

NATIONAL LAW UNIVERSITY JODHPUR MANUAL 2023



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A. Rules for Maintaining Discipline

Part-I: (Statement of Object and Reasons)

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.

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

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

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:

1. The National Law University, Jodhpur is a residential University and every student shall remain in the residence and campus day and night throughout the semester. Moving out of the campus shall be regulated as follows:
 - a. During class hours, no student shall leave the campus without permission of the warden. Permission shall be given, only for unavoidable reasons, by the competent authority as prescribed by the Hon'ble Vice Chancellor from time to time.

b. **The following rules are to be observed by all students when leaving/ returning to University campus and Halls of Residence:**

- (i) **No student shall leave the university premises during class hours. In cases of emergencies, permission may be given by the competent authority as prescribed by the Hon'ble Vice Chancellor from time to time.**
- (ii) **Students are permitted to stay outside the University premises between 4 to 9 pm. They must make the requisite entry in the biometric device provided at the time of exiting and entering the campus. In cases of power outage or malfunction of device entry must be made in register at the main gate on exiting and entering the campus.**
- (iii) **Students are not permitted to stay outside the campus beyond 9.00 pm.**
- (iv) **Staying outside the campus overnight is not permitted. Permission for the same may be granted by the respective Chief Wardens only in cases of emergencies such as health related emergencies.**
- (v) **Students are allowed to go out between 9.00 am - 9.00 pm on Sundays and Holidays provided that they compulsorily mark biometric entry during entry and exit. In cases of power outage or malfunction of device entry must be made in register at the main gate on exiting and entering the campus.**

c. **Violation of the aforementioned rules will result in strict disciplinary action against concerned student(s).**

d. 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 Registrar.

2. 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.
3. Ragging in any form is strictly prohibited and would attract severe disciplinary action and punishment of expulsion from University.
4. Obscene and indecent behaviour shall invite strict disciplinary action as per rules.
5. Sexual harassment or any practice derogatory to human dignity and personal privacy are strictly prohibited. Anyone found indulging in such act 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.
6. Without prejudice to the generality of power to enforce discipline under the rules, the following shall amount to act of gross indiscipline:
 - a. Physical assault or threat to use physical force;
 - b. Carrying of, use of or threat to use of any weapon;
 - c. Keeping, using or inducing to use any intoxicant, including smoking or any drug or contraband. (The campus of National Law University is a no-smoking zone);
 - d. Any violation of the provision of the Civil Rights Protection Act, 1976;
 - e. Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - f. Any practice-whether verbal or otherwise-derogatory to women, in general and in particular;
 - g. Any attempts at bribing or corrupting in any manner;

- h. Willful destruction of institutional property;
 - i. Creating ill will or intolerance on religious or communal grounds;
 - j. Causing disruption in any manner of the academic functioning of the University system;
 - k. Entering into argument with security staff;
 - l. Suppressing the knowledge of act of indiscipline of other students;
 - m. Abetting, sharing common intention of act of indiscipline with other students;
 - n. Forming unlawful assembly and sharing common object, the act which constitutes an act of indiscipline.
 - o. Violation of entry-exit rules of the University.
7. 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
- a. Involve physical assault or threat, use of physical force;
 - b. Violate the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - c. Violate the status, dignity and honour of women students;
 - d. Expose students to ridicule, contempt and affect their self-esteem;
 - e. Entail verbal abuse and digression, indecent gesture and obscene behaviour.
8. 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.
9. 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.

Rules for Halls of Residence:

