



# THE NATIONAL LAW UNIVERSITY, ORISSA

## (UNDERGRADUATE EXAMINATION RULES, 2010 as Amended)<sup>1</sup>

Whereas it is expedient to consolidate, define and specify the rules governing examinations and other forms of evaluation in undergraduate courses, including all ancillary matters connected thereto, the University, in exercise of the powers vested in the University under Section 5 (zn) of the National Law University Orissa Act, 2008 (Act IV of 2008), and without prejudice to the generally of powers vested in it by the said Act, frames the following rules:

### I. GENERAL

#### 1. Short Title, Application and Commencement:

- (i) The following Rules shall be known as the National Law University, Orissa Undergraduate Examination Rules, 2010).
- (ii) They shall apply to all undergraduate programmes conducted by the University.
- (iii) They shall come into force on 15<sup>th</sup> April, 2010.

#### 2. Definitions:

Unless the context requires otherwise, the following meaning shall be ascribed to the words, terms and phrases listed herein:

- (a) 'Academic Coordination Committee'. There would be an Academic Coordination Committee constituted by the Vice Chancellor consisting of undergraduate and post graduate committee.
- (b) "Act" means the National Law University Orissa Act, 2008 (Act IV of 2008);
- (c) "CGPA" means Cumulative Grade Point Average;
- (d) "Candidate" means a student of NLUO entitled to appear for the examinations and other evaluation methods pertaining to a given course;
- (e) "Code" means a sequence of letters and numbers determined according to a specified method, the details of which shall be decided by the Examination Committee;
- (f) "Committee" and "Examination Committee" means for the purpose of these Rules the Examination Committee constituted under Rule 48 (1);
- (g) "Course Coordinator" means a member of the Faculty (including Guest and Visiting Faculty) entrusted with the responsibility of conducting a particular course. If more than one person is involved in teaching that course then, unless the context otherwise requires, the phrase shall be construed to mean the coordinator in consultation with such other members of the Faculty.
- (h) "Decoding" means a process of determining the identity of a student to whom a code has been assigned;
- (i) "Department" and "Examination Department" means the Examination Department of the University or, if the circumstances so require, that Department of the University which is responsible for the administrative aspects of examination and evaluation;

<sup>1</sup> Amended in 10<sup>th</sup> Academic Council Meeting held on 5<sup>th</sup> December, 2015.

- (j) "Encoding" means the process of assigning a code to a student and thereby concealing her or his identity, usually in connection with written examination so as to preclude the possibility of bias in the evaluation process;
- (k) "Examination Malpractice" means and includes unless otherwise permitted:
  - (i) Taking the examination answer script outside the examination hall at time during and after the examination;
  - (ii) Carrying cell phones or any other electronic devices inside the examination hall;
  - (iii) Carrying any other material which may be used by her or him for answering the question paper; and
  - (iv) Any other act which the Committee, in consultation with the Vice-Chancellor, may recognise as amounting to malpractice.
- (l) "Exchange Programmes Coordinator" means the Exchange Programmes Coordinator appointed under Rule 50 (1).
- (m) "Faculty" means and includes the full-time teaching staff of NLUO and members thereof, and may also include Guest and Visiting Faculty members and part-time teachers if the context so requires;
- (n) "NLUO" and "University" means the National Law University, Orissa;
- (o) "Notice Board" means the Official NLUO notice board placed outside the University's administrative office.
- (p) "Plagiarism" means copying without acknowledgement;
- (q) "Student" means student enrolled in a regular undergraduate course of study offered by NLUO.
- (r) "Website" means the official NLUO website, accessible through the URL<<http://www.nluo.ac.in>>.
- (s) "Written Submission" includes, but is not limited to, projects (both rough and fair drafts), short essays, seminar papers and dissertations.

## **II. COURSES AND EVALUATION-PRELIMINARY**

### **3. Assignment of Courses:**

Before the commencement of each semester, the Academic Coordination Committee, in consultation with the Faculty, shall compile a list of courses to be offered in the semester, and also determine the Coordinator of each course, and also the other members of the Faculty to be involved in conducting that course.

