

ANNEXURE-1

**CENTRAL UNIVERSITY OF SOUTH BIHAR**



**ORDINANCE AND REGULATIONS GOVERNING  
Bachelor of Laws [B.A.LL.B.(H)] Integrated  
Degree Programme**

*(Effective from the Academic Session 2018-2019)*



**Department of Law and Governance  
School of Law and Governance**

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## ORDINANCE AND REGULATIONS GOVERNING

### BACHELOR OF LAWS [B.A.LL.B. (Hons.)] INTEGRATED DEGREE PROGRAMME OF CENTRAL UNIVERSITY OF SOUTH BIHAR UNDER CHOICE BASED CREDIT SYSTEM

**(Effective from Academic Session 2018-19)**

Under the powers conferred by The Central Universities Act, 2009- section 28(1) (b)], as amended, Central University of South Bihar, hereby, introduces the Ten Semester Bachelor Degree Programme for the Award of Bachelor of Laws [B.A.LL.B.(Hons.)] Integrated Degree by the Department of Law and Governance under the School of Law and Governance of the University under the choice based credit system. The following ordinance for governing admission, course of study, examinations and other matters relating to B.A.LL.B.(Hons.) Integrated Degree under Department of Law and Governance of the Central University of South Bihar are hereby laid to come in force w.e.f. the Academic Session 2018-19 onwards till further amended.

*Whereas, the introduction of One year B.A.LL.B. (Hons.) Integrated Degree Programme by Central University of South Bihar is intended to enable the existing legal education system to compete with the system prevailing in developed countries.*

*Whereas, The School of Law and Governance Central University of South Bihar offers B.A.LL.B. (Hons.) Degree Programme **in compliance with the mandates of the Rules of Legal Education 2008.***

***Whereas, the School of Law and Governance B.A.LL.B. (Hons.) Degree is approved by Bar Council of India and our course structure needs to be in compliance with the Council mandates.***

***CUSB intends to impart excellence in legal education and become a renowned Centre for higher education and academic research Centre in law.***

#### **1. Definitions of Key Words:**

1.1 '**Academic Year**': Two consecutive (one odd + one even) semesters shall constitute one academic year.

1.2 '**Choice-Based Credit System (CBCS)**': The CBCS provides choice for the students to select course from the prescribed courses (Elective or Soft-skill courses). It provides an



approach in which the students can take courses of their choice, learn at their own pace, study additional courses and acquire more than the minimum required credits, and adopt an inter-disciplinary approach to learning.

1.3. **'Course'**: Course, usually referred to as paper having specific title and code number, is a component of a Programme. It consists of a list of topics /points /concepts /theories /principles etc. which a student has to learn and master during the Programme of study. Each Course shall have the credits as prescribed by the under the Legal Education Regulations 2008. Each course should define the learning objectives/ learning outcomes. A course may be designed to be delivered through Lectures/Tutorials/Clinical Assignments/Field Work/Outreach Activities/Project/Teaching/Moot Court Activities/Assignments/Viva Voce/Seminars/Term Papers/Assignments/Presentations/Self-Study work etc., or a combination of some of these.

1.4. **'Course Teacher'**: The course teacher generally will be the teacher who has primarily conceived the course, developed its contents, taken up the responsibility of teaching it and evaluating the performance of the students in that course.

1.5 **'Credit'**: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

1.6. **'Credit Point'**: It is the product of the grade point and the number of credits for a course.

1.6.A. **'Competent Authority'**: The term 'Competent Authority' will include Vice Chancellor or Registrar of the University or Dean or Head of the Department of Law and Governance or the regulatory bodies of the University or of any programme.

1.7. **Internal Evaluation**: Continuous Assessment Test conducted during the semester.

1.8. **External Evaluation**: End-Term examination held at the end of each semester.

1.9. **External Examiner**: shall mean an examiner who is not is the employment of the University.

1.10. **Enrollment**: shall mean the initial registration no. given to student taking admission and registered for pursuing a B.A.LL.B. (Hons.) Integrated Degree Programme at Central University of South Bihar, Gaya.

1.11. **'Grade Point'**: It is a numerical weight allotted to each letter grade on a 10-point scale.

1.12. **"Integrated Degree in Law"** means double degree course comprising the Bachelor degree in any branch of Knowledge prosecuted simultaneously with the Degree Course in Law in such an integrated manner as the case may be designed by the University concerned for a continuous period of not Less than five years.

1.12 **'Letter Grade'**: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F. A letter grade is assigned to a student on the basis of evaluation of her/his performance in a course on a ten point scale.

1.13. **'Programme'**: means an educational programme leading to award of B.ALL.B (Hons.) 5 year Integrated Degree.

1.14. **'Credit-Based Semester System (CBSS)'**: Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.

1.15. **'Semester'**: Each Semester shall consist of 15-18 weeks of academic work

equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June. The credit-based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching.

1.16. **'Semester Grade- Point Average (SGPA)'**: It is a measure of performance of the work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

1.17. **'Cumulative Grade Point Average (CGPA)'**: It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It shall be expressed up to two decimal places.

1.18. **Student**: shall mean a person admitted to the department of Law for the B.A.LL.B.(Hons.) to which this policy is applicable.

1.19. **'Regulatory Bodies'** means Bar Council of India and UGC. It will also include any regulatory body which will be conferred right to regulate Master of Laws Degree in India.

1.20 **Rounding off Marks**: shall mean, that if part is one-half or more, its value shall be increased to one and if part is less than half then its value shall be ignored for getting letter grade and grade point.

1.21. **'Transcript'/ 'Grade Card' 'or Certificate'**: Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade and/or marks secured) along with SGPA of that semester.

1.22. **'The University'**: 'The University' in this Ordinance means the Central University of South Bihar.

## 2. Admission and Other General Provisions:

2.1. The Programme of study leading to Bachelor of Laws (B.A.LL.B) Integrated Degree of Central University of South Bihar shall be of Five Years (Ten Semesters) duration which may be completed in a maximum duration of Seven Years (Fourteen Semesters). Admission to the B.A.LL.B(Hons.) Integrated Degree Programme in Department of Law and Governance (School of Law and Governance) shall be made on merit in the admission test conducted for this purpose as per the CUSB Admission Regulations.