1. It is mandatory for all students to adhere to strictly follow the Rules framed for Halls of Residence, Mess and extra-curricular activities on the campus. Since the University aims and professes excellence in professional education, there is no scope for students to indulge in political activities inside campus. Evidence of any political activity inside the campus shall be considered an act of indiscipline and shall be tackled seriously and strictly.
2. No student shall give tip, favor etc. to watchmen or sweeper of the university or any other functionary including the mess staff.
3. Students are expected to maintain strict punctuality regarding class timings.
4. Students shall refrain from littering in and around Halls of residence, mess and playground. If found guilty, the student/s shall be required to clean halls of residence, mess or playground as the case may be or pay fine as directed by the chief wardens/authorized person.
5. The Out-Passes as described hereunto, will be available with the respective Wardens. Unused passes for a month shall lapse. Passes are non-transferable, any contravention shall constitute misconduct at both the ends.
6. No permission shall be given to any student or group of students to remain outside the University campus beyond the allocated hours for any get-together or for any other purpose. If there be a requirement in such cases, permission may to be sought from the Registrar in a written application.
7. Overnight stay out is completely prohibited. Permission for the same may be granted by the respective Chief Wardens only in exceptional circumstances. In absence of the chief wardens the student may seek permission from the Registrar.
8. All permissions to be taken only during office-hours from the work-station. Students should not approach the Warden or Chief Warden at their residence, unless there is an emergency.
9. Out campus Visitors are not allowed in the rooms of the students. Visitors can meet students only in the lobby unless in special circumstances the warden permits, in writing, a visitor in the room. No male visitor is allowed in the Halls of Residence of Girls and vice-versa.
10. Students are expected to maintain cleanliness in the Halls of Residence and their rooms. The students should not carry any food articles, cutleries and crockery from the Dining Hall (Mess) to their respective rooms.
11. Students may install desert-coolers (portable) in the room, if so required. Installation of Air Conditioners is strictly prohibited in hostel rooms.
12. The Gymnasium will remain open till 10:30 p.m.
13. During academic hours, movement out of the campus is strictly prohibited except in case of emergency for which the student will need permission from the Chief-Warden/Chief Proctor.
14. in the form of imposition of fine and or/suspension of a student or students from the Halls of Residence, Halls of Learning and the University. Indiscipline in hostels to be primarily dealt with by

wardens and committee of wardens, who may refer the matter to the Disciplinary Committee depending upon severity of the matter.

C: Discipline in the classes

1. Every subject/course shall have 50 minutes class. The student shall not leave the class during this 50 minutes period and in case he/she leaves the class, the faculty has a right to mark absent and refuse to permit him/her again in the class.
2. Sleeping or chitchatting in the classroom shall not be tolerated. In such cases, the faculty concerned may ask the student to leave the classroom and mark him/her absent.
3. The use of cell phone in the academic block and library is strictly prohibited. Use of cell phone in academic block/library shall be considered a serious indiscipline. The faculty concerned and/or the proctor/chief proctor shall have the right to seize the cell phone and inflict an appropriate penalty.
4. The use of laptop during the class/lecture is permissible subject to approval of the class teacher.
5. **All the students visiting the Hall of Learning shall be dressed formally and decently.**

Rules of the Library:

1. The following shall be the rules of the library, to be observed strictly.

Library General rules

The following shall be the rules of the library, to be observed strictly:

- a. Complete silence is to be maintained in the library premises.
- b. Talking and discussion by using mobile phones in reading halls of the library is not allowed.
- c. Eatables and drinks (tea and soft drinks etc.) are not allowed in the library.
- d. Sleeping inside the library is strictly prohibited.
- e. Library computers are not to be used for non-academic purposes.
- f. Violation of library rules will result in strict disciplinary action.
- g. 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.
- h. Any default 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.
- i. Personal books and other belongings are not allowed inside the library, except notebook, laptop or certain papers, with the permission of the librarian.
- j. 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.
- k. 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.
- l. In case of loss of Library cum Identity card, Rs 100/- shall be deposited to accounts section for obtaining a new identity card.
- m. 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.
- n. Students are advised not to issue Books for others in their names.
- o. Reference Documents like Dictionary, Encyclopedia, Year Books, Journals (Loose & Bound), Theses will not be issued out.
- p. 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)
- q. The Library reserves the right to call back any issued book/item at any time.
- r. Students should produce their Bar-Coded Identity Card for all transactions in the Library documents.
- s. The user shall be responsible for loan documents issued on his/her account. The document(s) issued on individual accounts is non-transferable.
- t. Renewal of issued books shall only be done if not reserved by other members.
- u. 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.

- v. The Library documents must be returned to the Library on the last working day before the vacations.
- w. Covid Protocol /guidelines from time to time shall be strictly followed by the users of the Library

Library Membership.

- A) All the faculty, Students and nonteaching staff of the university are entitled to become the members of the Library.
- B) 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.

Library Circulation Rules

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

Library Timings

Sl no		Timings	
1	Monday to Saturday	8 a.m to 12 midnight	
2	Sunday	10 a.m to 10 p.m	

3	1 week prior to commencement of semester end exams till the end of examinations	8 am to 3 a.m	
4	1 week prior to commencement of Midterm exams till the end of midterm examinations	8 a.m to 3 p.m	
5	During university hosted moot court competitions	8 am.to 3 p.m	

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.
- c. Reference to The Library is to the designated Library Staff for the purpose.

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.
- b. Such a Moot Court Account can be opened only after the release of the moot court problem/compromis/ record/ fact sheet or similar document.

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.

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 members.

Explanation: 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.

Exception: This Rule will be relaxed for the books issued for the semester break.

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.
- d. The Library will provide details of the default under Rule 6(c) to the Moot Court Committee Chairperson.
- e. 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

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.