### **4. Course Credits:**

- (i) Save as otherwise provided in the Rules or elsewhere, each course shall carry a total of four credits.
- (ii) This shall also apply to seminar and clinical courses.

### **5. Evaluation-General:**

- (i) Save as otherwise provided in the Rules or elsewhere, each course shall carry a total of 100 marks.
- (ii) Of these, 50 marks are allocated to the End-Semester Examination, and 50 marks to Sessional work.

## **6. Sessional Work:**

- (i) Save as otherwise provided in the Rules or elsewhere, and subject to Sub-Rule (2) below, the following break-up of Sessional Work components and allocated marks shall be adhered to:
  - (a) Mid-Term Examination -25 Marks;
  - (b) Project (Written Draft) -20 Marks;
  - (c) Project Viva -20 Marks.
  - (d) Attendance -5 Marks
- (ii) The Coordinator of a course may require a rough draft of the project assignment to be submitted, and may allocate to it at her or his or their discretion a certain proportion of the total marks reserved for the project assignment.

## **III. PROJECT ASSIGNMENT**

### **7. Discretion of Coordinator:**

Notwithstanding anything said in this chapter, the course coordinator's discretion specified in Rule 6 (2) extends to deviating from all that is specified in this chapter, so long as certain basic norms, such as the scheme of marks distribution specified in Rule 5 are adhered to.

### **8. Allotment of Topics:**

- (i) The Coordinator shall, within a week of the commencement of the semester, allot project topics to students taking the course, and notify the same in due manner.
- (ii) Topics may be allotted either to individual students or to group of students, according to the discretion of the coordinator.
- (iii) Students, or groups of students as the case may be, may request a change of topic within one week of the topics being notified. The Coordinator may accede to the request at her or his discretion.
- (iv) Coordinators have the discretion to permit topic changes even after the one-week period has lapsed, but such discretion must be used only in exceptional circumstances.

### **9. Consultations:**

- (i) Students are advised to regularly seek out the Faculty members teaching a particular course, and obtain from them guidance on how to conduct the project assignment.
- (ii) Faculty members are required to make themselves available for the same.

- (iii) Even Faculty members not involved with a particular course shall, if a student approaches them, provide guidance to the student to the extent possible.

#### **11. Format of Final Draft:**

- (i) Final drafts shall be of less than or equal to 5,000 words including footnotes, but excluding cover page, bibliography, contents page, list of cases etc. It should be in 12 point Times New Roman or Garamond font, with at least 1.5 line spacing. The cover page should clearly specify the student's name, discipline (i.e B.A. LL.B, B.B.A. LL.B, or any other as the case may be) and roll number, along with the title of the project assignment and the course concerned.
- (ii) Students are required to adhere throughout the project to one of the systems of citation and reference listed in Schedule I.
- (iii) Notwithstanding anything contained in Sub-Rule (2), the Coordinator has the discretion to specify for her or his course any particular system or set of systems listed in Schedule I, or even a system not mentioned therein provided adequate material is available on it.
- (v) Soft-copy submissions shall be in any of the formats specified in Schedule II.

#### **12. Submission of Final Draft:**

- (i) The Committee, in consultation with the coordinator, shall notify deadline regarding the submission of final drafts till which time final drafts will be accepted with no marks deducted or other penalties imposed
- (a) Projects to be submitted in a particular semester would be divided into cluster 1 and cluster 2. Cluster 1 projects shall be submitted before the mid-term examinations. Cluster 2 projects shall be submitted after the mid term examinations.
- (ii) All students are required to submit the final drafts of their project assignment in both hard-copy and soft copy forms, on or before the deadlines specified in Sub-Rule (1).
- (iii) Soft copies are to be mailed to the Department at [exam@nluo.ac.in](mailto:exam@nluo.ac.in)
- (iv) Projects submitted after last date shall be accepted only in special circumstances on the permission of the Academic Coordinator or the Vice Chancellor.
- (v) The corrected final drafts shall not be returned to the students.
- (vi) Projects once submitted shall be treated as final. No student shall be permitted to re-submit a project. However, in exceptional circumstances, the Committee, with the permission of the Vice-Chancellor, may permit a student to re-submit.

