

## Amendment / Modification in the Examination Rules

### 1. Proposed Changes in Rules Pertaining to Students Debarred from Writing End-Term Examination Due to Shortage of Required Attendance as per BCI norms

It is proposed to modify this rule by allowing them to do an assignment failing which they can take the repeat examination in the beginning of the subsequent semester.

Debarred students due to attendance shortage shall be required to work on an assignment given by the Course Teacher having two components of equal weightage. They are:

(a) Written Submission (25 Marks)

(b) Viva-Voce (25 marks)

In order to pass in the assignment, the students will have to score 50% in both the components. The viva-voce will be conducted by a panel of three teachers decided by the Examination Section with the approval of the Vice-Chancellor. If the student fails to submit the assignment or in terms of score obtained, a repeat chance will be given in the subsequent semesters. Further failure will result in completing the assignments after the 10<sup>th</sup> Semester. The debarred students due to attendance shortage will be capped with two grades less than the actual grades obtained.

For example, students who score grade points from 1 to 3 shall be capped as having passed with the minimum passing grade, i.e. 1 grade point. However, a student who scores 4 grade points will be capped as having passed with 2 grade points.

Students debarred from writing the end-term examination due to disciplinary action shall be required to appear in the Supplementary Examination held in the beginning of next semester and subsequent semesters and there shall be a deduction of two grade points from the actual grades obtained by them. These students shall be allowed to have 3 repeats after which they may be allowed to appear in the repeat examination held after the 10<sup>th</sup> Semester.

Students debarred from writing the end-term examination due to non-payment of Semester Fee/Mess Fee/Failure to settle the Advance taken for participating in events/activities shall be required to appear in the Supplementary Examination in the beginning of next semester and subsequent semesters on credible assessment of payment of dues and there shall be no capping in their grades.

Failing in all these three repeat examinations held during the five-year B. A. LL. B. (Hons.) Program, the students will be required to take the repeat examinations after the end of 10<sup>th</sup> Semester.

## 2. Proposed Changes in the Pattern of Examinations

Components	Existing System	Proposed System
First	Project (20 Marks)	Continuous Internal Assessment (25 Marks) <ul style="list-style-type: none"><li>• Assignment</li><li>• Class Presentation</li><li>• Case Analysis</li><li>• Book Review</li><li>• Documentary Review</li><li>• Simulation Games</li><li>• Mini Moot Courts</li><li>• Short Film Making</li></ul> <p>The course teacher will have to choose and conduct any three assessments out of the above list having marks/values such as 10+10+5.</p>
Second	Mid-Term Examination (20 Marks)	Mid-Term Examination (25 Marks)
Third	End-Term Examination (60 Marks)	End-Term Examination (50 Marks)

## 3. Mid-Term (Retest) Examination

3.1 It shall be mandatory for every student to appear in every examination conducted by the University. No student shall be allowed to absent himself/herself from any examination except with the prior written permission of the Vice-Chancellor on a written request made by the student stating the reasons for possible absence. Permission given by the Vice-Chancellor only excuses the student from appearing in the examination and is not to be seen as a ground for any other relief. It is to be clarified that in the event of a student being unable to appear in an examination on any grounds whatsoever including medical emergencies, there shall not be any rescheduling of the said examination or special examination or any proportionate enhancement of marks on the basis of marks secured in other components of the examination in the said course. No request from any student in this regard shall be entertained by the University.