Rule 9: Specialized Access to Online Resources

a. A Team's Application for access to any specific online Library resource will be signed by a Senior Member of the Moot Court Committee and an authorizing signature from the Moot Court Committee Chairperson.

b. The application will then be forwarded to the Librarian/Assistant Librarian who shall provide requisite access and provide an authorization letter to the applicant with any conditions if required.

Exception: In a case where access cannot be provided due to any reason, such reason shall be emailed by Librarian/Assistant Librarian to the concerned applicant, Moot Court Committee and Moot Court Committee Chairperson.

c. Access provided to the applicant will strictly follow the conditions framed by the Librarian/Assistant Librarian.

Explanation: Such conditions may include non-sharing of access with other students of the University.

Rule 10: 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 11: 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.

B. RULES GOVERNING USAGE OF MOOT COURT DISCUSSION ROOMS

General

- a. Team shall mean those teams participating in moot court competitions as allocated by the Moot Court Committee.
- b. Access to Moot Court Discussion Rooms ["MCDRs"] shall be restricted only for the purpose of preparation for moot court competitions, and access shall be available to teams, coaches and any other persons involved in such preparations.
- c. The Library Staff shall monitor use of MCDRs.
- d. Reference to The Library is to the designated Library Staff for the purpose.

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 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.
- 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).
- g. Any health protocols determined by The Library will have to be strictly followed by every student. Depending on the prevailing health situations, this could include measures such as wearing of masks and carrying sanitizers.

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.

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 shall decide any dispute arising with regard to usage of MCDRs.
- b. The decision under Rule 4(a) shall be final.

Part-III: University Authorities and their functions and responsibilities

Vice Chancellor

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

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

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, the Vice-Chancellor may, in exercise of her powers, by order, direct that any student or students be expelled, or rusticated, for a specified period, or be not admitted to a course or courses of study in the University, or be punished with fine for an amount to be specified in the order, or be debarred from taking an examination or examinations conducted by the University, Faculty or Department or a Centre or Institution of the University for one or more years, or that the results of the student or students concerned in the examination or examinations in which he/she or they have appeared be cancelled.

Chief Proctor

The Chief Proctor shall be responsible for the maintenance of discipline among the students of the University. The Chief Proctor will be assisted by a **Proctorial Board** consisting of such members as appointed by the Vice Chancellor. The Chief Proctor shall be competent,

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

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

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

- a. To oversee general discipline in the university and assist the Vice Chancellor in ensuring that the university functions smoothly.

- b. To enquire into the cases of indiscipline *suo moto*, or on report from any student, teacher etc.
- c. To admonish, and issue written warning in case a student is found guilty of indiscipline. If the act of indiscipline recurs more than twice, the matter shall be committed to the concerned disciplinary council for proper action according to the procedure laid down in part-IV of these rules.
- d. To impose a fine
- e. To suspend a student or students and to keep the University out of bounds for such student/students until further orders.
- f. Or to make any other appropriate order.

INTERNAL COMPLAINTS COMMITTEE

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

The 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 mis-conduct 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 part-IV of these rules.
- d. To impose a fine.
- e. To suspend a student or students and to keep the University out of bounds for such student/students until further orders.
- f. Or to make any other appropriate order.

The Disciplinary Council (Men)

For maintaining discipline in the University Campus and for speedy redressal of complaints / grievances of the students, a **Disciplinary Council (Men)** has been constituted in the University which shall take care of such cases. The Disciplinary Council (Men) shall have 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 procedure laid down for the purpose under part-IV of these rules.
- d. To impose a fine.
- e. To suspend a student or students and to keep the University out of bounds for such student/students until further orders.
- f. Or to make any other appropriate order.

Wardens

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

- a. To oversee general discipline in the Halls of Residence concerned and assist the Vice Chancellor in ensuring that the University functions smoothly.
- b. To enquire into the cases of indiscipline *suo moto*, or on report from any student, teacher etc.
- c. To admonish, and issue written warning in case a student is found guilty of indiscipline. If the act of indiscipline recurs more than twice, the matter shall be reported to the concerned Disciplinary Council.
- d. To impose a fine.

- e. To suspend a student or students and to keep the University out of bounds for such student/students until further orders.
- f. Or to make any other appropriate order.

Action taken by the Warden/s shall immediately be reported to the University's concerned Disciplinary Council. Apart from this, the Warden would implement the policy pertaining to Hostels as communicated from time to time by the Vice-Chancellor or any other University authority.

