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(This version is applicable to all current cohorts of the B.A.LLB (Hons) Programme)

NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

B.A. LL.B. (HONS.) ACADEMIC AND EXAMINATION REGULATIONS, 2020

In exercise of the powers conferred by and in discharge of the duties assigned under the relevant provisions of the National Law School of India Act, 1986, the Executive Council hereby introduces the following Regulations:

I. PRELIMINARY

1. Short title and commencement

- (a) These Regulations shall be called the B.A. LL.B. (Hons.) Academic and Examination Regulations (“**Regulations**”) and shall apply to all under-graduate programmes conducted by the National Law School of India University (“**University**”).
- (b) These Regulations shall supersede all the earlier Academic and Examination Regulations, rules and policies of the University, along with the amendments thereto. Any amendments to these Regulations that may be made from time to time shall be binding.
- (c) They shall come into force from the Academic Year 2020-21. It is further clarified that the Regulations shall be implemented for students admitted in previous years, in such a manner, so as to prevent any undue disadvantage or arbitrariness.

2. Definitions

Any word or phrase, unless specifically defined in the Regulations, shall carry its ordinary meaning. In these Regulations, unless context otherwise requires:

- (a) “*Academic Administration Department*” shall be the staff members that support the Under-graduate Council in the implementation of these Regulations;
- (b) “*Academic Council*” shall mean the Academic Council constituted pursuant to Section 11 of the National Law School of India Act, 1986;
- (c) “*Academic Review Committee*” shall be a Committee of three faculty members of the University nominated by the Vice-Chancellor to review the curriculum;
- (d) “*Class Representative*” means the student elected from each year to represent their class.
- (e) “*DARIC*” means the University’s Disciplinary matters Advisory Review and Investigation Committee constituted under the NLSIU Principles of Conduct, 2002;
- (f) “*Immediate family*” means Persons related to a student in terms of being a sibling, spouse, child, parent, in-laws, or grandparent;
- (g) “*Project assignments*” means independent research papers submitted as part of course evaluation.

- (h) “*Re-admission*” means the enrolment in courses in which the student has secured an “F” grade or has an attendance shortage, in respect of students who are not promoted under these Regulations from the previous academic year;
- (i) “*Re-registration*” means the enrolment in courses in which a student has secured an “F” grade or has an attendance shortage, which have been carried forward from the previous academic year under these Regulations;
- (j) “*Trimester*” means the academic term period of 12 weeks. There shall be 3 trimesters in a single Academic Year;
- (k) “*Viva voce*” means the oral evaluation of the student. For the purposes of these Regulations, use of the term *viva voce* shall also mean to include “project presentations”.

II. AUTHORITIES UNDER THESE REGULATIONS

1. Under-graduate Council

- (a) The Vice-Chancellor shall constitute an Under-Graduate Council (hereinafter “UGC”) for administration and implementation of these Regulations every year.
- (b) The UGC shall have a Chairperson, who shall be a Professor or an Associate Professor, and five members nominated by the Vice-Chancellor by rotation.
- (c) The term of the UGC shall ordinarily be one year.
- (d) Each member of the UGC shall act as a Class Coordinator. Students in a particular class may file any grievance with the concerned Class Coordinator.

2. Functions of the Under-graduate Council

- (a) The UGC shall oversee the implementation of these Regulations.
- (b) The UGC shall stipulate the model marking scheme for Project Assignments.
- (c) The UGC shall act upon complaints and grievances referred to it under the Regulations.
- (d) All disputes arising out of the Regulations shall be referred to the UGC for resolution after an application is made to the Class Coordinator concerned. In case of any grievance against the decision reached by the UGC, the Vice-Chancellor may be approached and the Vice-Chancellor shall resolve the issue in accordance with the Regulations within a reasonable time period.

- 3. **Academic Administration Department** – The Academic Administration Department (hereinafter “AAD”) shall be the staff members that support the UGC in the implementation of these Regulations. They shall be responsible for all notifications and communication to the student body in connection with the Regulations. Provided that any other relevant authority may also share communications with the Student Body with the permission of the AAD.

