 4 p.m. to 9:00p.m. It will be available with the respective Wardens. Unused passes for a month shall lapse. Passes are non transferrable, any contravention shall constitute misconduct at both the ends.**
7. Permission only in case of emergency and special circumstances may be given only by the Chief Warden, up to 10:30 p.m., beyond which the student may be permitted by the Registrar.
8. No permission shall be given to any student or group of students to remain outside the University campus beyond 10:30 p.m. for any get-together or for any other purpose. If there be a requirement in such cases, permission may to be sought from the Registrar in a written application.
9. Overnight stay-out is strictly prohibited unless a prior permission is taken from the Warden and in his/her absence from the Chief Warden/Additional Chief Warden (Girls) in the printed Night-Out Pass.

As far as possible, the parents of the student will be apprised of the absence during the night. Night out passes can not be used for staying out late hours and returning to the campus before 6:00 a.m.

10. The validity of the night out pass will lapse on returning to the campus even before the due date.
11. All permissions to be taken only during office-hours from the work-station. Students should not approach the Warden or Chief Warden in their residence, unless there is an emergency.
12. Visitors are not allowed in the rooms of the students. Visitors can meet students only in the lobby unless in special circumstances the warden permits, in writing, a visitor in the room. No male visitor is allowed in the Halls of Residence of Girls.
13. Students are expected to maintain cleanliness in the Halls of Residence and their rooms. The inmates of the Halls of Residence should not carry any food articles, cutleries and crockery from the Dining Hall (Mess) to their respective rooms.
14. The Gymnasium will remain open till 10:30p.m.
15. During academic hours, movement out of the campus is strictly prohibited except in case of emergency for which the student will need permission from the Chief-Warden/Chief Proctor/Dean, Student's Welfare. For moving out-of-station, the procedure for night-out permission is to be followed.
16. All the main doors of the HoR will be closed by 11.30 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 if the reason is found justifiable the member can allow and the same should be intimated to the Warden immediately in the morning.
17. For any indiscipline, actions can be taken in the form of imposition of fine and or/suspension of a student or students from the Halls of Residence, Halls of Learning and the University.

## C: DISCIPLINE 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 tolerated. In such cases, the faculty concerned may 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 phone in academic block/library shall be considered a serious indiscipline. The faculty concerned and/or the proctor/chief proctor shall have the right to seize 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 students visiting the Hall of Learning shall be dressed formally and decently.**



## 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 misconduct 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. The librarian can 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 shall vest in the Vice-Chancellor in accordance with section 31 of National Law University, Jodhpur Act of 1999 (Act 22 of 1999).

The Vice-Chancellor may delegate all or any of his powers as he/she 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 will be assisted by a **Proctorial Board** consisting of such members as appointed by the Vice Chancellor. The Chief Proctor shall be competent,

- (i) To advise the Vice-Chancellor in the maintenance of discipline and proper conduct among the students of the University.
- (ii) 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 / misbehaviour 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
- 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.

#### **INTERNAL COMPLAINTS COMMITTEE**

As per the mandate under Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, an Internal Complaints Committee functions for prevention of sexual harassment of women employees / students at workplace/ University Campus and for speedy redressal of complaints made by the victims.

#### **THE DISCIPLINARY COUNCIL (WOMEN)**

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 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 dealt with against such student in accordance with the procedure laid down in part-IV of these rules.
- d. To impose a fine.

- 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 Additional Chief Warden (Girls), 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)** has been constituted in the University which shall take care of such cases. The Disciplinary Council (Men) shall have powers to inquire into the alleged cases of indiscipline and gross misconduct or any other case of misbehaviour 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 dealt with 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.
- 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) will be the primary authority who would remain 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 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.
- 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. She/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.

### **ANTI -RAGGING CELL**

Ragging is a form of abuse on a student in an institution. To check the ills of ragging, National Law University, Jodhpur has constituted an Anti-Ragging Cell. The main objectives of the cell are as follows:

- To Maintain and take action on abuse of Ragging
- To organize a sensitization programme to prevent the menace of ragging

#### **What Constitutes Ragging?**

Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.



- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher

**“Ragging shall not be tolerated and any act of ragging shall not go unnoticed and unpunished. Ragging in the university campus is absolutely banned and hence any student found guilty would attract severe disciplinary action and punishment of expulsion from university”**

<b>Anti Ragging Cell</b>	<b>Help Line Nos.</b>
Dr. Manoj Kumar Singh, Chairman	: 9950120936
Dr. Archi Mathur	: 9929298000
Dr. Gargi Chakrabarti	: 8875803501
Mr. Bipin Kumar	: 7597218541
Dr. Leela Vedantam	: 9928431859
Mr. Ashok Wadje	: 9650778117
Mr. Ashutosh Acharya	: 7791806183
Ms. Rosmy Joan	: 9783384532
Mr. Vinod D.	: 9829971250
Mr. Rohan Thomas	: 7727091256

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**INTERNAL COMPLAINTS COMMITTEE CONSTITUTED UNDER  
SEXUAL HARASSMENT OF WOMEN AT WORK PLACE (PREVENTION,  
PROHIBITION AND REDRESSAL) ACT, 2013**

The University follows the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, in letter and spirit. It has zero tolerance for such activity.

Sexual harassment is defined, as per the above-mentioned Act, as any unwelcome sexually determined behaviour (whether directly or by implication) such as physical contact and advances, demand or request for sexual favours, sexually coloured remarks, showing pornography, or any other unwelcome physical verbal or non-verbal conduct of sexual nature. It also includes presence or occurrence of circumstances of implied or explicit promise of preferential treatment, threat of detrimental treatment or humiliating treatment likely to affect the lady employee's or student's health or safety may amount to sexual harassment

The University has constituted the following Internal Complaints Committee (ICC) to look into any case of sexual harassment.

