

**Hidayatullah National Law University,
Raipur (C.G.)**



**Student's Manual
2010-11**

**“Including Examination Rules,
Library Rules, Hostel Rules,
Internship Rules & Disciplinary Rules”**

EXAMINATION RULES

1. EXAMINATION COMMITTEE AND ITS FUNCTIONS:

1.1 Constitution of Examination Committee:

There shall be an Examination Committee constituted by the Vice-Chancellor through an order. The tenure of the Committee shall be for one academic session. The Committee shall consist of minimum five members.

1.2 Powers and Functions of Examination Committee:

- a) Upkeep of examination records.
- b) Conduct examinations
- c) Notification of results
- d) Preparation and dispatch of Grade Cards.
- e) Remedy the grievances
- f) Enforce examination rules.
- g) Maintaining and upholding the sanctity of examination rules.
- h) Perform such other functions as may be assigned by the Vice-Chancellor.

1.3 Meeting of Examination Committee

Meeting of the examination committee shall be conducted by the Controller of Examinations as frequently as may be necessary. The quorum shall be of three members.

2. ATTENDANCE AND ATTENDANCE MAKE-UP

2.1 Classroom Attendance & Participation:

All the students who are participants to a particular course shall regularly participate in the class in the manner outlined in these rules.

2.2 Minimum Percentage of Attendance:

2.2.1. B.A. LL.B - In order to be allowed to appear in the End Semester Examination, a student shall attend at least 70% of the total classes held in the course concerned during the semester. Attendance for the purpose of 70% limit means coming to the class well prepared with the assignments.

2.2.2. LL.M - In order to be allowed to appear in the End Semester Examination, a student shall attend at least 75% of the total classes held in the course concerned during semester. Attendance for the purpose of 75% limit means coming to the class well prepared with the assignments.

2.3 Marks for Attendance:

2.3.1. B.A. LL.B - The following are the marks that shall be allowed for the purpose of encouraging the students to attend the undergraduate/postgraduate programme of the University.

(i)	Above 70% to 80%	2 marks
(ii)	Above 80% to 90%	3 marks
(iii)	Above 90% to 95%	4 marks
(iv)	Above 95%	5 marks

2.3.2. LL.M. – The following are the marks that shall be allowed for the purpose of encouraging the students to attend the undergraduate/postgraduate programme of the University.

(i)	Above 75% to 80%	1 marks
(ii)	Above 80% to 90%	3 marks
(iii)	Above 90% to 95%	4 marks
(iv)	Above 95%	5 marks

2.4 Closure of Attendance:

Attendance shall be closed four days before the first day of End Semester Examination to enable Examination Department to publish list of “Not Eligible” students due to less attendance for appearing in End-Semester Examination.

2.5 Status of Attendance

The status of attendance shall be declared by 4th of every academic month by the examination department. The faculty members shall submit the status to the examination department by 3rd of every academic month. Any objection pertaining to the notified attendance shall be communicated, in writing, to the examination department within two days of publication failing which the notified attendance shall be deemed as final.

Provided that if the student(s) will be absent for any authorized reasons, he/she shall submit the objection immediately after joining the University.

2.6 Discollegiate:

2.6.1. B.A. LL.B (Hons) - A Student not attending 70% of classes of the total classes held shall not be allowed to appear in the End Semester Examination or in case appeared the result shall be withheld. Any further relaxation in this rule shall be governed by the Bar Council of India Rules.

Provided that a student representing the University in any Inter-University, National and International Contests for the actual number of days devoted for participation and or suffering from any illness preventing the student to attend the classes may apply for attendance make up according to the attendance make up rules.

Provided further, that if the class attendance of a student selected for representing the University in any Inter-University, National and/or International contests, falls below the statutory requirement of the semester, the student shall not be allowed to represent the University for the next one semester.

2.6.2. LL.M.- A Student not attending 75% of classes of the total classes held shall not be allowed to appear in the End Semester Examination or in case appeared the result shall be withheld.

Provided that a student representing the University in any Inter-University, National and International Contests for the actual number of days devoted for participation and or suffering from any illness preventing the student to attend the classes may apply for attendance make up according to the attendance make up rules.

Provided further, that if the class attendance of a student selected for representing the University in any Inter-University, National and/or International contests, falls below the statutory requirement of the semester, the student shall not be allowed to represent the University for the next one semester.