4. Student Academic Council

- (a) Every year, a Student Academic Council (hereinafter “SAC”) consisting of the Class Representatives elected by each of the five classes shall be constituted by the Student Bar Association (SBA).
- (b) The SAC shall be headed by the Class Representatives of the 5th year class.
- (c) The SAC shall have the right to meet the Under-graduate Council and the Vice Chancellor to communicate grievances and address issues.
- (d) The SBA President and Vice President will be Ex-officio members of the Council.

III. ATTENDANCE REQUIREMENTS

1. All students must attend every lecture, tutorial, clinic, elective, field work or any other academic or curricular session as prescribed in these Regulations.
2. **Unauthorised exit from the class**
 - (a) If a student leaves a class without permission, after having obtained attendance for that hour, the teacher concerned shall intimate the AAD, who shall deduct 3 hours of attendance from the overall classes attended by the student at the end of the trimester. The teacher shall inform the student about the loss of attendance.
 - (b) Repeated violations shall result in disciplinary action by the University.
3. All students must attend a minimum of 75% of classes held in every course, including elective courses conducted during the trimester.
4. Failure to meet the attendance requirement in *any one course* shall lead to re-registration in the said course in the next Academic year. The student will have to compulsorily make up the shortfall of attendance and write the exam, or fulfil the evaluation components as required.

Provided, submitting a new Project and viva is optional if the student secured more than 50% in the previously submitted project and viva. If the student chooses to redo the project and viva, the marks attained in the fresh attempt would be considered for all purposes.

Provided further, if the said course is an elective course which is not offered again, the student will have to compulsorily re-register for an alternate course, fulfil the attendance requirement and all evaluation components in the next academic year.
5. Failure to meet the attendance requirements in *more than one course* in a single academic year, shall lead to *compulsory re-admission* to the same class. In case of re-admission, the student shall fulfil all attendance and evaluation requirements *de novo*.

Illustration: If a student has less than 75% attendance in two courses in the 2nd year, the student shall be compulsorily re-admitted to the 2nd year and shall not be promoted to the 3rd year.

6. **Condonation of attendance shortage** – Students may apply for condonation of attendance shortage on (i) medical grounds or (ii) bereavement or serious illness in the immediate family:
- Condonation of attendance shortage shall only be considered when a student has attended at least 66% of the classes held in that trimester.
 - Students seeking condonation shall submit an online application, within 6 days of resuming classes.
 - In case of medical grounds, the application shall be supported by a Doctor’s Certificate and Hospital Discharge Summary (if applicable). The University shall verify that a student was incapacitated, such that they could not attend classes on the basis of their application.
 - In case of bereavement or serious illness in the immediate family, the application shall be supported by proof of relationship and the relevant circumstances, which the University shall verify.
7. **Attendance status** – The attendance status of every student shall be reflected on the University’s online portal, and students shall keep track of the same.

IV. EVALUATION

- Course credits** – Every successfully completed course, including electives & clinical courses shall earn a student **4 (four)** credits.
- Grade point scale** - Students will be evaluated through letter grades on a seven-point scale with the corresponding grade values given below:

Grade	Grade Description	Grade point	Percentage (of marks)
O	Meets the highest standards for the assignment or course	7	70% and above
A+	Meets very high standards for the assignment or course	6	65% to 69.5%
A	Meets high standards for the assignment or course	5	60% to 64.5%
B+	Meets most of standards for the assignment or course	4	55% to 59.5%
B	Meets basic standard for the assignment or course	3	50% to 54.5%
C+	While acceptable, falls short of meeting basic standards in several ways	2	45% to 49.5%
C	Lowest passing grade	1	40% to 44.5%
F	Failing, very poor performance	0	Below 40%

3. Cumulative Grade Point Average (CGPA)

- (a) CGPA indicates the overall academic performance of a student in all Courses registered up to and including the latest completed Academic Term/trimester.
- (b) CGPA shall be calculated as the sum of grade points obtained in every course divided by the number of courses.