**Prevention of Sexual Harassment Committee**

Dr. Archi Mathur, Chairperson

Registrar, Sardar Patel University of Police Security & Criminal Justice, Jodhpur

Dr. Manoj Kumar Singh

Dr. Rashmi Mathur

Dr. Asha Bhandari

Dr. Chitra Saruparia

Dr. Ruchi Bhandari

Mr. Deepankar Sharma

Mr. Vinod D.

Ms. Sapna Tak

Students' Chief Counsel & Vice Chief Counsel

**PART-V: PERSONAL AND ACADEMIC COUNSELING BOARD**

This board has been constituted with the objective of assisting students by helping them cope up with their personal and academic problems. Problems in general in the purview of the Board are health problems, family problems, peer pressure, adaptation problems, and personal problems amongst others. The students are accordingly counseled and sometimes as per the requirement the parents/guardians are also referred to.

## 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. 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.

### 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 on the last working day of each week and discuss the periodical reports about the respective HoR and the minutes should be presented before Hon'ble 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 to 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 to violate any other guidelines given by the HoR Committee to maintain strict discipline.

### DINING HALL CONDUCT

The Common Mess will serve regulated vegetarian and non-vegetarian healthy food. 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** provided that the Warden may give special permission to carry food to the room of a sick student under 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, 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 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.

### 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 Vice Chancellor.

## VEHICLES

Students are not allowed to bring vehicles into the Campus. Only bicycles are allowed for movement within the campus.

**Students are allowed to keep only two wheelers inside the campus and they must park their vehicles at the parking area only; and Students are not allowed to keep four wheelers inside the**

**campus.** No vehicle shall be allowed beyond the inner gate of the University Campus. 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 maximum speed of 20-30 km per hour. The risks and consequences of maintaining and handling of the vehicles would be matter of absolute concern of the student and their parents.

Vehicles coming in or going out of the university campus are likely to be checked at the main gate.

## PROHIBITION

**Smoking, consumption of alcohol, intoxicating and contraband substances is strictly prohibited. Any one found in possession of such substance(s) 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 rustication 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 in this regard shall be 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 Prevention of Sexual Harassment Committee constituted by the University authorities for taking appropriate action.

## MAINTENANCE AND INFRASTRUCTURE

Each room in the HoR 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 Proctorial Board.

**FINALITY**

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

## **EXAMINATION**

### **Controller of Examination**

Dr. Archi Mathur, Associate Professor, Faculty of Management

### **Assistant Controller of Examination**

Dr. R.N. Agarwal, Asstt. Professor, Faculty of Management

### **Examination Committee**

Dr. Leela Vedantam, Assistant Professor, Faculty of Management

Dr. Ruchi Bhandari, Assistant Professor, Faculty of Management

### **Office Staff**

Mr. Bal Kishan Sharma

Mr. Dushyant Gehlot

Mr. Shiv Dutt Thanvi

Mr. Sanjay Joshi

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## RULES OF EXAMINATION

<b>S.NO.</b>	<b>Rules and Protocols</b>
1	Rules of Examination
2	Rules of Re-evaluation
3	Rules of Unfair Means
4	Rules of Continuous Assessment
5	Rules of Court Room Exercises (CRE) Assessment
6	Fee for Transcript, duplicate Grade Cards etc.
7	Rules of Attendance
8	Gold Medal Rules
9	Examination Hall Protocol

## RULES OF EXAMINATION

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

### **1. Short title and Commencement**

- a. These rules may be called as Rules of Examination and Evaluation.
- 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/She shall be custodian of entire examination records.
- e. She/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 ordinarily 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 / Policy Science/ School of Insurance Studies. 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/Improvement Examinations**

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" against the subject in the Grade Card. 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" against the subject in Grade Card.

Students will be allowed to take improvement examination in the end-term component of not more than two subjects. In case the marks secured in the improvement examination, is less than those secured in the original examination, the original marks shall stand.

A student seeking repeat/improvement examinations 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**

All results shall be moderated. The moderation will be done 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 period for LLM and MS in Insurance shall be three years and for MBA in Insurance 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. 500 per paper.
3. Re-totaling of the marks will be done with a fee of Rs. 200 per paper.
4. The student must submit the application for re-evaluation / re-totaling within 10 days of the declaration of the result in offline or online forms.
5. In case of 10% variation of the marks obtained by the student, the earlier grade shall be upheld. In case if the variation is up to 30%, the marks secured in the re-evaluation shall stand.
6. In case the variation in the first re-evaluation is more than 30% of the marks initially secured by the student, the answer book shall be evaluated by a third examiner. Out of the three awards, the average of nearest two shall be the final award. In case the variation in marks is same, the average of higher two marks shall be awarded.
7. 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.
8. Re-evaluation will be permitted only in two papers in a semester.

9. The model answer, which a faculty has written for a particular paper, may be consulted by the examiner.
10. Re-evaluation shall be allowed for Repeat Examination as well.
11. While submitting the script to other examiner, care shall be taken that the marks awarded earlier are concealed.
12. 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.

(From January 2016 the Rules of Re-evaluation will be applicable for End Term Examination and Repeat Examination.)

## RULES OF UNFAIR MEANS

As per the decision of the Academic Council dated 7<sup>th</sup> January 2006, 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 except 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 except 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 Centre 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 Centre 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 Controller of Examination 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 Controller of Examination 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, she/he shall withdraw from the Committee when such a case is considered by the Committee.

Note: The above panel 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.
- d. The Vice Chancellor will have the power to modify the punishment on appeal.

## RULES OF CONTINUOUS ASSESSMENT

### Evaluation Methods for UG and PG courses

1. All courses will generally have three components.
  - (A) **End Term Examination**—It will ordinarily be of 50% Weightage in all Courses.
  - (B) **Project/Mid Term Examination**—It will ordinarily be of 20% Weightage in all Courses.
  - (C) **Continuous Assessment**—It will ordinarily have 30% Weightage in all the Courses.