2.7 Attendance make up:

2.7.1 A student may claim attendance make-up on following grounds:

2.7.1.1 If the student represents the University in any Inter-University, National and International Moot Court Competitions or other academic competitions with prior approval, on prescribed format, of the University.

2.7.1.2 If the student concerned suffers from any communicable disease/illness which disenables him/her from participating in the class.

2.7.2 For availing attendance make-up, a student has to apply in prescribed form within 07 days (seven days) of returning/joining the University.

2.7.3 All the Attendance make-up applications should be forwarded by the respective course teachers of the student. In addition to this, in case of attendance make-up on medical grounds, the Medical Certificate and application should be verified by the Warden. In case of representation of the University in Moot Court and other academic competitions approved by the University, the attendance make up application &/certificates of participation should be verified by the respective Faculty Advisor/s.

2.8 Calculation of marks on attendance make-up:

2.8.1 In case of attendance make-up for sickness, no marks (marks on attendance) will be awarded and marks will be calculated on the basis of actual attendance only. But the attendance make up will be calculated for the purpose of determining the eligibility to appear in the end-semester examination.

2.8.2 In case of attendance make-up for representing the University in moot court competition etc. marks (marks on attendance) will be calculated as if the concerned student was present on the days of participation. This will also include the journey period with shortest route to the venue of the Competition.

3. AVERAGE MARKS

3.1 Award of Average Marks:

For availing award of average marks in Snap Test/Mid Term Examination/Project, a student will be required to apply to the Examination Section within 07 days (Seven Days) of returning/re-joining the University.

3.2 Grounds for availing Average Marks in Snap Test/Mid Term Examination:

3.2.1 If a student is unable to appear in snap test or mid-term examination on medical grounds and requests for award of average marks, his/her request may be considered by the Examination Committee, only if:

- (a) He/she is hospitalized in the University empanelled hospitals/Nursing homes as notified by the University time to time, and
- (b) He/she submits a request for grant of average marks within seven days, duly forwarded by the Warden.

Provided that notwithstanding anything contained above, the award of average marks shall not exceed forty percent of the maximum marks of that paper.

3.2. If a student represents the University in a Moot court competition or other events he may apply for the average marks in Snap Test/Mid Term Examination. Application for average marks will be supported by the participation certificate and verification, in the prescribed format, from the Moot Court Committee Faculty Advisor or in case of other events by the concerned committee Faculty Advisor.

There will be no limitation/ceiling on award of average marks for this reason/ground.

3.3 Average Marks in Project Component

A student may apply for awarding average marks in project component of a subject, if he/she has represented to the University in any moot court competition. Application for

award of average marks should be supported by participation certificate, in prescribed format, and forwarded by the Moot Court Committee Faculty Advisor or in case of other event by the concerned committee Faculty Advisor. Average marks of rest of the components of that subject of that semester will be taken as the base for award of average marks for that project.

3.4 Limitations on Average Marks and Project Exemption

3.4.1. In case of participation in a competition during snap test/mid term, student will be awarded average marks. Student will not be eligible to claim exemption in project.

3.4.2. There shall be exemption in project only in participation in Moot Court Competitions. Exemption shall be available only in one subject.

3.4.3. A student may be allowed to waive the benefit of the exemption in project.

3.4.4. There shall be no average marks for end term component.

Explanation: Exemption in project shall be construed for Memorial also.

4. **AWARD OF MAXIMUM CREDITS POINTS FOR PUBLICATION OF PROJECT.**

4.1 A student may apply for award of maximum credit points in a project, if his/ her Project has been published in any reputed national/international law journal.

4.2 For award of maximum credit, a student must submit application with the following:-

- (a) Acceptance of the publisher within one year (two academic sessions) from that Subject/Semester concerned.
- (b) Application should be forwarded and verified by the concerned faculty member endorsing that "The project topic allotted and the project published is same".
- (c) In addition to this, student has to submit proof of publication also. Maximum credit will be awarded only after receiving the proof of publication.

In case of acceptance from reputed national/international journal, the time limit may be reconsidered by the Examination Committee on a case by case basis.

4.3. In case of co-authorship, amongst students, the maximum credit shall be awarded to student to whom the project topic is allotted.