2.2. The intake to the said Bachelor Degree Programme [B.A.LL.B. (Hon.)] shall be as notified in the University Admission Prospectus as per the approval of Bar Council of India.

2.3. The admission to the B.A.LL.B. (Hons.) Integrated Degree Programme shall be governed by the provisions as laid down in the University Admission Prospectus issued each year for admissions to the said Programme of the University.

**2.4.** After the declaration of the admission test results, the admission to the B.A.LL.B(Hons.) Integrated Degree Programme shall be done by the Admission Committee, constituted as per the University rules.

**2.5.** Reservation rules as per the Government of India (hereinafter referred as GOI) and/or adopted by the University shall be applicable in admission to the B.A.LL.B Degree Programme as follows:

<b>S. No.</b>	<b>Category</b>	<b>Reservation</b>
1	SC Candidates	15 % of the intake
2	ST Candidates	7.5% of the intake
3	OBC Candidates	27% of the intake
4	Divyang Candidates	5% of the intake ( <i>on horizontal reservation basis</i> )
5	EWS candidaes	10% of the intake
6	Widows/Wards of Defence Personnel and Kashmiri Migrants	As per the GOI rules

- (a) The candidates seeking admission under the above categories must fulfill the minimum eligibility conditions, qualifying requirements and submit requisite documents in support of their claim, as prescribed by the GOI from time to time.
- (b) The SC/ ST/OBC/EWS candidates must enclose attested copy of the latest caste certificate as per GOI norms along with their Admission Form/Enrolment form stating that the candidate belongs to SC/ST/OBC/EWS Category.

The following are empowered to issue SC/ST/OBC/EWS Certificates:

- (i) District magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Addl. Deputy Commissioner/Deputy Collector /1st Class Stipendiary Magistrate/City Magistrate/Sub



Divisional magistrate/ Taluka Magistrate/ Executive Magistrate /Extra Assistant Commissioner.

- (ii) Chief Presidency Magistrate/ Addl. Chief Presidency Magistrate/ Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar.
  - (iv) Sub - Divisional Officer of the area where the candidate and/or his family normally resides.
  - (v) Administrator/Secretary to the Administrator/ Development Officer (Lakshadweep Islands).
  - (vi) Candidate must note that certificate from any other person/authority shall not be accepted generally.
- (c) 5% seats on horizontal reservation basis shall be reserved for Divyang Candidates (Benchmark Category) and shall be further sub-divided into different categories of Divyangs as per the GOI rules.
- A candidate applying under Divyang category must attach a certificate by CMO, District Hospital. However, she/he shall be considered under Divyang category only after verification from the University Medical Board, if any.
- (d) Vacant seats reserved for SC/ST/OBC/EWS candidates, if any, may be filled up as per the GOI rules. In case in any one of the two categories of candidates viz., SC/ST, the required number of candidates for admission is not available (i.e., the list of respective category has been exhausted), then candidates belonging to the other category (SC or ST as the case may be, if available), shall be called for admission in order of merit so as to make up the deficiency in the required number in any of the aforesaid two categories. This provision shall be applicable to candidates belonging to SC & ST categories only.

- (e) If sufficient number of candidates are not available in OBC category (i.e., OBC category list has been exhausted), such vacant seats shall be transferred to the general category.

**2.6.** Mere appearance in the admission test shall not entitle a candidate to be considered for admission to the Programme unless she/he fulfills the eligibility conditions. Applicants must fully satisfy themselves about their eligibility before filling the application form.

**2.7.** Provisional admission shall be offered to the candidates in order of merit list and the availability of seat in the Programme on the date of admission.

**2.8.** In case there is more than one candidate securing equal ranks as obtained by the last candidate in order of merit in the list of candidates to be called for admission, the following *inter-se* ranking rules of the University shall be applicable.

*In case the candidates have equal/tie ranks then the marks obtained in the qualifying examination shall be the deciding factor and if, that is also same or result of both the candidates is not declared, then a senior candidate on the basis of date of birth shall be given preference. However, in a case of tie rank, if the result of qualifying examination of one candidate is declared then she/he will be given preference, provided she/he fulfills other eligibility conditions. In case of any dispute the decision of the Chairman, UATEC shall be final.*

**2.9.** At the time of reporting for admission, the candidates are required to be present in person and bring the documents in original as well as a set of photocopy duly attested as notified by the Admission Committee/Controller of Examinations (CoE) from time to time.

**2.10.** A candidate provisionally selected for admission shall be required to fill the prescribed form, submit the required documents, collect her/his admit card or any other equivalent document for admission to the Programme from the office of the Department/School/University after paying the fees on or before a date fixed for the purpose, otherwise the offer made to her/him will automatically stand cancelled.

**2.12.** In case any provisionally selected candidate fails to deposit the fee by the date prescribed, her/his provisional admission shall be cancelled and the seat thus falling



vacant shall be offered to the next candidate in order of merit under the specified category.

**2.13.** Notwithstanding anything contained in this ordinance, a candidate who is qualified under the foregoing ordinance for admission to the University, and who is a student of some other Indian University/Institution, shall not be admitted to the University without the production of a leaving or transfer certificate and/or migration certificate (as the case may be) issued by the last School/ college attended and certifying to the satisfactory conduct of the student mentioning the highest examination she/he has passed. However, in certain cases if the candidates are not in position to submit the School Leaving Certificate/Transfer Certificate and/or Migration Certificate and the character certificate at the time of admission, they should submit the same as early as possible, but not later than 30<sup>th</sup> September of the year of admission in B.A.LL.B. (Hons.) Integrated Degree Programme. Failing which the University reserves the right to cancel their admission. In exceptional cases, further extension may be given by the Competent Authority on cogent reason(s). However, it may be noted that this clause cannot be extended to the candidate(s) whose result is being withheld or not declared by the university/board due to some specific reasons particularly related to the candidate(s).

**2.14.** Waitlisted candidate shall be offered admissions strictly on the basis of ranking, provided there is a vacancy in the Programme. Such waitlisted candidates shall have to deposit their fees latest by the date fixed by the Admission Committee/ Competent Authority.