#### **13. Extension of Submission of Deadline:**

- (i) When either deadline conflicts with a co-curricular activity such as moot court competition, an academic seminar or conference and so on, the Committee may grant an extension up to seven days to students involved in such activity. If the conflict is with a moot court competition, then the committee may grant the

extension only in consultation with the Faculty Advisor to the Moot Court Committee.

#### **14. Exemption from Projects:**

- (i) The Committee may in select cases, at its discretion, exempt students participating at the international-level in moot-court competitions, academic conferences, and other such co-curricular activities, from submitting not more than two projects within a semester.
- (ii) The subjects in which project may be exempted are to be decided by the Committee. Normally, preference is to be given to the choice of the student concerned, but if the Committee feels otherwise, it may overrule the student's preferences provided it gives the student written reasons for doing so.
- (iii) Students availing of these exceptions shall not be exempted from any other evaluation component, and the marks scored in such components shall be extrapolated into a proportion of the total marks (including marks for projects) for that course.

#### **15. Presentations:**

- (i) Every student shall be required to make a presentation on her or his research before a panel of faculty members and other experts.
- (ii) If the panel is not satisfied with the student's performance, it may ask him or her to make the presentation again after a gap of a few days.
- (iii) Nothing specified in this Rule shall affect the Coordinator's discretion under Rule 6 (2), particularly in regard to substituting presentation with *viva voce* examinations or any other suitable method of evaluation.

### **IV. EXAMINATION**

#### **17. Mid-Semester Examinations:**

- (i) The Mid-Semester Examinations shall be held approximately mid-way between the commencement and conclusion of each semester, after about eight to nine weeks of classes.
- (ii) The Committee shall notify at the beginning of each semester an examination schedule containing the date and other details of each paper.
- (iii) The duration of each paper in the Mid-Term Examinations shall be of 90 Minutes.
- (iv) The results of the Examinations shall be declared on the Notice Board within seven days of the last examination.

#### **18. End-Semester Examinations:**

- (i) End Semester Examinations shall be held at conclusion of each semester.
- (ii) The Committee shall notify at the beginning of each semester an examination schedule containing the date and other details of each paper.
- (iii) Any change in the examination schedule shall be notified by the Examination Committee at least one month prior to the examination.
- (iv) The duration of each paper in the Mid-Term Examinations shall be of two hours and thirty minutes.

#### **19. Coding & Decoding of Examination Answer Scripts:**

- (i) In order to eliminate any kind of prejudices in the evaluation of answer script, the identity of candidate may be encoded by Committee.
- (ii) In case the Committee decides in favour of coding, it shall decode the identity of the candidates after the answer scripts are evaluated.

## **20. Evaluation and Submission of Marks:**

All the course coordinators and other faculty members involved in teaching a given course shall correct the answer script and submit the marks along with answer scripts to the Department within one week of the date of the last paper.

## **21. Moderation:**

- (i) If the Vice-Chancellor feels that the results of any particular course contain too many discrepancies, she or he may submit the results before a committee appointed for the purpose.
- (ii) The Committee may increase or decrease the marks, either all round or selectively but on the basis of a pre-determined formula, with the specific objective of ameliorating the discrepancies.