- 3.2 However, in exceptional cases, there can be a Mid-term (Retest) Examination for students officially permitted to participate in Moot Court Competitions and other Academic Activities such as presentation of papers in Seminars and Conferences and also for the students who failed to write the examination due to serious medical illness resulting in hospitalization and bereavement of immediate family members involving first degree relations such as parents, brother and sister. *This may also include the grandparents, if any.*
- 3.3 In these cases, except medical emergencies involving hospitalization and bereavement in the family, prior official permission from the University would be essential for being eligible to write the Mid-term (Retest) Examination.
- 3.4 A student can apply for a mid-term (retest) examination only when he/she is not able to attend the scheduled examination due to having prior approval for participation in moot court competitions, mediations, arbitrations, conciliations, presentation of paper in important seminars/conferences, or on grounds of personal medical emergencies or compassionate reasons like bereavement in the family. Medical emergencies on grounds of which a student can apply for a mid-term (retest) examination include being extremely sick and confined to bed, hospitalization, accident resulting in breaking of bone or affected by contagious diseases. No other contingencies shall be acceptable. Except in case of medical emergency, a student must have sought and obtained advance approval from the Vice-Chancellor before missing the examination.
- 3.5 In order to appear in the mid-term (retest) examination, the student shall put up a request for the same along with the medical documents to prove the genuineness of the case (for having missed the examination) or prior approval received from the university along with relevant documents for participation in academic activities such as moots, arbitration, mediation, conciliation, paper presentation in important seminars/conferences etc. for proving the genuineness of the case within 7 days of last date of examination.
- 3.6 The students who miss the examination due to medical reasons must attach the opinion of the University Medical Officer (UMO) after showing all medical records/documents to him/her. The genuineness of the medical documents shall be verified by the Examination Committee which shall be further reviewed and approved by the Vice-Chancellor, whose decision shall be final. However, the prior approval given by the University earlier for participating in academic activities mentioned above shall make a student eligible for appearing in the supplementary examination.
- 3.7 The mid-term (retest) examination shall be held within three weeks from the last date of the mid-term examination and as per the schedule notified in the Academic Calendar. In

case a student misses the supplementary examination, then no further chance shall be provided for writing the examination.

#### 4. Supplementary/Repeat End-Term Examination

4.1 It shall be mandatory for every student to appear in the end-term examination to complete a course and obtain the final grades. However, a student who misses the end-term examination on grounds of personal medical emergencies or compassionate reasons like bereavement in the family may be permitted to appear in the supplementary end-term examination held along with the repeat examinations in the month of January and June every year. In such a case, a student can apply for a supplementary end-term examination following the same procedure outlined above. A student thus permitted to appear in the supplementary end-term examination shall be considered to have appeared in the examination in his/her 'first attempt' and shall not be treated as having passed in repeat attempt and not marked as ® in the Grade Card.

4.2 However, the students who fail to secure the required attendance of 70% in the total classes held in a particular course even after availing 10 days of attendance make up shall not be permitted to appear in the end-term examination. In such cases, the students failing to write the end-term examination in a given semester on account of lack of attendance shall be provided with an opportunity to complete the concerned courses by working on an assignment (described above) to them by the respective course teachers in the next semester. On being barred from writing the first semester examination on account of lack of required attendance, while the 1<sup>st</sup> semester students would be expected to work and complete the assignment and viva-voce allotted to them during the 2<sup>nd</sup> semester, the 9<sup>th</sup> semester students can complete the assignment and viva-voce during the 10<sup>th</sup> semester. However, the 10<sup>th</sup> semester students barred from writing the end-term examination on account of lack of required attendance shall have to complete the assignment and have the viva-voce between May and July of the same year, i.e. immediately after the end-term examination. This would enable the Examination Section to publish their result at the earliest.

#### 5. Repeat Examination

5.1 There shall be no repeat for Internal Assessments done by the Course Teacher and Mid-term Examination.

5.2 The repeat examinations shall be available only in case of End-Term Examination and shall be held twice a year, i.e. in January (Starting on the next working day after 1<sup>st</sup> January) and June (Starting on the first working day of 4<sup>th</sup> week of June) every year. The

Schedule of Repeat Examinations may be notified in the University Website at least three months before the commencement of examinations by giving time and options to the students to decide as to which paper and how many paper they can appear in given the examination schedule notified. A student can write a maximum of 24 papers during 4 weeks of time subject to the fact that the examinations for intended papers/courses do not clash with each other. The students can choose the papers/courses carefully before filling the application form and paying the fees. All students on roll till the completion of 8<sup>th</sup> year can appear in repeat examination many number of times on payment of the prescribed fees.