**2.15.** The candidates enjoying employed status and selected for admission to B.A.LL.B. (Hons.) Integrated Degree Programme in the University, are required to produce Leave Sanction /Relieving Order at the time of Admission/Registration from their employer for the duration of the Programme permitting them to pursue their studies at the University, failing which the offer of admission may stand withdrawn. In case of any dispute the decision of the competent authority shall be final.

**2.16.** The admission of any candidate is liable to be cancelled without giving any further notice forthwith or at any time during the period of the concerned Programme of Study, if it is found out that the candidate has /had produced fake / forged certificate(s) /document(s), indulged in any act of misconduct/indiscipline and has /had concealed any other relevant information at the time of seeking admission.

**2.17.** The admission of the candidate to the B.A.LL.B Programme shall be subject to such ordinances, rules and regulations as may be framed from time to time by the University as well as degree recognizing regulatory bodies.

**2.18.** Foreign students shall be admitted as per the rules of the University.

**2.19.** Only the High Court of Patna shall have jurisdiction in case of any dispute relating to the provisional admission in the Programme.

### **3. Eligibility Conditions**

The eligibility conditions for admission into the B.A.LL.B Degree Programme shall be as follows:

*Indian /Foreign nationals seeking admission to the Bachelor of Laws Programme of CUSB should have minimum percentage of marks not below 45% of the total marks in case of general category applicants, 42% for OBC category and 40% of the total marks in case of SC and ST applicants in the qualifying examination, such as 10+2 Examination in case of Integrated Five Years Course..*

A candidate who has appeared in the qualifying examinations is also eligible to apply for admission to B.A.LL.B. (Hons.) Integrated Degree Programme, but shall be required to produce proof of having acquired minimum prescribed qualification at the time of admission subject to rules and regulations of the University. He may be provisionally admitted in the programme subject to clause 2.9 of these regulations. However, if he/she is unable to produce proof of having passed the qualifying examination as required by this regulation, his/her admission shall stand cancelled and he/she is not eligible for admission to the B.A.LL.B. (Hons.) Integrated Degree Programme of the CUSB.

However, the eligibility conditions for admission into B.A.LL.B Programme of the University may be recommended by the University Admission, Teaching and Evaluation Committee (UATEC) from time to time which shall be notified in the admission prospectus each year before admission.

### **4. Medium of Instruction of the Programme:**

The medium of instruction and examination shall be English for B.A.LL.B Programme.

### **5. Programme Fee:**

**5.1.** The semester-wise fee structure of B.A.LL.B(hons.) Integrated Degree Programme is given below:

**5.2.** The mode and schedule of payment of fees shall be decided by the university from time to time.

**5.3.** The fee structure of B.A.LL.B(Hons.) Integrated Degree Programme under Department of Law and Governance may be modified/changed by the University prospectively. Such modified/changed fee structure shall be declared in the admission prospectus of the concerned academic session.

## **6. Academic System:**

### **6.1 Semester**

There will be two Semester in an academic year. The First Semester will commence from July or as per the Academic Calendar of the University and will end in December, the second Semester will commence from January and will end in June.

### **6.2 Curriculum**

This Programme contains a prescribed course structure which is generally called Curriculum. Curriculum of a Programme contains courses grouped under various heads, viz. Core Law Course, Elective Law Course, Honours Law Course and Soft/Self Learning Course. These subjects will be offered to a student in a pre-determined Course Structure in each Semester. Students are expected to take subjects offered in each semester and clear them subject to various conditions as prescribed in this regulation. A student is considered to have completed the Programme, if he/she has successfully cleared/ completed all the subjects prescribed in his/her Programme curriculum.

### **6.3 Syllabus**

A course syllabus is a document that explains what a student is going to study in that course. Each subject will have a subject code, course title, course objectives, expected outcome, short and detailed description of the topics the student will be exposed with timestamps, suggested text and reference books, and the mode of evaluation adopted, date on which the Board of Studies has recommended the Syllabus and the date on which it was approved by the Academic Council. Once approved by the Academic Council, it is mandatory for the course teacher to teach the course as specified in the syllabus in total. Any subsequent modifications carried out with the approval of the Board of Studies and the Academic Council will be indicated by a change in the syllabus version number.

### **6.4 Course Plan**

A course plan consists of a list of lectures carried out in each instructional class by the course teacher during the semester, with details like mode of delivery, reference material used, etc. For one course a minimum of 48 lecture for one courses along with seminar classes, research paper presentation and tutorial classes shall be conducted within the one semester period specified in the Academic Calendar of the University.



## 6.5 Course Module

A flowchart describing how various courses shall be taught shall be made part of the curriculum. Necessary pre-, ante- and co- requisite requirements may also be included.

## 7.0. Conduct of the Programme:

**7.1** To qualify for the B.A.LL.B. (Hons.)Integrated Degree, a candidate must earn 224 credits as contained in the Programme structure/Syllabus of B.A.LL.B. (Hons.)Integrated Degree and annexed with this ordinance. This Programme structure/Syllabus is subject to update/change/modify from time to time as prescribed by the Board of Studies (BoS) of the Department and need not to follow the procedure prescribed for updating the ordinances.

**7.2.** A student of the B.A.LL.B. (Hons.) Integrated Degree Programme shall not be permitted to seek admission concurrently to any other equivalent or higher degree or diploma examination in this University or any other University, subject to rules/regulations of UGC or equivalent body in this regard and adoption of the same by the University. If it is reported that any student is registered in any other programme with any institution/ University either in regular mode or distance; his/her admission shall be cancelled by the CUSB.

**7.3.** The Department shall offer courses as per its schedule and available resources and can decide to offer or not to offer a particular course from time to time. To earn additional or lesser credits in a semester from the Department than the prescribed in the syllabus and to earn credits from other Departments/Schools shall be the sole responsibility of the student. She/He has to choose the courses in such a way that it becomes feasible for her/him to earn the credits.

**7.4.** A student cannot register himself/herself for more than 36 credits including the back log courses in any odd/even semester.

## 8. Type of Courses:

The B.A.LL.B Programme of the University has Four types of courses, viz,. Core courses, Elective courses, Clinical Courses, Honours Elective and Soft/Skill Based Courses.

### 8.1. Core courses:

**8.1.1.** The core courses are those courses which is prescribed as compulsory courses under the Legal Education Regulation 2008.