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

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

Part-IV: Procedure for Disciplinary Cases

Indiscipline is always a matter of aberration and has to be looked at from the point of view of the socio-psychological pathology of the student concerned. The approach of the authorities, dealing with disciplinary cases, has to be that of a local guardian rather than that of a legal authority of the university. An element of empathy therefore becomes a necessity in all cases of disciplinary proceedings on the part of the authority dealing with the disciplinary cases.

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

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

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

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

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

ANTI -RAGGING COMMITTEE

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:

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

What Constitutes Ragging?

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

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

- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher

Penalty for Ragging:

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 fine which may extend to Rs.10,000/-. The punishment may also include i) cancellation of admission, ii) suspension from attending classes iii) withholding / withdrawing fellowship / scholarship and other financial benefits, withholding or cancelling the results. 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. 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. 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 university”

Anti- Ragging Committee	Help Line Nos.
Dr. Manoj Kumar Singh, Chairman	: 9950120936
Dr. Archi Mathur	: 9929298000
Dr. Bipin Kumar	: 7597218541
Dr. Rosmy Joan	: 9783384532
Mr. Vinod D.	: 9829971250
Mr. Rohan Thomas	: 7727091256

**INTERNAL COMPLAINTS COMMITTEE CONSTITUTED UNDER
Sexual Harassment of Women at Work Place (Prevention, Prohibition and
Redressal) ACT, 2013**

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

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

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

Prevention of Sexual Harassment Committee

Dr. Archi Mathur, Chairperson

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

Dr. Shikha Gupta, Assistant Professor, National Institute of Fashion Technology, Jodhpur

Dr. Manoj Kumar Singh

Dr. Rashmi Mathur

Dr. Asha Bhandari

Dr. Chitra Saruparia

Dr. Ruchi Bhandari

Mr. Vinod D.

Ms. Sapna Tak

Students' Chief Counsel & Vice Chief Counsel

Part-V: Centre for Wellness and Counseling

CWC is an initiative of National Law University, Jodhpur to promote holistic wellbeing and mental wellness amongst students and aims towards improving psychological health. Our mission is to move students to a more productive, healthier, and independent life style by providing hope and healing. All services are designed to support student wellness and emotional flourishing, helping to equip students for wholehearted pursuit of their academic pursuits as well as healthy engagement within their social groups.

Counseling can be an important step in achieving personal well-being, particularly during the life-changing years of University. In a fully functional residential university like National Law University, Jodhpur where students are groomed for excellence within the field of legal profession, pressures for perfection and impeccability or juggling to perform multi tasks can be stressful. At such times, a patient understanding and nonjudgmental ear can make the journey easier. Students might have people, but reaching out to them at all times and with all kinds of problems might not seem possible due to various reasons. The Centre for Wellness & Counseling (CWC) partners with the students in their health. CWC offers services to help them become emotionally resilient, so that they can bounce back in the face of college stress if any. Problems in general in purview of the Centre are health problems, academic problems, family problems, peer pressure, adaptation problems, and personal problems amongst others. As per the requirement the parents/guardians are also referred to.

Objectives of the Centre for Wellness and Counseling (CWC), NLU Jodhpur

1. To provide confidential individual counseling sessions by Qualified experts from both inside and outside University
2. To organise special lectures by various counselors on the importance of mental health.
3. To organise Mental- Health Awareness Programmes and self-esteem building sessions.
4. To organise progressive relaxation techniques\ activities for the students of NLUJ.

Rules of Conduct – Halls of Residence

Warden

There shall be a warden in each Halls of Residence, herein after called HoR, appointed by the Vice Chancellor from time to time who shall submit periodical reports to the Chief Warden. The Warden should present in the respective HoR at 10.30 pm to check the attendance and discipline of the students. The Warden should make a list of faculties and should invite the faculties who are residents and non-residents of the campus to visit the hostels to check the maintenance and to provide suggestions.

Chief Warden/Wardens, Boys' & Girls' Halls of Residences

Dr. Bipin Kumar, Chief Warden (Boys)

Ms. Kanika Dhingra, Chief Warden (Girls)

Mr. Vinod D.	: Amir Ali Halls of Residence
Mr. Renjith Thomas	: Dr. S. Radhakrishnan Halls of Residence
Mr. Rohan Cherain Thomas	: Nagendra Singh Halls of Residence
Mr. Sarthak Mishra	: Dr. Rajendra Prasad Halls of Residence
Mr. Arunabha Banerjee	: M.C. Setalvad Halls of Residence
Mr. Aniruddh Panicker	: Radha Binod Pal Halls of Residence

Ms. Kanika Dhingra	: Sarojini Naidu Halls of Residence
Ms. Garishma Bhayana	: Meera Bai Halls of Residence
Ms. Vedantam Leela	: Gargi Halls of Residence
Dr. Rosmy Joan	: Mother Teresa Halls of Residence
Ms. Preeti Badola	: New Girls Hostel
Ms. Kritika Singh	: Rani Laxmi Bai Halls of Residence

Chief Warden and Committee of Wardens

All the wardens of all HoR shall form the Committee of Wardens which shall be presided over by the Chief Warden appointed by the Vice Chancellor. The Committee should meet on the last working day of each week and discuss the periodical reports about the respective HoR and the minutes should be presented before Hon'ble Vice-Chancellor.