- 5.3 The students who fail in a particular course/paper shall be eligible to appear in the repeat examination by submitting the prescribed fees and the filled-in application form for the courses they intend to appear in. Repeat shall be available only in the end-term component of the course taught. There shall not be any special repeat examination.
- 5.4 The students who, for personal medical emergencies or bereavement in the family had failed to write the end-term examination can appear in the supplementary end-term examination on the scheduled dates along with the students writing repeat examinations.

## 6. Attendance Make-Up:

- 6.1 Attendance make-up shall be granted by the Academic In-Charge/Controller of Examinations on the recommendation of the Faculty Advisor/Warden. Attendance make-up shall be given to students for representing the university in any inter-university, national or international moot court competitions, arbitrations, mediations, conciliations, seminars, conferences, university exchange programs, internships or any other academic, co-curricular and extra-curricular activities subject to the prior approval of the university. It is to be clarified that attendance make-up shall not be granted for participation in summer school programs, private exchange programs, job interviews, passports etc. under any circumstances.
- 6.2 For availing attendance make-up, a student shall have to apply to the Examination Section in the prescribed application form within 7 (seven) days from the last date of the event, failing which the attendance make-up shall not be entertained.
- 6.3 Attendance make-up on medical grounds may be considered only against hospitalization for treatment in case of accidents or isolation of students(s) required for any kind of contagious diseases or bereavement in the family which disenables him/her from attending the classes. In order to be eligible for attendance make-up on medical grounds, absence of student from the class/university on medical grounds, as specified above, shall be informed to the wardens (Boys/ Girls) of the University and prior approval obtained either in person or through e-mail.

6.4 The medical certificate and all the medical records, investigation reports etc. done during the admission in a hospital/nursing home along with the application form for attendance make-up and the prior information to and approval received from the wardens (Boys/Girls) should be submitted to the Examination Section immediately on reporting back to the university within a period of 7 (seven) days after the discharge from the hospital/nursing home concerned. No medical certificate and application shall be entertained by the Examination Section if it is submitted after the expiry of the stipulated 7 days period.

6.5 Where a student is not admitted to a hospital/nursing home, but isolation of the student is required in the larger interest of other students staying in the university hostels, the same shall be certified by the university doctor. Submission of improper and fake medical certificates shall result in mandatory disciplinary action by the university.

6.6 The attendance make-up shall not exceed a maximum of 10 (ten) days per semester for all the classes. Attendance make-up not availed in one semester shall not be carried forward to the next semester/year.

6.7 In case of attendance make-up on medical grounds, the medical certificate, records of hospitalization, investigation reports and application form shall be duly verified and recommended by the Warden. In case of participation in moot court competitions, arbitrations, mediations, conciliations, seminars, conferences and other academic events, co-curricular and extra-curricular activities approved by the University, the attendance make-up application & certificates of participation shall be verified and recommended by the respective Faculty Advisor(s). After being verified and recommended by the faculty advisors of various committees or wardens, all attendance make-up applications shall be certified by the respective course teachers furnishing data on classes held and attended by the student concerned.

6.8 All the attendance make-up applications and supporting documents submitted to the Examination Section shall be placed before the Examination Committee every month for scrutiny and recommendation to be made to the Vice-Chancellor for obtaining approval for grant of attendance make-up.

## **7. Use of Unfair Means and Misconduct in the Examination**

7.1 Students shall not use any unfair means or engage in any kind of misconduct in any manner in connection with the examinations conducted by the university. Taking into consideration the nature of activities/involvement, students liable for unfair means may be categorized as falling either under first, second or third grade. Accordingly, a student found guilty of using unfair means may be awarded punishment as given under.