**8.1.2.** All the core courses prescribed for B.A.LL.B Degree Programme offered by the Department of Law and Governance under the School of Law and Governance shall be mandatory for all the students registered in the B.A.LL.B Programme.

**8.1.3.** A core course of the B.A.LL.B Programme may be an elective course for any other Programme.

## **8.2. Elective courses:**

**8.2.1** All the students are required to opt six elective courses from the options given in Course Structure..

8.2.2 An elective course of the B.A.LL.B. programme may be an elective course for any other UG Programme.

## **8.3. Honours Course:**

8.3.1. All the students are required to choose Honours Group from any one group of specialization offered by the department. These courses are intended to:

- allow the student to specialize in one or more branches of the broad subject area;
- help the student to acquire knowledge and skills in a related area that may have applications in the broad subject area;
- help the student to pursue an area of interest.

## **9. Credits:**

A credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, in each course, credits are assigned on the basis of the number of lectures/tutorials/laboratory work/field work and other forms of learning required for completing the contents in 15-18 week schedule.

- (i) 1 credit = 1 hour of instruction per week (1 credit course = 15 contact hours of instruction per semester)
- (ii) 4 credits = 4 hours of instruction per week (4 credit course = 60 contact hours of instruction per Semester)
- (iii) 1 credit = 1 hour of tutorial per week (1 credit course = 15 contact hours of instruction per semester)

Number(s) of credit(s) assigned to a particular course are mentioned in the detailed syllabus of the courses.

## **10. Course Coding:**

Each course offered by the Department of Law and Governance is identified by a unique course code comprising of twelve/thirteen letters/numbers indicating Programme/level of Programme (first two letters in uppercase), Discipline/Subject (Next three letters in uppercase), Semester (next digit ranging from 1 to 10), Course Number (next three digits starting from 001 for each semester), Nature of Course for the Programme (next letter in uppercase i.e. C = Core Course; E = Elective Course, Honours Course = HS, Self-study/Skill courses), total number of credits for the course (next two digits starting from 00), respectively.

For example, the course code for second core course of the B.A.LL.B Programme in the First semester in the Department carrying 4credits shall be **BALAW1002C04**.

Every time when a new course is prepared by the BoS of the Department (merely changing minor content and not the course title shall also be considered as a new course) it shall be assigned a new course code.

However, the University may decide a different course codification pattern for any Programme in future as per the demand of the situation.

### **11. Duration of the Programme:**

The minimum duration for completion of B.A.LL.B Programme shall be ten consecutive semesters. *The maximum period for completion shall be Seven Years i.e. Fourteen Semesters.*

Provided that (i) a semester or a year may be declared by the Controller of Examinations as a zero semester or a zero year for a student if she/he could not continue with the academic work during that period due to terminal illness and hospitalization of longer duration, or due to accepting a scholarship/fellowship, with due permission of the University, subject to the fulfillment of requirements laid down in this respect by the rules or regulations of the University. Such a zero semester/year shall not be counted for calculation of the duration of the Programme in the case of such a student.

(ii) Hostel and other related facilities shall not be given to a student after completion of minimum duration, i.e.TenSemesters required for B.A.LL.B. (Hons.) Integrated Degree Programme.

ज्ञान सेवा विमुक्तये

### **12. Student Mentor:**

The Department shall appoint a Mentor for each student from amongst the faculty members of the Department. All faculty members of the Department shall function as Student Mentors and shall generally have more or less equal number of students. The Student Mentor shall advise the student in choosing courses and render all possible support and guidance to her/him.

### **13. Course Registration:**



**13.1.** The registration for courses shall be the sole responsibility of the student. No student shall be allowed to do a course without registration, and no student shall be entitled to any credits in the course, unless she/he has been registered for the course by the scheduled date fixed by the Department/School/University.

**13.2.** Every student has to register in each semester (in consultation with her/his Student Mentor) for the courses she/he intends to undergo in that semester by applying in the prescribed proforma in triplicate (one copy each for student, for the student's file to be maintained in the departmental office and for the office of the Controller of Examinations), duly signed by her/him, the Student Mentor, the concerned Course Teacher and finally approved by the Head/In charge of the Department of Law and Governance, within the deadline notified for the purpose by the Department/School/University.

**13.3.** Registration done in different courses within the stipulated period of time by a student shall not ordinarily be permitted to be changed. However, in exceptional cases, a student may be allowed by the Head/In charge of the Department of Law and Governance to change his/her group of specialization a course for another group of the courses for valid reasons by applying on prescribed proforma (in triplicate as mentioned above in 13.2) with the consent of the Student Mentor not later than one week from the last date of course registration in a particular semester. This duly approved change/withdrawal shall be notified by the office of the Department of Law and Governance to all concerns like Controller of Examinations, both the Course Teachers etc.

#### **14.Examination and Promotion:**

**A.** The examination of all the courses required for the B.A.LL.B. (Hons.) Integrated Degree shall be internal in nature and generally consisting of Continuous Internal Assessment and End-Semester Examination. For the preparation of final grade in a particular course, the Continuous Internal Assessment (Formative in nature) and the End-Semester Examination (Summative in nature) shall have the weightage of 30% and 70%, respectively.

**B.** Students shall be evaluated on 100 marks for each Course. Evaluation in each course shall broadly be based on two segments:

- i. Internal Assessment by the Course In-charge (Internal Assessment includes Written submission of projects, project presentation, seminar Assessment Test, Moot Court, and Viva Voce, case studies, continuous Assessment Test etc.).
- ii. Evaluation through a Semester End Examination (SEE).

Semester End examination shall be held for 70 marks in each paper. Remaining 30 marks shall be assigned for Internal Assessment

Since, the University has adopted the system of grading, hence, the marks shall not be reflected in a grade sheet of a student.

For obtained marks –

In such course(s), where direct numerical grades are awarded in place of points, these numerical grades shall be converted into marks by using the following formula:

$$\text{Marks in the Course} = \text{Numerical grade in the Course} \times 10$$

However, any change may be recommended in this pattern by the UATEC, from time to time.