**(A) End Term Examination**

1. The Faculty Members are required to submit two set of question papers.
2. End Term Examination in all courses shall be of 50% weightage as mentioned above.
3. All End Term Question Papers must be of 100 Marks.
4. All End Term Question Papers must be of Three Hours Duration with appropriate instructions like: Bare Acts allowed or not allowed, Calculators allowed or not allowed, Log tables etc allowed or not allowed.
5. The question papers of End Term Examination must be submitted after moderation by the concerned Dean.
6. The Question Papers of End Term Examination must be submitted on or before the due date in a properly sealed envelope provided by the Office of the Controller of Examination.
7. The instruction like Bare Acts allowed or not allowed, Calculators allowed or not allowed, Log tables etc allowed or not allowed must be mentioned on the Sealed Envelope.
8. The marks of End Term Examination must not be disclosed to any student under any circumstances and it should be directly submitted to the Office of Controller of Examination.

**(B) Guidelines for Project Work**

1. The Course Teacher must decide and mention in the Course Curriculum before submitting the same to the Course Coordinator about the component of Mid Term or Project Work in the Course. Any change at a later stage shall not be entertained.
2. The Project work topics shall be finalized by the students in consultation with the Course Teacher well in advance and the Course Teacher Shall submit the List of Topics finalized by the students to the office of Controller of Examination at least ten days before the date of project submission in respective Courses.
3. Project Work shall be divided into two components i.e. Written Project and Viva or Class Presentation. The Marks allocation for Written Project and Viva shall be decided by the respective Course Teachers and must be informed in writing while submitting the List of Topics finalized.

4. All Project Works shall be submitted by the Students to the office of Controller of Examination on or before a date finalized by the Controller of Examination in consultation with the Course Coordinators and duly notified by the office of Controller of Examination.
5. The Project Work shall be submitted only after generating originality report on the anti-plagiarism software provided by the University.
6. The Course Teachers shall not entertain any request for extension in the submission date of project works.
7. Marks shall be deducted for late submission of Projects @ one mark per day up to Seven Days and after the seventh day the Projects shall not be accepted and shall stand rejected. It shall lead to award of Zero marks in the Project.
8. All Project works shall be handed over to the respective Course Teachers on the eighth day from the date of submission for evaluation.
9. After viva or class presentation as the case may be the Teachers must declare the result of Project Works to the students and satisfy their queries. They can provide a time period of Three to Five Days and then the Project Works should be submitted to the Office of Controller of Examination along with the tabulated sheet of Marks with break-up (written and viva).
10. The Teacher shall disclose the marks to the students after deducting the marks for late submission. The marks shall be submitted to the Examination office.

**Guidelines for Mid Term Examination:**

Mid-term examination will be conducted in the subjects as per notified schedule. If a student misses the mid tem examination in any subject(s) due to any reason then an opportunity will be given to the student to appear in the re-midterm examination. However, there will be a deduction of 20% marks from the marks obtained by the student, subject to modification for just and good reasons by the Vice Chancellor.

**(C) Continuous Assessment shall consist of following components:**

These are of Two Categories:

***First Category***

- (A) Announced Tests/Monthly Tests/Modular Tests

- (B) Case Studies
- (C) Class Presentations
- (D) Assignments
- (E) Documentation Assessment

**Second Category**

- (A) Court Room Exercises in Law (CREs)
- (B) Practical in Science

**Modalities for Conducting Continuous Assessment of First Category:**

1. All variety of tests in First Category shall be counted as Test-I, Test-II and Test-III irrespective of the type of Test.
2. In Continuous assessment of First Category three Tests shall be conducted in each subject. One extra test may be conducted towards the end of the semester for students who have missed a test due to any just and good reason. But if any student has missed more than one test in a particular subject, then the advantage of appearing for one re-test only will be given. Any student can avail the extra test for improvement also.
3. All three tests should be of equal Marks (either of Marks 10, or of Marks 20) so that while calculating the weightage there should not be any discrepancy.
4. All the three tests should be spread over the Semester in a manner that they are conducted at nearly equal intervals.
5. The Tests should be evaluated immediately and Marks be disclosed to the students without fail. The Faculty Members are not required to show the Test Paper Answer Sheets to the Students. They must submit the Marks and the Answer Sheets to the Examination office within five days of the declaration of result.
6. They should submit the result by tabulating the Marks on the Continuous Assessment Sheet as provided by the Office of Controller of Examination along with the Answer Sheet.

7. All the tests must be completed at least ten days before the commencement of the End Term Examination.

***Modalities for Conducting Continuous Assessment of Second Category:***

- (A) Court Room exercises (CRE)
- (B) Practical Exercises (For B.Sc. Students)

**Court Room Exercises**

Following shall be the guidelines for the conduct of Court Room Exercises.

1. The Court Room Exercises (CRE) shall aim at the advancement of the oral presentation and writing/drafting skills of the students as well as understanding of the nuances of the course concerned. Hence, every concerned Law Faculty Member shall ensure that the CRE is utilized as a suitable and befitting teaching learning methodology.
2. Conduct of CRE is generally limited to one round to all students.
3. All concerned Law Faculty members in every semester shall prepare the allotment of CRE schedule in advance and ensure that the clashes between the schedules to the students are avoided.
4. All the CRE Schedules shall be announced at the commencement of the Semester.
5. 70% marks shall be allocated to the oral presentations which in turn shall comprise of (i) marshalling of facts; (ii) procedural aspects and articulation of issues; (iii) communication and persuasive skills; (iv) use of citations and authorities; (v) responses to the questions; (vi) rebuttals; (vii) court room etiquette. 30% marks shall be allocated to the written memorials/documents of the students which shall comprise of (i) structure of writing; (ii) writing skills; (iii) research contents.
6. The Faculty Coordinator, Clinical Legal Education shall ensure that in all CRE's, another Law Faculty Member shall sit and assist the Principal Faculty Member in the conduct of the CRE.
7. Unless otherwise stated, the Principal Law Faculty Member shall award the marks to the participating students.
8. The purpose of submission of relevant documents/moot court memorials is twofold namely (i) facilitate the student to undertake adequate research; (ii) provide the teacher an opportunity to examine the research efforts of the student concerned. Hence, all such relevant documents shall be submitted one day prior to the CRE schedule.