7.2 Use of unfair means and the corresponding punishment to be awarded on being found guilty.

Grade	Description of Use of Unfair Means	Punishment to be Awarded on being found Guilty
First Grade	<ul style="list-style-type: none"> <li>a) Copying from any paper, book, notes, answer book or any other material/ electronic devices in any form that is used to answer a question in the examination.</li> <li>b) Allowing any other student to copy from his / her answer book.</li> <li>c) Receiving help from or giving help to a student for copying in the examination</li> <li>d) Copying in the examination by exchanging the question paper, answer sheet or part thereof.</li> <li>e) Making impersonation or allowing other person to make impersonation in the examination in his/her place.</li> <li>f) Replacing the answer sheet or pages in the answer sheet.</li> </ul>	<ul style="list-style-type: none"> <li>a) Disqualification from appearing in any University Examination up to four semesters (i.e. 2 years) including the examination in which he/she is found guilty.</li> <li>b) In case impersonation is done by a student of the University, he/she may be punished by disqualifying him/her from appearing in any examination up to four semesters (i.e. 2 years).</li> <li>c) Where an impersonation is committed by an outsider, the case may be reported to the police. Additionally, the person may be debarred from taking admission or appearing in any examination of the University.</li> </ul>
Second Grade	<ul style="list-style-type: none"> <li>a) Possession of any material relevant to the examination in any form including paper, books or notes, matter written on clothes or on any part of the body or on table or desk or use of other instrument or device, even if the material is not used by the student.</li> <li>b) Taking or giving verbal help to the other student during the examination.</li> <li>c) Going out of the Examination Hall during the examination and consulting any material.</li> <li>d) Swallowing, attempting to swallow any paper in the Examination Hall.</li> <li>e) Taking out pages from the answer sheet.</li> <li>f) Submission of plagiarized Memorial/ Project Report/ Term Paper or Dissertation as part of the University Examination.</li> </ul>	<ul style="list-style-type: none"> <li>a) Disqualification from appearing in any University examination up to two semesters (i.e. 1 year) including the examination in which he/she is found guilty.</li> <li>b) In case of copying partly, substantially or wholly from a Memorial/Project Report/ Term Paper or Dissertation as part of the University Examination which is not the student's own work, the same shall be cancelled.</li> </ul>
Third Grade	<ul style="list-style-type: none"> <li>a) Canvassing for marks either directly or indirectly which may include approaching the faculty member for marks, appealing to the evaluator for marks by writing on the answer sheet or making any kind of identification marks on the answer sheet, etc.</li> </ul>	<ul style="list-style-type: none"> <li>a) Disqualification from the examination in which the student was appearing in or cancellation of the paper in question.</li> </ul>

### 7.3 Misconduct during the Examination

The following acts and conduct shall be taken as misconduct in relation to the examination:

- a) Leaving the Examination Hall without submitting the answer sheet
- b) Intentionally tearing or damaging the answer sheet
- c) Using force against any of the invigilators
- d) Threatening the invigilators with any kind of weapons
- e) Misbehaving with any of the invigilators
- f) Verbally abusing the invigilators
- g) Disobeying the instructions given by the invigilators
- h) Creating disturbance in the Examination Hall by talking loudly or otherwise
- i) Obtaining admission to Examination Hall on a forged admit card
- j) Furnishing wrong information in the Application Form/Admit Card for appearing in examination

### 7.4 Punishment for Misconduct during the Examination

Punishment for misconduct may be determined by the Examination Committee keeping in view the gravity of the misconduct, as given under:

Disqualification from appearing in examination up to four semesters (i.e. two years)

Or

Disqualification from the entire examination in which the misconduct was committed

Or

Cancellation of the paper in which the student was appearing in the examination

- The aforesaid punishment for misconduct during the examination may be imposed in addition to any other punishment for indiscipline for which the student may be liable under the disciplinary rules of University.
- A student who is involved in any unfair means case or misconduct may be allowed provisional admission to the next higher class/examination of the same academic program pending the decision in his/her case at his/her own risk and responsibility subject to the condition that in the event of his disqualification, the fee paid by him/her for the next higher class/ examination shall not be refunded.
- Provided that such a student shall not be allowed during the pendency of the case, any further provisional admission to the next higher academic program.
- Provided further that in the event of his/her disqualification in the lower examination as a result of unfair means case, the result of the higher examination taken by him/her provisionally along with the lower examination or subsequently, during the pendency of the case as above, shall stand cancelled.

- A student who is disqualified for use of unfair means or misconduct in an university examination, may on the expiry of the time period of his/her disqualification, be allowed the same number of chances to appear in the examination as are missed.