#### 14.1. Continuous Internal Assessment:

Weightage to be given for each component of continuous evaluation shall be as follows:

Sl. No.	Internal Assessment Components	Weightage (Max. Marks)
1	Project Submission/CAT	10
2	Moot Court/ Class Test/Quiz/ Assignment/Project Presentation	10
3	Case studies/Seminar/ Assignment/ Surprise Test	10
	<b>TOTAL</b>	<b>30</b>

**14.1.1.** Generally, each course shall be taught by one teacher only, who shall maintain all the records related to attendance, teaching and assessment in a systematic manner. In an exceptionally rare case, if a teacher is assisted in teaching by other teacher, the teacher (in-charge of the course) shall be responsible for coordinating teaching and assessment, including award of final grade.

**14.1.2** In case a student fails to appear in any Continuous Internal Assessment, it will be taken care by the concerned Course Teacher at her/his level.

#### 14.2. End-Semester Examination:

The Semester End Examination (SEE) will be conducted in a semester for each course, as per the schedule given in the Academic Calendar. A Semester End Examination of theory paper for the duration of three (3) hours shall be conducted for a maximum of 70 marks.

The schedule of the examination for each theory course shall be announced by the CoE, CUSB; at least two weeks before the scheduled commencement of SEE.

### **14.3. Questions based on High Order Thinking (HOTs)**

To test skills involving analysis, evaluation and synthesis learnt by students in each course, questions based on Higher Order Thinking skill (HOTs) is introduced in all SEE examinations. The simplest thinking skills are learning facts and recall, while higher order skills include critical thinking, analysis and problem solving. Initially, SEE question papers shall carry questions based on HOTs to an extent of 30% of the total questions asked in each question paper and the share of HOT questions may be increased to 70% in stages.

### **14.4. Eligibility for Examinations**

All students who have registered for a particular course are eligible to write the SEE of that course, provided he/she is declared not eligible due to one or more of reasons listed below:

- i. Shortage of attendance
- ii. Acts of indiscipline
- iii. Withdrawal from the courses

### **14.5. Absence from an Exam**

Zero mark shall be awarded for any absence in an examination and the student shall be required to pass that course(s) in the Repeat examination as per the schedule of the university in this regard.

### **14.6. Copying/ Malpractice in Exams**

In case of unfair means/ malpractices in examination, the existing regulations relating to use of unfair means of the University will be followed. However, this is subject to amendment in the respective rules by the competent authority

### **14.7 Making Evaluated Answer-scripts Available to the Students:**

A. All the examination answer-scripts shall be made available to the students after evaluation by the respective teachers as per the schedule decided by the concerned teachers or the University. In case of the End-Semester Examination, the evaluated answer scripts shall be made available to the students within 7 days of the last examination for the semester. Thereafter, within a week, all the answer books along with the statement of marks shall be sent by the concerned teacher through her/his Department to the Office of the Controller of Examinations for declaration of the results and shall be posted on the ERP of the University or as decided by the competent authority.

B. If a student is not satisfied with the evaluation of her/his answer script, she/he must submit a written objection to the concerned Head of the Department (offering the course) within 8 days from the last examination for the semester. Such complaint shall be looked after by a panel of three faculty members, including the concerned teacher, to be nominated by the concerned Head of the Department, whose decision shall be final.



The revised points, if any, shall be submitted by the panel to the concerned Head of Department who shall further submit it to the Controller of Examinations. This complete process of grievance redressal by the panel and the further submission of marks by the Head of Department, generally, should not take more than 7 days from the date of receipt of the grievance. However, in case of any controversy, the matter shall be referred to the Vice-Chancellor for final decision and action.

C. Once evaluated answer books are submitted to the Controller of Examinations, there shall be no re-evaluation/re-totalling thereafter.

#### 14.8. Letter Grades and Grade Points:

An absolute grading system shall be adopted to grade the students.

**14.8.1.** Under the absolute grading system, points shall be converted to grades based on pre-determined class intervals.

**14.8.2.** In the End-Semester theory or practical examinations, the examiner shall award the points and these points after adding the points of Continuous Internal Assessment shall be further converted into Grades/Grade points in accordance with the provisions of this ordinance.

**14.8.3.** Detail Grade Sheet issued by the Controller of Examinations office at the end of the semester shall carry points /percentage and equivalent grades (numerical and letter) both.

**14.8.4.** The 10-point Grading System, with the Letter Grades as given under shall be followed:

Letter Grade	Numerical Grade Point	Class Interval (in %)
O (Outstanding)	10	Above 90 and $\leq$ 100
A+ (Excellent)	9	Above 80 and $\leq$ 90
A (Very Good)	8	Above 70 and $\leq$ 80
B+ (Good)	7	Above 60 and $\leq$ 70
B (Above Average)	6	Above 55 and $\leq$ 60
C (Average)	5.5	Above 45 and $\leq$ 55
P (Pass)	5	45
F (Fail)	0	< 45
Ab (Absent)	0	Absent

Note:

- i. F= Fail, and the students graded with 'F' in a Programme or Course shall be required to re-appear in the examination.
- ii. The minimum qualifying points for a course shall be 45% (i.e., 'P')

grade). A student is declared to have passed in a Course (SEE/Internal Assessment), only if he/she meets the following conditions:

- (ii) The students shall have to qualify in the Continuous Internal Assessment and the End-Semester examinations taking together.
- (iii) Before awarding numerical grade to the points obtained in a course, only the total of Continuous Internal Assessment and End-Semester Examination shall be rounded off to remove the decimal point. Thus, no separate rounding off shall be done of the points obtained in different components of Continuous Internal Assessment and End-Semester Examination.
- (iv) There shall be rounding off of SGPA/CGPA up to two decimal points.
- (v) The SGPA/CGPA obtained by a student shall be out of a maximum of 10 points.
- (vi) In order to be eligible for the award of the B.A.LL.B. (Hons.) Integrated Degree of the University, a student must obtain CGPA of 5.0. at the end of the Programme.
- (vii) Provided that the student who is otherwise eligible for the award of the B.A.LL.B Degree but has secured a CGPA of less than 5.0 at the end of the minimum permissible period of semesters may be allowed by the Department to repeat the same course(s) or other courses of the same type in lieu thereof in the extra semesters provided in Clause 11 related to the duration of Programme.
- (viii) The Cumulative Grade Point Average (CGPA) obtained by a student shall be classified into the following division/Class:

<b>CGPA</b>	<b>Class/ Division</b>
Above 9	Outstanding
Above 8 to 9	First Class (With Distinction)
7 to less than 8	First Class
6 to less than 7	High-Second Class
5.5 to less than 6	Second Class
5 to less than 5.5	Third Class

#### **14.9. Re-appear in the End-Semester Examination:**

**14.9.1.** Once a student has fulfilled the attendance requirements in a course as per the provisions mentioned in this ordinance but has failed to score minimum grade required

to qualify the Course or failed to appear in the End-Semester Examination of the course, may be allowed to re-appear in the End-Semester Examination, in such course, in the extra semesters provided under the Clause 11 on duration of Programme.

**14.9.2.** Such student may avail the chance to re-appear only within the maximum duration of the Programme. The re-appearance shall be permitted only in the End-Semester Examination of the concerned course(s) and the marks obtained by the student in the Continuous Internal Assessment conducted earlier for the particular course(s) shall be carried forward to be added with the marks obtained by her/him in the latest End-Semester Examination of the respective course(s). If any student is failed to complete the requirement of continuous internal assessment due to terminal illness, longer duration of hospitalization then She/He may be permitted to reappear for CAT.

**14.9.3.** The re-appear examination of even semesters shall be conducted along with the End-Semester Examinations of even semesters. Similarly, the re-appear examinations of odd semesters shall be conducted along with the End-Semester Examinations of odd semesters.

**14.9.4.** The re-appear examination shall be based on the syllabi of the course in force at the time of initial registration to the course.

**14.9.5.** A student who is re-appearing for the End-Semester Examination as per the clause 14.9.1 above; can re-appear in the subsequent semester(s), whenever the examination of a particular course is held, on payment of Rs. 2000/- (may be revised time to time by the University) per course in addition to the prescribed semester fee of the semester in which she/he has been promoted/provisionally promoted, if applicable, within the maximum permissible duration for the Programme.

**14.9.6.** A student who has got the Migration/Transfer Certificate issued from the University shall not be allowed to re-appear in the End-Semester Examination.

**14.10. Re-appear in the End-Semester Examination for Improvement of Grade(s):**

**14.10.1.** If a student wishes to improve her/his grade(s) in any course (s), she/he can re-appear in the End-Semester Examination in the subsequent odd/even semester(s), whenever the examination of the particular course(s) is held, on payment of Rs. 2000/- (may be revised time to time by the University) per course in addition to the prescribed semester fee of the semester in which she/he has been promoted/provisionally promoted, if applicable, within the maximum permissible duration for the Programme of study of the student.

**14.10.2.** A student may improve her/his points/grade by reappearing in the End-Semester Examination of a course as per the provisions of reappearing mentioned above. In such cases points obtained by the student in the Continuous Internal Assessment of the particular course shall be carried forward to the subsequent End-Semester Examination of the course. However, in such case, the points/grades obtained on the basis of latest appeared End-Semester Examination shall be considered for calculation of final CGPA of the Programme.



**14.10.3.** The re-appear examination of a course for improvement of grade shall be based on the syllabi of the course in force at the time of initial registration to the course.

**14.10.4.** A student who has got the Migration/Transfer Certificate issued from the University shall not be allowed to re-appear in any examination for improvement of grade.

#### **14.11 Repeating course(s):**

**14.11.1.** A student having attendance shortage in any course may repeat the course by taking re-admission in that course in subsequent odd/even semester(s), whenever the course is being offered, within the maximum permissible duration of the Programme.

**14.11.2.** If a student repeats a course she/he has to fulfill all the desired requirements afresh including attendance, Continuous Internal Assessment and the End-Semester Examination. In such case the course content shall be based on the syllabi of the course in force at the time of repeat of the course. However, at the time of repeating, if the same course is not being offered by the Department due to any reason, the student may choose any other course of similar nature and credits from the available courses on recommendation of the Mentor and approval of the concerned Head of Department.

**14.11.3.** If a student repeats a course, she/he has to submit a fee of Rs. 3000/- (may be revised time to time by the University) per course in addition to the prescribed semester fee of the semester in which she/he has been promoted/provisionally promoted, if applicable.

#### **14.12. Promotion Rules:**

**14.12.1.** A student shall be declared as '**Promoted**' to the next semester when s/he earns 'P' Grade or above in the last concluded semester examination, maintaining the spirit and pattern of semester system and covering the mandatory components, such as Continuous Internal Assessment and End-Semester Examinations in all the courses for which s/he was registered till date.

**14.12.2.** A student shall be '**Provisionally Promoted**' to the next semester if she/he secures less than 'P' grade in **any courses registered by her/him, then the student shall be permitted to reappear for maximum three courses in the next odd/even semester examination as the case may be. If a student is failed in more than three courses in any semester he/she shall re appear in the remaining courses in excess of three in the next odd/even semester[in addition to the regular courses of the said semester].**

**14.12.3.** A student shall be deemed as '**Failed**' in a course when she/he gets below 'P' Grade in the said course(s), after fulfilling the attendance requirements as per this

ordinance, out of the total courses registered by her/him till date. In such case(s), a student has to re-appear in the End-Semester Examination of the course(s) in subsequent odd/even semester(s) within the maximum permissible duration of the Programme on payment of Rs. 2000/- (may be revised time to time by the University) per course. Since, such student does not need to attend the classes of the course(s) again; the marks of Continuous Internal Assessment obtained by her/him in the course(s) earlier shall be carried forward to be added with the marks obtained by her/him in the latest End-Semester Examination of the respective course(s).

**14.12.4.** A student shall also be deemed as '**Failed**' in a course when she/he failed to appear in the End-Semester Examinations of courses due to the attendance criteria mentioned in 18.4 of this ordinance. Such student has to repeat the courses in the subsequent odd/even semester(s), whenever the courses are being offered, within the maximum permissible duration of the Programme, on payment of the prescribed fees as per the clause 14.10.

**14.12.5.** A student shall be declared to have passed the Programme of study and award of the degree if she/he has secured the required credits with at least 'P' grade.

**14.12.6.** The re-examination of End Semester Examination of the failed or provisionally promoted students shall be as per the clauses/sub-clauses under 14.9 & 14.12 above. However, only in case of final semester students (within the minimum prescribed duration of the programme) who fails to appear or to achieve 'P' grade in maximum number of courses corresponding to 12 credits including all backlogs after the result declaration of final semester, the Department may ask the concerned course Teacher(s) to conduct the re-examination of End-Semester Examinations of such course(s) within a month from commencement of the next semester relaxing the condition of odd/even semester as given in 14.12 and the student shall have to pay a fee of Rs. 2000/- per course of 4 credits.

**14.12.7.** If a candidate is repeating a course in an academic session, whatever may be the reason, it shall not be counted in the total number of seats and shall not affect the fresh intake of the B.A.LL.B Programme in that academic session.

## **15. Computation of SGPA and CGPA:**

The University shall follow the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

**15.1.**The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student in a particular semester and sum of the number of credits of all the courses undergone by a student in that semester, i.e.,

$$SGPA (S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where,  $C_i$  is the number of credits of the  $i^{th}$  course and  $G_i$  is the grade point scored by the student in the  $i^{th}$  course.

**15.2.** The CGPA is also calculated in the same manner taking into account all the considerable courses as per the provision laid down in this ordinance out of the total courses undergone by a student over all the semesters of a Programme, i.e.,

$$CGPA = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where,  $C_i$  is the number of credits of the  $i^{th}$  course (which is to be considered for the award of the PG Degree) and  $G_i$  is the grade point scored by the student in the  $i^{th}$  course.

**15.3.** The SGPA and CGPA shall be rounded off to 2 decimal points.

**15.4** Since, the calculation of CGPA is not based on all the courses undergone by student, rather it is governed by other provisions laid down in this ordinance like, clause 7.2.3, 13.5 etc., the CGPA may differ from the corresponding calculations based on SGPA only.

**16. Illustration of Computation of SGPA and CGPA:**

**16.1. Illustration for computing SGPA:**

Course	Credit	Grade Letter	Grade Point	Credit Point
Course I	3	A	8	3 x 8 = 24
Course II	4	B+	7	4 x 7 = 28
Course III	3	B	6	3 x 6 = 18
Course IV	3	O	10	3 x 10 =30
	Total credits for the semester = 13			Total Credit points Earned = 100

Thus, SGPA = 100/13 = 7.69

**16.2 Illustrations for computing CGPA:**

Courses Considered for the Award of the Degree	Completed in the month (Year)	Credit	Grade Letter	Grade Point	Credit Point
Course I	Dec 2018	4	A	8	4 x 8 = 32
Course II	Dec 2018	4	B+	7	4 x 7 = 28
Course III	June 2019	4	B	6	4 x 6 = 24
Course IV	June 2020	4	C	10	4 x 10 = 40
Total credits for the semester =16					Total Credit points earned= 124

Thus,  $CGPA = 124/16 = 7.75$

**Note: Formula to calculate percentage from CGPA/SGPA = CGPA or SGPA x 10; and formula to calculate percentage to CGPA or SGPA = Percentage/10,**

**e.g., In case of example mentioned in Table 16.2, the percentage of CGPA =  $7.75 \times 10 = 77.50\%$**

**16.3. Transcript (Format):** Based on the above, letter grades, grade points, and the SGPA, the Transcripts/Detail Grades Certificates (DGCs) shall be issued to the candidates for each semester and a consolidated transcript on completion of the Programme indicating the performance in all the courses considered for calculating the CGPA. Along with the CGPA, the percentage of marks obtained in the Programme shall be reflected in this consolidated transcript on the basis of the CGPA. However, this system may be changed by the University at any point of time without prior notice to the stakeholders as per the need.

### 17. Removal of Student Name from the Programme:

The name of a student falling under any one of the following categories shall automatically stand removed from the rolls of the University:

- A student who has failed to fulfill the minimum grade point requirements prescribed for the Programme during the maximum duration of the Programme.
- A student who has already exhausted the maximum duration allowed for completion of the Programme and has not fulfilled the requirements for the award of the degree.



- (c) A student who is found to be involved in misconduct, forgery, indiscipline or any other objectionable conduct, upon recommendation of the Disciplinary Committee/ Proctorial Board or any other procedure deemed fit by the University.
- (d) A student who has failed to attend the classes as stipulated under the clause of attendance requirements in this ordinance.

**18. Attendance Rules:**

**18.1** A student is required to attend 100% of the classes held in a course in the specific semester in order to be eligible to appear in the End-semester examination of that particular course.

**18.2.** Waiving of attendance-deficit up to a maximum of 25% is permissible to accommodate following situations:

(a) Representing the University in any inter-collegiate, inter-University, local, national or international events; (b) Participating in an activity of the University with prior permission of the Competent Authority; (c) Participation in NCC/NSC/NSS Camps duly supported by certificate. (d) Participation in Educational Excursions, which form a part of teaching in any subject, conducted on working days duly certified by the concern Course Teacher/ Head of Department /Dean; and (e) to cover all unforeseen reasons like illness, hospitalization, personal engagements elsewhere or other personal reasons which compel a student to absent herself/himself from attending the classes.

**18.3.** Hence, it shall be mandatory/compulsory to every student to have attendance in 75% classes held in particular course. No waiver, for whatsoever reason, shall be given. Accordingly, no application requesting waiver below 75% attendance shall be entertained by the University. However, a further relaxation up to 10% or the days spent (whichever is lesser) on the basis of situations mentioned under a, b & c of Clause 18.2 above (not on the basis of d of Clause 18.2) may be considered by the Vice-Chancellor on the recommendation of the Head/In charge of the Department. In any other situation no appeal can be made for this purpose even to the Vice-Chancellor.

**18.4.** A student, however, shall not be allowed to appear in the End-Semester Examination of the courses which are not covered under above mentioned clauses 18.1, 18.2 and 18.3. Such a student shall be permitted to repeat the courses in the subsequent odd/even semester(s), whenever the courses are being offered, within the maximum permissible duration of the Programme, on payment of the prescribed fees as per the clause 14.10.3. However, in the first semester, for repeating the courses, it shall be mandatory for a student to have minimum 40% attendance in aggregate (taken together all the courses registered by her/him in the semester). If a student does not put in at least 40% of aggregate attendance in the first semester, she/he shall have to leave the Programme without claiming refund of any fees, and her/his admission shall be treated as cancelled.

**18.5.** The attendance of a newly admitted candidate shall be counted from the date of her/his admission/registration or date of beginning of classes, whichever is later. In the case of promoted candidates, attendance shall be counted from the date on which respective class begins. However, if a new student is admitted late after the commencement of the classes, s/he must get herself/himself registered in the desired courses following the due procedure within 5 working days after the admission failing which her/his attendance shall be counted after 5 working days from the date of admission.

**18.6.** In a case of changed registration as per the clause 13.3 of this ordinance the total classes held for calculating percentage of attendance in the newly registered course for a particular student shall be counted from the fresh registration in that particular course.

**18.7.** Monthly records of attendance of students in each of the courses taught by a teacher is to be prepared and submitted by the concerned teacher to the Office of the Head/In charge of the Department (HoD) and the Controller of Examinations' (CoE) office by the 10<sup>th</sup> day of the next month after displaying it to the students in the course and taking their signatures. The teacher will keep the original record of attendance with her/him and submit it finally to both the offices with her/his remarks regarding the eligibility of a student for appearing in the end semester examination within three working days after the last class or teaching day in the semester, whichever is later. Any failure in compliance in this matter must be informed by the concerned teacher to the Head of Department and the Controller of Examinations with justification.

**18.8.** There shall be an Attendance Monitoring Committee in the Department under the Chairmanship of the Head or her/his nominee for proper monitoring of attendance records and taking suitable action(s) as per the requirements.

## **19. Programme Structure:**

. A student registered for B.A.LL.B.(Hons.) Integrated Degree Programme is required to earn at least 224 credits within the stipulated time as per the details given in Annexure-1.

## **20. Prohibition of Lateral Entry/ Exit and Migration**

**20.1** There shall be no lateral entry on the plea of graduation in any subject or exit by way of awarding a degree splitting the integrated law degree course, at any intermediary stage of integrated law degree course.

**20.2** However the migration may be allowed as per University Rule.

## **21. Formal Dress Code during Class Hours & Internship**

Formal Dress Code shall be applicable during the normal class hours, during internship and in moot court exercise as follows:

For Boys: White shirt, long black trousers, Black tie with mentioning "F O L" on top of it, Black buttoned up coat, White socks, Black shoes.

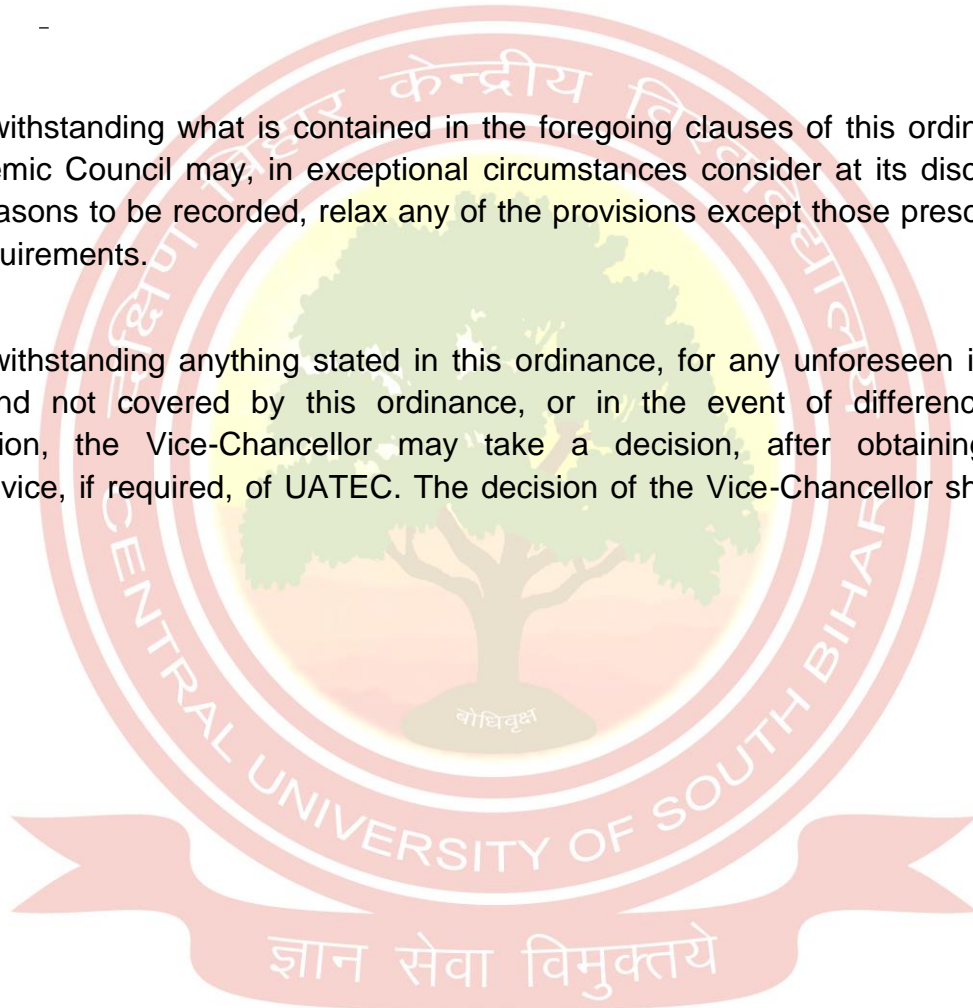
For Girls: White shirt, long black trousers or White Punjabi dress of Churidar Pajama or Salwar and Kurta with dupatta (white or black), Black tie with mentioning "Department of Law and Governance" on top of it, Black buttoned up coat, White socks, Black shoes.

## **22. Power to Relax and Amendments**

**22.1.** All the above clauses are subject to the amendments, as and when required, as per the decisions pertaining to rules, regulations and norms of the University Statutory Bodies and other Regulatory Bodies etc. (e.g., BCI or UGC), from time to time. -

**22.2.** Notwithstanding what is contained in the foregoing clauses of this ordinance, the Academic Council may, in exceptional circumstances consider at its discretion and for reasons to be recorded, relax any of the provisions except those prescribing CGPA requirements.

**22.3.** Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining the opinion/advice, if required, of UATEC. The decision of the Vice-Chancellor shall be final.



**Annexure – I**