9. Since the CRE's are scheduled taking the institutional concerns in mind, no CRE shall be deferred or conducted during the lunch time.
10. Each Principal Faculty responsible for the conduct of CRE in their concerned course shall notify the marks awarded at the earliest and not later than the commencement of the next class of CRE.
11. The Principal Faculty shall take care in ensuring that the problems being formulated for the purpose of the conduct of CRE are innovative and generate new learning.
12. The Faculty Members are required to declare the Result of CRE latest by next day of the CRE held in the Tabulation Sheet provided by the office of Controller of Examination and the original copy of the same must be submitted to the office of Controller of Examination.

### **Dissertation for PG Courses:**

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.

### **General Guidelines**

1. All formalities related to Continuous Assessment Tests of First as well as Second Category must be completed at least 10 Days before the Commencement of End Term Examination.
2. The test of one type should not be substituted by any other type by a Course Teacher to compensate the absence of a student during the course of one of the Tests as part of Continuous Assessment.
1. The students of one section should not be allowed to take the tests in another section on the ground that they have missed the tests in their section.
2. The Teachers must collect the format of the End Term Question Paper from the Office of the Controller of Examination.
3. The Teachers must collect the format of the Front Page (Cover Page) of the Project Work from the office of the Controller of Examination and guide the students about the submission of the same.

**EXCEPTIONS (FOR SCHOOL OF INSURANCE)**

In some subjects, the Mid Term Examination/ Project and continuous assessment will be of 25% weightage each. However, the other modalities related to continuous assessment shall remain as mentioned above.

**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 of misconduct, violation of rules or breach of code of ethics that is the students concerned must not have been served with a memo or any 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)**

1. Students shall enter the academic block only 15 minutes before the commencement of the Examination.
2. Students must take their seat five minutes before the start of examination in their allotted room after the first bell.
3. In case of late arrival i.e. 10 minutes after the commencement of the examination, student shall not be allowed to take the examination.
4. Students are not allowed to go outside the examination hall in the first hour even for a short duration. Similarly students are not allowed to go outside the examination hall in the last half an hour of the examination unless they have completed the examination. Those who want to complete the examination and leave during the second hour shall have to surrender the question paper to the invigilator.
5. In any case, the student shall not be allowed to go outside the examination hall more than once during the examination for some emergency purpose and that too 3-5 minutes. Invigilator's decision in this regard shall be final. While going out the student shall not carry the question paper.
6. Students shall not carry any material, personal belongings, electronic gadgets, into the examination hall except a watch indicating time only (digital watch not allowed), a calculator (as mentioned in the question paper), pen, pencil, scale, eraser and a bottle of water. Box or purse for carrying pen, pencil etc. is not allowed.
7. Students must not write anything on the question paper.
8. Keeping cell phones is strictly prohibited in the examination hall. Students are not allowed to keep even switched off cell phones with them inside the examination hall. Cell Phones should not be carried to Halls of learning.
9. No explanation can be sought from any one on any contents of the question paper. Such an attempt shall attract disciplinary action.
10. Students must stop writing as soon as the final bell rings. Any attempt to write further on the answer sheet shall attract disciplinary action.
11. Any attempt at copying or talking inside the examination hall is strictly prohibited and such incident shall attract disciplinary action.

12. 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.
13. Students are required to strictly follow the instructions printed on the question paper.
14. Sharing of Pens, Eraser and any other material by the students inside the Examination Hall is strictly prohibited.
15. Violation of the Examination Protocol shall be treated as a Case of Unfair means.

## 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 will have to abide by it.
3. Chair person, Moot Court Committee shall coordinate the CREs.
4. The number of Rounds shall be decided by the concerned course teacher in consultation with Chair person, Moot Court Committee.
5. 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 Chair person, Moot Court Committee in consultation with Dean, Faculty of Law.
6. Dress Code: Students representing the Clients in the Court Room shall be in the complete attire i.e.
  - White shirt full sleeves and White/Black Stripped Trousers used by the Legal Professionals.
  - Plain Black Tie or white band used by the Legal Professionals.
  - Black Coat
  - Black Shoe and black socks
  - Black Gown by Legal Professionals provided that in the first three years of the Course this may not be insisted.
7. **Court Room Protocol:** All students attending the Court Room Exercise shall strictly follow the Court Room protocol 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.
8. **Evaluation:** The memorials and presentation in the Court shall be evaluated in such manner as may be prescribed by the Faculty member concerned as per the protocol provided in Appendics-I.

**Fee for Transcript, duplicate Grade Cards etc.**

S. No.	Item	Fee in Rupees	Remark
1	Duplicate Grade Card (Per Grade Card)	300.00	
2	Final Transcript (Per Transcript)	500.00	Original multiples 200.00 (per copy)
3	Transcript before completion of Course	300.00	Original multiples 200.00 (per copy)
4	Re-evaluation of answer sheet of End Term	500.00	
5	Re-scrutiny and Re-totaling of answer sheet of End Term	200.00	
6	Provisional Certificate	1000.00	Duplicate copy 500.00
7	Duplicate Degree Certificate	1500.00	
8	Migration Certificate	1000.00	

Note:

1. The above-mentioned Certificate/Grade Cards/Transcript will generally be issued after five days from the date of application submitted with requisite fee.
2. Original answer sheets of End Term, Mid-Term, and Continuous Assessment Examination and Project Reports shall be preserved for a period of three months from the date of declaration of results, after which they will be destroyed.

