



National Law University, Jodhpur

UNDERGRADUATE PROGRAMME

University Manual - 2025



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I. UNIVERSITY AUTHORITIES - FUNCTIONS AND RESPONSIBILITIES

A. Vice Chancellor

- (a) 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, National Law University, Jodhpur Act of 1999 (Act 22 of 1999).
- (b) The Vice-Chancellor may delegate all or any of her powers as she deems proper to a Proctor(s) and to such other Officers as she may specify in this behalf.
- (c) Without prejudice to the generality of her 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 her appropriate for the maintenance of discipline.
- (d) The Vice-Chancellor may, in exercise of her powers, by order, direct that any Student(s) be expelled, or rusticated, for a specified period, or be not admitted to a course or courses of study in the University, 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.

B. Registrar

The Registrar shall,-

- (a) Comply with all directions and orders of the Executive Council and the Vice-Chancellor;
- (b) Act as the custodian of the records, common seal and such other property of the University as the Executive Council shall assign to his charge;

- (c) Issue all notice for convening meetings of the General Council, Executive Council, the Academic Council, the Finance Committee, the faculties and of any Committee appointed by the authorities of the University;
- (d) Keep the minutes of all meetings of the General Council, Executive Council, the Academic Council, the Finance Committee, the faculties and any Committee appointed by the authorities of the University;
- (e) Conduct the official correspondence of the Executive Council and the Academic Council;
- (f) Supply the Visitor the copies of the agenda of the meeting of the authorities of the University as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a month of the holding of the meeting;
- (g) Call a meeting of the Executive Council forthwith in an emergency, when neither the Vice-Chancellor nor the officer duly authorized is able to act and to take its directions for carrying on the work of the University;
- (h) Perform such other duties as may be assigned from time to time by the Executive Council or the Vice-Chancellor;

II. COMMITTEES FOR MAINTAINING DISCIPLINE AND GOOD CONDUCT

Discipline is an integral component for the progress and prosperity of an educational institution and to help it attain its goals. National Law University Jodhpur takes pride in being a foremost institution of legal learning with a salubrious environment facilitating intellectual and ethical growth through conducive ethos and possesses a well-set hierarchical structure for maintenance of rules and discipline to facilitate overall growth of the students.

To maintain this environment, the university has established several specialized committees dedicated to enforcing standards of discipline and good conduct. These committees ensure that students adhere to the university's policies, understand the importance of their actions, and contribute positively to the campus community. The university's commitment to discipline and good conduct is proactive and comprehensive, reflecting its dedication to creating a safe, respectful, and orderly environment for all students.

A. Proctorial Board

The Proctorial Board headed by the Chief Proctor and other members shall assist the Vice Chancellor in maintaining order in the University Campus and to see that the disciplinary rules are followed properly. The Proctorial Board consists of the Chief Proctor and Proctors who work actively for promoting the welfare of the students.

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.
- (a) The Chief Proctor shall on behalf of the Vice-Chancellor receive and act upon any report received by him from Faculties, Hostel Disciplinary Committee ('HDC'), or any non-teaching/support staff, or any public complaints against a student or a group of students.
- (b) 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 the powers:
 - (i) To oversee general discipline in the university and assist the Vice Chancellor in ensuring that the university functions smoothly.
 - (ii) To enquire into the cases of indiscipline *suo moto*, or on report from HDC, any student, faculties etc.
 - (iii) To hear appeal from HDC or Disciplinary Council (Men and Women).
 - (iv) 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 procedure for action in cases of disciplinary proceedings rules.
 - (v) To impose a fine
 - (vi) To suspend a student or students and to keep the University out of bounds for such student/students until further orders.
 - (vii) Or to make any other appropriate order.

B. Committee of Wardens

The University has constituted a Committee of Wardens for the Halls of Residence (HoR) to maintain discipline in the University campus. There shall be a Committee of Wardens for the HoR comprising of the Chief Warden (Boys) and Chief Warden (Girls) and all other Wardens of respective HoR.

1. The Committee of Wardens shall be presided over by the Chief Wardens appointed by the Hon'ble Vice Chancellor. The Committee shall meet on the last working day of each week

and discuss the periodical reports about the respective HoR. The minutes of the same shall be presented before the Hon'ble Vice Chancellor.

2. The Wardens shall visit the HoR on daily basis to check the attendance and discipline of the students and any other matter relating thereto. The Wardens shall also check general maintenance of the HoR and make suggestions.
3. The concerned Wardens shall submit periodical reports to the Chief Warden.
4. The contact information of the Committee of Wardens is as below:

S. No.	Name of Concerned Warden & HoR	Contact Details (Phone and Email)
Halls of Residence (Boys)		
1	Dr. Bipin Kumar - Chief Warden	Ph: 7597218541 Email: bipinkumar@nlujodhpur.ac.in
2	Dr. Vinod D.-Warden Amir Ali HoR	Ph: 9829971250 Email: dvinod@nlujodhpur.ac.in
3	Dr. Renjith Thomas-Warden Dr. S. Radhakrishnan HoR	Ph: 9574404333 Email: renjith@nlujodhpur.ac.in
4	Dr. Siddharth Balani-Warden Nagendra Singh HoR	Ph: 9410989012 Email: siddharth.balani@nlujodhpur.ac.in
5	Dr. Arunabha Banerjee Warden, Radha Binod Pal HoR	Ph: 9871368983 Email: arunabha.banerjee@nlujodhpur.ac.in

6	Mr. Aniruddh Panicker Warden, Dr. Rajendra Prasad HoR	Ph: 9351185704 Email: aniruddh.panicker@nlujodhpur.ac.in
7.	Mr. Sarthak Mishra Warden, MCS HoR	Ph: 8889223823 Email: sarthak.mishra@nlujodhpur.ac.in
8.	Dr. Pran Banjara Warden, FDDI HoR	Ph: 9509569586 Email: pran.banjara@nlujodhpur.ac.in

Halls of Residence (Girls)

S. No.	Name of Concerned Warden & HoR	Contact Details (Phone and Email)
1	Dr. Kanika Dhingra – Chief Warden	Ph:9910455131 Email: kanika.dhingra@nlujodhpur.ac.in
2	Dr. V. Leela Warden, Gargi HoR	Ph: 9928431859 Email: lvedantam@nlujodhpur.ac.in
3	Dr. Ruth Vaiphei Warden, Mother Teresa HoR	Ph: 8837245791 Email: ruth.vaiphei@nlujodhpur.ac.in
4	Ms. Sayantani Bagchi Warden, Meera Bai HoR	Ph: 8902297150 Email: sayantani.bagchi@nlujodhpur.ac.in

5	Ms. Kritika Singh Warden, Rani Lakshmi Bai HoR	Ph: 8953529917 Email: kritika.singh@nlujodhpur.ac.in
6	Dr. Varsha Singh Warden, Anna Chandy HoR & Students residing in Faculty Quarters	Ph: 8130276794 Email: varsha.singh@nlujodhpur.ac.in
7.	Dr. Gagan Deep Kour Warden, Sarojini Naidu HoR	Ph: 9873058073 Email: gagandeep.kour@nlujodhpur.ac.in
8.	Dr. Sucheta Boora Warden, FDDI HoR	Ph: 8607100997 Email: sucheta.boora@nlujodhpur.ac.in

C. Disciplinary Council (Women)

The Disciplinary Council (Women), without prejudice to the generality of its powers, shall have following power to inquire into the alleged cases of indiscipline and gross misconduct or any other case of misbehavior 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 procedure for disciplinary cases.
- (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) To make any other appropriate order.

D. 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 power 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 disciplinary procedure laid down for the purpose .
- (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.

E. Anti-Ragging Committee

- (a) 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 Committee. The main objectives of the committee are as follows:
 - (i) To maintain and take action on abuse of Ragging
 - (ii) To organize a sensitization programme to prevent the menace of ragging
- (b) For the purposes of the aforementioned mandate, Ragging constitutes one or more of any of the following acts:

- (i) 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.
- (ii) 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.
- (iii) 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.
- (iv) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- (v) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- (vi) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- (vii) 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;
- (viii) 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.
- (ix) 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

Penalty for Ragging

- (i) Whoever directly or indirectly commits, participates in, abets or instigates ragging within or outside the University shall be suspended, expelled or rusticated from the University and shall also be liable to a minimum fine of Rs. 20,000/- or any higher amount as may be imposed by the competent authority.

(ii) The punishment may also include:

- a. cancellation of admission;
- b. suspension from attending classes;
- c. withholding/withdrawing fellowship/scholarship and other financial benefits,
- d. withholding or cancelling the results.
- e. debarment from moot court competition and internship where student /students are representing the university.

Provided that, except suspension, a student may be expelled only after an opportunity of hearing is given to such student. The inquiry in this regard shall be completed within a period of Three weeks.

Provided further that, if such ragging takes place during the course of any test or examination, such student may be permitted to undertake the test or examination but the result shall be subject to any decision which may be taken in that regard.

- (iii) Suspension may be resorted forthwith having regard to the nature of the complaint made or information received by the Concerned authority of the University or from a Warden/Chief Warden of any hostel or member of the Proctorial staff or any other person.
- (iv) The decision to suspend or expel or other punishment shall be taken by the Head of the University.

“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 the university”

Anti- Ragging Committee consists of following members:

Registrar

Dr. Manoj Kumar Singh, Chairman

Dr. Archi Mathur

Dr. Bipin Kumar (Chief Warden, Boys)

Dr. Kanika Dhingra (Chief Warden, Girls):

All Wardens (Boys& Girls)

Ms Sapna Tak

F. Internal Complaints Committee constituted under Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013

- (a) 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.
- (b) Sexual harassment is defined, as per the above-mentioned Act, and would include the following act(s)/conduct(s):
 - (i) any unwelcome sexually determined behaviour (whether directly or by implication) such as physical contact and advances;
 - (ii) demand or request for sexual favours, sexually coloured remarks, showing pornography, or any other unwelcome physical verbal or non-verbal conduct of sexual nature;
 - (iii) presence or occurrence of circumstances of implied or explicit promise of preferential treatment;
 - (iv) 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.
- (c) The University has constituted the following Internal Complaints Committee (ICC) to look into any case of sexual harassment and includes the following members:
 - (i) Dr. Kranti Kapoor, Chairperson
 - (ii) Dr. Anjali Thanvi, Member
 - (iii) Dr. Arunabha Banerjee, Member
 - (iv) Mr. Gyan Prakash Bissa
 - (v) Mrs. Rashmi Detha, Member
 - (vi) Dr. Sangeeta Gupta, Scientist – F, Arid Forest Research Institute (AFRI), External Member

Student Members

UG Students: Sonsie Khatri, Kashish Saxena and Ananya Deshpande

PG Student: To be nominated

Ph.D Student: Mr. Sarthak Mishra

III. RULES FOR MAINTAINING DISCIPLINE AND GOOD CONDUCT

Part I: Statement of Object and Reasons

Discipline is crucial in a university setting, creating an environment conducive to academic focus and personal growth. Upholding rules for maintaining discipline ensures a safe and conducive environment where students can thrive intellectually and socially. These rules not only safeguard the integrity of the institution but also instill values of responsibility, courteous, and ethical behavior among students, preparing them for future success and contributing positively to the university community.

The University frames rules and regulations from time to time which have to diligently followed to maintain a cordial and conducive atmosphere for learning on the campus. Without prejudice to the generality of the powers of the Vice Chancellor, various authorities in the University, viz. faculty in the class, Chief Proctor, Chief Wardens and Wardens for 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. The general rules for the said purpose, are laid down as follows:

Part-II: Rule Structure

A. General Rules of Discipline and Good Conduct on University Campus

- a. The National Law University, Jodhpur, is a fully residential University.
- b. Entry and exit will be regulated as follows:
 - i. The students shall be permitted to make exit from the campus **between 7:00 am to 8:55 pm** by making the requisite entry at the University Main Gate with the ID Cards issued by the University.

- ii. ID card based exit/entry is mandatory. In case of power outage or malfunction of the biometric device, entry must be made in register at the main gate upon exiting and entering the campus.
 - iii. Students must ensure their return to the campus by **9:55 pm** positively.
 - iv. Students are not permitted to stay outside the campus beyond 09:55 pm.
 - v. Staying outside the campus overnight is prohibited. However, for visiting their homes or relatives, or representing the University in any recognized event by the University, online permission may be granted by the respective Chief Wardens/Warden. In the event of any emergency, the student may contact the concerned Chief Warden or Warden to obtain permission to exit the campus.
 - vi. In case a student is seeking permission for attending any co-curricular or extra-curricular activity outside campus (Moot Court Competitions/ ADR Competitions/ Sports Events, etc.), the concerned Committee Faculty Chairperson shall approve the same and communicate it to the office of the concerned Chief Warden.
 - vii. The Night Out Passes shall be shared with the parents.
- c. In case of students entering the campus between 10:00 pm to 11:00 pm, warning will be issued to the concerned student for a maximum number of three times. In case of any violation beyond three times, the information of violation shall be communicated to the concerned parents.
 - d. In case of students entering the campus after 11:00pm, the student shall be served with a show cause notice and information of violation shall be communicated to the concerned parents along with imposition of the fine.
 - e. In case of students entering the campus after 12:00am, each violation shall be treated as an act of gross violation. For the same, the information shall be shared with the parents and parents would be required to visit the campus and attend to the matter. Additionally, the student would be served with a show-cause notice and imposition of exemplary fine.
2. Violation of the aforementioned Rules will result in strict disciplinary action against concerned student(s).
3. In the event of absence of warden, the powers of the warden, under these Rules, shall be exercised by the Chief Wardens or any other Wardens as authorized by the Chief Wardens. In the

absence of the Chief Warden, the power shall be exercised by the Chief Proctor or the Deputy Registrar.

4. Every student shall maintain high standard of peace, tranquility and ideal conduct, cleanliness, and discipline in his/her room and on campus. No student shall play music at high volume, shout and scream or commit acts of misbehaviour with his/her fellow students.

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. Anyone found indulging in such act(s) would be placed before the appropriate committee i.e. Disciplinary Councils and Internal Complaints Committee 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:

- (i) Physical assault or threat to use physical force;
- (ii) Carrying of, use of or threat to use of any weapon;
- (iii) 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);
- (iv) Any violation of the provisions of the Civil Rights Protection Act, 1976;
- (v) Violation of the status, dignity and honour of students belonging to the Scheduled Castes and Scheduled Tribes;
- (vi) Any practice, whether verbal or otherwise-derogatory to Women, in general and in particular;
- (vii) Any attempts at bribing or corrupting in any manner;
- (viii) Willful destruction of institutional property;
- (ix) Creating ill will or intolerance on religious or communal grounds;
- (x) Causing disruption in any manner of the academic functioning of the University system;
- (xi) Entering into argument with security staff;
- (xii) Suppressing the knowledge of act of indiscipline of other students;
- (xiii) Abetting, sharing common intention of act of indiscipline with other students;
- (xiv) Forming unlawful assembly and sharing common object, the act which constitutes an act of indiscipline.

(xv) Violation of entry-exit rules of the University.

