



# Hidayatullah National Law University

Dt. 14<sup>th</sup> July, 2023

## **NOTIFICATION ON ATTENDANCE BACK (STAGE-1) EXAM – AUG.-SEPT. 2023**

**For the Students of B.A. LL.B. (Hons.) Batch-XIX, XX, XXI & XXII and  
Backlogs Students Batch- XVI, XVII and XVIII who have been debarred to appear in  
End Term Examination due to shortage of Attendance**

The debarred students due to shortage of attendance in any subject/paper of above batches, who wish to appear in the Repeat-2 Examination may apply for the same in the prescribed online form (<https://forms.gle/URZS371aSZai5wiaA>) along with proof of deposit of requisite fees.

Sl. No.	Head	Details
1.	Application Procedure	<ul style="list-style-type: none"><li>• Application Mode: Online (Application available in the University website)</li><li>• Timeline: On or before 23<sup>rd</sup> July, 2023</li></ul>
2.	Fee	<ul style="list-style-type: none"><li>• Rs. 250 per Subject/paper</li></ul>
3.	Application fee to be deposited	<ul style="list-style-type: none"><li>• Name of the Account Holder: Registrar, HNLU, Raipur(C.G.)</li><li>• Type of Account: Current Account</li><li>• Name of the Bank: IDBI Bank Ltd.</li><li>• Branch Name and Address: HNLU Campus Branch, Uparwara, Raipur</li><li>• Bank Account No.: 1188102000000806</li><li>• IFSC Code: IBKL0001188</li><li>• MICR Code: 492259503</li></ul>

### ➤ **Rules of Attendance Back Exam:**

#### **Stage-1**

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.
- 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.

*Signature*  
14/07/2023



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## Stage-2

After successful completion of the Stage-1, the student will be allowed to write the Stage-2 and a detailed notification will be released within 15 days of the declaration of the Stage-1 results for the debarred students appearing the Repeat-2 due to shortage of attendance in their previous semester(s).

### Rules of submission of Assignment for Stage-1:

Sl.No.	Head	Details
1.	Attendance Shortage Assignment	Assignments
2.	Marking of the Assignment	One Assignment = 25 Marks Viva-voce = 25 Marks Pass Mark = 50 % In both the components
3.	Release of Assignment	5 <sup>th</sup> August, 2023
4.	Submission Timeline	To be submitted on or before 3 <sup>rd</sup> September, 2023
5.	Date of Viva-Voce	19 <sup>th</sup> September to 22 <sup>nd</sup> September, 2023
6.	Word Limit	1500-2000 words including of footnotes/ references / bibliography
7.	Line Spacing	1.5 Line Spacing
8.	Font Size	12 points in Times New Roman
9.	Citations/Footnotes	Harvard Bluebook 20 <sup>th</sup> Edition
10.	Mode of Submission	<ul style="list-style-type: none"><li>• Assignments to be submitted in a <b>single pdf with full turnitin report</b></li><li>• For facilitating similarity checking, students will be provided access to the Turnitin Class created by the respective faculty</li><li>• Students shall mandatorily <b>keep full Turnitin Report of their assignments</b> for future course of action</li><li>• Submissions will not be accepted if the students are resorting to unfair/unethical practices</li></ul>
11.	Similarity Check of Assignments	<ul style="list-style-type: none"><li>• By Turnitin (Permissible Turnitin Similarity Index is up to 10%) and 30% in exceptional cases.</li><li>• For more details on similarity checks and penalty, see annexure (HNLU-Anti-Plagiarism and integrity Policy as notified on 24/12/2020)</li></ul>
12.	Penalty on Late Submissions	<ul style="list-style-type: none"><li>• One day delay: one-mark deduction</li><li>• Two days delay: Two-marks deduction</li><li>• Three days delay: Three-marks deduction</li><li>• Four days delay: Four-marks deduction</li><li>• Five days delay: Five-marks deduction</li><li>• Post 5 days, the submissions will not be taken for evaluation and such students have to repeat the same in the next schedule. The methodology and timeline will be announced in due course.</li></ul>

*Birantana*  
14/07/2023  
Controller of Examinations