## RULES OF ATTENDANCE

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

Provided that if a student for exceptional reasons fail to attend 70% of the classes held in any subject, the Vice-Chancellor may allow the student to take the examination if the student concerned attended at least 65% of the classes held in that subject and attended 70% of the classes in all the subjects taken together

Notes:

1. **Maximum relaxation in attendance is 5% in individual subject for exceptional reasons such as medical/ health, inability for any unforeseen circumstances, participation in sports, games, cultural activities etc. However, the aggregate attendance in all subjects, taken together, shall have to be at least 70%.**
2. **Students participating in moot court competition, practical training by way of internship and other academic activities shall be entitles to attendance, which for convenience be called deemed attendance, as per the prescribed protocols.**

### PROTOCOL FOR THE GRANT OF DEEMED ATTENDANCE

1. Deemed attendances shall be available only for prior approved participation in an academic program.
2. All requests for deemed attendance will have to be submitted **prior to the departure** to the office of the Hon'ble Vice-Chancellor. The applications along with the copies of the supporting documents, in the prescribed proforma, will have to be routed through the proper channels as mentioned below:
  - a. Moot Court Competition: Chairperson/Faculty-in-Charge of the Moot Court Committee.
  - b. Seminar, Conference etc.: Chairperson/Faculty-in-Charge of the Academic support and Literary Committee.

- c. Practical Training: Executive Director, Students' Career Counseling and Placement Bureau.
3. Deemed attendance will be limited to days of the event and actual travel time. For national moot court competitions, a preparation time of 4 days will be allowed; for international moot court competitions, 6 days of preparation will be allowed. No preparation time will be permitted for any other event.
4. Faculty-in-charge of Moot Court Committee will forward the applications after ascertaining the suitability of the event for participation, constitution of the team and the number of deemed attendance for individual student.
5. Chairperson/Faculty-in-Charge of the Academic support and Literary Committee will forward the application after ascertaining the suitability of the event. Ordinarily, only the paper presenter will be given the benefit of deemed attendance.
6. Deemed attendance for practical training during term-time will be permitted in exceptional cases and only for the winter semester of 3<sup>rd</sup> year (i.e. 6<sup>th</sup> semester) 4<sup>th</sup> and 5<sup>th</sup> year undergraduate students and postgraduate students. If a student is desirous of getting deemed attendance for practical training during term-time, he/she shall have to obtain prior express written permission from the Vice-Chancellor. The application for the same will have to be submitted well in time.
7. A student shall be permitted to attend only one academic event per semester.
8. No deemed attendance shall be awarded for participating in sports and/or cultural events or on medical grounds.
9. Total deemed attendance, for a student, shall not exceed 15 days per semester.

**National Law University, Jodhpur**

**Application for claiming Deemed Attendance**

The Hon'ble Vice-Chancellor

National Law University,

Jodhpur

Name of the applicant .....

Roll No. and Semester .....

Nature, Name and location of the event.....  
.....  
.....

Dates of the event..... No. of days .....

Dates of travel..... No. of days.....

Preparation days (only for moot court competition) .....

Did you apply earlier in this semester for deemed attendance? If yes, give details:  
.....  
.....

Details of the documents attached :

Signature of the student

Date:

Remarks by the concerned Faculty-in-Charge, Moot Court Committee / Committee for academic support/  
Placement Bureau

Date:

Signature of the Faculty

Vice Chancellor

Controller of Examination

## RULES OF PLACEMENT

1. The Students Career Counseling and Placement Bureau shall function under the patronage of the Hon'ble Vice Chancellor (Chairman of the Bureau). The University campus placement/recruitment process for UG students shall be the primary responsibility of the Bureau.

The 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 placement/recruitment process at the places of the organizations, which shall be allowed only if absolutely necessary.

2. All activities pertaining to the placements/recruitments shall be looked after by the Chairman/Executive Chairman of the Bureau. The Assistant Registrar shall assist the Bureau with respect to placements/recruitments, and shall be responsible for carrying out day-to-day instructions issued by the Chairman/Executive Chairman in this regard.
3. All the students are expected to submit the required information to the Bureau within the prescribed period notified by the Bureau. The students may be asked to submit their CVs in a particular format. Once submitted, such information will be reckoned as complete and final for purpose of the placement/recruitment process, and no further amendments to such information will be permissible except with the prior permission of the Chairman/Executive Chairman.

Further, students who are not willing to participate in the University campus placement/recruitment process should communicate the same to the Bureau clearly in writing.

4. While submitting the information specified in point 3 above, any student/students desirous of having a particular Firm/Organization (which Firm/Organization has not participated in the University campus placement/recruitment earlier) to be invited, may submit the contact detail with full particulars of the said Firm/Organization. The Bureau shall endeavor to contact the desired destination and request that Firm/Organization to participate in the placement/recruitment process.
5. The Bureau shall update its list of potential recruiters and their contact details inclusive of the choices/information received from students in points 3 and 4 above.
6. The Bureau shall prepare a Recruitment Note which shall be dispatched to the potential recruiters along with the invitation to participate in the University campus placement/recruitment process.



The Recruitment Note and the letters of invitation should be clearly and cogently drafted and formatted, and preferably be sent from the Executive Chairman's office. Once so dispatched, the Bureau shall, if necessary, follow up with the concerned Firms/Organizations through e-mails or phone calls. It is important that the Recruitment Note and the invitations are sent to the potential recruiters in a timely manner.

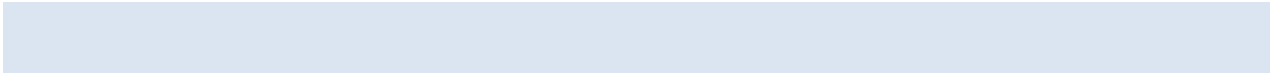
7. As part of the placement/recruitment process, the Bureau shall try to conduct a few orientation sessions for the benefit of the students.
8. On getting the confirmations from the Firms/Organizations of their participation in the University campus placement/recruitment, the same along with any requisites demanded by the Firms/Organizations shall be notified to the students.
9. If a Firm/Organization does not restrict the number of CVs or if the number of CVs demanded by the Firm/Organization are equal to or more than the number of students who have opted for such Firm/Organization, then the CVs of all those students who exhibit their willingness to participate in the placement/recruitment process of that Firm/Organization shall be sent to the Firm/Organization.