## **22. Re-Evaluation of Answer Scripts:**

- (i) A student may apply to the Committee in the prescribed form, requesting re-evaluation of answer script.
- (ii) Applications may be made either within 15 days of the declaration of the End-Semester Examination results, or within 07 days from the commencement of the following semester, whichever is later.
- (iii) The fee for re-evaluation shall be Rupees Two Hundred Only per paper.
- (iv) A student may not apply for re-evaluation for more than two papers in a semester.
- (v) Once the above requirements are complied with, the Committee shall provide for the script to be evaluated again, by competent faculty member other than the member who had evaluated the script the first time.
- (vi) In case no suitable faculty is available, then the Vice-Chancellor shall appoint a suitable external examiner for the purpose.
- (vii) In case there is difference of less than 10% marks of the total marks for that examination, after the revaluation in an answer script submitted for revaluation, original marks would be final and the marks after revaluation would not be counted in the calculation of the GPA or CGPA.

## **23. Repeat Examinations:**

- (i) Repeat Examination shall be held in respect of each course offered in a semester, for those students who have not obtained B grades in that course.
- (ii) The Schedule for repeat examination will be notified by the Committee soon after the declaration of the End-Semester Examination result.
- (iii) The fees for appearing in the Repeat Examination shall be Rupees Five Hundred Only per subject.
- (iv) Each paper shall be for seventy marks, and shall replace the marks secured by the student in the Mid-Semester and End-Semester Examinations.
- (v) Only one Repeat Examination per course shall be held in a semester.

- (vi) Notwithstanding anything contained in Sub-Rule (5) above, the Vice-Chancellor may, at her or his discretion, permit in special circumstances a Special Repeat Examination.
- (vii) In the official grade-transcript of each student, the grade secured in a repeat examination shall be suffixed with the letter "R" to indicate that the grade was obtained through a Repeat Examination.

**24. Repeat Examination as First Attempt:**

- (i) On selected grounds, students who have not been able to appear for the Mid-Semester or End-Semester Examination on valid grounds shall be allowed to sit for the repeat examination and the same shall be treated as their first attempt.
- (ii) For the purposes of Sub-Rule (1), valid grounds shall include:
  - (a) Medical grounds, provided the student is able to furnish proper certification from reputed doctors, or government or reputed hospitals;
  - (b) Participation in a moot-court competition, including the journey period;
  - (c) Participation in a seminar, workshop or conference, including the journey period;
  - (d) Participation in voluntary programmes conducted by the University;
  - (e) Any other ground which the Examination Committed, in consultation with the Vice-Chancellor, may approve.
- (iii) For such candidates, the Rs. 500/- examination fee shall be waived. Also, in the official grade-transcript, not the grade obtained in such examination shall not be marked with the letter "R".

**25. Improvement Examinations:**

- (i) Students who have passed a given course but desire to improve their performance shall be permitted to sit for Repeat Examination of that course.
- (ii) For such students, the Repeat Examination shall be treated as an Improvement Examination.
- (iii) The fees for appearing in the improvement Examinations shall be Rupees Five Hundred Only per subject.
- (iv) In the official grade-transcript of each student, the grade secured in repeat examination shall be suffixed with the letter "I" to indicate that the grade was obtained through an Improvement Examination.
- (v) If the grade obtained in the Improvement Examination is lower than the grade secured by the student in her or his first attempt, then the original score shall stand, and the grade secure in the Improvement Examination shall be discarded.

**V. GRADING, CGPA AND PROMOTION**

**26. Grading:**

- (i) Once the evaluation process of a given course is completed, students shall be assigned grades based on the marks secured in the examinations and internal evaluation.
- (ii) This shall be done on the basis of the eight-point scale specified below:

PERCENTAGE SECURED	GRADE	GRADE VALUE
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75% and above	O	8
70% to 74.5%	E	7
65% to 69.5%	A+	6
60% to 64.5%	A	5
55% to 59.5%	B+	4
50% to 54.5%	B	3
Below 50%	F	0 (Zero)

- (iii) In order to pass the course, a student must secure at least a B grade (50%).
- (iv) If a student fails to secure a B grade even after the Repeat Examinations, she or he shall be required to re-register for the course in the same semester of the following year, along with regular students of the batch immediately following.
- (v) Re-registered students are required to fulfil all the requirements of the course (e.g. project, presentation and Examinations) except for class attendance.
- (vi) The Vice Chancellor may give not more than two marks in a course as grace marks to a student who is short of 50% marks in that course.