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

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

Dining Hall Conduct

The Common Mess will serve regulated vegetarian and non-vegetarian healthy food. Students shall take breakfast, lunch and dinner in the Dining Hall and shall not carry any food articles, cutlery and crockery from the Dining Hall to their respective rooms provided that the Warden may give special permission to carry food to the room of a sick student under special circumstances.

Halls of Residence (HOR) Committee

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

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

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

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

Appeal

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

Vehicles

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

No vehicle including motorbikes shall be allowed beyond the inner gate of the University Campus.

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

Prohibition

Smoking, consumption of alcohol, intoxication and usage of contraband substances is strictly prohibited. Anyone found in possession of such substance(s) shall be expelled from the HoR on spot and the decision of the Warden in this regard shall be final. Such student shall also be liable for rustication from the university.

Obscene and Indecent Behaviour

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

Eve Teasing and Derogatory Practices

Eve teasing and any practice derogatory to human dignity and personal privacy are strictly prohibited. Anyone found indulging in such acts would be placed before the Prevention of Sexual Harassment Committee constituted by the University authorities for taking appropriate action.

Maintenance and Infrastructure

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

Reference

Any dispute or problem arising between the students, for whatsoever reasons, shall be referred immediately to the Warden who shall refer the same to the Disciplinary Councils/Proctorial Board.

Finality

- (a) In matters of maintenance of discipline in the HoR, the decision of the Warden shall be final.
- (b) If they deem fit, the matter may be referred to Chief Proctor/ Appropriate Committee

EXAMINATION

Controller of Examination

Dr. Archi Mathur, Associate Professor, Faculty of Management

Assistant Controller of Examination

Dr. Leela Vedantam, Assistant Professor, Faculty of Management

Office Staff

Mr. Piyush Kumar Dave, OIC

Mr. Dushyant Gehlot

Mr. Shiv Dutt Thanvi

Mr. Yakub Khan

Contact

Phone: 0291-2577931

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	Rules for Re-Mid Term Examination
8	Guidelines for conducting written examination for Specially Abled Persons
9	Fee for Transcript, duplicate Grade Cards etc.
10	Eligibility Criteria for Conferring/Awarding Gold Medals
11	Rules of Attendance

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. She shall be the custodian of entire examination records.
- e. She/He shall be responsible for preparation and dispatch of Grade Cards. However, the Registrar shall sign notification of results.

3. Examination Committee

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

4. Assessment System

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

5. Grades and Grade Point

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

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

6. Pass Grade per Semester

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

7. Repeat/Improvement Examinations

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

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

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

Reevaluation shall be allowed for repeat examination as well.

8. Promotion to next higher semester

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

9. Moderation

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

10. Limitation

The integrated five-year course shall be completed within a maximum period of eight years. The limitation of one year PG courses 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 communicated to the parents at the end of each semester.

Rules of Re-evaluation

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

1. The answer sheet will be evaluated by a competent faculty member, other than the teacher, who had evaluated the script first time. In case no suitable faculty is available then re-evaluation of the paper/s would be done by an external examiner appointed by the concerned Dean. The examiner will get remuneration of Rs.100/- for the same (minimum Rs. 500/-).
2. Students will have to pay a re-evaluation fee of Rs. 500 per paper.
3. Re-totaling of the marks will be done with a fee of Rs. 200 per paper.
4. The student must submit the application for re-evaluation / re-totaling within 10 days of the declaration of the result in offline or online forms.
5. In case of 10% variation of the marks obtained by the student, the earlier grade shall be upheld. In case if the variation is up to 30%, the marks secured in the re-evaluation shall stand.
6. In case the variation in the first re-evaluation is more than 30% of the marks initially secured by the student, the answer book shall be evaluated by a third examiner. Out of the three awards, the average of nearest two shall be the final award. In case the variation in marks is same, the average of higher two marks shall be awarded.
7. The student will be informed about the marks and grade secured and a fresh marks card will be issued if there is a change in grade.
8. Re-evaluation will be permitted only in two papers in a semester.

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

(From January 2016 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.