However, if the number of CVs demanded/desired by the Firm/Organization are less than the number of students who have opted for that Firm/Organization, the Chairman and the Chairman/Executive Chairman shall decide as to which CVs are to be sent. The concerned students shall be informed about the steps taken by the Bureau in this regard.

10. Notwithstanding points 10 above, if a particular Firm/Organization specifies a particular category, specialization, benchmark pertaining to C.G.P.A., the CVs of only those students who fulfill such requisite conditions shall be sent to the Firm/Organization. This shall be done by the Chairman/Executive Chairman with the approval of the Chairman of the Bureau.
11. Once communicated by the Firms/Organizations, the students shall be informed about the tentative schedule or date of visit of the Firms/Organizations and any placement/recruitment procedure prescribed by such Firms/Organizations, pursuant to which the students would be expected to prepare themselves for the process.
12. The Bureau shall request the Firms/Organizations to give a Pre-placement Talk (P.P.T.), explaining the students and responding to their queries regarding the Firm/Organization background, the areas of practice, the work profile and the package being offered, the organizational hierarchy and growth prospects, the work culture, and other relevant terms and conditions. After conducting their

placement/recruitment process, the Firms/Organizations shall be requested to inform their decision to the Bureau, who, in turn, shall then arrange a final meeting between the representatives of the Firm/Organization and the students who have been short listed in the placement/recruitment process. The students would be free to negotiate any terms of the offer in such meeting with the Firm/Organization. Pursuant to such meeting, once the final selection and offer is made by the Firm/Organization and is so communicated to the Bureau, the same shall be notified to the concerned students who would then be required to give their final acceptance to the offer, in writing, through the Bureau by the time the representatives of the Firm/Organization leave the Campus (generally twenty-four (24) hours) or within such time required by the Firm/Organization.

13. In case any Firm/Organization insists on telephonic interview, the concerned students shall undertake such interview in the Bureau office or at such other location as may be specified by the Bureau. This is to avoid any distractions, disturbances or background sounds affecting the interview.
14. A student must accept the offer made by a firm/ organization for which he/ she has given consent or has appeared for an interview coordinated by the Placement Committee or Placement Bureau or through other authorities of the National Law University, Jodhpur. Upon refusal the offer the student will not be eligible for any further participation in the University campus placement/ recruitment process.
15. An offer once accepted and communicated by a student to the Bureau and the Firm/Organization shall be binding on the student. Such student shall not be eligible to participate any further in the University campus placement/recruitment process. It is to be understood by the students that not complying with the foregoing rule may not only trigger legal actions by such Firm/Organization against the student, but also, would be at the cost of a career opportunity of another fellow student and will bring ill repute to the University.
16. In case a student has received a Pre-placement Offer (PPO) from any Firm/Organization, such student shall promptly communicate the same to the Bureau. If such student accepts the PPO, he/she shall not participate in the University campus placement/recruitment process. However, if such student does not accept the PPO, he/she shall have to justify to the Bureau reasons for such non-acceptance, and may, subject to prior permission of the Chairman/Executive Chairman, be permitted to participate in the University campus placement/recruitment process.
17. It is expected that all the participants shall adhere to the behavioral norms expected from the students of the University, as it shall reflect upon the reputation and goodwill of the University.

18. Any specific dispute or matter not covered by the above rules shall be referred to the Chairman of the Bureau, and his decision shall be final and binding.
  19. As regards any queries on placements, the students are required to contact only the Chairman/Executive Chairman of the Bureau. The Chairman/Executive Chairman of the Bureau shall be responsible for all matters pertaining to placements.
- 

## RULES OF INTERNSHIP

1. The University shall work for internship arrangements for UG students through the Students Career Counseling and Placement Bureau under the patronage of the Hon'ble Vice Chancellor (Chairman of the Bureau).

All the activities pertaining to internships shall be looked after by the Chairman/Executive Chairman of the Bureau. The Assistant Registrar shall assist the Bureau with respect to internships and shall be responsible for carrying out day-to-day instructions issued by the Chairman/Executive Chairman in this regard.

2. Shortly after commencement of a semester, the Bureau shall publish the deadlines for submission of internship preferences along with the CVs by the students, and which deadlines shall be strictly adhered to. All directions/instructions issued by the Bureau with respect to internship process are to be carried out meticulously by all the students. Violation of any one of the directions of the Bureau may result in debarring the students from any further activity through the Bureau.
3. The students should clearly list out their internships preferences in the order of 1 to 3, clearly stating their areas of interest. The students shall submit their CVs in the prescribed Pro forma only. A CV which does not conform to the Pro forma shall not be considered as a valid submission. Once submitted, such preferences shall be reckoned as complete and final for purpose of the internship process, and no further amendments to such information shall be permissible except with the prior permission of the Chairman/Executive Chairman.
4. While submitting the preferences specified in point 3 above, any student/students desirous of interning with a particular Firm/Organization/Practitioner (which Firm/Organization/Practitioner is not included in the Bureau's data base), may submit the contact details with full particulars of the said Firm/Organization/Practitioner to the Bureau.
5. The Bureau shall update its list of Firms/Organizations/Practitioners and their contact details inclusive of the preferences/information received from students in point 4 above.
6. Upon receipt of all preferences from the students, the Bureau shall tabulate the same first on the basis of the order of preferences, and within that, in the order of CGPA. The Bureau shall endeavour to procure internships primarily as per students' preferences and interests.

7. The e-mails/letters requesting internships with the Firms/Organizations/Practitioners should be clearly and cogently drafted and formatted, and preferably be sent from the Executive Chairman's office. Once so dispatched, the Bureau shall, if necessary, follow up with the concerned Firms/Organizations/Practitioners through further e-mails or phone calls. It is important that the e-mails/letters requesting internships are sent to the Firms/Organizations/Practitioners in a timely manner.
8. Generally, at one point of time, CVs of not more than five (5) students shall be forwarded to a single Firm/Organization/Practitioner.