### 7.5 Procedure for Handling Unfair Means/Misconduct Cases

- 7.5.1 In every examination (including the internal assessment tests conducted by the course teacher inside the classroom) conducted by the university where a student is found using or attempting to use unfair means or behaving in a disorderly/indisciplined manner, the student's answer sheet and such other incriminating materials as are found in his/her possession which constitute the *prima facie* evidence of the use of unfair means or misconduct shall immediately be seized and sent to the Controller Examinations accompanied with a report of the invigilator(s)/course teacher.
- 7.5.2 All cases of unfair means/misconduct during the examination shall be reported to the Controller of Examinations by the course teacher/invigilator/evaluator/paper setter/moderator/tabulator or any other person connected with the university examination as early as possible mentioning in detail the use of unfair means and/or misconduct, if any, on the part of the student with the relevant material which may include the following documents:
- a) Answer sheet(s) of the student
  - b) Incriminating material, if any
  - c) The copy of the question paper
  - d) Report of the invigilator(s), and
  - e) The statement of the student
- 7.5.3 A student appearing in the examination shall not be forced to give a statement. However, the fact of his/her having refused to make a statement shall be recorded by the invigilators and the same shall be attested by two other members of the invigilation staff on duty in the neighboring hall/room. Another copy of answer sheet shall be offered to the student to enable him/her to answer the complete paper.
- 7.5.4 The Examination Committee of the University shall look into the matter and suggest/recommend punishment to be awarded in case the student is found guilty.
- 7.5.5 The Student concerned shall be given a chance of hearing/explanation in writing before the Committee.

- 7.5.6 Based on the report received from the invigilator(s) regarding the use of unfair means, the Controller of Examinations shall write to the course teacher/subject expert and obtain a detailed report from him/her on the use of unfair means/misconduct and shall submit the same to the Examination Committee along with the invigilator's report/complaint and incriminating material seized from the student.
- 7.5.7 The Examination Committee shall critically examine the matter pertaining to the use of unfair means/misconduct in the examination and shall submit its findings and recommendations to the Vice-Chancellor for approval and appropriate punishment to be awarded to the student.
- 7.5.8 A student, who has been punished for being found guilty of unfair means/misconduct, may, within 15 days of the receipt of the decision of the University, appeal to the Vice-Chancellor in writing for a review of his/her case. If the Vice-Chancellor is satisfied that the representation merits consideration, he/she may either decide himself/herself the case finally or may refer the case back to the Examination Committee for reconsideration of the same within next 15 days.

## 8. Question Paper Setting and Evaluation

- 8.1 The entire examination process shall be administered internally. The faculty member teaching the course shall frame the question paper, as well as evaluate the answer scripts.
- 8.2 If more than one teacher is involved in teaching of a course, the setting of question paper and evaluation shall be done jointly by all the teachers who taught the course.
- 8.3 The question papers in all courses, especially those of law, should preferably comprise of problem-based questions and be designed to evaluate the analytical skills of the students. The question papers of social science courses shall be based on critical evaluation of the concepts and their relationship to diverse fields of law. The faculty shall have the liberty to set the question paper within the framework suggested and the pattern shall be informed to the students well in advance at the beginning of the semester.
- 8.4 For both the mid-term and end-term examinations, the answer sheets shall be evaluated by the course teachers by collecting the answer scripts individually from the Examination Section after the scripts are codified by the examination Section. However, the faculty members shall be required to submit the evaluated answer scripts within the scheduled deadline. If any of the faculty members fails to complete the evaluation and submit the evaluated answer scripts by the scheduled deadline, initially they may be issued a reminder warning them to accomplish the task and submit them within 4-5 days, failing which disciplinary action could be initiated against them.

8.5 In all the courses covering law as well as social sciences and languages, there shall be a continuous evaluation of the students through diverse internal assessments to be done by the course teacher.

#### 9. Grace Marks

- A student shall be eligible to get maximum of 5 grace marks in a semester, if a student who fails in one or more subjects in order to declare him/her pass the examination.
- The grace mark of a one semester i.e. maximum 5 shall not be carry forwarded for next and onwards examinations. The purpose of grace mark is only to *make student qualify the examination.*

#### 10. Showing of Answer Sheets

The answer scripts of all written Examinations, i.e. mid-term and end-term examinations shall be shown to the students. In addition to the Mid-term Answer Scripts which are currently being shown to the students by the course teacher after the evaluation, the End-Term Answer Scripts are also to be shown to the students after the declaration of results and as per the time stipulated by the Examination Section. The students desirous of seeing their evaluated answer scripts of end-term examination have to ensure their presence, as per the dates notified by the examination section. The marks of the Moot Court exercises shall have to be shown to the students by the concerned faculty members.

#### 11. Rules & Procedure for providing photocopy (ies) of evaluated answer sheet (s):

1. The facility of obtaining photocopy (ies) of evaluated answer sheets of end term exam by the student is extended with a view to bring transparency in the examination system and to ensure its credibility.
2. The student shall apply for the photocopy to the Controller of Examination (COE) in the prescribed format along with the non-refundable fee of Rs. 100. The COE shall accept the prescribed application form for obtaining the photocopy (ies) of answer sheet of the examination conducted by the university within 15 working days from the date of the declaration of result of the examination. No application after the due date shall be entertained on any ground whatsoever.
3. Incomplete application form / application with false information / unsigned application shall be rejected.

4. The exam section shall endeavor to provide the photocopy (ies) of answer sheets within 15 working days from the date of the receipt of the application.
5. On receipt of the photocopy, if the discrepancy of the following nature is noticed by the student, he/she should apply to the university within 7 working days to the COE regarding:
  - i) Mistake in totaling of marks
  - ii) Non assessment of question / sub-question/s
  - iii) Improper photocopy (ies)
6. After due verification the COE shall make necessary rectification in the marks allotted to the said subject; and consequentially in the result of the student without charging any further fee for such rectification and also declare the same on the university website.

## **12. Grievance redressal procedure of Mid-Term Examination Answer Scripts**

There shall not be any revaluation of the Answer Scripts of Mid-Term Examination. Reservation or request, if any, regarding the marks awarded to students may be considered by the concerned course teacher. If not satisfied with the marks awarded by the teacher or his/her response, the student may submit his/her grievances with recorded reasons in the form of a representation to the Controller of Examination which may be looked into and considered by a Committee of three faculty members to be constituted by the Vice-Chancellor for addressing the grievances of the student.

## **13. Moderation Committee**

The Vice-Chancellor shall constitute a Moderation Committee, which shall comprise of at least three members of faculty including the Academic In-Charge, Controller of Examinations and one member from the subject/course concerned. The Moderation Committee shall moderate question papers of mid-term and end-term examinations and the results thereof, if required. The Moderation Committee shall moderate all the question papers, at least three days before the commencement of mid-term and end-term examination and, if required, shall finalize the question paper in consultation with the concerned faculty member.

Further, based on the scrutiny of the results by the Examination Committee, the Moderation Committee shall in consultation with the concerned faculty member/evaluator moderate the results in specific courses before its publication, if necessary. Before the results are published by the Examination Section, the summary of results in every course is to be placed before the Examination Committee for scrutiny to

ensure that the evaluations have been done in a proper manner and there is not much deviation in the results of the students in a specific course.

In case it is found that more than 30 of students have secured more than 80% marks or less than 25% marks in a particular course, then the Answer Scripts shall be sent to the Moderation Committee for moderation. The Moderation Committee in consultation with the concerned course teachers will moderate the scores of evaluated Answer Scripts so as to make the performance of the class in a course appear like a bell-shaped curve.

#### **14. Retention and Weeding Policy of Answer Scripts and Project/Memorial**

The university will retain the evaluated answer scripts of End Term, Mid Term, Project and Memorial for a period of one academic year. The right to access the copy of evaluated answer scripts of End Term, Mid Term and Project / Memorial shall not be available beyond the period of one academic year.

After the completion of one academic year the university will be free to weed-out the above answer script, project and memorial. Weeding of answer scripts shall be undertaken by the examination section based on the above retention period. The retention and weeding policy will be subject to pendency of court case / audit para / RTI application etc.



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