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

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

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

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

Rule 3: If a candidate is detected or suspected by the Invigilator of the Examination Center/Room, or by any other person authorized by the Vice-Chancellor in this behalf, of using or attempting to use unfair means at an Examination conducted by the University, the concerned person will take away his/her answer book and supply a fresh answer book to the candidate concerned. The concerned Invigilator or any other person authorized in this behalf will not go away from the seat of the candidate suspected/detected and immediately cause the presence of Center Superintendent. Any candidate who is alleged to have used unfair means or alleged to have attempted unfair means shall be supplied with an unfair-means form to be filled by the candidate in the presence of the Centre Superintendent. The

suspected material recovered from the candidate shall be signed by the Invigilator and the candidate and, then along with the first answer book, sealed in an envelope in presence of the candidate concerned. The first answer book so recovered should be marked as, 'I', and the other answer book given to the candidate after being caught, detected or suspected be marked as 'II'. The Invigilator will instruct the candidate concerned not to repeat the question or questions already attempted in 'I' answer book.

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

Explanation

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

Rule 5: The Controller of Examination after receiving the above materials, together with the connected reports, shall send the same to the Examiner for his / her opinion as prescribed in the form meant for use of unfair means. After receipt of the report of the Examiner, the Controller of Examination shall serve a show cause notice on the concerned candidate mentioning specific allegations against him / her by the Invigilator or any other persons mentioned in Rule 3 and the Examiner, and demand an explanation from the candidate to be submitted within two days from the date on which the letter is served on him. The show cause notice shall also mention the quantum of punishment as per Rule 9, which may be awarded to the candidate and the date and time when he/she ought to appear before the Committee for personal hearing.

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

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

a. The Unfair Means Committee shall consist of the following:

I. One Dean / Director as the Convener

II. Two Faculty Members.

III. Controller of Examination will be the Member-Secretary.

b. Three members shall form the quorum.

c. In the event of tie, the Convener shall exercise the casting vote.

d. If any member of the Unfair Means Committee happens to be connected with reporting of the unfair means case in any manner, she/he shall withdraw from the Committee when such a case is considered by the Committee.

Note: The above panel shall remain valid till substituted.

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

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

b. The Committee shall permit the parties to lead evidence in the form of affidavit and/or documents in support of their case and allow inspection of the documents filed by either party but in no case the answer book(s) shall be shown to the candidates concerned. No lawyer would be permitted to appear on behalf of either party.

c. The Committee shall send its recommendation to the Vice Chancellor for approval. In case, the Vice Chancellor does not agree with recommendation of the Unfair Means Committee, he shall refer the matter back to Unfair Means Committee for reconsideration, along with his comments. The Unfair

Means Committee shall consider the comments of the Vice Chancellor before re-formulating its recommendation, which shall be binding.

QUANTUM OF PUNISHMENT

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

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

RULES OF CONTINUOUS ASSESSMENT

Evaluation Methods for UG and PG courses

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

(A) End Term Examination

1. The Faculty Members are required to submit two set of question papers.

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

(B) Guidelines for Project Work

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

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

Guidelines for Mid Term Examination:

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

(C) Continuous Assessment shall consist of following components:

These are of Two Categories:

First Category

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

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

Second Category

- (A) Court Room Exercises in Law (CREs)

Modalities for Conducting Continuous Assessment of First Category:

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

Modalities for Conducting Continuous Assessment of Second Category:

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. 70% marks shall be allocated to the oral presentations which in turn shall comprise of (i) marshalling of facts; (ii) procedural aspects and articulation of issues; (iii) communication and persuasive skills; (iv) use of citations and authorities; (v) responses to the questions; (vi) rebuttals; (vii) court room etiquette. 30% marks shall be allocated to the written memorials/documents of the students which shall comprise of (i) structure of writing; (ii) writing skills; (iii) research contents.
6. The Faculty Coordinator, Clinical Legal Education shall ensure that in all CRE's, another Law Faculty Member shall sit and assist the Principal Faculty Member in the conduct of the CRE.
7. Unless otherwise stated, the Principal Law Faculty Member shall award the marks to the participating students.
8. The purpose of submission of relevant documents/moot court memorials is twofold namely (i) facilitate the student to undertake adequate research; (ii) provide the teacher an opportunity to examine the research efforts of the student concerned. Hence, all such relevant documents shall be submitted one day prior to the CRE schedule.
9. Since the CRE's are scheduled taking the institutional concerns in mind, no CRE shall be deferred or conducted during the lunch time.
10. Each Principal Faculty responsible for the conduct of CRE in their concerned course shall notify the marks awarded at the earliest and not later than the commencement of the next class of CRE.