In case, the number of students preferring a Firm/Organization/Practitioner exceeds five (5), the CVs shall be shortlisted first based on the order of preferences specified by the students, within which the CVs with a higher CGPA shall be given priority, and the remaining students (whose CVs are not so forwarded to that Firm/Organization/Practitioner) shall be informed by the Bureau through e-mail. The Bureau shall endeavour to work on such student's subsequent preferences or seek alternate preferences from such student.

Also, if a student's CV has been sent to a Firm/Organization/Practitioner of his/her prior preference, the CV of such student shall not be sent to the Firm/ Organisation/ Practitioner of his/her subsequent preferences if the number of students who have opted for the latter Firms/Organisations/ Practitioners as their prior preferences exceeds five (5). In such a case, if such student's CV is later not accepted by the former Firm/ Organisation/ Practitioner, the Bureau shall seek alternate preferences from such student.

The final decision in this regard shall be taken by the Chairman/Executive Chairman with the approval of the Chairman of Bureau.

9. If none of the preferences of a student materialize, the Bureau shall revert back to the concerned student informing the available options and seeking his/her further alternative choices.
10. The Bureau shall endeavour to send the students to only such Firms/Organizations/Practitioners which match with the areas of interest specified by the student while submitting his/her internship preferences. If the Bureau is of the opinion that a preference given by a student does not match with his/her area of interest, the Bureau shall verify the same with the student and allot only such internship to the student which matches with his/her interest.

11. Whenever the CV of a student is sent to a Firm/Organization/Practitioner for internship, the student shall be notified by the Bureau through e-mail. The acceptance or otherwise received from the Firm/Organization/Practitioner shall also be e-mailed to the concerned student.
12. If a student wants to make internship arrangement on his/her own, prior written permission to that effect will be required from the Bureau. The University shall not recognize any internship done without its prior approval.
13. On getting the confirmation from the Firms/Organizations/Practitioners, the selected students should endeavour to prepare himself/herself for a successful internship stint with the concerned Firm/Organization/Practitioner. To this end, the Bureau shall endeavour to organize an interactive session between the batches (where the seniors can share their experiences with the juniors and brief them on the do's and don't's), and thus, equip the students to optimize their internships. The students are also required to gather inputs, on an informal basis, from their seniors having interned with the same Firm/Organization/Practitioner, which may save them the time and efforts involved in familiarizing with the Firm/Organization/Practitioner and the initial adjustments
14. During the internship period, the student shall comply with all the directions/instructions issued by the Firm/Organization/Practitioner from time to time and shall abide with the conduct and behavioral norms of the Firm/Organization/Practitioner. 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 University, and their conduct shall have a bearing on the reputation and goodwill of the University.
- 14A. All students are required to undertake their internships professionally and with utmost punctuality. They shall strictly abide by the timings and working hours of the respective Firm/Organization/Practitioner. Absence during internship is not warranted, and which shall be recorded in the work diary mentioned in point 15 below. Further, students shall conform to the formal dress code required by the respective Firm/Organization/Practitioner.
15. At the end of internship, the student shall have to submit to the Bureau a detailed report about the work undertaken during the course of internship. The student shall maintain a work diary during the entire period of internship, which shall be submitted to the Bureau as an annexure to the foregoing internship report. The internship report shall be evaluated and viva-voce' will be conducted by the Bureau on the work performed by the student.

16. The Bureau shall also send a Feedback Form to every Firm/Organization/Practitioner under which the students are interning for their report and assessment of the students' performance during their internship. The evaluation of the internship report and viva-voce' along with the inputs received in the Feedback Form shall have a grade point equivalent to one (1) course in the concerned semester end result of the student.
17. Internships shall be undertaken during the prescribed vacation period, i.e., for atleast six (6) weeks in the summer vacation and atleast four (4) weeks in the winter vacation. 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. To clarify, the students so permitted shall not *ipso facto* be entitled for deemed attendance. 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.
18. Normally, more than one (1) internship shall not be allotted by the Bureau to a student in a single vacation period. If a student wishes to undertake more than one (1) internship in a single vacation period, he/she shall seek prior permission from the Chairman, and such second internship shall have to be arranged by the student personally for which the Bureau shall not be responsible.
19. The internship mandate semester wise would be as follows:
  - The first year UG students to be placed with Social Action Groups, i.e. both Governmental and Non-Governmental Organizations.
  - The second year UG students to be placed with the trial court advocates.
  - The third year UG students to be placed with appellate court advocates.
  - The fourth year UG students to be placed with law firms, companies and regulatory bodies.
  - The fifth year UG students to be placed with the forum of their choice, i.e., law firms, companies, regulatory bodies, Supreme Court or High Court judges, advocates, etc., based on their past internship experiences and future plans.
20. All communications between the students and the Bureau shall be made through e-mails. Any communication between the Bureau and the student shall be treated in strict confidence.
21. On account of any reason, if the Bureau is of the opinion that an internship request of a student cannot be or should not be forwarded to the concerned Firm/Organization/Practitioner, the Bureau

shall seek the approval of the Chairman of the Bureau, and the Chairman's decision shall be communicated to the student concerned.

22. As regards internships, the students are required to contact only the Chairman/Executive Chairman of the Bureau. The Chairman/Executive Chairman of the Bureau shall be responsible for all matters pertaining to internships.



## RULES OF IT USAGE

These rules cover access to the Internet by users, in any way and at any time, wherever University facilities, equipment or connections are involved, including access from any part of the campus network.