Provided a student shall not be given more than total of five marks as grace marks in five years.

- (vii) If a student has got 47.5% or 47.5% or 48.5% marks in a course it would be rounded up for the purpose of grace marks only. If a student has got 49.5% marks it would be rounded up to 50%.

## 27. Carrying Over of Courses:

- (i) If a student re-registered for a course is unable to secure at least a B grade even in her or his attempt after re-registration, she or he shall be required to re-register for the course once again for the following year. This shall be known as carrying over.
- (ii) A student shall be permitted to carry over only two courses. Sub-Rule (4) shall apply *mutatis mutandis* for students who are unable to secure at least a B grade in more than two re-registered courses.
- (iii) If a student is unable to secure a B grade even after carrying over a course, then she or he shall not be promoted to the next year.

## 28. Calculation of CGPA:

The CGPA of a student shall be the total of the grade values obtained in the courses taken by the student, divided by the number of courses.

### ***Illustration:***

COURSE	GRADE POINT	GRADE VALUES
English I	A+	6
Sociology I	A+	6
Political Science I	O	8
Economics I	A+	6
Elements of Jurisprudence	E	7
Law of Tort	O	8

Total Grade Value : 41  
Number of Courses : 08  
CGPA : 41/8=5.125



### 29. Promotion to Higher Class:

- (i) A student shall be promoted to the next year if she or he secures B grade or above in at least eight courses.
- (ii) If a student is unable to achieve the above requirements, she or he shall not be promoted to the next year.

### 30. Grade Cards and Transcript:

- (i) At the end of each semester, the Department shall publish the results.
- (ii) On the application of a student, the Committee may, with the permission of the Vice-Chancellor, issue a duplicate grade card.
- (iii) When a student successfully completes an undergraduate degree course offered by the University, she or he shall be given a grade transcript. This transcript shall be the final record of the student's performance throughout the course.

## VI. NON-COMPULSORY COURSES AND PROGRAMMES

### 31. Single-Credit and Two-Credit Courses:

- (i) Notwithstanding anything contained in Rule 4 (1), the University may offer from time to time single-credit or two-credit courses.
- (ii) A single-credit course will entail a minimum of twelve hours of lectures.
- (iii) Two-credit courses shall involve about twenty hours of lectures.
- (iv) The Coordinator of the course, whether a member of the regular faculty or visiting faculty, shall not be bound by evaluation parameters stipulated in these Rules or elsewhere, specially Rules 5 and 6. However, the coordinator shall be responsible for implementing an evaluation method (*e.g.* term paper, examinations etc.) of her or his choice.
- (v) Students who gain four credits through completing single-credit and/or two-credit courses shall be exempted from one optional course.
- (vi) A student will be exempted from as many optional four-credit courses, as will be compensated for by the credits secured from one-credit and two-credit courses.

**Example:** If a student secures 11 credits from single-credit and two-credit courses, this will be enough to cover two four-credit courses (which together amount to eight credits), but not three such courses (which together count for 12 credits, or one more than the number of credits the student has secured through single-credit and two-credit courses)

- (vii) Exemption from courses would be subject to the decision of the Academic Coordination Committee

### 32. Optional and Seminar Courses:

- (i) Before the end of a semester, the University shall publish a list of optional and seminar courses available in the following semester, specifying students of which programme and which year may opt for what courses.
- (ii) Students eligible for such optional and seminar courses shall apply in writing to the department, specifying their preferences. If required, and especially if any

course is overbooked, students may be asked to specify their second and third preferences.

- (iii) In case a course is overbooked, the Committee shall decide who is to be selected for that course, and who shall be relegated to their other preferences. Barring exceptional circumstances, this shall be conducted through a random process. The Committee shall specify the criteria on the basis of which this selection is made, especially if random process are not applied.
- (iv) Unless the context otherwise requires, and subject to Rules 6 (2) and (3), the Rules relating to sessional work and examinations shall apply *mutatis mutandis* to optional courses.
- (v) With the approval of the Committee, coordinator of seminar courses may substitute the pattern of evaluation specified in the Rules with an sufficiently rigorous evaluation scheme of their own choosing.

### 33. Teaching Seminar Courses:

- (i) Students of the final year may be offered teaching seminar courses.
- (ii) The Department shall notify one month before the end of the semester the courses, if any, in the following semester with which Teaching Seminars can be conducted.
- (iii) Once the list is notified, student eligible for Teaching Seminars shall apply in writing to the Department, specifying their preferences. The Committee shall allocate Teaching Seminar courses after taking into account individual applicant's academic performance, which includes both overall performance as well as achievements in the subject-area of Teaching Seminar Course.
- (iv) Rules pertaining to projects, examination and other modes of evaluation pertaining to other courses shall not apply to Teaching Seminar Courses.
- (v) The recommended marking scheme for Teaching Seminar Courses is provided below:

COMPONENT	MARKS ALLOTTED
Class Teaching (Minimum Ten Hours)	30
Assistance in Reading Material Preparation	15
Preparation of Module	40
Presentation	10
Class Attendance (Minimum Thirty Hours)	5

- (vi) Coordinators of Teaching Seminar Courses may deviate from the above scheme provided the Committee is intimated sufficiently in advance.

### 34. Student Exchange Programmes:

Rules regarding student exchange would be as notified separately by the Examination Committee from time to time taking into consideration rules in this regard in other National Law Universities.

## VII. CLASS ATTENDANCE

### 35. Eligibility to Appear for End-Semester Examinations:

- (i) Students having less than 75% attendance in a course shall not be permitted to take End-Semester Examination for that course.

- (ii) For calculating attendance for the purpose of Sub-Rule (1), the time period taken shall extend from the beginning of the term until the end of classes prior to the End-Semester Examinations.
- (iii) This shall apply to all undergraduate programmes conducted by the University.
- (iv) Notwithstanding anything stated in this Rule, if a student has secure at least 66% attendance in a course and can provide valid grounds for the shortfall in attendance, the Vice-Chancellor may at his or her discretion condone the shortfall.
- (v) For the purposes of Sub-Rule (4), valid grounds shall include:
  - (a) Medical grounds, provided the student satisfies the criteria specified in Rule 37;
  - (b) Participation in moot-court competition, including the journey period;
  - (c) Participation in a seminar, workshop or conferences, including the journey period;
  - (d) Participation in Voluntary programmes conducted by the University;
  - (e) Any other ground which the Examination Committee, in consultation with the Vice-Chancellor, may approve.
- (vi) Notwithstanding anything stated above the Vice Chancellor in exceptional circumstances may allow a student to appear for the end term exams.

### **37. Condonation of Attendance Shortfall on Health Grounds:**

- (i) Students seeking condonation of attendance shortfall on medical grounds are required to apply in the prescribed form available with the Department and the Website.
- (ii) Together with the form, the student must furnish either:
  - (a) a Doctor's certificate; or
  - (b) In case of hospitalisation, a certificate from the hospital in question, along with a copy of the discharge summary.
- (iii) The application for condonation shall be submitted to the Department within six days of resuming class attendance.
- (iv) As per the previous amended rule the students can get up to **5 marks** from attendance depending upon the classes they have attended during the semester.
- (v) Medical certificates will not be taken in to account for giving marks for attendance. That is in case of attendance make-up for sickness, no marks (marks on attendance) will be awarded and marks will be calculated on the basis of actual attendance only. But the attendance make-up will be calculated for the purpose of determining the eligibility to appear in the end-semester examination.
- (vi) In case of attendance make-up for representing the University in moot court competition etc. marks (marks on attendance) will be calculated as if the concerned student was present on the day of participation. This will also include the journey period with shortest route to the venue of the Competition.
- (vii) Distribution of Mark according to percentage of attendance (**for B.A./LL.B and B.B.A./LL.B**) shall be as given below:

a) 75% to 80%	1 mark
b) 81% to 85%	2 marks
c) 86% to 90%	3 marks
d) 91% to 95%	4 marks
e) Above 95%	5 marks

### **38. Condonation of Attendance Shortfall on Other Grounds:**

- (i) Students seeking condonation of attendance shortfall on grounds failing within Rules 19 (5)(b)-e are required to apply in the prescribed form available with the Department and the Website.
- (ii) Together with the form, the student must furnish any document that the Committee may demand for verification.
- (iii) If necessary, the Committee may consult concerned faculty members in order to verify the information given in the application form.
- (iv) The application for condonation shall be submitted to the Department within three days of resuming class attendance.

### **39. Consequences of Attendance Shortfall:**

- (i) Failure to secure the minimum required attendance in one course within an academic year shall lead to compulsory re-registration in that course in the forthcoming academic year.
- (ii) Failure to secure the minimum required attendance in one course within an academic year shall lead to compulsory re-admission to the same class.

### **40. Publication of Attendance:**

- (i) In the first week of each month, the Committee shall display on the Notice Board as well as Website attendance status of every student.
- (ii) Students may also be allowed to see the attendance register with the permission of the course teachers to check the status of their attendance.
- (iii) A list of students debarred from appearing in the End-Semester Examinations of each course on offer in the Semester shall be prepared before the commencement of the Examinations. Relevant information in this regard shall also be conveyed to the parents and guardians of debarred students.
- (iv) The process of attendance will be closed before one week from the date of examination.

## **VIII. MISCONDUCT**

### **41. Examination Malpractice:**

- (i) If a student is found committing or having committed an act that appears *prima facie* to be case of examination malpractice, she or he shall be disqualified from attempting the examination in the course of which the malpractice is discovered, and proceedings shall be instituted against her or him.
- (ii) The proceedings shall commence with the Committee investigating into the nature and gravity of the student's conduct.
- (iii) If after due investigation the Committee is satisfied that the student's conduct is of a sufficiently serious nature, it shall organise a hearing for proper adjudication on the issue.
- (iv) The Committee shall issue a show-cause notice to the students, listing the specific charges against her or him; the probable quantum of punishment; and the date, time and venue of the hearing.
- (v) At the hearing, proper opportunity to be heard shall be given to the student against whom the proceedings have been instituted; the invigilators present when the alleged malpractice was committed; witness to the incident; and all other concerned individuals.

- (vi) Once the hearing is completed, the Committee may either drop charges against the student, or may recommend to the Vice-Chancellor any of the following punishments:
  - (a) Compulsory, re-registration of that particular course;
  - (b) Compulsory, re-registration of all the course in that semester;
  - (c) Rustication from the University for a definite length of time;
  - (d) Expulsion; and
  - (e) Any other punishment that the Vice-Chancellor, on the recommendation of the Committee or otherwise, may impose.

#### **42. Plagiarism:**

- (i) If any student is found to have committed in a written submission what appears *prima facie* to be an act of plagiarism, then the person who discovers this shall report the matter in writing to the Committee.
- (ii) After the due investigation, the Committee may impose punishment on the student if it feels the circumstances call for such a step.
- (iii) The punishment may extend to awarding the student zero marks in respect that written submission, or monetary fine, or both.
- (iv) Students aggrieved by the decision of the Committee may appeal to the Vice-Chancellor. The decision of the Vice-Chancellor is to be treated as final and binding.
- (v) For the purpose of this Rule, "written submission" shall include open-book examination of any kind, including snap tests.

### **IX. RECORDS, DURATION OF PROGRAMME ETC.**

#### **43. Examination Records:**

- (i) The Registrar shall be the custodian of all examination records of the University.
- (ii) The Registrar shall retain for a minimum period of if two years after a student's graduation all the answer scripts, projects and other written assignments submitted by the student.
- (iii) Access to records relating to examinations or student's performance may be given only with the prior permission of the Vice-Chancellor.

#### **44. Maximum duration of Programmes:**

- (i) Students are required to complete undergraduate programmes in which they are enrolled within a maximum of eight years.
- (ii) Within this time period, they are required to secure at least a B grade in all the courses in which they have enrolled.
- (iii) Students who do not fulfil this requirement shall be asked leave the University without a degree.

#### **45. Special Provisions for Disadvantaged Sections:**

- (i) Notwithstanding anything contained in these Rules or elsewhere, the Vice-Chancellor may, for the benefit of students belonging to the Scheduled Castes, Scheduled Tribes or Other Backward Castes , provide for either (but not both) of the following:

- (a) Deeming the first year of such students to be a preparatory year in which the students shall attend remedial courses, along with a select number of regular courses; or
- (b) Permitting such students to complete the course in nine years instead of eight.

**46. Academic Honours:**

- (i) At the Convocation Ceremony, the University shall award gold medals for outstanding performance among the students of the outgoing batch.
- (ii) These shall include the gold medal for the highest overall CGPA, as well as the best performance in individual subjects.
- (iii) Students who have appeared in a Repeat Examination or Improvement Examination shall not be eligible for the gold medal for highest overall CGPA.
- (iv) Students who have appeared in a Repeat Examination or Improvement Examination in a particular subject shall not be eligible for the gold medal for the best performance in that subject.

**47. Annual Academic Honours:**

The students with the three highest CGPA in each class shall receive a Certificate of Merit at the end of every academic year.

## **X. EXAMINATION COMMITTEE**

**48. Constitution of Examination Committee:**

- (i) There shall be an Examination Committee constituted.
- (ii) It shall comprise of one Chairperson and four members, all selected from regular, full time members of the Faculty.

**49. Powers and Responsibilities of Examination Committee:**

The Examination Committee shall exercise such rights, discretion and powers, and bear such duties and responsibilities, as are specified in the Rules and elsewhere.

**50. Exchange of Programme Coordinator:**

- (i) The Exchange Programmes Coordinator shall be selected from among the members of the Committee.
- (ii) Until such time a member is selected, the Chairman shall fulfil the duties and responsibilities of the Exchange Programmes Coordinator.

## **XI. MISCELLANEOUS**

**51. Powers of the Vice-Chancellor and the University:**

- (i) Nothing contained in the Rules shall be construed as in any way restricting or modifying the powers conferred on the University or the Vice-Chancellor by the

Act or any other law, specifically the powers conferred on the University by Section 5 (i) of the Act and on the Vice-Chancellor by sections 18 (9) (c) and 18 (9) (d) of the Act.

- (ii) Nothing contained in the Rules shall be construed as in any way restricting or modifying the Vice-Chancellor's power to take in exceptional circumstances *suo motu* cognisance of any matter relating to examination of undergraduates (whether or not covered in the Rules), adjudicate on the same, and take such decision as she or he deems fit.
- (iii) In particular, the Vice-Chancellor may in exceptional circumstances relax to any extent, or even waive, attendance requirement in respect of an individual student if she or he feels such relaxation or waiver is warranted by the exceptional nature of the circumstances, and is in the best interests of justice and fairness, or the long-term well-being of the University.

## **52. Natural Justice:**

It is hereby stated out of abundant caution that in respect of any application of the Rules, or any proceedings conducted under the Rules, the norms of natural justice shall be adhered to the fullest extent possible. In particular, a student alleged to have committed any misconduct under the Rules shall be given reasonable opportunity to be heard.

## **53. Repeats:**

- (i) All existing rules pertaining to examination and other forms of evaluation in respect of undergraduate courses hereby stand repealed.
- (ii) In particular, this includes Rule 3 of the Examination Rules, 2009 notified on 4<sup>th</sup> February 2010.
- (iii) All rights, duties and liabilities arising from such repealed rules shall be construed as arising from the applicable provisions of these Rules, and shall be determined accordingly.