8. Ragging in any form is strictly prohibited and would attract severe disciplinary action and punishment of expulsion from University.

9. Ragging 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:

- (i) Involve physical assault or threat, use of physical force;
- (ii) Violate the status, dignity and honour of students belonging to the scheduled castes and tribes;
- (iii) Violate the status, dignity and honour of women students;
- (iv) Expose students to ridicule, contempt and affect their self-esteem;
- (v) Entail verbal abuse and digression, indecent gesture and obscene behaviour.

10. 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 thereunder by the University.

11. University Administration reserves the right to inspect the room of individual student during regular checking or during surprise checking. Students may be frisked on entry, on exit and while on campus, 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. General Rules of Discipline and Conduct in Halls of Residence

Students shall in general maintain high standard of peace and tranquility all the time, during their stay in HoR. The students must particularly ensure:

- (i) Maintaining cleanliness and strict discipline in their rooms and in common places such as corridors, staircase and washrooms of the HoR.

- (ii) Giving due regard and respect to other residents of the HoR by not causing disturbance and annoyance such as by playing music at high volume, screaming, shouting or engaging in any misbehaviour that could annoy, disturb or irritate any resident of HoR.
- (iii) Not to indulge in smoking, alcohol consumption or consumption of narcotic drugs or substances and misbehaving due to their impact.
- (iv) Adhering to all guidelines and restrictions notified by the University for tackling health related exigencies such as Swine Flu or COVID-19 or any other similar unforeseen situation.
- (vi) Pet animals are prohibited in the University campus.
- (vi) To abide by any directions issued by the Committee of Wardens/ Chief Wardens seeking cooperation in carrying out maintenance at the University HoR.

C. Hostel Room Allocation and Conduct Guidelines

(1) Room Allocation Policy

- Hostel rooms are allotted on a per-semester basis.
- The University reserves the right to:
 - Allow a student to retain the same room or reallocate them to a different room/hostel for the subsequent semester.
 - Require immediate room/hostel changes in case of emergencies or administrative necessities during the semester.

(2) Prohibition of Unauthorized Alterations

- No changes or modifications to the hostel room are permitted without prior written approval from the concerned Warden or Chief Warden.
- Any violation of this rule will result in a monetary penalty and disciplinary action.

D. Rules and Regulations for Halls of Residence

1. It is mandatory for all the students to strictly follow the Rules framed for Halls of Residence, Mess Area and extracurricular activities on the University campus. As the University aims and professes excellence in professional education, the students shall not

indulge in any political activities inside the University campus. Evidence of any political activity inside the campus shall be considered as an act of serious indiscipline and shall be tackled seriously and strictly.

2. The students shall have the availability of services of support staff such as watchmen, cleaning staff and caretakers in or around the Halls of Residence during prescribed hours. No student shall offer any extra payment, favour, tip or belongings to such support staff or any other functionary including mess staff.
3. Students are expected to maintain absolute hygiene and cleanliness during their stay at the Halls of Residence. They shall refrain from littering in and around the Halls of Residence and other common areas such as mess, playground or other University facilities. If found guilty, the students shall be required to clean the concerned area, as the case may be, and shall be liable to pay fine as per the direction of the Warden or Chief Warden or any other authorized person.
4. For any permission required to be taken by the students from the Warden/ Chief Warden/ Deputy Registrar, as the case may be, **the permission shall be taken only during office hours from the work station of the concerned authorities. Students shall not approach the Warden or Chief Warden at their residence, unless there is an emergency.**
5. Violation of Rules for the Halls of Residence shall be considered as a case of indiscipline. Indiscipline in the Halls of Residence shall be dealt with by the Chief Wardens and the Committee of Wardens and shall be served with penalty such as imposition of fine and/or suspension from the Halls of Residence or the University. Depending upon the severity of a matter, the Chief Wardens and Committee of Wardens may refer the matter to the Disciplinary Committee of the University.

E. University Policy on Resource Conservation and Prevention of Wastage

1. Prohibition of Resource Wastage
 - Students are prohibited from any form of resource wastage, including but not limited to:
 - Unnecessary consumption or misuse of electricity (e.g., leaving lights/fans/ACs on when not in use)

- Excessive or improper use of water
 - Damage or misuse of university property, equipment, or supplies.
2. Students are prohibited from using room heater, refrigerator, induction stove etc. in their allotted rooms. Usage of induction stove is allowed in the designated place at the pantry.
 3. Penalties for Violation
 - Any violation of this rule will result in a monetary penalty and disciplinary action.
 4. Reporting and Enforcement
 - All university members are encouraged to report incidents of resource wastage to the administration.
 - The university reserves the right to investigate and take appropriate action against offenders.

(Note: Repeat violations may lead to stricter penalties, including suspension.)

Compliance with this policy ensures sustainable use of university resources and promotes a responsible campus environment.

F. Rules for Visitors

1. All visitors must register at the University gate and provide a valid photo identity card recognized by the University, as required by security before entering the University campus. No visitor shall stay in the University complex beyond the permitted time.
2. Visitors are not allowed in the rooms of the students at the Halls of Residence. Visitors including parents are allowed only into the visitor's area of the hostel mess and gajibos.
3. The hostel administration reserves the right to deny entry into the hostel to any visitor. Only in case of emergencies or special circumstances, the Parent/ Guardian/ Local Guardian may be allowed to enter into the Hostel room with the written permission from the warden or the chief warden.

G. Rules of Conduct in Dining Hall

1. The Common Mess will serve regulated vegetarian and non-vegetarian healthy food.
2. Students shall take breakfast, lunch and dinner in the Dining Hall and shall not carry any cutleries and crockery from the Dining Hall to their respective rooms. However, students may carry packed food items to their rooms.

H. Policy for Installation and Use of Air Conditioners by Students in Hostels

1. Submission

Students must submit an application in the prescribed format (as annexed) to the respective Warden/Chief Warden.

2. Application must include all required details (AC brand, serial number, capacity, vintage etc.). The student must attach a copy of fee payment receipt:

- **Summer semester (August–January):** ₹16,700 (payable up to 31st August).
- **Winter semester (February–July):** ₹9,300 (payable up to 1st March).

3. AC must not be older than **5 years** from date of manufacturing.
4. Capacity should not exceed **1 ton**.
5. Only wall-mounted **split** or **window** ACs are allowed as per hostel norms.

6. Approval

- Applications will be verified by the Accounts Section and checked by the Electrician before forwarding to the Chief Warden for final permission.
- Only after written permission from the Chief Warden, installation can proceed.

7. Fee and Financial Compliance

- Students must pay the prescribed AC fee in full before installation.
- No AC shall be permitted without valid payment proof.

8. Guidelines for Students

8.1 Usage

- Operate AC responsibly, avoiding open doors/windows.

- Switch off AC when leaving the room or not in use.
- Avoid setting extremely low temperatures.

8.2 Responsibilities

- No tampering with wiring, remotes, or timers.
- Report any issues (malfunction, water leakage) immediately to caretaker or warden.

8.3 Prohibitions

- Unauthorized shifting or installation is strictly prohibited.
- Unauthorized appliances near AC circuits are not allowed.

8.4 Damages & Penalties

- Students will bear costs for any damages or misuse.
- Repeated violations may result in suspension of AC usage rights.

9. General Safety & Compliance

- Strict adherence to electrical and safety standards is mandatory.
- University reserves the right to inspect or withdraw AC permission at any time for violations.

APPLICATION FOR INSTALLATION OF AIR CONDITIONER IN HOSTEL ROOMS

Date:-

To

The Chief Warden/Warden

------(Name of Hostel with room no.)

National Law University, Jodhpur

Sub:- Application for installation of Air Conditioner

Respected Sir/Madam,

This is to submit that I wish to get installed an Air Conditioner in my hostel room. I agree to pay the requisite charges decided by the University from time to time. Further I also undertake to abide guidelines issued by the University in this regard. Relevant details are as follows:-

S.No.	Particulars	
1	Name of the Student	
2	Name of Hostel with room no.	
3	Air Conditioner Company	
4	Air Conditioner Date of Mfg. (should not be older than 5 years)	
5	Air Conditioner capacity (should not be more than 1 ton)	
6	Split or Window	

7	Serial No. of A.C.	
8	Entry No. at Main Gate	

Signature of Student

Fee Deposition Details:-

S.No.	Particulars		Remarks / Signature of Accounts Person
1	Fee of Air Conditioner	Rs.-	
2	Mode		
3	Date		

Checked & Verified by Electrician

S.No.	Description of AC	Name & Sign of Electrician	Signature of Electrical Engineer with date
1	Date of Manufacturing		
2	Capacity of AC.....		

Forwarded to Chief Warden

Permitted/Not Permitted

Sign. of Chief Warden

Entry of AC installation made in register maintained at.....

(HoR) at Sr. No./Entry No.....

(Signature of Caretaker)

Name of Caretaker

A photo copy of the permission shall be retained by Accounts, Chief Warden Office and care taker concerned.

I. Rules for Vehicle Access on Campus

1. Students are not allowed to bring/park vehicles into the Campus premise.
2. Only bicycles are allowed for movement within the campus.
3. No vehicle including motorbikes shall be allowed beyond the Main Gate of the University Campus.
4. Vehicles coming in or going out of the university campus are likely to be checked at the main gate.

J. Rules for Maintaining Discipline in the Classes

- (a) Every subject/course shall have 50 minutes class. The student shall not leave the class during these 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.
- (b) The student is required to maintain proper decorum inside the classroom. In case of any such violation, the faculty concerned may ask the student to leave the classroom and mark him/her absent.
- (c) The cell phones are required to be kept on silent mode within the classroom.
- (d) The use of laptop or any electronic gadget during the class/lecture is permissible subject to approval of the faculty concerned.
- (e) All the students visiting the Hall of Learning shall be dressed formally.

K. GRIEVANCE AND APPEAL

Any issues relating to the maintenance of discipline, cleanliness, working of sweepers and caretakers/ guards and concerns relating to general welfare of the residents of HoR shall be brought to the notice of the University Administration. The students shall intimate their concerns and problems to their respective Warden of their Hostel. The decision taking authority is vested with the Warden and Warden's decision is final.

In the event a student is not satisfied with the grievance remedy as decided by the Warden, 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 to the Registrar.

L. Procedure for Action in cases of Disciplinary Proceedings

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, must 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.

Accordingly, the University has prescribed the following procedure regarding any Disciplinary Proceedings:

- (a) The caretaker is competent to take note of every reported/unreported case of indiscipline to the three member Hostel Disciplinary Committee consisting of Chief Warden and two other Wardens nominated by the Chief Warden. In case of certain exigency, the HDC may consist of both Chief Wardens for boys and girls, along with the other Wardens nominated by the Chief Wardens.
- (b) The HDC may issue written warnings/impose fines in cases of breach of discipline. If the case involves an act of gross indiscipline, the matter shall be referred to the concerned Disciplinary Council.
- (c) The HDC shall evolve or adopt a procedure, which it 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.
- (d) Any decision or action taken by the HDC shall not be challengeable on the grounds of inappropriateness of procedure. However, the concerned student can challenge the decision before the concerned disciplinary council.

- (e) 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 HDC, which may confirm, modify or reverse the decision of the HDC.
- (f) 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.
- (g) If the Disciplinary Council is convinced that the HDC's decision is in excess of powers vested in it, the said Council can modify or reverse the same.
- (h) 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.
- (i) The Proctorial Board shall listen and decide such cases of appeals in an appropriate manner and shall evolve or adopt a procedure, which it thinks appropriate or expedient for the matter in hand.
- (j) Notwithstanding any provision contained above a student may appeal to the Vice Chancellor against any decision of the HDC, Disciplinary Councils or the Proctorial Board, in accordance with the procedure of appeal and arbitration.

M. NLUJ RULES TO COMBAT SEXUAL HARASSMENT, 2024

I. Preamble

National Law University, Jodhpur [“NLUJ” or “University”] is committed to creating a safe environment for all individuals associated with the University. We strive for a campus where every individual feels respected and can lead a life of dignity. We endeavour to ensure that each member can be part of a community free from sexual harassment, irrespective of their sex, gender, race, caste, class, sexual orientation, disability, economic status, or any other factor.

In pursuance of this goal, the NLUJ Rules to Combat Sexual Harassment, 2024 [“Rules”] have been framed and are to be read in conjunction with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, and the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.

II. Preliminary

1. Title, Scope and Application

- a) These rules may be called the NLUJ Rules to Combat Sexual Harassment, 2024.
- b) The Rules shall apply to all instances of sexual harassment as provided herein –
 - i. Occurring on the University Campus, irrespective of the parties; or
 - ii. Between or among members of the NLUJ community; or
 - iii. Where the complaint is made by a third party against a member of the NLUJ community and where such third party is or was involved in an activity pertaining to the University.
- c) These Rules are applicable to all events hosted by the University.

2. Definitions

- a) “Academic Staff” shall refer to any person appointed or engaged by the University for the purposes of teaching or for research, including employees who have permanent positions by way of tenure or those employed on a contractual or casual basis, part-time, or ad-hoc, or visiting or honorary members of the staff and persons interning at the University;
- b) “Act” shall refer to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013;
- c) “Accused/s” shall refer to a person/s against whom a complaint under Rule 5 has been filed;
- d) “Aggrieved Person” shall refer to a person who alleges to have been subjected to any act of sexual harassment as provided in these Rules;
- e) “Campus” shall refer to the location or the land on which the University and its related institutional facilities are situated and any location where classroom or associated University activities are undertaken, including virtual settings, and also includes extended campus and covers within its scope places visited as a student of the University including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps , cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the University;
- f) “Complainant” shall refer to the person filing a complaint under Rule 5;
- g) “Documents” shall include formal request for inquiry, notice to parties, written submissions, written statements of witnesses, replies, list of questions, evidence, and copies of the same and any other supporting material submitted by either party. These may be in digital or physical format;
- h) “Disciplinary Council” shall refer to the men’s disciplinary council and women’s disciplinary council constituted by the University;
- i) “NLUJ Community” shall refer to students, academic staff, and non-academic staff;
- j) “NLUJ Manual” shall refer to the National Law University Jodhpur Manual, 2021 as amended from time to time, and available on the official University website;

- k) “Non-Academic Staff” shall refer to all persons who are appointed, engaged or affiliated with the University, who are not academic staff, irrespective of the duration, including but not limited to library staff, security staff, accounts staff, staff employed with the examination department, staff employed with the student section, staff employed with the Information Technology department and staff employed with the engineering department; and shall include services employed by the University to provide services such as janitorial, mess, gardening, medical, electric, plumbing, carpentry, transport, security services etc., including persons in the employment of, contracted by or working for such service providers;
- l) “Outsider” shall refer to any individual present on Campus apart from the NLUJ Community, irrespective of the duration of their presence on Campus, including but not limited to any guest of the members of the NLUJ Community, individuals registered to reside temporarily or permanently on Campus, guests for events sanctioned by the University, service providers hired by NLUJ Community for work on Campus, and any individual gaining unauthorised access to the Campus;
- m) “Party/s” shall refer to the aggrieved person/complainant, and/or the accused/s;
- n) “Related Party/s” shall refer to all persons and institutions connected with the proceedings and the parties;
- o) “Report” shall refer to the Internal Complaints Committee’s Report to be submitted under Rule 14;
- p) “NLUJ Service Rules” under these Rules shall include the National Law University Jodhpur Conduct, Discipline and other Misc. Regulations, 2016, The University Service (Amendment) Regulations, 2017, and any other service rules so applicable to members of the academic and non-academic staff, as amended from time to time;
- q) “Sexual Harassment”, under these Rules, includes but is not limited to, any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:
 - i. Physical contact or advances; or
 - ii. A demand or request for sexual favours; or
 - iii. Making sexually coloured remarks; or

- iv. Showing pornographic material, including oral, textual, graphic representations of a sexual nature; or
- v. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature; or
- vi. Stalking or cyber stalking, as under the Section 354D of the Indian Penal Code, 1860 and Information Technology Act, 2000.

Explanation 1 – Unwelcome act or behaviour shall be determined on the basis of the totality of the circumstances.

Explanation 2 – The following circumstances, *inter alia*, if occur, or are present, in relation to or connected with any act or behaviour of sexual harassment, may amount to sexual harassment:

- i. Implied or explicit promise of preferential treatment in their employment or education; or
 - ii. Implied or explicit threat of detrimental treatment in their employment or education; or
 - iii. Implied or explicit threat regarding their present or future employment or education status; or
 - iv. Interference with their work or creation of an intimidating or offensive or hostile environment for them; or
 - v. Humiliating treatment likely to affect their health, safety, dignity or physical integrity.
- r) “Student/s” shall include all regular and bona-fide students in the undergraduate and postgraduate programme of the University, doctoral candidates and students’ part of any exchange programme conducted by the University;
 - s) “Student Bar Association” or “SBA” shall refer to the duly elected student body as formed under the Constitution of the Student Bar Association, 2022;
 - t) “Third Party Harassment” refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not a member of the NLUJ Community, but a visitor to the University in some other capacity or for some other purpose or reason;
 - u) “University” refers to the National Law University, Jodhpur;
 - v) “Victimization” shall be understood to mean any adverse treatment by individual/s or an organization, against individual/s because they have, in good faith, reported instances of

sexual harassment or been witnesses to either party in alleged instance of sexual harassment.

Explanation – “adverse treatment” shall include but not be limited to:

- i. making such participation a ground for negative treatment relating to employment, academic participation or evaluation, extra or co-curricular activities or entitlement to services/opportunities;
 - ii. directly or indirectly using intimidation or undue influence so as to dissuade or deter such participation;
 - iii. creating a hostile environment for the aggrieved person, complainant or witnesses of either party.
- w) “Working Day/s” shall refer to any day of the week except Sundays or any other day declared as a holiday by the University as per the Academic Calendar or any other notification released.

3. Prohibition of Sexual Harassment

Sexual Harassment is prohibited and shall be dealt with under these Rules.

III. Procedure

4. Recourses under the Rules

- a) An aggrieved person may choose to:
 - i. Opt for redressal of the matter through the mechanism laid down under these Rules; and/or
 - ii. Take recourse to any other civil/criminal remedies available under the law.
- b) If the aggrieved person chooses to redress the matter through the mechanism laid down in these Rules, they shall file a formal complaint or contact any facilitator for guidance.

5. Complaint

- a) A complaint shall be filed by the aggrieved person. In case the aggrieved person is unable to file a complaint, any person provided under Rule 6 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 may file a complaint on

behalf of the aggrieved person, with their written consent in a manner prescribed in Form A and Form B (**Annexure I and II**).

- b) Such complaint under Rule 4 (a) (i) and (b) shall be made in writing to the Presiding Officer of the Internal Complaints Committee [**“ICC”**] within three months of the occurrence of the incident.

Provided that the ICC may, for the reasons to be accorded in the writing, extend the time limit by a further three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.

Explanation – In case of a series of incidents, the complaint may be filed within three months from the date of the last incident.

- c) The complaint may be in digital or physical format in a manner prescribed in Form B (**Annexure-II**).
- d) In filing of a complaint, the aggrieved person may request to the Presiding Officer of the ICC for mediation under Rule 8 or for initiation of inquiry under Rule 11.

6. Facilitators

- a) The Vice-Chancellor shall in consultation with the Prevention of Sexual Harassment Policy Advisor (**“POSHPA”**), appoint facilitators in accordance with Rule 7 of these Rules at the beginning of each academic year, who shall hold office for a period of one year.
- b) Any member of the NLUJ Community may apply to the POSHPA for the position of a facilitator under these Rules.
- c) The facilitators shall, at the option of the complainant, provide assistance to them with regard to the procedure under these Rules.
- d) The names and contact information of all facilitators shall be visibly published on notice-boards, University website and through other means across the Campus throughout the year in both English and Hindi.

7. Composition of Facilitator Pool

- a) At any given point, there shall be at least twelve facilitators from the amongst the NLUJ Community, out of which as far as possible, at least one shall be a doctoral candidate, at least one from the M.B.A. programme, at least one from the LL.M. batch, at least one from

academic staff, at least one from the non-academic staff and at least seven from the LL.B. programme.

Provided that, at least half the facilitators shall be female members of the NLUJ Community. Provided further that where vacancies for facilitators remain unfulfilled, the Vice-Chancellor may use their discretion to fill the vacancies.

- b) A member of the NLUJ community shall be disqualified from applying to, or holding the post of Facilitator if:
 - i. They are a member of the Student Bar Association; or
 - ii. They have a previous criminal record, i.e., they have been convicted in a criminal case; or
 - iii. They are currently facing inquiry or investigation under any law for the time being in force; or;
 - iv. They have been found guilty of gross indiscipline by a competent authority in the University.

Explanation – For the purposes of this provision, “gross indiscipline” shall have the same meaning as ascribed to it under Article 15 of the Constitution of the Student Bar Association, 2022.

8. Mediation

- a) The Vice-Chancellor shall in consultation with the POSHPA nominate at least three external persons, familiar with issues relating to sexual harassment from amongst non-governmental organisations or associations, to the University’s list of empaneled mediators to conduct mediation proceedings under these Rules.

Provided that at least half of the mediators so nominated and empaneled shall be female.

- b) Where the aggrieved person prefers mediation, a written request for the same is to be made by the complainant to the Presiding Officer of the ICC.
- c) The ICC shall, within three working days of receiving a written request for mediation, inform the accused/s of the request and obtain written consent of the accused/s to the mediation proceedings.

- d) Within three working days of obtaining written consent of parties to mediation, the ICC shall inform the POSHPA to initiate mediation proceedings.
- e) The Vice-Chancellor in consultation with the POSHPA shall choose a mediator who shall be agreeable to all parties concerned within three working days of request for mediation being forwarded by the ICC.
- f) The mediator shall endeavour to conclude the mediation proceedings no later than six weeks from the date of receiving the reference for mediation from the ICC.
- g) No monetary settlement shall be made between the parties, as a result of the mediation.
- h) Where the accused/s does not provide consent to mediation, or the parties are unable to agree on any of the empanelled mediators to conduct the mediation proceedings, or when mediation was resorted to but failed, the aggrieved person shall either have the option to continue with inquiry or withdraw the complaint, subject to Rule 12(h) and Rule 22.

Explanation 1 – Nothing in these Rules shall preclude the right of the aggrieved persons to initiate mediation during the inquiry process.

- i) In case of the parties opting to continue with inquiry in accordance with Rule 8 (h), the POSHPA shall within three working days of such request for inquiry by the aggrieved person, inform the ICC of the same.

9. Internal Complaints Committee

- a) The Vice-Chancellor shall constitute the ICC for a period of three years.
Provided that the student members of the ICC shall be appointed by the Vice-Chancellor for a period of one year.
- b) ICC shall comprise of the following members:
 - i. A Presiding Officer/ Chairperson who shall identify as female and who shall hold a position not below the rank of a Professor;
 - ii. Two other members from the academic staff;
 - iii. Three students, if the matter involves students, appointed by the Vice-Chancellor.
 - iv. Two members from the non-academic staff, preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

- v. One external member from amongst non-governmental organizations or other associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.
- c) At least half of the members comprising the ICC shall be female.
- d) Persons holding senior administrative positions such as the Vice-Chancellor, Pro-Vice Chancellors, Registrar, Dean, Heads of Departments etc. shall not be members of the ICC.
- e) A member of the NLUJ community shall further be disqualified from applying to, or holding the position of an ICC member in the events specified in clause (ii), (iii), (iv) of sub--rule b) of Rule 7 of these Rules.
- f) Either party may challenge the appointment of or inclusion of any member of the ICC on the following grounds:
 - i. Where either party is closely associated or related to any member of the ICC;
 - ii. Where such member has contravened Section 16 of the Act;
 - iii. Where such member has been found guilty under either a disciplinary proceeding or is currently facing inquiry or investigation under any law for the time being in force;
 - iv. Where such member has so abused his position as to render their continuance in office prejudicial to public interest.
- g) Such a challenge under Rule 9 (f) shall be made to the Vice-Chancellor, whose decision shall be final and binding.
- h) In the event that such challenge is upheld, the Vice-Chancellor shall appoint another member to the ICC of the same rank within seven working days of such decision.
- i) Any member/s of the ICC may submit an application to the Vice-Chancellor in order to recuse themselves from participating in the proceedings if they feel that their objectivity may be compromised on the basis of any of the grounds under Rule 9 (f).

10. Time Frame for Inquiry

The total time frame for the inquiry process from the time of receipt of complaint, to the conclusion of inquiry hearings, shall not exceed three months.

Provided that, such time frame of three months shall exclude an intervening semester break, if any.

Provided that, where mediation has occurred and failed, the period of mediation from the date of request for mediation up to the date on which the process was concluded shall be excluded from calculation of the limitation period of three months.

11. Initiation of Inquiry

- a) On the receipt of a formal complaint, the ICC shall carry out a preliminary review of the matter and determine whether the ICC has the jurisdiction to inquire into complaint.
- b) The ICC shall complete the preliminary review mentioned in Rule 11 (a) within three working days of the receipt of the formal complaint. In the event the ICC deems itself to lack requisite jurisdiction to hear the matter, it shall communicate the decision with reasons to the complainant within such seven working days of the receipt of the formal request for inquiry.
- c) The ICC shall anonymise the complaint received from the complainant.
- d) The ICC shall within a period of seven days of receipt of complaint, send a copy of such complaint to the accused/s and shall issue notice to the accused/s to submit their reply to the complaint along with written submissions and the written statements of all their respective witnesses within seven working days of having received the notice.

Provided that, the complainant shall also submit any additional documents including witness statements within fourteen days of filing of complaint.

- e) Within two working days of the receipt of the written submissions and witness statements, by all the parties, the ICC shall forward a copy of the same to the other party.

12. Inquiry

- a) Within ten working days of forwarding the replies of all parties as under Rule 11(e), the ICC shall schedule the first inquiry hearing.
- b) All parties shall be given the opportunity to appear before the ICC and present their case.
- c) The ICC shall have the power to call upon any such witnesses and record their statements. Provided that, the ICC must give all witnesses reasonable notice to appear for the hearings.
- d) The ICC may record oral testimonies and statements of the witnesses and parties to the proceedings.

Provided that, such parties and witnesses shall sign and date the recordings of such statements and testimonies made.

- e) Where parties, witnesses or any other related person cannot be physically available on Campus grounds, arrangements including but not limited to video conferencing must be provided to facilitate the appearance of either party, witness or any other related person.
- f) The proceedings shall be in such language as may be familiar to the parties.
- g) Either party may produce any evidence or witness during the hearing. In the event that either party wants to produce a witness, they should inform the ICC at least 24 hours in advance of the name/s of the witness wishing to testify.
- h) A request for withdrawal of the complaint may be permitted on written application submitted to the Chairperson of ICC, and provided that the Chairperson is satisfied that the aggrieved person is not acting under duress.
- i) Outside the proceedings and during the pendency, neither party shall contact the other party, or any related person, directly or indirectly, by any mode of communication.
- j) Malicious intent on part of the complainant shall be established by the ICC within the same inquiry proceedings in accordance with the procedure prescribed by these rules.

13. Interim Actions Pending Inquiry

The Vice-Chancellor may:

- a) restrain the accused/s from reporting on, or evaluating the work or performance of the complainant or aggrieved person;
 - i. upon receiving recommendation of the ICC; or
 - ii. upon written request of the complainant; or
 - iii. if the Vice-Chancellor deems fit.
- b) restrain the accused/s or anyone acting on their behalf from contacting or attempting to contact the other party against their wishes in the events specified in clauses (i), (ii), or (iii) of sub-rule (a) of Rule 13.
- c) upon receiving recommendation of the ICC, transfer the aggrieved person or the respondent to another section or department to minimise the risks involved in contact or interaction;
- d) wherever necessary, if there is definite threat, restrain the accused's entry into the campus;

- e) where the accused/s is a member of the academic or non-academic staff, effect any other interim measures provided for in the NLUJ service rules.

14. Report on Inquiry

- a) Upon conclusion of the oral hearings, the ICC shall, within ten working days, submit its report (including the proceedings, the verdict, any other observations and recommendations) to the Vice-Chancellor.
- b) A copy of the findings/recommendations of the ICC shall also be served on the parties.

15. Action on Inquiry Report

- a) Where the accused is a member of the academic or non-academic staff who has been found guilty of sexual harassment, the Vice-Chancellor shall, within thirty days of the receipt of the inquiry report, give effect to the recommendations of the ICC in accordance with the NLUJ service rules.

Explanation – In case a member of the academic or non-academic staff has been found guilty of sexual harassment, the same shall be deemed to be misconduct under the NLUJ Service Rules.

- b) Where the accused is a student or an outsider, the Vice-Chancellor shall, within thirty days of the receipt of the inquiry report, pass an order giving effect to the recommendations therein.

16. Grounds for Appeal

An appeal to the Vice-Chancellor may be preferred by either party in the event that:

- a) Any recommendation(s) of the ICC, are deemed by the appellant to be inconsistent with the gravity of the offence;
- b) There exists *prima facie* non-implementation of ICC's report and/or recommendations therein by the University;
- c) There existed procedural illegality, or irregularity, that thereby adversely affected the fairness of the inquiry process;
- d) New information has been made available of a nature such that the verdict or sanction may have been different.

17. Request for Appeal

- a) Where any party to the matter feels aggrieved by the ICC's report, and/or recommendations therein, or by non-implementation of such recommendations, they may prefer an appeal to the Vice-Chancellor within a period of thirty days from the date of the report being submitted.
- b) The request for appeal must be in a written form, and the grounds for the same shall be clearly and fully set out in the request along with all supporting documents.
- c) If on hearing the appeal, the Vice Chancellor decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to the ICC, and to all parties to the proceedings.
- d) Decision on such appeal made by the Vice-Chancellor shall be final and made within fifteen working days of the request for appeal.
- e) Within seven working days of the decision on appeal being made, the Vice-Chancellor shall inform the parties, and subsequently pass an order giving effect to the same.

Explanation – In the event that any party prefers an appeal on grounds of non-implementation of the ICC's report and/or recommendations therein under Rule 17 (b), such an appeal shall not be dismissed by the Vice-Chancellor due to the limitation period of thirty days under Rule 16(a).

18. Confidentiality

- a) All information, belonging to either party shared during the course of the proceeding as well as the Report of the ICC shall be kept confidential to the extent permitted by law and these Rules.
- b) The Chairperson of ICC may, on complaint from either party, or on *suo moto* grounds take cognizance and decide on any matter regarding breach of confidentiality.
- c) A violation of the confidentiality clause may attract penalty as per Rule 20 of these Rules.

19. Ex-parte Proceedings

- a) If either party is non-responsive at the stage of submitting the written submissions, the ICC shall send the non-responsive party a notice to show cause within seven working days. If

the party continues to be unresponsive or chooses not to participate in the proceedings, the ICC may give an *ex-parte* decision on the complaint.

- b) If the party is not present for three consecutive hearings without reasonable cause, the ICC may, after giving that party a notice of fifteen days, give an *ex-parte* decision on the complaint.

Provided that nothing in these Rules shall prevent the ICC from delivering an *ex parte* decision in case of repeated and/or intermediate absences from hearings without reasonable cause.

20. Corrective and Penal Actions

- a) Corrective and Penal Action for accused students:

The ICC may in its report on inquiry, recommend penalties on the accused/s, including but not limited to:

- i. Warning, reprimand or censure;
- ii. Written apology by the accused/s;
- iii. A “no contact” order between the accused/s and the complainant and/or the aggrieved person;
- iv. Performance of community service;
- v. Curtailment of privileges such as participation in events organised by the NLUJ Community;
- vi. Curtailment of privileges such as library access, university scholarships and allowances.
- vii. Bar on representing the University in any co-curricular/extra-curricular activities at the inter-University level;
- viii. Removal and/or bar on holding any positions of responsibility in the University;
- ix. Impose Fines, to be utilised towards the objectives of Rule 21, and for the POSHPA to achieve the objectives of these Rules;
- x. Suspension from the hostel;
- xi. Rustication from the University;
- xii. Debarment on entering the Campus premises for events such as Convocation, judging University events etc.

- xiii. Expulsion and striking off from the rolls of the institution, including denial of readmission, if the offence so warrants.

Provided that, in addition to any other corrective action, the accused/s shall have to mandatorily attend sexual harassment sensitisation workshops conducted by the POSHPA weekly for at least one month.

Provided that, the ICC may recommend the Vice-Chancellor to provide documentation of such report and/or the subsequent order passed by the Vice-Chancellor to the accused's parents/guardians, and any other stakeholders.

b) Corrective and Penal Action for accused academic staff and non-academic staff:

The ICC may in its report on inquiry, recommend penalties on the accused/s, including but not limited to:

- i. Warning, reprimand or censure;
- ii. Written apology by the accused/s;
- iii. Impose Fines, to be utilised towards the objectives of Rule 21, and for the POSHPA to achieve the objectives of these Rules;
- iv. Withholding increments and promotions;
- v. Demotion;
- vi. Suspension of employment;
- vii. Termination of employment;

Provided that, in addition to any other corrective action, the accused/s shall have to mandatorily attend sexual harassment sensitisation workshops conducted by the POSHPA.

Provided that in case the complainant and/or the aggrieved person is a student of the accused/s, alternate arrangements must be mandatorily made to ensure that academic evaluations of any kind are not conducted by the accused/s.

c) Action against outsiders:

The ICC may in its report on inquiry, recommend penalties on the accused/s, including but not limited to:

- i. Debarment of the accused/s from entering the Campus premises of the University or participating in any events organised by the University;
- ii. Forwarding the Report of the ICC to:

- a. The concerned organisation where the accused/s is employed or otherwise works;
or
- b. The head of the academic institution where the accused/s is currently studying.

21. Compensation

Upon receiving recommendation of the ICC in its report, the Vice-Chancellor may issue direction for payment of reasonable compensation to the aggrieved person which shall be recovered from the accused/s.

22. Victimization

- a) Any person or group of persons or organization which commits victimization at any time, either after filing of complaint and before the commencement of proceedings or during such proceedings, shall be liable to Corrective and Penal Actions under Rule 20.
- b) The aggrieved person, complainant and witnesses to the proceedings shall have the right to seek relief from the ICC where they are victimised by the:
 - i. accused/s; or
 - ii. any person/s, group/s or organization/s victimizing them on behalf of the accused/s; or
 - iii. any other individual/s, unrelated to the accused/s.

Explanation- The right to seek relief under this rule shall include the right to seek interim relief from such victimisation during the pendency of any proceedings under these Rules. Interim relief by the ICC shall include but not be limited to Interim Actions Pending Inquiry under Rule 13.

- c) A complaint of victimisation shall be made to the Chairperson of the ICC.
- d) The ICC's determination on the incident(s) of victimisation and the recommendation of penalties for the same shall precede their Report on Inquiry under Rule 14 and shall be submitted to the Vice-Chancellor within 30 days of the complaint of victimisation being submitted to the Presiding Officer of the ICC.
- e) If such victimisation is committed after the completion of proceedings, the same shall be treated as misconduct, and the Presiding Officer shall recommend the initiation of disciplinary proceedings against such person/s to the:

- i. Vice-Chancellor, where the victimisation is committed by a member of the academic or non-academic staff.
- ii. Chairperson of the Disciplinary Council, where the victimisation is committed by a student.

23. Action against malicious complaints

If the ICC concludes that allegations made were malicious or the complaint was made knowing it to be untrue, or the complainant forged or provided misleading information knowingly during the inquiry, the complainant shall be held liable to be punished as per Rule 20.

24. Recusal

Any member during the proceedings under these Rules shall recuse themselves if they feel that their objectivity may be compromised due to any reason or conflict of interest, and a member of the same rank shall be appointed as a replacement within a period of seven working days.

25. Criminal Proceedings

The University Administration will provide reasonable assistance to the aggrieved person if they so choose to file a complaint in relation to any offence of sexual harassment under the Indian Penal Code, 1860 or any other law for the time being in force.

IV. Support and Awareness

26. Appointment of POSHPA

- a) The Vice-Chancellor shall appoint a faculty member committed to the cause of women or a person familiar with the issues relating to sexual harassment, to act as the POSHPA who shall hold office for 2 years.
- b) The POSHPA shall be a member of the academic staff who identifies as female and holds a position not below the rank of an Assistant Professor.

27. Functions and Duties of the POSHPA

The powers and duties of the POSHPA shall include the following:

- a) They shall organize orientation workshops for all members of the NLUJ Community at the beginning of each academic year, and regular sensitization programs;

- b) They shall be responsible for spreading awareness of these Rules and the process of filing a complaint under these Rules amongst all members of the NLUJ Community;
- c) They shall organize the formal training of facilitators to impart basic counselling, to equip them with a comprehensive understanding of these Rules and to impart any other skills or knowledge which may be required for the efficient application of these Rules;
- d) They shall be responsible for assisting in establishing and facilitating smooth functioning of adequate support structures such as empanelment of mediators and facilitators, conduct of mediation proceedings, overseeing facilitators' obligations etc. along with by the Vice-Chancellor;
- e) They shall prepare an annual report of all activities mentioned in Rule 27 (a) (b) (c) and (d) and submit the same to the Vice-Chancellor which shall be made available on the University website.

28. Responsibilities of the University

The University shall –

- a) Display at any prominent place in the Campus, and on the University website:
 - i. These Rules;
 - ii. The role of the ICC and the POSHPA;
 - iii. The contact details of the members of the ICC, the POSHPA and facilitators;
 - iv. The method of initiating a complaint of sexual harassment;
 - v. The corrective and penal consequences of sexual harassment;
- b) Ensure implementation of these Rules in the University and regularly review the functioning and effectiveness of the Rules;
- c) Ensure the proper constitution and functioning of the ICC;
- d) Facilitate the training of the ICC, as and when it is constituted including but not limited to apprising them of rules, power, scope and mandate of the ICC;
- e) Provide necessary facilities to the ICC for dealing with the complaint and conducting an inquiry;
- f) Assist in securing the attendance of the accused/s and witnesses before the ICC;

- g) Make available such information to the ICC as it may require having regard to the complaint made under Rule 5;
- h) Monitor the timely submission of reports by the ICC;
- i) Ensure that any instance of harassment that has been brought to the University's notice, under these Rules is dealt with;
- j) Provide support to initiatives in addressing issues of gender and sexuality;

29. Maintenance of Records

- a) The records of inquiry proceedings and all other activities relating to creating awareness or sensitisation of the NLUJ Community under these Rules, shall be kept in the custody of the University;
- b) The University shall maintain confidential records of all proceedings that are initiated under these Rules, such records shall include:
 - i. The name and contact details of all parties involved;
 - ii. The nature of the complaint;
 - iii. A brief account of the inquiry proceedings and the steps taken to address the complaint, including copies of all documents submitted at each proceeding.

30. Review of these Rules

- a) These Rules shall be reviewed by a Special Review Committee to be established for this cause by the Vice-Chancellor;

Provided that at least half the members of the special review committee shall be female.

- b) The special review committee is to submit its report containing any recommended amendments to the Rules, to the Vice-Chancellor within 10 working days of it concluding its meetings;
- c) The Vice-Chancellor may give effect to the amendments within 7 working days of receiving such Report.

31. Saving Clause

Notwithstanding anything contained in these rules, the decision of the Vice Chancellor shall be final on any matter not specified above but related to prevention, prohibition and redressal of sexual harassment on the University campus.

A. APPLICATION FORMATS UNDER NLUJ RULES TO COMBAT SEXUAL HARASSMENT, 2024

Annexure - I

Form A: Nomination of Complainant

(To be filed in accordance with Rule 5, NLU Jodhpur Rules to Combat Sexual Harassment, 2024)

[To be submitted along with Form B in the event that the Aggrieved Person would like to nominate a Complainant on their behalf]

To,

The Presiding Officer of the ICC, National Law University, Jodhpur.

Date:

Respected Madam,

I, _____ (Name of Aggrieved Person) would like nominate _____

_____ (Name of Complainant) of _____

(Designation) to act as my Complainant under Rule 5, as _____

_____,

[details of the Aggrieved Person's relationship with the Complainant and the reasons behind which the aggrieved person is unable to file the complaint themselves]

of the NLUJ Rules to Combat Sexual Harassment, and file a complaint on my behalf as a victim of sexual harassment and detail the relief and resolution forum of my choosing.

_____ Signature of Aggrieved Person

_____ Name of Aggrieved Person

_____ Contact Details of Aggrieved Person

_____ Signature of Complainant

_____ Name of Complainant

_____ Contact Details of Complainant

Annexure - II

Form B: Complaint against the Accused/s and Request for Resolution

(To be filed in accordance with Rule 5, NLU Jodhpur Rules to Combat Sexual Harassment, 2024)

To,

The Presiding Officer of the ICC, National Law University, Jodhpur.

Date:

Respected Madam,

I _____ [Name of the Aggrieved Person/Complainant, on behalf of the aggrieved person], request you to take cognizance of the incident(s) that have taken place, under the NLUJ Rules to Combat Sexual Harassment, 2024, on the basis of the complaint detailed below:

A. Name and Details of Aggrieved Person

[Details pertaining to the aggrieved person's association with NLUJ- i.e. whether they are a student, if so, in which semester of which programme, if an employee- whether an academic or non- academic staff member- working under which branch of the university's operations, whether they are a visitor to the university, whether for university events such as competitions, courses or otherwise-which educational institution are they enrolled in, where are they employed etc.]

B. Name and Details of the Accused/s as far as can be ascertained

[Details pertaining to the accused/s relationship with the aggrieved person and their association with NLUJ- i.e. whether they are a student, if so, in which semester of which programme, if an employee- whether an academic or non-academic staff member- working under which branch of the university's operations, whether they are a visitor to or guest of the university, whether for university events such as competitions, courses or otherwise-which educational institution are they enrolled in, where are they employed etc.]

C. Account/Description of the Incident(s) of Sexual Harassment

[Details pertaining to the incident(s) the aggrieved person perceives as sexual harassment committed by the accused/s, including timeline, dates and locations where such incident(s) took place.]

D. List of Witnesses and Documents

[Provide a list of witnesses and their contact details (including their mobile numbers and email IDs) who the aggrieved person wishes to provide oral/written testimony as a witness on their behalf during the proceedings under these rules. The List of names may be attached herewith as a separate document]

[Provide a list of documents and records that you may wish to rely upon to aid your complaint and provide for copies of such documents along with your complaint. The same may be attached as a separate document.]

E. Relief Sought

[Detail the relief and/or protection sought by the aggrieved person as a victim of sexual harassment.]

I, [as the aggrieved person/on behalf of and with consent of the aggrieved person], request the Presiding Officer to _____ (initiate mediation process/initiate inquiry process by the ICC) as result of [me/the aggrieved person] being a victim of sexual harassment at the hand of the accused/s.

I would like to nominate _____ (Name) of semester __ of programme _____ / of (designation) _____ to act as a Facilitator.

Sincerely yours,

_____ (Signature of the Complainant)

_____ (Name of the Complainant)

_____ (Contact Details of Complainant: Phone Number and Email ID)

_____ (Date)

_____ (Place)

IV. ACADEMIC RULES REGARDING EXAMINATION, ATTENDANCE AND SCHOLARSHIP

Rules of Examination

S.No.	Rules and Protocols
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	Examination Hall Protocol
7	Guidelines for conducting written examination for Specially Abled Persons
8	Fee for Transcript, duplicate Grade Cards etc.
9	Eligibility Criteria for Conferring/Awarding Gold Medals

Rules of Examination

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

1. Short title and Commencement

- (a) These rules may be called as Rules of Examination and Evaluation.
- (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 the custodian of the entire examination records.
- (e) He/She shall be responsible for preparation and dispatch of the 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.

EXAMINATION

Controller of Examination

Dr. Archi Mathur, Associate Professor, Faculty of Management

Assistant Controller of Examination

Dr. Vedantam Leela, Assistant Professor, Faculty of Management

Member:

Dr. Anjali Thanvi

Office Staff

Mr. Bajrang Singh Rathore, OIC

Mr. Shiv Dutt Thanvi

Mr. Dushyant Gehlot

Ms. Rashmi Detha

Contact

Phone: 0291-2577931

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 / Humanities and Social 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	85% and above	O Outstanding	10
2	80% to 84%	A+ Excellent	9.0
3	75% to 79%	A Excellent	8.5
4	70% to 74%	B+ Very Good	8.0
5	65% to 69%	B Very Good	7.5
6	60% to 64%	C+ Good	7.0
7	55% to 59%	C Good	6.5
8	50% to 54%	D+ Above Average	6.0
9	45% to 49%	D Average	5.5
10	Below 45%	F 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 Examinations

(A) There shall be a Repeat Examination at the end of every semester for undergraduate students from 1st year, 2nd year, 3rd year, 4th year and 5th year.

Provided, in case, a student has failed to secure pass marks in any course that gets subsequently discontinued, a special repeat examination will be scheduled for that course in the next academic year.

(B) A student securing less than 45% in the end term component of not more than three out of six subjects in a semester, will be allowed to take repeat examination in the end-term component of the Course(s), in which he/she has failed, in their respective semester examination. If the student fails to clear the course in the immediately conducted repeat examination, these courses will be carried forward to the student's next semester subject to the permissible limit for the whole academic year prescribed under Rule 9.

(C) The grades secured at a repeat examination shall carry letter "R" against the subject in the Grade Card.

(D) Students unable to take the end term examinations due to participation in any academic activity approved by the appropriate authority of the University 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.

(E) A student seeking repeat examination in any subject shall apply to the Controller of Examination along with a fee of Rs. 1000/- per subject by such date as notified by the Controller of Examination.

Rule 8. Improvement

(A) Students will be allowed to take improvement examination only once in the end-term component of not more than two subjects in a semester. In case the marks secured in the improvement examination, are less than those secured in the original examination, then the original marks shall stand.

(B) A student seeking improvement examinations in any subject shall apply to the Controller of Examination along with a fee of Rs. 1000/- per subject by such date as notified by the Controller of Examination.

9. Promotion to next higher semester

(A) The promotion of an undergraduate student from one academic year to the next shall be based on the satisfaction of the following conditions:

i. For promotion to 2nd year – A student should have passed at least three out of six courses in each semester of the 1st year.

ii. For promotion to 3rd year, a student should have

a. passed all courses of the 1st year and

b. passed at least three out of six courses in each semester of 2nd year

iii. For promotion to 4th year, a student should have

a. passed all courses of the 1st and 2nd years and

b. passed at least three out of six courses in each semester of the 3rd year

iv. For promotion to 5th year, a student should have

a. passed all courses of the 1st, 2nd and 3rd years and

b. passed at least three out of six courses in each semester of the 4th year

v. For the successful completion of fifth year, after the end of tenth semester, the student must have passed all the courses of 4th and 5th years, failing which he/she must clear the repeat examination for the failed courses, within the permissible limit for the course duration under clause (D).

(B) A student who has failed in more than three subjects in each semester of an academic year shall be deemed unsuccessful, and shall be re-admitted to the same class in the next academic year and shall study the subjects which he/she could not pass and get evaluated afresh, following all the requirements of a regular student. However, such student shall attempt the examinations for the carried forwarded courses with the repeat examinations only. The total number of classes for the unsuccessful student shall be calculated from the date of readmission to the same class.

(C) Re-admission shall entail payment of fees as per University Rules.

Upon re-admission, the student will be eligible to get a refund of fee deposited for the higher semester, as per rules.

(D) The maximum period within which a student can complete the entire programme shall be eight years from the date of first admission at the university.

10. Moderation

All results shall be moderated. The moderation will be done by committee(s) appointed by the Vice-Chancellor.

11.Limitation

The integrated five-year programme shall be completed within a maximum period of eight years. The limitation of one year PG programme shall be three years and two year PG courses shall be four years.

11. Semester Grade Card

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

<u>Rules of Re-evaluation</u>

The following scheme of re-evaluation is applicable for the sake of the End Term Examination, Repeat Examination and Improvement 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 the re-evaluation of the paper/s would be done by an external examiner appointed by the Honourable Vice Chancellor. The examiner will get remuneration of minimum Rs. 500/- upto five answer scripts and then Rs.100/- per answer sheet 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 as per the notification by the office of the Controller of Examination.
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 20%, the marks secured in the re-evaluation (increase or decrease) shall stand.
6. In case the variation in the first re-evaluation is more than 20% 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 with the title 'Re - evaluation Marksheet' will be issued if there is a change in grade.
8. Re-evaluation will be permitted only in two papers in a semester.

9. While submitting the script to the other examiner, care shall be taken that the marks awarded earlier are concealed.
10. The student concerned can apply for permission to see the end term/repeat/improvement examination answer script in the Office of the Controller of Examination before applying for re-evaluation.
11. Re-evaluation shall not be allowed for seminar and dissertation courses.

(From January 2016 onwards, 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 7th January 2006, the following rules for the use or attempt to use of unfair means during the University examination has been adopted.

1. At the commencement of 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/mobile phones, digital watches, any other digital devices 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.

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.

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:
 - a. the concerned person will take away his/her answer book and supply a fresh answer book to the candidate concerned. The concerned Invigilator or any other person authorized in this behalf will not go away from the seat of the candidate suspected/detected and immediately cause the presence of Center Superintendent.
 - b. 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.
 - c. 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'.
 - d. The Invigilator will instruct the candidate concerned not to repeat the question or questions already attempted in 'I' answer book.
4. In case a candidate so detected or suspected as mentioned in R.3, refuses to fill and sign the form mentioned above, the Invigilator shall make his/her own report accordingly and the same shall be signed by the Center Superintendent. The answer books marked 'I' and 'II' together with the material recovered from the candidate and the form mentioned above, shall be sent to the examiner separately in a sealed cover.
5. In case a candidate so detected or suspected as mentioned in R.3, refuses to surrender the incriminating material to the Centre Superintendent, then a disciplinary action shall also be taken against the candidate.

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.
6. 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 unfair means form. 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 demand an explanation from the candidate to be submitted according to the notice served on him/her. 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.
 7. 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.
 8. 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.
- (e) Similarly, if any member of the Unfair Means Committee happens to be connected as an examiner in the case, then also she/he shall withdraw from the Committee when such a case is considered by the Committee.
- (f) If the reporting person and the examiner are both members of the Unfair Means Committee affecting the quorum, then a temporary member may be inducted to the Committee by the Honorable Vice Chancellor.

Note: The above Panel shall remain valid till substituted.

- 9. 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 Rule 3 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 the recommendation of the Unfair Means Committee, he/she shall refer the matter back to the Unfair Means Committee for reconsideration, along with his/her comments. The Unfair Means Committee shall consider the comments of the Vice Chancellor before re-formulating its recommendation, which shall be binding.
- 10. 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 within ten days of the notification of the order.

<u>RULES OF CONTINUOUS ASSESSMENT</u>
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Evaluation Methods for UG courses

- 1. All courses will generally have three components.
 - (A) **End Term Examination**—It will ordinarily be of 50% Weightage in all Courses.
 - (B) **Research Paper/Mid Term**—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. End Term Examination in all courses shall be of 50% weightage as mentioned above.
- 2. All End Term Question Papers must be of 100 Marks.

3. 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.
4. 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) Continuous Assessment shall consist of following components:

The University has identified the following Evaluation Criteria for different categories of subjects which shall be implemented from 2024 Batch for Undergraduate Courses.

A. Evaluation Criteria for Law Subjects with CRE:

Evaluation Criteria	Number of Component(s)	Nature of Assessment	Marks	Percentage Weightage
Continuous Assessment Tests	Two	3 Written Tests (best two would be considered)	15 Marks each	30%
Court Room Exercise (CRE)	Two – Written & Oral	Written Submission and Oral Presentation	100 Marks for each component	20%
End Term Test	One	Written Examination	100 Marks	50%

B. Subjects without CRE:

Evaluation Criteria	Number of Component(s)	Nature of Assessment	Marks	Percentage Weightage
Continuous Assessment Tests	Two	3 Written Tests (best two would be considered)	15 Marks each	30%
Research Paper	Two	Written Submission and Viva/Presentation OR Case/ Field Study and Viva/ Presentation	15 Marks and 5 Marks	20%
End Term Test	One	Written Examination	100 Marks	50%

C. Hons. Subjects:

Evaluation Criteria	Number of Component(s)	Nature of Assessment	Marks	Percentage Weightage
Continuous Assessment Tests	One	1 Written Test and 1 Varied form of testing (best one would be considered)	20 Marks each	20%
Research Paper	Two	Written Submission and Viva/Presentation	25 Marks for script and 5 Marks for viva	30%
End Term Test	One	Written Examination	100 Marks	50%

Note:

1. Varied form of testing may include any one of the following:
Case study, response paper or presentations (with document such as write-up/PPT)).
2. The word limit for Research Paper shall be within the range of 2500-4000 words.
3. The script shall be submitted after the plagiarism check through Turnitin software.
4. In case of Research Papers, separate evaluation for writing (20 Marks) and viva (10 Marks) shall be done. However, submission of written script and appearance for viva are both mandatory for evaluation to be completed. In case of non-submission of script, no viva shall be taken. In case of submission of script and non-appearance for viva, the scores awarded shall be zero for both components.
5. For CRE Assessment, both written submission and oral presentation are mandatory for evaluation to be completed. In case of non-submission of written memorial, no oral presentation shall be taken. In case of submission of memorial and non-appearance for oral presentation, the scores awarded shall be zero for both components.

Evaluation Criterion For Third Year, Fourth Year and Fifth Year Students

A. Evaluation Criteria for Law Subjects with CRE:

Evaluation Criteria	Description	Marks	Weightage of Marks (%)
Continuous Assessment Tests	2 Written Tests (better one result shall be counted)	15	15%
Court Room Exercise (CRE)	Moot Exercise	100	10%
Mid Term or Project	1 Written Test	50	25%
	Written Script and Viva Voce	15 marks for written script and 10 marks for viva voce	
End Term	Closed Book	100	50%

B. Evaluation Criterion For Law Subjects without CRE and Non Law Subjects:

Evaluation Criteria	Description	Marks	Weightage of Marks (%)
Continuous Assessment	2 Written Tests (one better result shall be counted)	15	15%
Case Study, Role Play, Group Discussion, Presentation	*Varied Form of Testing	10	10%
Mid Term or Project	Closed Book Examination	50	25 %
	Written Script and Viva Voce	15 marks for written script and 10 for viva voce	
End Term	Closed Book	100	50%

Guidelines for Mid Term Examination:

Mid-term examination will be conducted in the subjects as per notified schedule. If a student misses or remains absent during the mid-term examination in any subject(s), the students should take prior permission (in writing) from the office the Controller of Examination stating the reasons. Based upon permissions granted, an opportunity will be given to the student to appear in the re-midterm examination.

Rules for Re-midterm Examination

1. All the students who have missed the midterm examination and have taken prior permission for the same will be allowed to appear in the re-midterm examination.

2. A student who has appeared for the midterm examination will not be eligible for the re-midterm examination.
3. There shall be a deduction of 20% marks from the marks obtained by the student; subject to modification for just and good reasons by the Hon'ble Vice Chancellor.

C. Evaluation Criterion for Honours/Optional Subjects

Evaluation Criterion	Description	Weightage of Marks (%)
Continuous Assessment	2 Written Tests (one better result shall be counted)	20%
Project	20 marks for written script and 10 for viva voce	30%
End Term	Closed Book	50%

Note:

For varied form of testing such as case study, role play, group discussion or presentation, assignments, the submission of marks to the Examination Section shall be accompanied by documentary proof such as write-up / Assessment Chart, including assigned topics.

These are of Two Categories:

First Category

(A) Announced Tests/Monthly Tests/Modular Tests

(B) Varied forms of Tests. (Case Studies, Class Presentations, Assignments and Documentation Assessment etc..)

Second Category

(A) Court Room Exercises in Law (CREs)

Modalities for Conducting Continuous Assessment of First Category:

1. In First Category shall be two/three written tests counted as Test-I, Test-II and Test-III Best one/two shall be considered.
2. All two/three tests should be of equal Marks as specified.
3. The two tests should be spread over the Semester in a manner that they are conducted at nearly equal intervals.
4. The Tests should be evaluated immediately and Marks be disclosed to the students without fail. The Faculty Members may show the Test Paper Answer Sheets to the Students if need be. They must submit the Marks on the examination portal and the Answer Sheets along with the question paper to the Examination office within ten days from the date of test. A printed sheet of uploaded marks shall be signed by the concerned faculty member at the time of submission to the Examination Office.
5. All the tests must be completed at least ten days before the commencement of the End Term Examination.

General Guidelines of Continuous Assessment

1. All formalities related to continuous assessment tests must be completed at least ten days before the commencement of the 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.
3. The student of one section should not be allowed to take the tests in another section on the ground that they have missed the test in their section.

Modalities for Conducting Continuous Assessment of Second Category:

Court Room exercises (CRE)

(A) 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. Students who remain absent from the CRE on the scheduled date shall not be given further chance. However, under extraordinary circumstances, the matter shall be decided by the concerned faculty in consultation with the Dean, Faculty of Law.
6. 100 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. 100 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.
7. 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.
8. Unless otherwise stated, the Principal Law Faculty Member shall award the marks to the participating students.
9. All relevant documents shall be submitted one day prior to the CRE schedule. 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.
10. Since the CRE's are scheduled taking the institutional concerns in mind, no CRE shall be deferred or conducted during the lunch time or non -working Saturdays.
11. 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.
12. 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.
13. 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 latest by the next day of the last CRE held. The original copy of the memorials must be submitted (hard/soft copies) to the office of Controller of Examination. Rules of Court Room Exercises (CRE)

Moot Court Room Protocol

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.
7. White shirt full sleeves and White/Black Stripped Trousers used by the Legal Professionals.
8. Plain Black Tie or white band used by the Legal Professionals.

9. Black Coat
10. Black Shoe and black socks
11. Black Gown by Legal Professionals provided that in the first three years of the Course this may not be insisted.
12. 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.
13. 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 Appendices-I.

Seminar guidelines for UG Courses

Guidelines for the completion of Seminar paper are as under:

1. The student shall discuss his/her title with the supervisor and finalise the same.
2. The student shall prepare the synopsis on the title approved and signed by the supervisor and submit the same to the Office of the Controller of Examinations.
3. Office of the Controller of Examinations shall prepare a separate file for each student and provide the same to the concerned supervisor. Each file shall be superscribed by the name of the student, his/her section and roll number.
4. Each student shall submit 2 progress reports as per the schedule mentioned herein below. The supervisor shall verify the same, and attach that in the file.
5. Each supervisor shall evaluate the student's progress (for 25 Marks) and record the same in the file.
Criteria for evaluation:
 - (a) Synopsis: 5 Marks
 - (b) Periodic reporting and discussions: 5 Marks
 - (c) Quality of research: 15 Marks
6. The Seminar Papers are required to be checked on the **Turnitin software**.

7. Each student shall submit the **first draft** of the Seminar Paper as per the suggestions of the Supervisor on or before the date which will be notified in alignment with academic calendar along with the report generated by the Turnitin software.

8. Thereafter, students shall improve/modify their first draft as per the suggestions of their supervisors.

9. Two spiral-bound copies of the completed seminar work shall be prepared and submitted to the Controller of examinations by the student, **along with the final report generated by Turnitin software.**

7. The Controller of Examinations shall forward one copy to the concerned supervisor.

8. After the receipt, the supervisor shall evaluate the seminar work (for 50 Marks) and record the same in the file.

Criteria for evaluation:

- (a) Detail and extent of research: 20 Marks
- (b) Originality of Ideas: 15 Marks
- (c) Coherence in writing: 15 Marks

9. Thereafter viva-voce shall be conducted.

10. Viva-voce shall be conducted by different panels of faculty members. The panel before which a student shall appear shall include his/her supervisor along with one or more other faculty members. All the panel members shall evaluate the student during the viva-voce.

11. At the time of the viva-voce, each supervisor shall carry his/her student's file with him/her.

12. The Panel shall evaluate the student for 25 Marks. The marks shall be recorded in the file of the student and after the viva-voce the file along with the seminar work shall be returned to the Controller of Examinations.

Criteria for evaluation by the Panel shall be:

- (a) Presentation of the research done: 15 Marks
- (b) Response to the questions: 10 Marks

13. The schedule to be followed for Seminar Paper is as follows:

- (a) Submission of synopsis along with the approved title: date will be notified in alignment with academic calendar;

Any submission beyond this date shall attract a penalty of 1 Mark per day of delay. No submission shall be permitted beyond the above date.

- (b) Handing over of the file by the Controller of Examinations to the supervisors: date will be notified in alignment with academic calendar.

- (c) First Progress Report: date will be notified in alignment with academic calendar.

- (d) Second Progress Report: date will be notified in alignment with academic calendar..

(e) First Draft along with Turnitin Report: date will be notified in alignment with academic calendar.

(e) Final submission of seminar work in the Office of the Controller of Examinations: date will be notified in alignment with academic calendar.;

Any submission beyond the notified date shall attract a penalty of 1 Mark per day of delay. No submission shall be permitted after the date date which will be notified in alignment with academic calendar.

(f) Forwarding the seminar work by the Controller of Examinations to the supervisor: date will be notified in alignment with academic calendar.

(g) Viva Voce (Tentative): date will be notified in alignment with academic calendar.

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.
4. 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.
5. The Teachers must collect the format of the End Term Question Paper from the Office of the Controller of Examination.
6. 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.

Examination Hall Protocol (General Instructions)

- a. Students shall enter in the academic block only 15 minutes before the commencement of the Examination.

- b. Students must take their seat before the first bell (five minutes before the start of Examination) of the Examination in their allotted seat.
- c. Students are not allowed to go outside the examination hall in the first one 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.
- d. In any case, they shall not be allowed to go outside the examination hall more than once during the examination for some emergency purpose. Invigilator's decision in this regard shall be final.
- e. No student shall be allowed to leave the Examination Hall within the first hour of the commencement of the Examination. Those who want to leave during the second hour shall have to surrender the Question Paper to the invigilator.
- f. In case of late arrival i.e. 10 minutes after the commencement of the examination, student shall not be allowed to take the examination.
- g. Students shall not carry any materials, personal belongings, electronic gadgets, digital watches into the examination hall except a watch indicating time only, a calculator (as mentioned in the question paper) pen, pencil, pencil box and water bottle..
- h. Keeping cell phones is strictly prohibited in examination hall. Students are not allowed to keep even switched off cell phones with them inside the examination hall.
- i. No explanation can be sought from any one on any contents of the question paper. Such an attempt shall attract disciplinary action.
- j. Students should not write anything on the question paper except the Roll No.
- k. Students must stop writing as soon as the final bell indicating completion of the examination is given. Any attempt to write further on the answer sheet shall attract disciplinary action.

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

Guidelines for conducting written examination for Specially Abled Persons.

1. The facility of Scribe/Reader should be allowed to any person who has disability of 40% or more if so desired by the person.
2. The candidate should have the discretion of opting for his own scribe/reader or request the Examination Body for the same. The candidates may be allowed to meet the scribe a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.
3. The educational qualification of the scribe should be less than the SAP category exam candidate.
4. Persons with disabilities should be given the option of choosing the computer for writing the examination. The IT department would ensure that the computer has the required software.
5. The "extra time or additional time" of 20 minutes per hour of examination may be given to the candidates. Therefore, additional time of minimum of one hour for examination of 3 hours duration i.e. end-term examination, 30 minutes extra time for midterm examination and 15 minutes extra time for continuous assessment tests may be given to person depending upon the time allocated for the test.

6. The extra time may be for persons either availing or not availing the facility of scribe but who come under the above category.

Fee for Transcript, duplicate Grade Cards etc.

S. No.	Item	Fee in Rupees	Remarks
1	Duplicate Grade Card (Per Grade Card)	300.00	
2	Final Transcript (Per Transcript)	500.00	500/ for first copy then 200/- per copy
3	Transcript before completion of Course	300.00	300/ for first copy, then 200/- per copy
4	Re-evaluation of answer sheet of End Term	1000.00	1000 per subject
5	Re-scrutiny and Re-totaling of answer sheet of End Term	300.00	300 per subject
6	Duplicate Degree Certificate	1500.00	
7	Migration Certificate	1000.00	
8	Percentage Certificate	1000.00	

Note:

- 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 as per the National Law University Jodhpur Preservation/Retention and Weeding of Record Regulations, 2016.

<u>Eligibility Criteria for Conferring/Awarding Gold Medals</u>
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- a. The students must have completed all courses under the program in one chance, i.e, repeat in any course shall disentitle the student from the gold medal.
- b. The student must have completed the course work in the minimum required semesters.
- c. Those students who have taken a break from the regular study from the academic sessions shall not be eligible for the gold medal.
- d. A student applying for re-evaluation in any subject of the end term examination shall forego the eligibility of being considered for the gold medal.
- e. A student appearing for Improvement Exam in any subject shall forego the eligibility of being considered for the Gold Medal.
 Proviso 1: The same shall be applicable whether the marks increase, decrease or remain the same in the Improvement attempt.
 Proviso 2: The same shall be applicable for all subjects across all semesters.
- f. Students who have been guilty and awarded punishment by the Committees mentioned herein below shall be ineligible for the conferment of Gold medals. [Disciplinary Council (Men/Women), Anti Ragging Committee, Internal Complaints Committee, Proctorial Board, Unfair Means Committee etc.]
- g. Tie CGPA: In the event of more than one student securing the same CGPA, the total marks obtained shall be considered for awarding the gold medal, on the basis of the entire programme, programme in the discipline, honours 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 winners of the gold medal.

Saving Clause:

Notwithstanding anything contained in these rules, the decision of the Vice Chancellor shall be final on any matter not specified above but relates to the award of gold medal(s) to the students.

B. 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 entitled to attendance, which for convenience shall be called deemed attendance, as per the prescribed protocols.

PROTOCOL FOR THE GRANT OF DEEMED ATTENDANCE

1. Deemed attendance shall be available only for prior approved participation in an academic program.
2. All requests for deemed attendance will have to take prior permission from the office of the Hon'ble Vice-Chancellor before leaving the campus for the said event. 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:** Director, Recruitment and Internship Coordination Committee
3. Deemed attendance for national moot court competitions will be **7** days and **15** days for International Moot Court Competitions, inclusive of preparation and travel time.
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 shall be **10** days for national internships and 15 days for international internships. However, deemed attendance for practical training during term-time will be permitted in exceptional circumstances and only for the 4 and 5 year undergraduate students. Exceptional circumstances would include call back internships, assessment internships, mandatory internships and foreign vacation schemes only. 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. Students are required to maintain a comprehensive internship diary throughout their internship for availing deemed attendance.
7. A student shall be permitted to attend only one academic event per semester for availing deemed attendance.

8. No deemed attendance shall be granted for online internships.
9. No deemed attendance shall be awarded for participating in sports and/or cultural events or on medical grounds.
10. Students will be allowed to participate in a maximum of two in-house events, ensuring that their academic commitments are not disrupted.

C. GUIDELINES FOR NATIONAL LAW UNIVERSITY JODHPUR SCHOLARSHIP

1. Title:

- A. These Guidelines may be called "The National Law University, Jodhpur Guidelines for Award of Scholarship."
- B. They shall come into effect from Academic Year 2023-24.

2. Objective:

The objective of the Scholarship will be to provide financial assistance to 02 (two) meritorious UG students of each batch from low-income families.

2. Time for the award of scholarship

The Scholarship shall be awarded at the end of each academic year.

4. Form of Scholarship

The scholarship shall be awarded in the form of a refund of the tuition fees (only) that the student has already paid.

5. Eligibility Criteria:

The eligibility criteria for award of Scholarship shall be as follows:

- A. The student should be enrolled as an Under Graduate student of this University.
- B. The student should not have taken admission in NRI/NRI-sponsored category.
- C. Total gross annual income of his/her parents/guardian/family should be below 8(eight) lakh or as per EWS criteria notified by the GoI from time to time.

Provided here that ‘family’ shall mean all members residing together which shall include self, parents, siblings/spouse/partner.

In case of death of a family member, the necessary record should be produced.

D. His/her cumulative CGPA of all the previous semesters should be no less than 6 (six).

E. The marks obtained after improvement examination shall not be considered for calculation of CGPA.

Criteria for C.G.P.A.		Criteria for Income	
CGPA	Points	Income (Rs. in Lacs)	Points
8 & above	.5	Below 3 Lacs	.5
7.5	.4	3-4 Lacs	.4
7.0-7.5	.3	4-5 Lacs	.3
6.5-7.0	.2	5-6 Lacs	.2
6.0-6.5	.1	6-8 Lacs & above	.1

In the case of there being a tie breaker in tabulation, weightage will be given to a student based on their actual income being on the lower side.

6. Mode of calculation of CGPA

For the purpose of scholarship, the CGPA of all the previous semesters shall be counted.

7. Application procedure

A. The student seeking scholarship shall apply to the University in the prescribed format within 30(thirty) days of the date of declaration of the results of the 2nd /4th /6th/8th/10th Semester.

The application for scholarship shall be supplemented by the following documents*:

- i. Aadhar details of all members specified as family under 6C.
- ii. Income Tax Return for last three years of all members specified as family under 6C.
- iii. For salaried professionals, salary statement for last three months of all members specified as family under 6C.
- iv. For business professionals, GST return for last three years (if applicable)
- v. For Agriculturists, Government approved valid proof of valuation of land and income
- vi. Self-Attested Bank Statement of applicant for last one year
- vii. Affidavit by applicant declaring the financial assets of the family including movable, immovable and investments

* The University may seek third party verification of all documents for further clarity

* The University shall maintain the confidentiality of all documents

viii. Affidavit by applicant ascertaining the veracity of all the information stated

C. The students from whom applications are not received within 30 days of the declaration of results shall not be considered for the award of the scholarship by the University.

D. The application for the scholarship shall be accompanied by a declaration disclosing the total annual income of the family/guardian of the applicant.

E. The students who have once obtained the scholarship shall have to re-apply at the end of each academic year. He/she shall also have to meet all the requirements afresh if they wish to be reconsidered for the scholarship in the next year.

F. No students shall be granted scholarship for more than five occasions.

8. Procedure of Scrutiny

The Committee shall scrutinize all the application received, verify the veracity of the documents received and summon the applicants for an interaction.

If required, the Committee may interact with the parents/guardians/family during the process of scrutiny

If further required, the Committee can devise procedures to check the veracity of the application.

9.Mode of payment

Payment of scholarship shall be made in the Bank Account of the student.

10.Disqualification for Applicants:

A.The candidate should not have been availing any other scholarship/financial aid during the relevant time period. (Educational loan shall not be considered as a disqualification).

B.The candidate should never have been found guilty by the University for any act of indiscipline.

C.The candidate should never have been debarred for shortage of attendance.

D. The candidate should never have failed/considered to have failed in the end-term examination.

11.Withdrawal of Scholarship

A. If at any time, any evidence emerges that a student has obtained Scholarship through false information/fabrication/any other misdemeanor, the same shall be withheld with immediate effect and the sum already disbursed shall be recovered from the student along with initiation of appropriate legal/disciplinary action.

B. The University reserves the right to withdraw the scholarship upon conviction of the recipient by any of the Disciplinary bodies of the University.

12. Saving Clause

Notwithstanding anything contained in these rules, the decision of the Vice Chancellor shall be final on any matter not specified above but relating to the award of NLUJ Scholarship to the students.

V : RULES OF INTERNSHIP AND PLACEMENT

Internships and placements are integral components of legal education, providing students with hands-on experience. They help in bridging the gap between theoretical knowledge and practical application, enhancing students skills, employability, and understanding of the legal environment. The rules of internship and placement in legal education are designed to create a comprehensive framework that supports the professional and personal growth of law students. These rules ensure that students are well-prepared for the legal profession, equipped with the necessary skills, knowledge, and ethical grounding to succeed in their careers.

A. Rules of Internship

1. The University shall work for internship arrangements for Undergraduate [“UG”] students through Recruitment and Internship Coordination Committee(RICC)under the patronage of the Hon’ble Vice Chancellor (Chairman of the RICC).

All the activities pertaining to internships shall be looked after by the Placement Director / Faculty In-Charge of the RICC. The Convenor(s) of the Committee shall assist the RICC with respect to internships and shall be responsible for carrying out day-to-day instructions issued by the Placement Director / Faculty In-Charge in this regard.

2. During the semester break or shortly after commencement of a semester, the RICC 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 RICC with respect to the internship process are to be carried out meticulously by all the students. Violation of any one of the directions of the RICC may result in debarring the students from any further activity through the RICC.
3. The students shall submit their CVs in the prescribed format only. A CV which does not conform to the prescribed format shall not be considered as a valid submission. Once

submitted, such preferences shall be reckoned as complete and final for the 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 / Organisation / Practitioner (which Firm / Organisation / Practitioner is not included in the RICC's database), may submit the contact details with full particulars of the said Firm / Organisation / Practitioner to the RICC.
5. The RICC shall update its list of Firms / Organisations / 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 RICC shall tabulate the same by firm, and internally arrange the names of the interested students alphabetically. The RICC shall endeavour to procure internships primarily as per students' preferences and interests.
7. The emails / letters requesting internships with the Firms / Organisations / Practitioners should be clearly and cogently drafted and formatted, and must be sent in the name of the Placement Director / Faculty In-Charge from the Committee's designated email ID. Once so sent, the RICC shall, if necessary, follow up with the concerned Firms / Organisations / Practitioners through further emails or phone calls. It is important that the emails requesting internships are sent to the Firms / Organisations / Practitioners in a timely manner.
8. The CVs and details of all students shall be sent to a Firm / Organisation / Practitioner for internships. The acceptance or otherwise received from the Firm / Organisation / Practitioner shall be communicated via email to the concerned student.
9. On getting the confirmation from the Firms / Organisations / Practitioners, the selected students should endeavour to prepare themselves for a successful internship stint with the concerned Firm / Organisation / Practitioner. The students may gather inputs, on an informal basis, from their seniors having interned with the same Firm / Organisation / Practitioner,

which may save them the time and efforts involved in familiarising with the Firm / Organisation / Practitioner and the initial adjustments.

10. In accordance with the RICC's "No-Rejection Policy", a student who has procured an internship through the Committee shall not be permitted to reject the same; the internship must mandatorily be undertaken during the duration confirmed by the Firm / Organisation / Practitioner. This policy is applicable to all internships procured through the RICC, including but not limited to the Summer, Winter, and Mid-Semester internship application cycles, as the case may be. Strict sanctions – including debarment from all future internships/recruitment processes through the RICC – will be imposed against students found in breach of the said policy.
11. During the internship period, the student shall comply with all the directions/instructions issued by the Firm / Organisation / Practitioner from time to time and shall abide with the conduct and behavioral norms of the Firm / Organisation / Practitioner. Any laxity on the part of the 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.
12. 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 / Organisation / Practitioner. Absence during internship is not warranted. Further, students shall conform to the formal dress code required by the respective Firm / Organisation / Practitioner.
13. The internship mandate semester wise would be as follows:
 - First year UG students may be placed with Social Action Groups, i.e. both Governmental and Non-Governmental Organisations.
 - Second year UG students may be placed with trial court advocates.

- Third year UG students may be placed with appellate court advocates, or law firms other than Tier-1 firms.
 - Fourth year UG students may be placed with law firms, companies and regulatory bodies.
 - Fifth year UG students (Not Recruited till date) may 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.
14. All communications between the students and the RICC shall be made through emails. Any communication between the RICC and the student shall be treated in strict confidence.
 15. On account of any reason, if the RICC is of the opinion that an internship request of a student cannot be or should not be forwarded to the concerned Firm / Organisation / Practitioner, the RICC shall seek the approval of the Placement Director / Faculty In-Charge, and the decision of the Placement Director / Faculty In-Charge shall be communicated to the student concerned.
 16. The Placement Director or Faculty In-Charge of the RICC is responsible for all matters pertaining to internships.
 17. Students are required to refer attendance policy to claim deemed attendance during the semester.

B. Rules of Placement

1. The Recruitment and Internship Coordination Committee [RICC] shall function under the patronage of the Hon'ble Vice Chancellor . The University campus placement / recruitment process for Undergraduate ["UG"] students shall be the primary responsibility of the committee.

The RICC prefers and shall strive hard to bring recruiters to the campus as it acts as a meaningful way of knitting a close association and liaison with the field. However, in appropriate cases, arrangements would be made to either conduct the interviews through video conference / telephonic mode, or send the students to participate in the placement / recruitment process at the places of the organisations, which shall be allowed only if absolutely necessary.

2. All activities pertaining to the placements / recruitments shall be looked after by the Placement Director / Faculty In-Charge of the RICC. The Convenor(s) of the committee shall assist the RICC with respect to placements / recruitments, and shall be responsible for carrying out day-to-day instructions issued by the Placement Director / Faculty In-Charge in this regard.
3. All the students are expected to submit the required information to the RICC within the prescribed period notified by the RICC. 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 the purpose of the placement / recruitment process, and no further amendments to such information will be permissible except with the prior permission of the Placement Director / Faculty In-Charge.
4. While submitting the information specified in point 3 above, any student / students desirous of having a particular Firm / Organisation (which Firm / Organisation has not participated in the University campus placement / recruitment earlier) to be invited, may submit the contact details with full particulars of the said Firm / Organisation. The RICC shall endeavor to

contact the desired destination and request that Firm / Organisation to participate in the placement / recruitment process.

5. The RICC 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 RICC shall prepare a Recruitment Note which shall be sent 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 must be sent in the name of the Placement Director / Faculty In-Charge from the Committee's designated email ID. Once so sent, the RICC shall, if necessary, follow up with the concerned Firms / Organisations through emails 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 RICC shall try to conduct a few orientation sessions for the benefit of the students.
8. On getting the confirmations from the Firms / Organisations of their participation in the University campus placement / recruitment, the same along with any requisites demanded by the Firms / Organisations shall be notified to the students.
9. If a Firm / Organisation does not restrict the number of CVs or if the number of CVs demanded by the Firm / Organisation are equal to or more than the number of students who have opted for such Firm/Organisation, then the CVs of all those students who exhibit their willingness to participate in the placement / recruitment process of that Firm / Organisation shall be sent to the Firm / Organisation.

However, if the number of CVs demanded / desired by the Firm / Organisation are less than the number of students who have opted for that Firm / Organisation, the Placement Director / Faculty In-Charge shall decide as to which CVs are to be sent. The concerned students shall be informed about the steps taken by the RICC in this regard.

10. Notwithstanding point 9 above, if a particular Firm / Organisation specifies a particular category, specialisation, benchmark pertaining to C.G.P.A., the CVs of only those students who fulfill such requisite conditions shall be sent to the Firm / Organisation. This shall be done by the Placement Director / Faculty In-Charge with the approval of the Chairman of the RICC.
11. Once communicated by the Firms / Organisations, the students shall be informed about the tentative schedule or date of visit of the Firms / Organisations and any placement / recruitment procedure prescribed by such Firms / Organisations, pursuant to which the students would be expected to prepare themselves for the process.
12. The RICC shall request the Firms / Organisations to give a Pre-placement Talk [“PPT”], to familiarise students with the work undertaken and respond to their queries regarding the Firm / Organisation’s background, the areas of practice, the work profile and the package being offered, the organisational hierarchy and growth prospects, the work culture, and other relevant terms and conditions. After conducting their placement / recruitment process, the Firms / Organisations shall be requested to inform their decision to the RICC. Once the final selection and offer is made by the Firm / Organisation and is so communicated to the RICC, 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 RICC by the time the representatives of the Firm / Organisation leave the Campus (generally twenty-four hours) or within such time required by the Firm / Organisation.
13. In case any Firm / Organisation insists on telephonic interview, the concerned students shall undertake such interview in the RICC office or at such other location as may be specified by the RICC. This is to avoid any distractions, disturbances or background sounds affecting the interview.
14. In accordance with the RICC’s “No-Rejection” policy, a student must accept the offer made by a Firm / Organisation for which he / she has given consent or has appeared for an interview coordinated by the Placement Committee or Placement RICC 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 RICC and the Firm / Organisation shall be binding on the student. Such a 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 / Organisation 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 / Organisation, such student shall promptly communicate the same to the RICC. If such a student accepts the PPO, they shall not participate in the University campus placement/recruitment process. However, if such student does not accept the PPO, they shall have to justify to the RICC reasons for such non-acceptance, and may, subject to prior permission of the Placement Director / Faculty In-Charge, 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 Placement Director / Faculty In-Charge of the RICC, and his decision shall be final and binding.
19. As regards any queries on placements, the students are required to contact only the Placement Director / Faculty In-Charge of the RICC. The Placement Director / Faculty In-Charge of the RICC shall be responsible for all matters pertaining to placements.

VI. RULES OF THE LIBRARY AND IT USAGE

a. Rules of the Library.

Admission to Library

- 1) All the faculty, Students and non teaching staff of the university are entitled to become the members of the Library.
- 2) Every Member /user entering into the library shall sign and fill the necessary information in the visitor register kept at the entrance of the Library.
- 3) The Visitors (Non Members) who wish to use the Library need to get the prior written approval from Hon'ble vice Chancellor /Registrar and a charge of Rs 100/- shall be collected for per day use of library.
- 4) 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.

Library General rules.

1. Complete silence is to be maintained in the library premises.
- 2 Talking and discussion by using mobile phones in reading halls of the library is not allowed.
3. Eatables and drinks (tea and soft drinks etc.) are not allowed in the library.
- 4) Sleeping inside the library is strictly prohibited.
5. Library computers are not to be used for non-academic purposes.
6. All the Library users are advised not to leave their valuables at the property counter. Library is not responsible for any loss of personal belongings.
- 7 Smoking, Use of Alcohol etc. is not permitted in the library. If any user is found violating this rule, the matter will be referred to the Disciplinary Council (Men/Women).
- 8 Students/faculty members /Non-teaching staff shall be required to clear their dues from the library at the time of leaving the University. No dues certificate will be issued by the library only after returning of issued library documents or paying dues if any by students/faculty members /Non teaching Staff.

9) Entire library is under CCTV surveillance. Access to CCTV clippings shall be according to the CCTV policy of the university

Library Circulation Rules

1) Borrowing privileges.

Sl No	Category of Users	Borrowing privileges	Duration of borrowed items.
1	Under Graduate students	3 Textbooks and 3 bare acts	10 days
2	Post graduate students	3 Text books and 3 Bare acts	10days
3	Research Scholars	3 Text books 3 bare acts	10 days
4	Faculty	10 books	30 days
5	Non teaching staff	2 books	7 days

2. 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.

3. Students need to produce their Bar coded Id card for borrowing books.

4. Students are advised not to issue Books for others in their names.

5 .In case of loss of Library cum Identity card, Rs 100/- shall be deposited to accounts section for obtaining a new identity card.

6. Reference Documents like Dictionary, Encyclopedias, Year Books, Journals (Loose & Bound), Theses ,Rare books etc..will not be issued out.

7 .The user shall be responsible for loan documents issued on his/her account. The document(s) issued on individual accounts is non-transferable.

8 .The Library documents must be returned to the Library on the last working day before the end term examinations.

9 .Any defaults in return of the books and Bare Acts will be subjected to a fine of Rs. 10/- per day. In genuine cases of delay, the Assistant Librarian may reduce/ waive off the fine, on receiving a written request from the student concerned.

10. In case of loss of/damage to books, MRP of the book at the time of its purchase by the University shall be charged from the user.

11. The Library reserves the right to call back any issued book/item at any time

Library Timings.

Sno	Days	Timings
1	Monday to Saturday	8 am to 12 p.m 830 am to 12 pm.(Winter semester)
2	Sunday	10 a.m to 10 p.m
3	1 week prior to commencement of semester end exams till the end of examinations	Up to 3 a,m
4	During Midterm examinations	Up to 3 a.m.
5	Circulation Hours	8.45 am to 11.45 a.m
6	Vacation Timings	10 a.m to 5 p.m
7	Holidays	As notified by University

A. RULES REGARDING PROCEDURE OF BORROWING BOOKS FOR MOOT COURT COMPETITIONS

General

a. Team shall mean those teams participating in moot court competitions as allocated by the Moot Court Committee.

b. For the purposes of these Rules, a Senior Member is the Convenor/Co-Convenor/Deputy Convenor of the Moot Court Committee.

Rule 1. Moot Court Account

a. In order to borrow books from the Library for the purposes of any Moot Court Competition, a Moot Court Account shall be opened with the Library.

Explanation. Such a Moot Court Account can be opened only after the release of the moot court problem/Exception: In the event a team wishes to open an account with the Library prior to the release of the documents mentioned herein, permission will be required from any Senior Member of the Moot Court Committee followed by Moot Court Committee Chairperson's Authorization. m/compromis/ record/ fact sheet or similar document.

Rule 2: Moot Court Account Opening Procedure:

a. To open a Moot Court Account with the Library, a participant will be required to fill Form-A kept with the Library, inter alia, specifying the subject matter/s to which the issuance of books will be restricted. b. Form-A will have to be first signed by any Senior Member of the Moot Court Committee.

Function of the Senior Member: Such Senior Member reserves the right to check the problem/compromis /record /fact sheet or similar document of the moot before providing the signature. Further, he/she may reduce the scope of the subject matter/s depending upon the aforementioned documents.

Explanation: This is in order to verify that the subject matters specified in the form are only those that concern the particular Moot Court Competition.

c. After obtaining the signature of the Senior Member, authorizing signature must be obtained from the Moot Court Committee Chairperson.

d. This form shall then be submitted with the Librarian/Assistant Librarian or any member of the Library Staff upon which the Moot Court Account will be opened.

e. The Library will provide a copy of the authorized form to the Team and an email confirming the same will be sent by the Library to Moot Court Committee and Moot Court Committee Chairperson.

Rule 3: Requirement of Unspecified Subject-Matter/s Book/s Post-Account Opening

a. In the event, during the course of the preparation for the moot, there arises a demand for book/s outside the subject matter/s specified in the form, permission to issue books of such other subject matter will have to follow the procedure under Rule 2, leading to an amended form replacing the original.

b. The library will attach the amended Form-A to the original for their record.

Rule 4: Cap on Books

The number of books a team can issue at a time will not exceed twice the number of team memExplanation: Thus, if a team comprises ‘n’ numbers, the maximum number of books that can be issued at a time is ‘2*n’.

Exception: In the event, for reasons specifically mentioned, a team requires more books, an application specifying reasons will be signed by a Senior Member of the Moot Court Committee, followed by authorizing signature from the Moot Court Committee Chairperson. The Library will attach such application with submitted Form-A

Rule 5: Duration of Retention

a. A book once issued in a Moot Court Account can be retained by a team for a maximum of ten days.

b. While a book is issued, the Librarian/Assistant Librarian or any other member of the Library Staff will maintain a record of the demand for the book.

c. At the end of the ten-day period, the book will have to be returned to the Library and re-issuance of the same will only be done in the event there is no urgent demand for the book in the library. Discretion to interpret urgent demand will vest with the Librarian/Assistant Librarian.

Rule 6: Return of Books

a. The books issued must necessarily be returned within a week of any team member’s arrival at the University after the completion of the moot.

b. Notice of arrival under Rule 6(a) shall be emailed to Assistant Librarian and Moot Court Committee

c. On failure of the return under Rule 6(a), a fine of Rs.100/- will be imposed on the team, distributed equally between them, for each such book beginning from the end of the period of one week. The Moot Court Committee Chairperson will then seek an explanation from the concerned Team. Where no satisfactory explanation is provided, the Chairperson would forward the communication sent by The Library with his comments to the University Accounts Department for further action.

Exception: If the Team's reasons for default are genuine in the opinion of The Moot Court Committee Chairperson, he may note the same on the communication sent by The Library and recommend pardon of such fine. The Chairperson will then forward the communication to The Registrar for appropriate decision.

Rule 7: Bar on Issuance of Multiple Copies

1) At no time can a team issue more than one copy of a book.

Rule 8: Power to Check Moot Court Account

The Librarian/Assistant Librarian reserves the right to check all Moot Court Accounts at any time to ensure that there has been no violation of any of these Rules.

Penalty on Violation

Violation of any of abovementioned Rules attracts any penalty as the Moot Court Committee Chairperson and the Librarian/Assistant Librarian may deem fit and may include, debarring of the offender from subsequent Intra University Moot Court Competition/s and closing of the Moot Court Account.

Rule 9: Reimbursement on Loss of Book

a. If any book issued to a Team is lost, the entire cost of the book lost shall be reimbursed to the University.

Explanation: The cost of the book will be the MRP of the book at the time of its purchase by the University.

b. Where a single Member of the Team is responsible for the loss, such member shall be solely liable for reimbursement.

c. Where multiple Members of the Team are responsible for the loss, such members shall be equally liable for reimbursement.

Rules Regarding Moot court Competition discussion Rooms

General

- a. Team shall mean those teams participating in moot court competitions as allocated by the Moot Court Committee./ADR Commiittee.
- b. Access to Moot Court Discussion Rooms [“MCDRs”] shall be restricted only for the purpose of preparation for moot court competitions,/ADR /IDC competitions and access shall be available to teams, coaches and any other persons involved in such preparations.In cases of exceptional cases Assistant librarian can aloot rooms based on recommendation of Faculty In charges of Committees.
- c. The Library Staff shall monitor use of MCDRs.

Rule 1: Procedure for Obtaining Access to Moot Court Discussion Rooms

- a. A Team’s Application to use the MCDRs shall be approved by way of authorizing signature of Chairperson of the Moot Court Committee/ADR Committee in Form-B, followed by the authorizing signature of the Librarian/Assistant Librarian.
- b. The Library will provide a copy of the authorized form to the Team and an email confirming the same will be sent by the Library to Moot Court Committee and Moot Court Committee Chairperson.
- c. The names of all students using the MCDRs and their corresponding times of entry and exit shall be entered in a register maintained for this purpose by the Library Staff on every occasion that they wish to use the room.
- d. Students wishing to use the MCDRs for any other purpose apart from preparation for moot court competitions shall seek permission from the Registrar.

Rule 2: Manner of Use of Moot Court Discussion Rooms

- a. At least two (2) members of the same team must be present in order to use the MCDRs.for moot/ADR preparation.
- b. No team shall be allowed a continued use of the MCDRs for more than six (6) hours in a day.
- c. Teams wishing to seek an extension shall obtain the permission from the Assistant Librarian for the same, for an additional two (2) hours.
- d. Teams are allowed to bring their laptops, personal books, reading materials, stationary items, water bottle and notebooks into the MCDRs.

e. No student shall be allowed to bring library books into the MCDRs without making an entry in the register kept for this purpose by The Library.

f. No student shall be allowed to carry bags, beverages, eatables or any other substance into the MCDRs other than those specified under Rule 2(d).

Rule 3: Penalty

a. The team/team member shall be liable for a fine or be barred from using the MCDRs in contravention of the above-mentioned Rules.

b. Determination of the fine amount and duration of bar under Rule 3(a) will be decided by the Assistant Librarian and Moot Court Committee Chairperson/ADR Committee Chairperson

Explanation: The fine amount will be equally distributed between team-members where multiple members are found in breach.

c. Any student not part of any Team, found using the MCDRs without authorization under these Rules shall be liable to penalty with suitable adaptation or modification of Rule 3(a) and Rule 3(b).

Rule 4: Dispute Resolution

a) The Assistant Librarian and Moot Court Committee Chairperson/ ADR committee Chairperson shall decide any dispute arising with regard to usage of MCDRs.

b. The decision under Rule 4(a) shall be final.

Remote access Rules.

NLUJ Library Provides remote access to its subscribed e resources through My LOFT app for organizing ,processing and sharing of contents for academic purposes of NLUJ user community.

a) The My LOFT access is limited to currently enrolled students, researchers, and faculty members of NLU Jodhpur.

b) students should use MY LOFT for academic and research purposes only.

c) use of data is not permitted for consultancy or services leading to the commercial exploitation of data/Contents. Users also must comply with specific requirement of Individual database companies/Publisher while using the databases within and outside the campus.

d) Sharing of username and password of My LOFT is strictly prohibited.

b. 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 Info-tech 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.

VII. STUDENT SUPPORT AND WELL BEING

A. Student Welfare Board

INTRODUCTION

The Student Welfare Board (SWB) of National Law University Jodhpur (*hereinafter referred to as 'the University'*) is committed towards creating a nurturing and supportive environment for all students. The Committee aims to address academic, personal, social, and psychological aspects of student life, ensuring holistic well-being of students. In this policy, we particularly emphasize health; both physical and mental as a critical dimension of student welfare. The Committee is dedicated towards offering support structures, services, resources and flourishing environments that help students achieve personal and academic growth during their time at NLU Jodhpur.

2. OBJECTIVES

- To promote the well-being of students in all aspects of their university life.
- To facilitate resources and support systems for students experiencing academic, social, or psychological difficulties.
- To foster a safe, inclusive, and respectful community where student voices are heard and addressed.
- To create mental health awareness and provide access to professional services for mental wellness.
- To work in consonance and to assist the existing committees of the University and their mandates.

3. SCOPE

This policy applies to all students of the University, regardless of their academic year, background, or residential status.

4. STUDENT SUPPORT FRAMEWORK

The Student Welfare Board operates within the following guidelines:

I. Academic Counselling and Support

- Regular academic counselling and mentorship programs.
- Monitoring of academic progress and thereafter suggesting/offering remedial classes for struggling students
- Assist in the implementation of NLUJ Students' Academic Support Policy

- Workshops on academic writing, research, study techniques and dissemination of information about scholarship and financial assistance to students of the University
- Facilitating resources for students with disabilities, learning differences, medical issues, personal challenges that impact academic performance and well being.
- The Committee may provide grievance redressals related to any aspect of student welfare if requested

II. Residential and Social Well-being

- Support the administration in enhancing the quality and safety of residential facilities and other logistics at the University
- Regular social events to promote student interaction and community building.
- **Diversity Programs** for celebrations and training that encourages a diverse, respectful, and inclusive environment.
- Creation of various clubs and societies for exploring interests outside academics that allows students to connect socially and culturally.
- Special support for students from diverse backgrounds.
- Substance abuse prevention and support.

III. Health and Well- being Initiatives

Recognizing the importance of good health, the SWB adopts the following measures:

Physical Wellness:

- Education on healthy eating and nutrition programs
- Fitness facilities, wellness programs, and sport activities to promote physical health for example- exercises, meditation, marathons, yoga sessions etc
- Assisting in procuring resources to respond effectively to physical accidents or emergencies/exigencies

Mental Wellness:

- Establishment of a confidential counselling centre with licensed professionals, available to all students.
- Provision of both individual and group counselling sessions.
- Family counselling sessions when needed
- Follow-up care system.
- Provision of Information about online 24/7 helplines for emotional support (a list of free service portals with their contact details is annexed).

IV. Workshops and Seminars

- Regular mental health awareness campaigns and workshops on issues such as anxiety, stress, depression, and work-life balance.
- Workshops on art therapy, creative expression, self-help techniques from experts.
- Guest lectures from mental health experts, psychologists, and wellness coaches.

V. **Student Representatives**

- Creation of peer support system/student representatives where students can assist their peers in dealing with stress, maintaining balance, and fostering positive mental health habits.
- Mental health awareness training for student representatives.

5. ALUMNI MENTORSHIP PROGRAM

The pressure to excel in a highly competitive world, coupled with the ever increasing demand for practical skills and specialization to navigate through the complexities of the ever evolving professional world, the support from mentors becomes invaluable for not just holistic development but also for dealing with the doubts and anxieties for future success. We propose a mentorship program titled as **‘Proven Paths’** where Alumni insights may be used for supporting diverse and specific needs like academic, social, personal, career guidance, mental health initiatives, and recommend suitable interventions to groom the mentees for exploring their full potential. We believe such a mentorship program (*passing the torch*) and dedicated guidance will assist our students in developing necessary skills and knowledge, and provide the correct channel for their personal and academic growth

. A proper record for the mentor- mentee meetings will be maintained by the Student Welfare board to document the suggestions for referrals and further use.

6. MONITORING AND REVIEW

The Student Welfare Board shall regularly review the policy and procedures to ensure they remain responsive to student needs. An annual **‘Student Satisfaction Survey’** will be conducted to gather student feedback, and updates to the policy will be made as found necessary.

This policy is subject to regular review and will be amended as needed to best serve the welfare of students.

7. CONTACT INFORMATION

- **Dean SWB**

- Coordinators SWB
- Counsellors NLUJ (both online and offline)

For any concerns or support, students may contact at studentwelfare@nlujodhpur.ac.in

****List of free portals for mental health support**

1. iCALL (Tata Institute of Social Sciences)

- Phone: 022-25521111 / 9152987821

- Email: icall@tiss.edu

- Services: Free professional counselling via phone, email, and chat

2. KIRAN (Ministry of Social Justice and Empowerment)

- Phone: 1800 599 0019

- Email: nimhrsehore@gmail.com

- Services: 24/7 helpline with counselling in various Indian languages

3. Vandrevala Foundation

- Phone: +91 99996 66555

- Email: help@vandrevalafoundation.com

- Services: 24/7 mental health counselling for depression, anxiety, and emotional stress

4. MANAS-Mental Health Assistance and Networking Across States

-Phone- 14416

-Services- 24/7 tele-mental health services

B. NLUJ Healthcare Center

Health care and holistic well-being are crucial for students to ensure they can thrive academically and personally. Health care services are the prime concern of the parents when they leave their wards at hostels away from home. At National Law University Jodhpur, we have a proper medical center that consists of separate ward for boys and girls with three beds in each of the ward. The health center also has an ambulance, with facilities to meet any emergency situation when need be. The center is well equipped with all the basic medicines which may be required to cater to minor medical needs.

Timings

The medical services at the center are available 24*7.

Medical Team:

The medical team consists of one senior doctor who visits the campus every day from 4 to 6 pm. Four well-qualified and experienced nursing staff are available in the medical center on rotational shifts.

NLUJ Health Care Center Contact Numbers

S. No.	Name	Contact No.
1.	Mr. Jitendra	9461027112
2.	Mr. Kapil Parihar	9079645160
3.	Mr. Ramdan	9414469489
4.	Mrs. Guddi	6375315909
Driver Ambulance		
1.	Mr. Lekhraj	9413143599
2.	Mr. Madan Singh	8619383927

NATIONAL LAW UNIVERSITY MANUAL | 2025

A. APPLICATION FORMAT FOR REPEAT/IMPROVEMENT EXAMINATION

Student's Name: _____ U.G. _____ Roll NO. _____ Present Semester: _____

Please consider my application for (Tick as appropriate)

- a. Improvement Rs. 500/- per subject
b. Repeat Rs. 500/- per subject

S. No.	Subjects:	Semester	Repeat	Improvement
1				
2				
3				

Report:-

Student's Signature _____

Date: ____/____/____

Signature of Examination In-charge _____

Amount Rs. _____ Deposited by the student on date: ____ - ____ - ____ Cheque No. _____ / Cash

(Signature of Cashier/Accountant)

Notes:

- Verify your eligibility from examination section before depositing the requisite fees.
- Fill up this form carefully and complete all the formalities.
- Fees deposited would not be refunded.
- As per Rules of Examination, students will be allowed to take improvement examination in the end-term component of not more than two subjects, in case student applied for improvement in more than two subjects and deposited the fee, then the fee deposited shall not be refunded and first two subjects shall be allowed and rest shall be treated as cancelled.

B.Application Format For Re-evaluation/Re-totaling

Student's Name: _____ U.G. / : _____ Roll No : _____ Present _____
Semester: _____

Please consider my application for (Tick as appropriate)

- a. Re-evaluation Rs. 1000/- per subject
b. Re-totaling Rs. 300/- per subject

S. No.	Subjects:	Semester	Previous Grade	Previous Grade Points
1				
2				

Report:-

Student's Signature
_____/_____/_____

Date:

Signature of Examination In-charge

Amount Rs. _____ Deposited by the student on date: ____/____/____ Cheque No. _____ /
Cash

(Signature of Cashier/Accountant)

Notes:

- Verify your eligibility from examination section before depositing the requisite fees.
- Fill up this form carefully and complete all the formalities.
- As per Rules of Examination, students will be allowed to apply for Re-evaluation in the end-term component of not more than two subjects, in case student applied in more than two subjects and deposited the requisite fee, then the fee deposited shall not be refunded and first two subjects shall be allowed and rest shall be treated as cancelled.
- As per Rules of Examination, students will be allowed to apply for Re-totaling of the end-term component of not more than two subjects, in case students applied in more than two subjects and deposited the fee, then the fee deposited shall not be refunded and first two subjects shall be allowed and rest shall be treated as cancelled.

C. APPLICATION FORMAT FOR CLAIMING DEEMED ATTENDANCE

To

The Hon'ble Vice-Chancellor

National Law University,

Jodhpur

Name of the Applicant -----

Roll No. and Semester -----

Contact No. and E-mail address -----

Nature, Name and Location of the Event -----

Dates of Event----- No. of Days -----

Dates of Travel ----- No. of Days -----

Preparation Days (only for Moot Court Competition) _____

Details of Documents attached:

1.

2.

3.

Signature of the Student

Date:

Remarks by the concerned Faculty-in-Charge, Moot Court Committee/Faculty-in-Charge, ADR Committee/ Committee for Academic Support/ Placement Bureau

Date:

Signature of the Concerned Faculty

Vice Chancellor

D. APPLICATION FORMAT FOR INTERNSHIP DIARY

Student Name: _____

RollNo: _____

Batch: _____

E-MailID: _____

Internship Type: NGO/Tribunal/Company Legal Division/Law Firm/PSU/Etc.

Organization name: _____

Dates: From / / to / /

Number of Days/Weeks Completed:_____

Signature of Chairperson RICC:_____

Task Assigned:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Task Done:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slightly textured appearance and is set against a dark background.

(Seal & Signature of Employer/ Competent Authority)

E.APPLICATION FORMAT FOR SEEKING PERMISSION FOR GETTING BOOKS FROM THE LIBRARY FOR MOOT COURT COMPETITION

The Chairperson

Date:

Moot Court Committee

National Law University

Jodhpur (Raj.)

Respected Chairperson,

(Sub: Permission for Getting Books Issued from the Library for Moot Court Competitions)

We request you to kindly permit us to issue books for a Moot Court Competition ('Competition'). The details of the Competition are as under:

(1) Name of the Competition _____

(2) National/International _____

(3) Date/s of Memorial Submission _____

(4) Date/s of the Competition _____

(5) Date when Team is Leaving for the Competition _____

(6) Date of Return of the Team _____

(7) Relevant Subjects _____

We also submit that we are well aware of the Rules of the Library Committee with regards to the book issued for the Moot Court Competition and assure to strictly abide by the same.

Student Name	Hostel Name and Room No.	Mobile Number	Student Signature

Senior Member MCC

Chairperson MCC

Library-in-Charge

F: APPLICATION FORMAT FOR SEEKING PERMISSION FOR USING THE MOOT COURT DISCUSSION ROOMS (MCDR)

The ChairpersonDate:

Moot Court Committee

National Law University

Jodhpur (Raj.)

Respected Chairperson,

(Sub: Permission for Using the Moot Court Discussion Rooms)

We request you to kindly permit us to use a Moot Court Discussion Room. Details of our Moot Court Competition are as under:

Name of Moot Court Competition

Dates of the Moot Court Competition

Members of the Team

Student Name	Hostel Name and Room No.	Mobile Number	Student Signature

Name of Coach(es)

Dates for Usage of Moot Court Discussion Rooms

Chairperson, MCC/Chairperson, ADRC

Assistant Librarian

C. APPLICATION FORMAT FOR COURTROOM 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 (20)	(O) Use of authorities (20)	(O) Interpretation of facts (20)	(O) Ingenuity and persuasiveness (20)	(O) Style, poise and court mannerisms (20)	(M) Knowledge of Law and facts (20)	(M) Clarity, brevity and style (20)	(M) Use of authorities and citation/s (20)	(M) Writing and Logical Structuring (20)	(M) Presentation (20)	Total = 200

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