### Rules for Infotech usages:

1. The networking / internet facilities are provided for the use of users in undertaking their academic coursework or research. The University monitors usage of IT facilities to the extent necessary for the efficient operation and management of these facilities, to ensure compliance with its obligations, and to ensure that the rules and policies governing use are adhered to;
2. Such use shall not interfere with the legitimate use of the facilities by others;
3. Such use shall not infringe any other University policy or rules;
4. No user shall access, download, retain, distribute or disseminate any images, text, materials or software which
  - i. are or might be considered to be indecent or obscene
  - ii. are or might be offensive or abusive in that its content is or may be considered to be a personal attack, rude or personally critical, sexist, racist or personally harassing or which could bring the university into disrepute.
5. The content of all Sent e-mail messages shall be lawful, and not include defamatory or libelous statements. Care should be taken to ensure that it is clear whether the views expressed are those of the university, or whether the author is representing his/her personal views, where this could have implications for the university.
6. The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, images, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, religious or political beliefs.
7. Such use will be limited by the laws of intellectual property rights.

8. The Internet shall not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.

**9. The following are strictly prohibited:**

- a. Visiting /downloading material/video of a pornographic or unlawful nature;
- b. Sending or posting discriminatory harassing, or threatening messages or images;
- c. Using the networking resources for personal commercial gain;
- d. Stealing, using, or disclosing someone else's code or password without authorization;
- e. Sending or posting messages or material that could damage the university's image or reputation;
- f. Participating in the viewing or exchange of pornography or obscene materials;
- g. Sending or posting messages that defame or slander other individuals;
- h. Attempting to break into the computer system of another organization or person;
- i. Refusing to cooperate with a security investigation;
- j. Using the Internet for political causes or activities or any sort of gambling;
- k. Passing off personal views as representing those of the university;
- l. Sending anonymous e-mail messages
- m. Playing LAN based games which may reduce the efficiency of network transmission
- n. Hacking / attempt to heck a computer system
- o. Unauthorized attempt to destroy, delete, alter any information residing in a computer resource which diminishes its value or utility or affects its injuriously by any means
- p. All Phishing activities
- q. Bypassing the server

r. Using proxy tools

s. Downloading using P2P tools

10. Users shall not misbehave with InfoTech committee support staff.

11. Users shall not install their own Wi-Fi switches / access points

12. Users shall not attempt to damage/damage any active/passive devices/ components used for establishing networking services in the university

*Violation of any of these rules shall be treated as gross misconduct which could attract disciplinary action. Serious or repeated violation will lead to disciplinary proceedings being initiated, and may lead to disciplinary action under the terms of the relevant disciplinary procedure. Such disciplinary actions may include withdrawal of access to networking facilities, and even suspension or expulsion from University when there has been a serious or repeated breach.*

**APPLICATION FORMAT**

[FOR REPEAT EXAM]

Student's Name :

Father's Name:

U.G. / P.G. :

Roll No. :

Present Semester:

Please consider my application for

Repeat Examination

Rs. 500/- per subject

S. No.	Subjects:	SEMESTER	REPEAT	IMPROVEMENT
1				
2				
3				

REPORT:-

STUDENT'S SIGNATURE

Date: - - 2016

Signature of Examination In-charge

Amount Rs. Deposited by the student on date: - - 2016

Particulars of online transaction: /DD No. / Cash

(Signature of Cashier/Accountant)

Notes:

- Verify your eligibility from examination section before depositing the requisite fees.
- Please fill up this format carefully and completely.
- Fees deposited would not be refunded.
- Fee once paid would deprive the student from opportunity to write the examination, if availed for and not appeared.



**APPLICATION FORMAT**

[FOR IMPROVEMENT EXAM]

Student's Name :

Father's Name:

U.G. / P.G. :

Roll No. :

Present Semester:

Please consider my application for

Improvement examination

Rs. 500/- per subject

S. No.	Subjects:	SEMESTER	REPEAT	IMPROVEMENT
1				
2				

**REPORT:-**

**STUDENT'S SIGNATURE**

Date: - - 2016

Signature of Examination In-charge

Amount Rs. Deposited by the student on date: - - 2016

Particulars of online transaction: /DD No. / Cash

(Signature of Cashier/Accountant)

Notes:

- Verify your eligibility from examination section before depositing the requisite fees.
- Please fill up this format carefully and completely.
- Fees deposited would not be refunded.
- Fee once paid would deprive the student from opportunity to write the examination, if availed for and not appeared.

**APPLICATION FORMAT**

[For Re-totaling]

Student's Name :

Father's Name:

U.G. / P.G. :

Roll No. :

Present Semester:

Please consider my application for

Re-totaling of End Term Examination Script(s)

Rs. 200/- per subject

S. No.	Subjects:	SEMESTER	PREVIOUS GRADE	PREVIOUS GRADE POINTS
1				
2				

**REPORT:-**

**STUDENT'S SIGNATURE**

Date: - - 2016

Signature of Examination In-charge

Amount Rs. Deposited by the student on date: - - 2016

Particulars of online transaction: /DD No. / Cash

(Signature of Cashier/Accountant)

Notes:

- Verify your eligibility from examination section before depositing the requisite fees.
- Please fill up this format carefully and completely.
- Fees deposited would not be refunded.

CRE EVALUATION PROTOCOL

Semester:      Section:      Subject:      CRE No.:      Date of CRE:      Date of  
 declaration of marks:

Roll No.	(O) Facts, Articulation and Response/s to questions (10)	(O) Use of authorities (10)	(O) Interpretation of facts (10)	(O) Ingenuity and persuasiveness (10)	(O) Style, poise and court mannerisms (10)	(M) Knowledge of Law and facts (10)	(M) Clarity, brevity and style (10)	(M) Use of authorities and citation/s (10)	(M) Writing and Logical Structuring (10)	(M) Presentation (10)	Total = 100

Oral Presentation (O)  
 Memorial (M)

Name of Judge / Faculty:

- 1.
- 2.

**EVALUATION CRITERIA**

Outstanding: 9-10  
 Very Good: 7-8  
 Good: 5-6  
 Average: 3-4  
 POOR: 0-2

Signature with date: