

National Law University Odisha Academic and Examination Rules 2023

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

I. GENERAL

1. Short Title, Application and Commencement

- i. The following Rules shall be known as the National Law University, Odisha Academic and Examination Rules 2023.
- ii. They shall apply to all undergraduate and postgraduate programmes in the University other than the Ph.D. programme.
- iii. They shall come into force on e1st May 2023.
- iv. The provisions concerning Choice Based Credit System shall not be applicable to students admitted into the 2018 and 2019 batches of undergraduate programmes.
- v. The provisions contained in Rule 13 shall be applicable for end-semester examination scheduled to begin on 24th April 2023.
- vi. Provision for ‘R’ in Rule 23(vii) and ‘I’ in Rule 25(iv) of National Law University (Undergraduate Examination Rules 2010) will be applicable to examinations conducted in NLUO before 24th April 2023.
- vii.

2. Definitions

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

- i. “Academic Coordination Committee” means an Academic Coordination Committee constituted by the Vice Chancellor under Rule 32 of these rules.

- ii. “Act” means the National Law University Orissa Act,2008 (Act IV of 2008);
- iii. “CGPA” means Cumulative Grade Point Average;
- iv. “Candidate” means a student of NLUO entitled to appear for the examinations and other evaluation methods pertaining to a given course;
- v. “Code” means a sequence of letters and numbers determined according to a specified method, the details of which shall be decided by the Examination Committee;
- vi. “Committee” and “Examination Committee” means for the purpose of these Rules the Examination Committee constituted under Rule 30;
- vii. Dean means, Dean (Academics) appointed by the Vice Chancellor under Rule 32.
- viii. “Decoding” means a process of determining the identity of a student to whom a code has been assigned;
- ix. “Department” and “Examination Department” means the Examination Department of the University which is responsible for the administrative aspects of examination and evaluation;
- x. “Encoding” means the process of assigning a code to students and thereby concealing their identity, usually in connection with written examinations so as to preclude the possibility of bias in the evaluation process;
- xi. “Examination” includes any mode for evaluating the performance of students which is prescribed as part of the courses.
- xii. “Examination Malpractice” means any conduct intended to provide an unfair advantage to the concerned student in the Examination and shall among other things as may be determined from time to time, include the following:
 - a. Writing name, roll number or any other indicative matter in the answer sheet which has the potential of revealing the identity of the student writing the examination
 - b. Carrying the examination answer script outside the examination hall before, during or after the examination;
 - c. Carrying cell phones or any other electronic devices inside the examination hall unless otherwise permitted by notification;
 - d. Carrying any other prohibited material into the examination hall;
 - e. Writing anything on the question paper
 - f. communicating in any manner whatsoever with any other student

or any other person as regards the content of the question paper or the answer to the questions

- g. Any other act which the Committee, in consultation with the Vice-Chancellor, may recognise as amounting to malpractice.
- xiii. “Faculty” means and includes Regular Faculty, Adjunct Professor, Visiting Professor, Visiting Faculty and such other faculty as may be engaged by the University from time to time.
- xiv. “NLUO” and “University” means the National Law University, Odisha;
- xv. “Notice” includes any notification or official communication to the students through a general email marked to the students individually or in group. It shall also include any announcement put up on the official website of the University or in the “Notice Board” in the University’s Administrative Office.
- xvi. “Plagiarism” means copying without acknowledgement;
- xvii. “Student” means student enrolled in a regular programme of study offered by NLUO.
- xviii. “Website” means the official NLUO website, accessible through the URL<<https://www.nluo.ac.in>>
- xix. “Written Submission” includes but not limited to, projects (both rough and fair drafts), short essays, response papers, seminar papers and dissertations.

3. Assignment of Courses

- i. Before the commencement of each semester, the Dean (Academics) shall in consultation with the Academic Coordination Committee and the Vice Chancellor prepare a list of compulsory and optional courses to be offered in the semester and allot the courses to faculties.
- ii. Enrollment in specific optional papers may be open to different batches of the 5 Year Integrated Programme or to students of different degree programmes such as LL.B. and BA (Law). Generally, the optional papers open to LL.M. students shall not be open to students of undergraduate programmes.
- iii. Minimum and maximum limit of students for an optional course shall be notified by the Controller of Examinations as per the approval of the Dean (Academics). The Dean (Academics) shall finalize such limit after consultation with the Vice-Chancellor and other members of the Academic Coordination Committee.

- iv. In case the number of students who have opted for a course is more than the maximum limit decided by the Academic Coordination Committee, the Examination Department in consultation with the Dean and the Faculty concerned, shall adopt a suitable method for selection of the students in the course.

4. Course Credits and Choice Based Credit System

- i. Save as otherwise provided in the Rules or elsewhere, each course offered under regular NLUO curriculum shall carry a total of four/two credits. This shall also apply to optional and clinical courses.
- ii. A student pursuing BA.LL.B and BBA.LL.B programme in NLUO will have to obtain a minimum of 240 credits to get the BA/LLB or BBA/LLB degree.
- iii. A student pursuing the LL.B. programme in NLUO will have to obtain 144 credits to get the LL.B. Degree.
- iv. Ordinarily, students will be expected to earn 24 credits per semester and 48 credits per year.
- v. Subject to Rule 4(viii) and 4(ix), a student will have to earn a minimum of 20 credits in a semester and 40 credits in a year. A student will have to obtain 20 credits in a semester and 40 credits in a year out of subjects offered in that semester and in that year. Unearned credits of the previous semester or years which are being earned in subsequent semesters or years shall not be counted in the minimum of 20 credits required for a semester and 40 credits required for a year.
- vi. Students may obtain the remaining balance of credits in subsequent years of their programme.
- vii. It will be the sole responsibility of the student to manage the class hours for obtaining the balance credits of the previous semester/year. Student shall not get any attendance claim for absence from classes for this purpose.
- viii. During the programme of study, a student will get the advantage of a maximum of 24 credits obtained from other universities and higher education institutions which are authorized to award degrees as per the law in this regard in force. This includes credits obtained through courses offered on the SWAYAM platform.

Provided that the maximum number of credits for non-law courses shall not be more than 8.

- ix. Credits obtained from other institutions and platforms shall be adjusted only against

optional courses.

- x. A student who wants to take a course from other institutions or SWAYAM platform shall have to make an application and submit the details of the course, institution or teacher(s) offering the course and evaluation pattern to the Dean (Academics) in advance. Dean (Academics) will place the application along with the details to the Academic Coordination Committee. The Academic Coordination Committee will decide whether the particular course fulfills the academic standard requirements of NLUO. Credits obtained in such courses will be acknowledged by the University only if the student has taken the course after the prior permission of the Academic Coordination Committee.
- xi. It will be the sole responsibility of the student to manage the class hours in NLUO with the class timings for credit courses undertaken by him/her in other institutions or online platforms. Student shall not get any attendance claim for absence from classes in NLUO for this purpose.
- xii. If the course taken by the student outside the regular curriculum of NLUO has more than 4 credits, the student will get the advantage of only 4 credits. The remaining credits will not be added in any other course.
- xiii. Participation in courses offered by other institutions and platforms shall not be accepted as a reason for not attending the regular course offered in NLUO. Students shall not be eligible for any attendance claim in this regard. It shall be the sole responsibility of the student to manage the attendance and evaluation requirements of such courses without compromising the attendance and evaluation requirements of regular curriculum in NLUO.

5. Single-Credit and Two-Credit Courses offered by NLUO

- i. The University may offer from time to time, single-credit or two-credit courses Which are outside beyond the regular curriculum of the University.
- ii. A single-credit course shall involve a minimum of fifteen hours of classes which may include lectures, presentations, assignments in classes and tests.
- iii. Two-credit courses shall involve a minimum of thirty hours of classes which may include lectures, presentations, assignments in classes and tests.
- iv. The Coordinator of the credit course, shall be responsible for implementing an evaluation method (*e.g.* term paper, examinations etc.) of her or his choice.

- v. Credits obtained in single and two credit courses offered in NLUO, may be adjusted against an optional course subject to the maximum limit of 24 credits as given in Rule 4(v).
- vi. Participation in credit courses shall not be accepted as a reason for not attending the regular courses offered in NLUO. Students shall not be eligible for any attendance claim in this regard. It shall be the sole responsibility of the student to manage the attendance and evaluation requirements of such courses without compromising the attendance and evaluation requirements of regular curriculum in NLUO.

6. Teaching Seminar Courses

- i. Students of the 4th and 5th year of the five year integrated degree course, of 3rd year of the three year LLB course and LL.M. students may be offered teaching seminar courses in lieu of optional courses wherein they function as a 'Teaching Assistant' in any of the compulsory or optional papers under the faculty teaching such course (hereinafter referred to as Faculty Supervisor)

Provided that the following categories of regular faculty members may function as Faculty Supervisors:

- a. Professors
 - b. Associate Professors
 - c. Assistant Professors with at least three years of teaching experience at NLUO
- ii. The Controller of Examinations after consulting the Dean (Academics) shall notify the courses in each semester for which Teaching Seminars can be conducted.
 - iii. Once the list is notified, student eligible for Teaching Seminars shall apply in writing to the Examination Department, specifying their preferences. The Academic Coordination Committee shall allocate Teaching Seminar courses after taking into account individual applicant's academic performance, which includes both overall performance, achievements in the subject-area of Teaching Seminar Course and the opinion of the concerned Faculty Supervisor.
 - iv. Rules pertaining to projects, examination and other modes of evaluation pertaining to other courses shall not apply to Teaching Seminar Courses.

- v. The recommended marking scheme for Teaching Seminar Courses is provided below:

Performance in classes conducted (Minimum 5 hours and maximum of 10 hours)	30 Marks
Preparation of Research Material and Lecture Notes (for at least 10 Lectures)	30 Marks
Preparation of Course Outline and Reading Material in a Related Advanced Area	40 Marks

- vi. Faculty Supervisors of Teaching Seminar Courses may deviate from the above scheme provided with prior approval of the Academic Coordination Committee.
- vii. Credits obtained in Teaching Seminar Courses course will not be counted in the maximum allowed limit of 24 credits mentioned in Rule 4[v]

7. Evaluation-General

- i. Save as otherwise provided in the Rules or elsewhere, each course shall carry a total of 100 marks.
- ii. For courses in B.A. LLB., BBA.LL.B and LL.B programmes, 70 marks are allocated to the End-Semester Examination and 30 marks to Project Work.

Provided that for clinical papers, the distribution of marks shall be as approved by the Dean (Academics).

- iii. For courses in BA (Law) programme, 40 marks are allocated to the End-Semester Examination and 60 marks to Project Work/Field Work/Assignments.
- iv. For courses in LL.M. programme, 50 marks are allocated to the End-Semester Examination and 50 marks to Project Work.
- v. For courses in B.A. LLB., BBA.LL.B and LL.B programmes, the distribution of 30 marks of project work for written submission and viva voce shall generally be 20-10 but may be revised from time to time by the Academic Coordination Committee in consultation with the Vice-Chancellor.
- vi. For courses in LL.M. programmes, the distribution of 50 marks of project work for written submission and viva voce shall generally be 35-15 but may

be revised from time to time by the Academic Coordination Committee in consultation with the Vice-Chancellor.

- vii. For courses in B.A. (Law) programme, the distribution of 60 marks of project work and field work shall generally be 30 marks of written project, 20 marks of viva voce and 10 marks of presentation on a field visit but may be revised from time to time by the Academic Coordination Committee in consultation with the Vice-Chancellor.
- viii. The evaluation system, break up of marks and project work provided above may be changed by a Faculty with the prior approval of the Academic Coordination Committee and the Vice Chancellor. Any proposed evaluation pattern different from that given in rule 7 shall ensure that it is no less rigorous than what is provided under the Examination Rules.

8. Project Assignment

- i. The Faculty shall, within a week of the commencement of the semester, allot project topics to students enrolled in the course, and notify the same in due manner. Topics may be changed by the course teacher on the request of student(s) at any time before the deadline for the submission of the project.
- ii. Topics may be allotted either to individual students or to group of students, according to the discretion of the course teacher.
- iii. Word limit and format of the project shall be as specified by the course teacher. If the course teacher does not mention any word limit or format for the project it shall be in the following format:
 - a. The project should ordinarily be in the range of 3000-5000 words including footnotes, but excluding cover page, bibliography, contents page, list of cases etc. It should be in 12-point Times New Roman or Garamond font, with at least 1.5 line spacing. The cover page should clearly specify the student's name, discipline (i.e., B.A. LL. B, B.B.A. LL. B, or any other as the case may be) and roll number, along with the title of the project assignment and the course concerned.
 - b. Students should adhere to a Uniform method of citation.
- iv. Students should submit soft copy of the project to the examination department and the faculty.

- v. The last date for the submission of the project shall be notified to the students in advance. For projects submitted within seven days from the date of the submission deadline, 2 marks shall be deducted. Further 2 marks shall be deducted from the starting date of every week of delayed submission. For projects submitted after the beginning of the viva voce for the said course, no viva voce will be conducted for such submissions and zero marks will be awarded for viva voce. Projects submitted after the beginning of the End-Semester Examinations shall not be evaluated.
- vi. The faculty will evaluate the written project from the total marks assigned for written project. After the faculty have submitted the marks, the Examination Department shall implement the deduction of marks as laid out in Rule 8 (v)
- vii. The Dean (Academics) in her discretion may give extension after the deadline for project submission to particular students on reasonable grounds. For students who have got extension for project submission, deduction of marks will start from the day after the last date of the extension period. However, such extension shall not be later than the beginning of the End-Semester Examinations. Such extension shall also not lead to conduct of viva if the project has been submitted after the beginning of the viva voce for the said course.

9. Dissertation

- i. For students enrolled in the LL.M, programme, submitting a dissertation and appearing for the viva is a compulsory requirement for award of degree
- ii. The written dissertation shall be of 150 marks and the viva shall be of 50 marks
- iii. The dissertation and the viva shall be evaluated by a panel of three members consisting of the dissertation supervisor, an internal examiner and an external examiner.
- iv. Other aspects related to allotment of dissertation topics, assignment of dissertation supervisors shall be as notified by the Dean (Academics) from time to time.

10. End-Semester Examinations

- v. End Semester Examinations shall be held at conclusion of each semester.
- vi. Examination date shall be notified in the Academic Calendar by the University.
- vii. The Examination Committee shall notify before the beginning of the examination,

examination schedule containing the date and other details of each paper.

- viii. The duration of each paper in the End-Semester Examinations shall be three hours.

11. Coding & Decoding of Examination Answer Scripts and Evaluation

- i. In order to eliminate any kind of prejudices in the evaluation of answer script, the identity of candidate shall be encoded by Examination Department.
- ii. The Committee shall decode the identity of the candidates after the answer scripts are evaluated.
- iii. Answer scripts shall be evaluated by the course teachers. The course teachers shall evaluate and submit the marks to the examination department on the date notified by the Controller of Examinations.
- iv. Coding of answer scripts is done to conceal the identity of the student. If any student mentions her/his name or roll number on the answer script during the examinations, it shall be considered as examination malpractice.

12. Moderation

- i. Faculty teaching compulsory courses in different sections of the same batch shall consult among themselves about the parameters for evaluation.
- ii. If the Vice-Chancellor feels that the results of any particular course contain too many discrepancies, she may set up a Moderation Committee to review the patterns of evaluation
- iii. The Committee may recommend increase or decrease in the marks, on the basis of a pre-determined formula, with the specific objective of ameliorating the discrepancies. Such recommendation shall be implemented subject to the approval of the Vice-Chancellor.
- iv. Before end-semester examinations, a Question Paper Moderation Committee shall be established to moderate question papers. The Committee shall comprise of regular and senior faculty members of the University. The committee shall be notified by the Dean (Academics) in consultation with the Controller of Examinations.

13. Re-Evaluation

- i. A student may apply to the Controller of Examinations in the prescribed form requesting re- evaluation of answer script.
- ii. Applications may be made either within 15 days of the declaration of the End- Semester Examination results, or within 07 days from the commencement of the following semester, whichever is later.
- iii. The fee for re-evaluation shall be as determined by the University.
- iv. A student may not apply for re-evaluation for more than two papers in a semester.
- v. Once the above requirements are complied with, the Controller of Examinations shall provide for the script to be evaluated again, by a competent faculty other than the faculty who had evaluated the script the first time.
- vi. In case no suitable faculty is available, the Vice-Chancellor shall appoint a suitable external examiner for the purpose.
- vii. In case there is difference of less than 5 marks in the original marks and the marks awarded in re-evaluation, original marks would be final and the marks after revaluation would not be counted in the calculation of the GPA or CGPA.
- viii. In case there is difference of more than 5 marks in the original marks and the marks awarded in re-evaluation, the student shall be awarded marks equivalent to the average of original and the re-evaluation marks taken together.
- ix. There shall be no revaluation of the projects.

14. Repeat and Improvement Attempts

- i. If a student fails to obtain the minimum marks required to pass the course (50% of the total marks for the course), or a student wants to improve the grade in a paper, she can reappear for the examination of that paper in the end term examinations conducted in subsequent years.

- ii. Student appearing for repeat/improvement attempts shall answer the same question paper which is prepared for the students to whom the subject is offered at the time. There will be no separate question paper for students writing examination as repeat/improvement attempts. In case the syllabus of the course has changed, it will be the responsibility of the student appearing for repeat/improvement attempt to learn about the changes in the course structure, consult the course teacher and prepare for the examination according to the new syllabus.
- iii. The University may charge fee from students writing repeat/improvement attempts for a subject. The amount of the fee will be as notified by the University.
- iv. In case of students appearing in the examination of a subject as an improvement attempt, if the grade obtained in the Improvement Examination is lower than the grade secured by the student in her or his first attempt, then the original score shall stand, and the grade secured in the Improvement Examination shall be discarded.
- v. End-term examinations will be conducted only for the papers offered in that semester.

Provided that in case of optional courses, if an optional course that might have been offered in the semester but has not been offered, examination of that course may be conducted in the end-term examinations for facilitating repeat attempts by students. In case the examination department notifies that examination of such a subject shall be conducted in the upcoming end-term examinations, the student shall consult the concerned faculty to learn the syllabus of the examination.

- vi. A student appearing for the examination of subject as a repeat attempt need not submit the project of that paper again nor will she/he be required to give presentation/viva for that project again. The student will have to write examination only for 70 marks. Marks obtained in the project and presentation/viva earlier will be added.
- vii. In courses which involve field visit, there will not be any improvement attempts.
- viii. A student can attempt a maximum of two improvements per semester

Provided that a student can attempt improvement examinations only in the immediate succeeding year and not in later years.

- ix. Notwithstanding anything contained in this rule, separate repeat examinations will be conducted for courses offered in the final year of a programme. For courses offered in the odd semester, repeat examination will be conducted at the beginning of the even semester. For courses offered in the even semester, repeat examinations will be conducted at the beginning of the next academic semester.

15. Grading

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

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

- iii. In order to pass the course, a student must secure at least a B grade (50%).
- iv. Grade obtained for credit courses taken in other institutions or online platforms shall be adjusted and calculated as per Rule 14(ii).
- v. When a student has failed a course and then cleared the same in subsequent attempts through repeat examinations, no 'R' will be reflected in the transcript.
- vi. The Vice Chancellor may give not more than two marks in a course as grace marks to a student who is short of 50% marks in that course.
- Provided a student shall not be given more than total of five marks as grace marks in five years.
- vii. If a student has got 47.5% or 48.5% marks in a course it would be rounded up for the purpose of grace marks only. If a student has got 49.5% marks it would be rounded up to 50%.

- viii. The Vice Chancellor will not give grace marks for courses that are offered by other institutions or online platforms or which are not part of regular curriculum of the university.

16. Calculation of CGPA

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

Illustration:

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

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

17. Grade Cards and Transcript

- i. At the end of each semester, the Department shall publish the results.
- ii. When a student successfully completes programme offered by the University, she shall be given a grade transcript. This transcript shall be the final record of the student’s performance throughout the course.

18. Promotion to Higher Class

- i. A student shall not be promoted to the 3rd year of the BA.LL.B (Hons) and BBA. LL.B (Hons) programme unless she has obtained 80 credits in two years.

- ii. A student shall not be promoted from 4th year to 5th year of the BA.LL.B (Hons) and BBA. LL.B (Hons) programme unless she has obtained 176 credits in four years.
- iii. A student shall not be promoted to the 3rd year of the LL.B. programme unless she has obtained 80 credits in two years.
- iv. A student shall not be promoted to the 3rd year of the B.A. (Law) programme unless she has obtained 80 credits in two years.

19. Eligibility to Appear for End-Semester Examinations

- a. Students having less than 75% attendance in a course shall not be permitted to appear for End-Semester Examination for that course.
- b. For calculating attendance for the purpose of Sub-Rule (i), the time period taken shall extend from the beginning of the term until the end of classes prior to the End-Semester Examinations.
- c. Notwithstanding anything stated in this Rule, if a student has secured at least 66% attendance in a course and can provide valid grounds for the shortfall in attendance, subject to the approval of the Vice-Chancellor, the Examination Committee may condone the shortfall.
- d. For the purposes of Sub-Rule (iii), valid grounds shall include:
 - a. Medical grounds, provided the student satisfies the criteria specified in Rule 20;
 - b. Participation in moot-court competition, including the journey period;
 - c. Participation in a seminar, workshop or conferences, including the journey period;
 - d. Participation in voluntary programmes conducted by the University;

- e. Any other ground which the Examination Committee, in consultation with the Vice-Chancellor, may approve.
- e. Notwithstanding anything stated above, the Vice Chancellor in exceptional circumstances may allow a student to appear for the end term exams.

20. Condonation of Attendance Shortfall on Health Grounds

- a. Students seeking condonation of attendance shortfall on medical grounds are required to apply in the prescribed form available with the Department and the Website.
- b. Together with the form, the student must furnish either:
 - i. a doctor's certificate; or
 - ii. In case of hospitalization, a certificate from the hospital in question along with a copy of the discharge summary.
- c. The application for condonation shall be submitted to the Department within six days of resuming class attendance.

21. Condonation of Attendance Shortfall on Other Grounds

- a. Students seeking condonation of attendance shortfall on grounds other than health grounds are required to apply in the prescribed form available with the Department and the Website.
- b. Together with the form, the student must furnish any document that the Committee may demand for verification.
- c. The application shall be forwarded by the concerned faculty adviser of relevant committee or in cases such as seminars/university events/ field visits etc., approved the concerned faculty member.
- d. The application for condonation shall be submitted to the Department within six days of resuming class attendance

22. Publication of Attendance

- a. Every month, the Committee shall publish attendance status of every student.

- b. Students may also be allowed to see the attendance register with the permission of the course teachers to check the status of their attendance.
- c. A list of students debarred from appearing in the End-Semester Examinations of each course on offer in the Semester shall be published before the commencement of the Examinations.
- d. Attendance till the last date of classes before the end-semester examinations shall be included in the attendance register for determining the overall attendance of students.

23. Examination Malpractice

- a. If a student is found committing or having committed an act that appears *prima facie* to be a case of examination malpractice during end-semester examination, the invigilator shall report the matter to the Controller of Examination together with relevant evidence.
- b. If a student is found committing or having committed an act that appears *prima facie* to be case of examination malpractice during any examination other than the end-semester examination, the faculty shall report the matter to the Controller of Examination together with relevant evidence.
- c. Any attempt by any student to influence the evaluation process shall be considered as an examination malpractice.
- d. Upon receiving a report under sub-rule (i) or (ii) of this Rule, she shall constitute a sub-committee of two members to conduct a hearing from amongst the existing members of the Examination Committee.
- e. The sub-committee shall issue a show-cause notice to the students, listing the specific charges against her or him; and the date, time and venue of the hearing.
- f. The proceedings shall commence with the sub-committee investigating into the nature and gravity of the student's conduct.
- g. At the hearing, reasonable opportunity to be heard shall be given to the student against whom the proceedings have been instituted, the invigilators present when the alleged malpractice was committed, witness to the incident and all other

concerned individuals.

- h. After the hearing if the sub-committee finds that the student was guilty of malpractice, it may keeping in mind the gravity of the misconduct, shall recommend to the Controller of Examinations, punishment including warning, fine, deduction of marks, repeat examination, or rustication from the university.
- i. A student against whom an order has been passed by the Controller of Examinations based on the recommendation of the sub-committee may prefer an appeal by submitting a written application to the Controller of Examinations.
- j. If the sub-committee does not find the student to be guilty or if the invigilator or faculty feel that the punishment recommended is not commensurate with the nature of the misconduct, they can submit a request to the Controller of Examination for review of the matter.
- k. The Controller of Examinations, upon receiving such application under sub-rule (ix) of (x), shall facilitate the matter to be heard by the Examination Committee.
- l. The recommendation of the Examination Committee shall be placed before the Vice-chancellor through the Registrar for approval and the Controller of Examinations shall notify as per the approval of the Vice-Chancellor.

24. Plagiarism

- i. If a student is found to have committed in a written submission what appears *prima facie* to be an act of plagiarism, it shall be treated as examination malpractice.
- ii. The concerned faculty may report the matter to the Examination Committee.
- iii. After due investigation, the Committee may impose punishment on the student. The punishment may include awarding zero marks in that project, monetary fine, or asking the student to submit the project again.
- iv. For the purpose of this Rule, “written submission” shall include open-book examination of any kind, including snap tests.
- v. The procedure for hearing shall be the same as incorporated in Rule

25. Examination Records

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

26. Maximum duration of Programmes

- i. The following shall be the maximum duration within which students enrolled in the programmes are required to complete the programmes;
 - a. B.A. LL.B (Hons) and BB.A. LL.B. (Hons)- eight years
 - b. LL.B.- six years
 - c. BA (Law) -six years
 - d. LL.M.- three years
- ii. Students who do not fulfil this requirement shall be asked leave the University without a degree.

27. Minimum Credit Requirement

- i. To be eligible for award of degree in B.A. LL.B (Hons) and BB.A. LL.B (Hons) programme, students must earn a minimum of 240 credits by securing at least 'B' grade in all courses in which they have been enrolled.
- ii. To be eligible for award of degree in LL.B. programme, students must earn a minimum of 144 credits by securing at least 'B' grade in all courses in which they have been enrolled.
- iii. To be eligible for award of degree in B.A. (Law) programme, students must earn a minimum of 144 credits by securing at least 'B' grade in all courses in which they have been enrolled.
- iv. To be eligible for award of degree in LL.M programme, students must earn a minimum of 24 credits by securing at least 'B' grade in all courses in which they have been

enrolled.

28. Special Provisions for Disadvantaged Sections

- i. Notwithstanding anything contained in these Rules or elsewhere, the Vice-Chancellor may, for the benefit of students belonging to the Scheduled Castes, Scheduled Tribes or Other Backward Classes, provide for either (but not both) of the following:
 - a. Deeming the first year of such students to be a preparatory year in which the students shall attend remedial courses, along with a select number of regular courses; or
 - b. Permitting such students to complete the course in by taking one year in addition the what has been prescribed in Rule 25

29. Academic Honours

- i. At the Convocation Ceremony, the University shall award gold medals for outstanding performance to students from the outgoing batch.
- ii. These shall include the gold medal for the highest overall CGPA, as well as the best performance in individual subjects.
- iii. Students who have appeared in a Repeat or Improvement Attempts shall not be eligible for the gold medal for the gold medals
- iv. Students who have been found guilty of examination malpractice or any indiscipline in the university shall not be eligible for the gold medals.

II. EXAMINATION COMMITTEE

30. Constitution of Examination Committee

- a. Examination Committee shall be a five-member committee constituted by the Vice Chancellor with the Controller of Examinations as the Chairperson of the Committee.
- b. Dean (Academics) shall be an ex officio member of the Examination Committee
- c. Three other members of the Examination Committee shall be from amongst the

regular faculty members in the rank of Professor, Associate Professor or Assistant Professor.

Provided that when any of the other members are from the rank of Assistant Professors, they shall be from amongst Assistant Professor who have worked at National Law University Odisha for at least three years in regular post.

31. Powers and Responsibilities of Examination Committee

- i. The Examination Committee shall be responsible for examination matters in relation to all undergraduate and postgraduate degree programmes in the University other than the Ph.D. programme.
- ii. The powers, functions and responsibilities of the Examination Committee, shall be as prescribed under these rules or elsewhere and shall include the following;
 - a. Supervising the functioning of the Examination Department.
 - b. Finalizing the schedule of examinations
 - c. Allotment of invigilation duties
 - d. Formulating and implementing policy on exemption from examinations
 - e. Coordinating the moderation of question papers in consultation with the Dean (Academics)
 - f. Implementing the Credit Transfer Policy of the University

III. Academic Coordination Committee

32. Constitution of Academic Coordination Committee

- i. Academic Coordination Committee shall be constituted by the Vice Chancellor with Dean (Academics) as the Chairperson of the Committee
- ii. Apart from the Dean (Academics), it shall generally comprise of two regular faculty members in the rank of Professor, Associate Professor or Assistant Professor.

Provided that the Vice-Chancellor may expand the overall strength of the Academic Coordination Committee while ensuring that there is always odd number of members in the Academic Coordination Committee.

Provided that when an of the members are from the rank of Assistant Professors, they shall be from amongst Assistant Professor who have worked at National Law University Odisha for at least three years.

33. Powers and Responsibilities of Academic Coordination Committee

- i. The Academic Coordination Committee shall be responsible for academic matters in relation to all undergraduate and postgraduate degree programmes in the University other than the Ph.D. programme.
- ii. The powers, functions and responsibilities of the Academic Coordination Committee, shall be as prescribed under these rules or elsewhere and shall include the following;
 - a. Finalizing the courses to be offered in each semester
 - b. Allotment of courses to faculties
 - c. Determining the requirement of visiting/guest faculties
 - d. Notifying the Academic Calendar of the University
 - e. Formulating the Credit Transfer Policy of the University
 - f. Deciding on the scheme of evaluation in different courses
 - g. Deciding on the deadlines for project submissions and viva voce
 - h. Preparing the time-table with the aid of the Examination Department

34. Powers of the Vice-Chancellor and the University

- (i) Nothing contained in the Rules shall be construed as in any way restricting or modifying the powers conferred on the University or the Vice-Chancellor by the Act or any other law, specifically the powers conferred on the University by Section 5 (i) of the Act and on the Vice-Chancellor by sections 18 (9) (c) and 18(9) (d) of the Act.
- (ii) Nothing contained in the Rules shall be construed as in any way restricting or modifying the Vice-Chancellor's power to take in exceptional circumstances suo moto cognizance of any matter relating to examination of undergraduates (whether or not covered in the Rules), adjudicate on the same, and take such decision as she or he deems fit.
- (iii) In particular, the Vice-Chancellor may in exceptional circumstances relax to any extent, or even waive, attendance requirement in respect of an individual student

if she or he feels such relaxation or waiver is warranted by the exceptional nature of the circumstances, and is in the best interests of justice and fairness, or the long-term well-being of the University.

35. Natural Justice

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

36. Repeals

LL.M One Year Examination Rules 2015 and National Law University Orissa Undergraduate Examination Rules 2010 are hereby repealed.