11. The Principal Faculty shall take care in ensuring that the problems being formulated for the purpose of the conduct of CRE are innovative and generate new learning.
12. The Faculty Members are required to declare the Result of CRE latest by next day of the CRE held in the Tabulation Sheet provided by the office of Controller of Examination and the original copy of the same must be submitted to the office of Controller of Examination.

Dissertation for PG Courses:

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

General Guidelines

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

Examination Hall Protocol (General Instructions)

- a. Students must take their seat before the first bell (five minutes before the start of Examination) of the Examination in their allotted seat.
- b. Students are not allowed to go outside the examination hall in the first half an hour or the last half an hour of the examination unless they have completed the examination.

- c. In any case, they shall not be allowed to go outside the examination hall more than once during the examination for some emergency purpose. Invigilator's decision in this regard shall be final.
- d. In case of late arrival for more than 10 minutes, students will not be allowed in examination hall.
- e. Students shall not carry any materials, personal belongings, electronic gadgets, into the examination hall except a watch indicating time only, a calculator as specified and writing materials.
- f. Keeping cell phones is strictly prohibited in examination hall. Students are not allowed to keep even switched off cell phones with them inside the examination hall.
- g. No explanation can be sought from any one on any contents of the question paper. Such an attempt shall attract disciplinary action.
- h. Students should not write anything on the question paper except the Roll No.
- i. Students must stop writing as soon as the final bell indicating completion of the examination is given. Any attempt to write further on the answer sheet shall attract disciplinary action.
- j. Any attempt to copying or talking inside the examination hall is strictly prohibited and such incident shall be dealt with as per the rules.
- k. Any misbehavior with the Invigilators' in the examination hall or other officials shall attract strict disciplinary action. Students are required not to enter into any dialogue with anybody during the examination unless such a dialogue is under the instructions specified in the question paper.
- l. Students are required to strictly follow the instructions printed on the question paper.
- m. Sharing of Pens, Eraser and any other material by the students inside the Examination Hall is strictly prohibited.
- n. No student shall be allowed to leave Examination Hall in the first hour of the commencement of Examination. Those who want to leave during the second hour shall have to surrender the Question Paper to the invigilator.

Rules for Re-Mid Term Examination and Guidelines for conducting written examination for Specially Abled Persons

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.

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

Rules of Court Room Exercises (CRE)

1. There shall be Court Room Exercises in Law Courses as decided by the Faculty.
2. CRE schedule for students shall be finalized by the course teacher and the students will have to abide by it.
3. Chair person, MootCourt Committee shall coordinate the CREs.
4. The number of Rounds shall be decided by the concerned course teacher in consultation with Chair person, Moot Court Committee.
5. Students who remain absent from the CRE on the scheduled day shall not be given further chance. However, under extraordinary circumstances the matter shall be decided by the Chair person, Moot Court Committee in consultation with Dean, Faculty of Law.
6. Dress Code: Students representing the Clients in the Court Room shall be in the complete attire i.e.
 - White shirt full sleeves and White/Black Stripped Trousers used by the Legal Professionals.
 - Plain Black Tie or white band used by the Legal Professionals.
 - Black Coat
 - Black Shoe and black socks
 - Black Gown by Legal Professionals provided that in the first three years of the Course this may not be insisted.
7. **Court Room Protocol:** All students attending the Court Room Exercise shall strictly follow the Court Room protocol while the Court is in session. Any breach of Court Room Discipline shall attract disciplinary action. Cell Phones are not allowed inside the courtroom. Students are not allowed to use laptop unless permitted.
8. **Evaluation:** The memorials and presentation in the Court shall be evaluated in such manner as may be prescribed by the Faculty member concerned as per the protocol provided in Appendix-I.

Fee for Transcript, duplicate Grade Cards etc.

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

Note:

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

Eligibility Criteria for Conferring/Awarding Gold Medals

- 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. Upon re-evaluation in any subject of the end term examination, if the student passes the subject or there is a change in the marks obtained, then it shall be treated as a first attempt. The same shall be applicable for Gold Medals related to individual subjects as well as for overall programmes.
- 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.

Rules of Attendance

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

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

Notes:

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

PROTOCOL FOR THE GRANT OF DEEMED ATTENDANCE

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

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

RULES OF PLACEMENT

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

The Bureau 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 Bureau. The Convenor(s) of the Bureau shall assist the Bureau 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 Bureau within the prescribed period notified by the Bureau. The students may be asked to submit their CVs in a particular format. Once submitted, such information will be reckoned as complete and final for 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 Bureau shall endeavor to contact the desired destination and request that Firm / Organisation to participate in the placement / recruitment process.
5. The Bureau shall update its list of potential recruiters and their contact details inclusive of the choices / information received from students in points 3 and 4 above.
6. The Bureau shall prepare a Recruitment Note which shall be 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 Bureau 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 Bureau 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 Bureau 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 Bureau.
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 Bureau 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 Bureau. Once the final selection and offer is made by the Firm / Organisation and is so communicated to the Bureau, the same shall be notified to the concerned students who would then be required to give their final acceptance to the offer, in writing, through the Bureau by the time the representatives of the Firm / 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 Bureau office or at such other location as may be specified by the Bureau. This is to avoid any distractions, disturbances or background sounds affecting the interview.
14. 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 Bureau or through other authorities of the National Law University, Jodhpur. Upon refusal the offer the student will not be eligible for any further participation in the University campus placement / recruitment process.
15. An offer once accepted and communicated by a student to the Bureau and the Firm / 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 Bureau. 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 Bureau 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 Bureau, 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 Bureau. The Placement Director / Faculty In-Charge of the Bureau shall be responsible for all matters pertaining to placements.

RULES OF INTERNSHIP

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

All the activities pertaining to internships shall be looked after by the Placement Director / Faculty In-Charge of the Bureau. The Convenor(s) of the Committee shall assist the Bureau 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 Bureau shall publish the deadlines for submission of internship preferences along with the CVs by the students, and which deadlines shall be strictly adhered to. All directions / instructions issued by the Bureau with respect to the internship process are to be carried out meticulously by all the students. Violation of any one of the directions of the Bureau may result in debarring the students from any further activity through the Bureau.
3. The students 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 Bureau's database), may submit the contact details with full particulars of the said Firm / Organisation / Practitioner to the Bureau.
5. The Bureau 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 Bureau shall tabulate the same by firm, and internally arrange the names of the interested students alphabetically. The Bureau 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 Bureau 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 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 Bureau shall be made through emails. Any communication between the Bureau and the student shall be treated in strict confidence.
 15. On account of any reason, if the Bureau is of the opinion that an internship request of a student cannot be or should not be forwarded to the concerned Firm / Organisation / Practitioner, the Bureau 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. As regards internships, the students may contact the Placement Director / Faculty In-Charge of the Bureau. The Placement Director / Faculty In-Charge of the Bureau shall be responsible for all matters pertaining to internships.

RULES OF IT USAGE

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

Rules for 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.

Application Format

[FOR REPEAT / IMPROVEMENT EXAMINATION]

Student's Name:
:Present Semester:

U.G. / P.G.:

Roll No

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:-

DATE: - - 202

STUDENT'S SIGNATURE

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.

Application Format

[For Re-evaluation/Re-totaling]

Student's Name:
Roll No :

U.G. / P.G. :

Present Semester:

Please consider my application for (Tick as appropriate)

- a. Re-evaluation Rs. 500/- per subject
- b. Re-totaling Rs. 200/- per subject

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

REPORT:-

STUDENT'S SIGNATURE

DATE: - - 202

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.**

CRE Evaluation Protocol

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

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

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

Application Format

Application for claiming Deemed Attendance

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/ Committee for Academic Support/ Placement Bureau

Date:

Signature of the Concerned Faculty

Vice Chancellor

POINTERS FOR FILLING THE DEEMED ATTENDANCE APPLICATION

- The Deemed Attendance applications should be submitted within 7 working days of the return of an applicant from the event/internship/training.
- A student shall be permitted to attend only one academic event per semester. (Verified by Faculty-in-Charge, Moot Court Committee/ Committee for Academic Support/ Placement Bureau).
- No deemed attendance shall be awarded for participating in sports and/or cultural events or on medical grounds.
- Total deemed attendance for a student shall not exceed 15 days per semester.
- To claim travelling deemed, the applicant must attach the tickets.
- No Deemed will be granted without submitting the certificate of Participation in any Event or Internship.
- For national moot court competitions, a preparation time of 4 days will be allowed; for international moot court competitions, 6 days of preparation will be allowed. No preparation time will be permitted for any other event.
- Applications will not be accepted without completion of all above columns attached with required documents and verification by concerned Faculty.
- Applications which are delayed/faulty/incomplete in any aspect shall not be processed.

Application Format

PERMISSION FOR GETTING BOOKS FROM THE LIBRARY FOR MOOT COURT COMPETITION

The Chairperson
 Moot Court Committee
 National Law University
 Jodhpur (Raj.)

Dated:

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

Application Format

PERMISSION FOR USING THE MOOT COURT DISCUSSION ROOMS

The Chairperson
 Moot Court Committee
 National Law University
 Jodhpur (Raj.)

Dated:

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

Assistant Librarian