Illustration:

S.No.	Course	Grade	Grade points
1.	Sociology I	A	5
2.	Economics I	B+	4
3.	Legal Methods	B	3
4.	Torts I	A+	6
Total			18
CGPA = 18/4 = 4.5 / 7.00			

V. PROJECT ASSIGNMENTS

1. **Project topics** – Project topics for the trimester shall be notified by the AAD within the first week of the commencement of the trimester. No change of topic shall be permitted by the course teacher after one week of the notification of the project topics, and any change in the topic must be in writing with the permission of the course teacher.

2. Deadline for submissions

- (a) Students in the 2nd, 3rd and 4th years shall submit two projects in the first four weeks of each trimester, and two other projects in the subsequent four weeks of the trimester. The last dates for the submission of both sets of projects shall be announced on the day of the commencement of the trimester [hereinafter “notified date of submission”].

Provided, for re-registered students, if the student has two carried over courses, the project submissions for the same shall be evenly distributed between the two submission dates in the trimester. If a student has three carried over courses, then one project shall be submitted on the first submission date and two projects shall be submitted on the second submission date.

- (b) For students in the II and III trimesters in the 1st year, the above rule shall apply. For 1st year students in the I trimester, the following deadlines are applicable:

Submissions	Deadlines
1 st Project	One month from the commencement of the trimester
2 nd Project	One week from the notified date of first submission
3 rd & 4 th Projects	One month from the notified date of first submissions

- (c) No interchange of submission of projects in the trimester is permitted.
3. **Project Submission** – Project submissions shall be submitted only in soft copy on or before the scheduled date on the online portal.
4. **Marking Scheme** – Projects shall be evaluated on a total of 30 marks as per the criteria approved by the UGC. Any deviation from the same has to be approved by the Academic Review Committee (hereinafter “ARC”).
5. **Plagiarism** – Plagiarism i.e. passing off someone else’s work as one’s own, by copying words, phrases and ideas without proper citation, is strictly prohibited by the University:
- Course teachers who suspect plagiarism shall report the Project and author to the AAD, who shall refer the complaint to the UGC Chairperson, along with a written intimation to the student.
 - A student found guilty by the UGC shall be given zero marks for the plagiarised project and viva submissions, and will not be permitted to write the final exam. The student will have to compulsorily re-register for the course in the next academic year. A second violation will lead to suspension for a trimester.
6. **Penalty for late submission of Project Assignments:**
- Half a mark (0.5)** shall be deducted on the Project marks, for every day the submission is delayed, including holidays.
 - Projects delayed by more than 6 days shall not be accepted by the AAD.
Illustration – If the submission date was 1st of the month, no submissions will be accepted from the 8th of the month onwards.
7. **Extensions**
- Notwithstanding Regulation V(6) above, the UGC may grant a Project extension for a maximum period of **six (6)** days in the following circumstances:
 - The student has submitted an application for condonation of attendance under Regulation III(6) and the same has been verified as genuine.
 - The student is differently abled.

- (b) Penalty for late submission beyond the extended date of submission shall be applicable as per Rule V(6) above.

Illustration: If the original project submission date is 1st August and the extended date is 4th August, (3 days extension out of maximum possible 6 days), a student submitting the project on 5th August will lose ½ a mark and not 1½ marks.

8. **Non-submission of Project Assignments:** Project assignments are a mandatory course component. Students who do not submit their projects will not be allowed to participate in the viva-voce or write the mid-term (if any), end-term or repeat exam for the course concerned. Further, they will have to compulsorily re-register for the course in the next academic year.

9. **Viva Voce and Project Presentations**

- (a) The course teacher may choose either a project presentation or viva voce component for their course evaluation, which shall carry 10(ten) marks. All viva voce / presentations shall be conducted by the course teacher and the coordinating teacher, if any, in the presence of a minimum of 3 students.
- (b) Students shall be awarded zero marks for their viva-voce/ presentation if they fail to attend the same as per schedule, without prior written permission of the UGC.
- (c) Viva voce is a part of the examination process. The AAD shall announce the schedule of vivas and presentations at the beginning of the trimester.

10. **Project Exemptions** - Project exemptions may be granted to students who participate or win in moot court competitions and client counselling or negotiation competitions, as provided below:

- (a) Students who have participated in national moot court competitions (except the Bar Council of India Moot Court Competition) or in a national or international client counselling or negotiation competition involving written submissions, are eligible to apply for **one** project exemption.
- (b) Students who have won national moot rounds and subsequently qualify for the international round of the said moot, or who have participated in any moot specifically designated for project exemptions (as notified by the UGC), are eligible to apply for **two** project exemptions.
- (c) All project exemption applications shall be submitted at least one week before the date of the notified deadline for first submission.
- (d) The student shall apply for exemption in the course whose submission date is closest to the date of submission of moot memorials. However, if in the relevant trimester there is a

course related to the moot subject the student must seek an exemption only in that specific course.

Explanation: *If the memorial submission is closest to the first submission then exemption can be sought for a subject in that submission and not for subjects in the second half. If submissions are during vacations, then exemptions can be taken from among the second half submissions of the previous trimester.*

- (e) The moot memorial or written submission submitted in lieu of the project shall be evaluated on 40 marks. The memorials/written submission should be submitted to the AAD within 3 days of the memorial/written submission deadline for the relevant competition. A faculty member nominated by the UGC shall conduct the said evaluation. Results of the same must be released before the declaration of results for the trimester.
- (f) No Viva voce shall be conducted for the course in which the student has been granted an exemption;
- (g) Under no circumstances shall a student avail of more than 2 exemptions in a trimester, 4 exemptions in any given academic year and 10 exemptions during the entire 5-year undergraduate course.

VI. ELECTIVE COURSES

1. Required number of Elective Courses

- (a) All 3rd, 4th and 5th year students are required to complete the following number of optional elective courses as given below:

Number of elective courses to be completed			
Year	Trimester I	Trimester II	Trimester III
3 rd year	none	2	1
4 th year	none	2	1
5 th year	4	4	2

Provided, a 5th year student who is completing a litigation advocacy course in the first or second trimester shall complete one less elective in that respective trimester and in lieu of that, complete one additional elective in the second or third trimester, respectively.

2. Offering of Elective Courses

- (a) A list of elective courses, with the course outline, shall be notified at least 7 days before the trimester begins.
- (b) Elective courses are offered on a first-come first-serve basis, and students shall register for the courses as offered.
- (c) All requirements for elective courses, such as presentations and written exams, must be completed in the same trimester and cannot under any circumstances be deferred to the following trimester(s).
- (d) Under no circumstances shall students be permitted to opt out of the elective course registered after the commencement of the classes.
- (e) Barring in exceptional circumstances, the number of students in each elective course shall not be less than 10 and more than 40.

3. Elective Course structure

- (a) Unless otherwise approved by the UGC, all elective courses must cover a minimum of 40 class hours.
- (b) The marking scheme for elective courses (except Teaching electives) shall consist of the following components:
 - Class participation – 10 marks
 - Written submissions / Paper – 60 marks
 - Viva voce/Paper presentation – 30 marks

Any deviation from the above must have the prior approval of the Academic Review Committee.

4. **Deadline for Paper submission** - The deadline for all elective written submissions/papers shall be not later than the last date of classes ordinary held in the trimester.
5. **Paper submission regulations** – Except as specifically provided in this Chapter, the regulations pertaining to ‘Project Submissions’, ‘Plagiarism’, ‘Extensions’ and ‘Viva voce and Project presentations’ in Chapter V shall apply equally to elective courses.
6. **Results-** The results of the elective courses shall be announced along with the results of the regular courses.

7. Offering of Teaching Electives

- (a) Any course teacher who has taught at the University for more than one year has the option of selecting one teaching elective student from the 5th year class or LL.M. class.
- (b) The courses open for the teaching elective shall be notified by the Examination Department one month before the end of the previous trimester.

- (c) The selected students shall be intimated at least two weeks before the end of the previous trimester.
 - (d) No student shall be allowed to take more than one teaching elective course in a trimester.
 - (e) Students applying for a second Teaching elective in a subsequent trimester may be selected only if that student is the sole applicant.
 - (f) Students going on an exchange program cannot apply for a teaching elective in a trimester in which they are likely to leave before completion of the course.
 - (g) Students applying for a teaching elective course shall submit an application stating their grade in the concerned subject, along with a Statement of Purpose, within three days of the notification of teaching elective offerings.
 - (h) Teaching elective students shall be chosen on the basis of the following guidelines:
 - Grade obtained in the concerned course (as given in the transcript);
 - Work done by the students in the course subject area;
 - Communication skills
8. **Teaching Elective attendance requirement** – Students are required to attend a minimum of 30 class hours of the total number of classes held, failing which they will need to re-register for an alternate course in the next trimester. Students are advised to carefully study the course schedule to avoid clashing hours with regular/elective courses, in order to meet the attendance requirement.
9. **Teaching Elective marking scheme** – The marking scheme for teaching electives shall comprise the following components:
- Teaching (4 - 6 hours) – 30 marks
 - Assistance in preparation of reading materials and research 20 marks
 - Assistance in project consultation, question paper preparation, key to the questions and evaluation of a maximum of 6 projects and 6 answer scripts- 20 marks
 - Assistance in conducting Viva-voce – 10 marks
 - Submission of a report of teaching elective – 20 marks

VII. EXAMINATION

1. General Terms

- (a) Written examinations for all mandatory courses shall be held at the end of the trimester they are taught in. The total marks for the written examination shall be 60(sixty).
- (b) The schedule of examinations for each trimester shall be notified at least one week before the date of first examination.

- (c) Results for each course, along with the answer key used for evaluation, shall be submitted by the course teacher to the Examination Department no later than ten (10) days after the date of the examination.
 - (d) For clinical courses, the examination scheme shall be governed by rules as notified by AAD.
 - (e) Students' marks and grades obtained in each subject shall be reflected on the online portal. The University will maintain a record of the result separately.
 - (f) Results will be declared in the official transcript in the form of a Grade as illustrated in Chapter IV and communicated to the parents of the student concerned within one week of the announcement of the results.
 - (g) The mid-term examination is optional for all courses, and may be conducted at the teacher's discretion with prior information to the UGC and students.
2. **Examination Malpractice** - All instances of examination malpractice shall be dealt with under the 'Principles of Conduct, 2002'. Upon the discovery of, or reasonable suspicion of, any such malpractice, any faculty member, or member of the university staff, shall immediately refer the said instance to the AAD. The AAD shall refer the complaint to the UGC, with intimation to the student concerned. The Chairperson, U.G. Council after due consideration shall forward the same to the DARIC. Examination malpractice includes, but is not limited to, any of the following acts:
- (a) Gaining unauthorised access to documents, including examination question papers, answer sheets, records, or other confidential documents, whether physically, by employing electronic means, or otherwise, at any given point of time;
 - (b) Removal of an answer sheet from the venue of examination, after the commencement of the examination;
 - (c) Carrying of electronic equipment into the examination hall, without prior written permission to do so;
 - (d) Carrying in any material into the exam hall which is not permitted by the course teacher or university authorities;
 - (e) Any communication, whether by words, gestures or otherwise, with other candidates in the examination hall, during the examination;
 - (f) Deliberate revelation of identity of the candidate on the answer sheet, so as to vitiate the examination results;
 - (g) Any other activity that, in the opinion of the invigilator, amounts to malpractice;
 - (h) Any attempt to commit any of the above.
3. **Viewing of Answer papers** - Students shall have the right to view and may discuss their written examination answers with the course teacher or compare it with a detailed key, after the declaration of results. The course teacher shall allow students a period of **three working days** from the date of declaration of results to avail of this right.

Provided, students who have failed in the third trimester may discuss the end-term papers up to 2 days before the commencement of the repeat examination.

4. Grievance redressal and revaluation

- (a) If a student wishes to contest the grade awarded in any course, they may submit an online application addressed to the teacher concerned, for revaluation in the following manner:
 - (i) By indicating the specific questions in which they believe they have failed to get the appropriate marks, as per the answer key provided, with reasons; and
 - (ii) By paying the requisite revaluation fee per subject within the notified date.
- (b) The grade obtained in the revaluation shall be final. Any alteration of marks beyond **two marks** shall be accompanied with an explanation by the teacher.

5. Repeat Examination

- (a) Repeat examinations will be conducted at the end of the academic year for students who obtain an 'F' grade. Students with a C or C+ grade may also opt to write repeats, if necessary, to achieve a CGPA of 3.00.
- (b) The repeat examination shall be for 60 marks. The remaining 40 marks shall be the marks already obtained for the project and viva voce or a newly submitted project and viva subject to Regulations III(4) and IX(2).
- (c) Students who wish to attempt a repeat examination shall apply for the same, individually in each subject where an examination is sought, and shall pay the requisite fee **3 days** prior to the date of the exam.
- (d) **Elective courses** - In case a student fails in an elective course, he / she may resubmit an improved written submission/paper on the same topic within ten days of the declaration of results, with or without a fresh paper presentation.

Provided, if the ground for failure was due to late submission or non-submission of the paper, such students will have to compulsorily re-register for an additional elective course in the next Academic Year.

- (e) **Clinical Courses** – There shall be no repeat examination for the Litigation Clinic and Placement Clinic courses as there are no components of examination to be repeated.

6. First Attempts/ Medical First Attempt

- (a) Students who are unable to sit for the term examinations in any mandatory course, may apply to sit for the repeat examinations at the end of the academic year, which shall be recorded as a First Attempt (FA), on one or more of the following grounds:
 - (i) Representation, which shall not include memorial submission, of the University in competitions to be notified by the University, the dates of participation for which fall within three days of the date of the examination. A student may claim FA only for the specific exam which falls within three days and not any other exam;

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- (ii) Medical conditions rendering the student unable to attempt or write the examination, which shall be known as a Medical First Attempt (MFA);
- (iii) Bereavement of immediate family necessitating the student's absence from the examination;
- (b) An application for First Attempts shall be submitted online. It shall be accompanied by:
- (i) in cases of representation in any competition, a detailed travel plan including official communications regarding dates of participation and travel records;
- (ii) in case of medical reasons, the doctor's certificate and Hospital Discharge summary, if applicable
- (iii) in case of bereavement, travel documents and proof of relationship.
- (c) Applications must be verified and considered by the UGC and reasons for grant or refusal of the application must be recorded. In the case of participation in a competition, the student shall apply for the First Attempt at least ten days prior to the date of examination.
- Provided*, in cases where the student is prevented from making an application prior to the examination due to bona fide reasons, they shall make such application no later than **ten** days after the date of the examination, and explain the cause of delay.
- (d) If the student who has been granted a First Attempt is absent for the First Attempt examination, it shall be counted as a 'Fail' grade, and the student will need to re-register for the course in the next academic year.
- (e) No repeat examination fees shall be paid by students who are taking the repeat examination as a **first attempt**.
7. **Communication of Transcripts** - Transcripts shall be sent to the parents of students within one week of the announcement of results.
8. **Transcript References**
- A first attempt examination on medical grounds shall contain the letters "MFA" in the transcript, which reads as "Medical First Attempt";
 - A first attempt examination on any other grounds shall not bear any reference in the transcript;
 - In case of re-registration, the grade must carry "RR";
 - In case of Repeat examination, the grade must carry "R";
 - In case of Special Repeat examination, the grade must carry "SR" instead of "R";
 - In case a student repeats the course / repeats the same year more than once, the grade must carry as many Repeats as he / she repeats;
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- A repeat examination in a course where the student had received a grade of ‘C+/ C’ shall be referenced by ‘I’ which reads as ‘improvement’.

VIII. EXCHANGE PROGRAMMES

1. An **Exchange Programme Coordinator** (hereinafter “EPC”) shall be notified by the Vice-Chancellor before the start of the Academic Year.
2. **Offer of Exchange Programmes** – The EPC shall coordinate the details of potential exchange programmes at foreign universities, before the end of the previous academic year, in consultation with the Chairpersons of the UG and PG Councils as the case may be, in order to align the same with the academic programme of the Law School. The EPC shall notify students approaching the 5th year of the available exchange programmes.
3. **Selection and approval** - Students in their 5th year may apply for exchange programmes that will be approved by the EPC taking into due consideration the following factors such as:
 - (a) Whether the student can reasonably fulfil all the academic requirements of his/her current academic year such as attendance, submission of essays/projects, viva voce in person, examinations, etc.
 - (b) Whether the student can reasonably fulfil all the other pending academic requirements of the previous academic years such as attendance, project submission, viva voce, examination in re-registered mandatory or elective courses.
 - (c) Whether the student can fulfil the Internship programme requirements of the University.
 - (d) Whether the student has faced any serious disciplinary action or is facing any pending disciplinary enquiries.
 - (e) Whether a student has achieved a minimum CGPA of 4 by the end of the fourth year.
 - (f) Whether the student was promoted to the 5th year without having been detained in any previous academic year due to failure to fulfil the required promotion criteria.
4. **Transfer of credits**
 - (a) All students who have gone on exchange to a foreign university must complete 16 credits in that university. Completion of any further credits will not offset credits at NLSIU.
 - (b) The grades obtained by a student during their exchange programme shall not be included to calculate their final CGPA at NLSIU.
 - (c) The name of the foreign university, courses taken, and grades obtained by a student on exchange shall be indicated in the student’s Official Transcript separately.

IX. PROMOTION

1. A student will be promoted to the next academic year only if **ALL** of the following conditions are fulfilled:
 - (a) The student has obtained a CGPA of 3 over the 12 courses of that academic year.
 - (b) Does not have an 'F' grade in more than 3 courses of the current academic year.
 - (c) Does not have attendance shortage in more than one course of the current academic year.
 - (d) Does not have an 'F' grade in any of the carried over courses of the previous year.
2. **Promotion in case of carry-over courses:** If a student has failed a course from the previous academic year, such a course shall be a carry-over course. A student may pass this course in the following manner:
 - (a) By writing the examination when held at the end of the relevant trimester/repeat examination at the end of the academic year in the month of June; and
 - (b) If the student had obtained less than 50% of the total marks for their project and viva, they must additionally submit a new project and redo the viva.
3. A student shall pass the 60 mandatory and elective courses with a minimum CGPA of 3.00 within the maximum period of 8 years, to be awarded the B.A., LL.B. (Hons.) Degree.

Provided, in exceptional circumstances, the UGC may recommend to the Academic Council to consider an appropriate extension beyond 8 years.

X. ACADEMIC HONOURS

1. **Gold Medals** - Gold medals shall be awarded to deserving students at the Convocation on the basis of the following criteria:
 - (a) For gold medals based on CGPA, the CGPA at the end of the 5th year shall be used.
 - (b) For gold medals allocated for specific subjects, the average marks secured in the mandatory courses comprising that subject shall be used.
 - (c) For any other gold medals, faculty selection based on pre-determined criteria shall be used.
2. At the beginning of every academic year, academic honours for the previous year shall be awarded to two students with the highest increase of CGPA in the previous academic year, in every year. The honorees shall receive a Certificate of Merit and a Book Grant of Rs. 2,500.

XI. MISCELLANEOUS

1. Use of mobile phones or any other electronic gadgets in any manner in the classroom shall attract a compulsory fine of Rs. 2000/-.

2. **Laptops** - Laptops may be used in the classroom, if permitted by the concerned teacher. A compulsory fine of Rs. 5000/- shall be imposed on a student found using the laptop without prior permission or when used for non-academic purposes,
3. Any other behaviour of students not in keeping with the discipline and decorum of the class shall be brought to the notice of the UGC in writing by the Course teacher. The UGC may refer the matter to DARIC for appropriate disciplinary action.
4. **Scribe:** A student may ask for the assistance of a scribe in case of a disability or health reasons. The concerned student shall submit an application along with the necessary documents seeking permission for the same to the Chairperson, UGC with the necessary documents. The University shall make arrangements for a suitable scribe or extra time as the case may be.