4.4. The maximum credit shall be allowed for publication of a seminar project in the form of book with ISBN/ISSN.

5. DISTRIBUTION OF MARKS/GRADES/SCHEME OF EXAMINATION:

5.1 Distribution of Marks:

Following is the scheme of distribution of Marks for B.A. LL.B. (Honours) and LL.M.

B.A. LL.B. (Honours)

(1) Compulsory Papers (100 Marks)

Attendance:	05 Marks
Snap Test/Continuous Assessment:	10 Marks
Moot Court Exercise/Project:	25 Marks
Mid Term Examination:	20 Marks
End Term Examination:	40 marks

(2) Optional Papers (100 Marks)

Attendance:	05 Marks
Snap Test/Continuous Assessment:	10 Marks
Project:	25 Marks
Mid Term Examination:	20 Marks
End Term Examination:	40 marks

(3) Honours Papers (100 Marks)

Attendance:	05 Marks
Class Presentation:	10 Marks
Project:	25 Marks
Mid Term Examination:	20 Marks
End Term Examination:	40 marks

(4) Seminar Papers (100 Marks)

Attendance:	05 Marks
Presentation (Synopsis):	15 Marks
Presentation (Final):	30 Marks
Written Evaluation:	50 Marks

LL.M.

Attendance:	05 Marks
Class Presentation (two presentations):	10 Marks
Project:	25 Marks
Mid Term Examination:	20 Marks
End Term Examination:	40 marks

5.2 Scheme of Examination:

The scheme of examination shall be the same for B.A. LL.B. (Hons) and LL.M. unless specified otherwise.

5.2.1 Marks for Attendance:

The students may get Marks for attendance as stipulated in Rule 2.3

5.2.2 Snap Test:

5.2.2.1 There shall be two snap tests to be conducted by the course teacher within the specified week prescribed in an academic calendar.

5.2.2.2. Dates for the snap test shall not be disclosed. Respective faculty members should coordinate among themselves to finalize the date of snaps. Snap test shall be conducted in the first hour of the scheduled week in an academic calendar.

5.2.2.3. Each snap test shall be of 5 Marks.

5.2.2.4. There shall be written examination unless some other method has been approved by the Under-Graduate Council. Such method must be approved in writing by the Under-Graduate Council.

5.2.3 Guidelines for Projects:

The students are required to comply with the guidelines contained in the Schedule – I

5.2.4 Guidelines for Memorial and Moot Court Exercise:

The students are required to comply with the guidelines contained in the Schedule – II

5.2.5 Class Presentation:

There shall be one class presentation in honors paper in BA LL.B and two class presentations in LL.M on the topic allotted by the faculty.

5.2.6. Mid Term Examination:

There shall be a written mid-term examination. For compulsory papers and optional papers, student shall attempt two questions out of three questions. In the honors paper, student shall attempt one question out of two questions. For LL.M, the scheme of honors paper shall be followed. The duration of mid-term shall be one and half hours.

5.2.7 End Term Examination:

There shall be written examination. For compulsory papers and optional papers, student shall attempt four questions out of five questions. In the honors paper, student shall attempt two questions out of three questions. For LL.M, the scheme of honors paper shall be followed. The duration of end term shall be three hours.

For appearing in the End Term examination, a student shall apply in a prescribed form and obtain an admit card from the examination department failing which a student shall not allowed to appear in the end term.

5.2.7 Seminar Paper:

The students are required to comply with the guidelines contained in the Schedule – III

5.2.8. Dissertation (LL.M)- A dissertation carrying maximum of 200 marks on a topic approved by the University has to be submitted on or before 30th April of the year in which the candidate is a student of the IV term. In special cases, however, the Post-Graduate Council may permit a student to submit his dissertation after 30th April, but not later than 31st August of the year. In case the dissertation is not submitted by 31st August as aforesaid, the candidate will have to register himself as an ex-student after obtaining necessary permission from the Vice-Chancellor. Such candidate shall have to pay the fee as mentioned in the Schedule of Fees.

In case where a student fails to obtain the required percentage of marks in the dissertation submitted by him/her, he/she should be permitted to revise and resubmit the dissertation on the same topic or on a fresh topic, after approval from the Post-Graduate Council, if he/she desires.

The dissertation for LL.M would be evaluated by an internal course teacher as well as an external examiner. However, if the difference between internal and external examiners is more than fifteen percent than it would be sent to a third examiner, who shall be an external examiner and whose evaluation shall be final. The students are required to comply with the guidelines contained in Schedule- IV.

5.3 Result and Grading System:

5.3.1. B.A. LL.B (Hons)

Score	Grade	Grade	Grade Points
Above 80%	Outstanding:	O	10
Above 75% to 80%	High Distinction	D+	9
Above 70% to 75%	Distinction	D	8
Above 65% to 70%	High First Class	A+	7
Above 60% to 65%	First Class	A	6
Above 55% to 60%	High Second Class	B+	5
Above 50% to 55%	Second Class	B	4
Above 45% to 50%	High Average	C+	3
Above 40% to 45%	Average	C	2
Above 30% to 40%	Poor	E+	1
Below 30%	Very Poor	E	0

5.3.2. LL.M

Sl.	Score	Grade	Grade Points
1.	70% and above	O	7
2.	65% to less than 70%	A+	6
3.	60% to less than 65%	A	5
4.	55% to less than 60%	B+	4
5.	50% to less than 55%	B	3
6.	Below 50%	F	0

6. RULES OF PROMOTION:

6.1. B.A. LL.B (Hons)-

6.1.1 There shall be no automatic promotion to the students.

6.1.2 The students are required to obtain 4 GPA to pass their semester examination.

6.1.3 The students will be promoted to second year even if they have not secured the minimum CGPA in the 1st year but they will not be promoted to fifth semester unless they have secured minimum 4 Grade Point in every subject of first and second semesters as well as cumulatively.

6.1.4 The students will be admitted to the ninth semester only if they secure 4 Grade Point in their subjects of first, second, third, fourth, fifth and sixth semesters as well as cumulatively.

6.1.5 If the students fail to secure 4 CGPA even after appearing two times (one initially & second repeat), they will be treated as year back students.

6.1.6 Ex-Student:

If a student fails to obtain 4 CGPA during 5 year regular course, he shall be treated as Ex-Student. Ex-Student shall apply for examination as and when dates are announced by the examination department.

6.2. LL.M. – Students shall have to secure B grade in five papers in order to be eligible for promotion to the next year. The student who fails to secure B Grade shall be declared ex-student and will continue the courses of first year as non-resident students.

Those who secure at least B Grade in every subject shall be declared successful. Those who secure F Grade shall be deemed to have failed. Such failed student may take same course again and complete all the requirements as indicated above in corresponding semesters. However, the students failing in the dissertation may resubmit the dissertation on such date as may be fixed by the Post-Graduate Council.

Explanation: GPA shall mean Grade Point secured by a student in a concerned subject. CGPA shall mean Cumulative Grade Point Average which will be calculated on the basis of total grade credit secured divided by total credit points allotted for subjects in B.A. LL.B. (Honors) programme/ LL.M Programme. Total Grade Credit shall be calculated on the basis of grade points secured in a subject multiplied by the maximum credit of the subject.

7. REPEAT EXAMINATION

- 7.1. Eligibility of Students for Repeat – Student fails in a subject shall be eligible to appear in repeat exam.
- 7.2. Repeat shall be available in the end term component of the subject after payment of fees as prescribed in Schedule V.
- 7.3. Repeat shall be available only when the subject is offered in the semester.
- 7.4. The candidate shall be given only one opportunity in addition to original examination of that subject.
- 7.5. In case of Seminar Paper, the repeat exam will be evaluated only on written submission of the Seminar Paper subject to the payment of fees as prescribed in Schedule-V.
- 7.6. In case where a subject is not offered, the Committee may decide to allow repeat examination in such subject(s) in exceptional cases.
- 7.7. In case of ex-student, he/she shall be allowed to appear in the repeat exam with limitation of 20 papers (maximum five papers in a semester) provided such paper is offered by the University.

8. UNFAIR MEANS:

- 8.1 Unfair means shall mean copying of complete project/seminar paper or substantial portion of project/seminar paper or using of impermissible means during snap test, mid term and end term or canvassing for the marks.
- 8.2 The use of unfair means shall be reported to the Controller of Exams in writing by the invigilator detailing out means adopted by the student during examination.
- 8.3 After detection of use of unfair means in the examination hall, the student shall be provided with the new answer script and will be directed to continue answering the question in a new answer script.
- 8.4 The student shall be given an opportunity, oral or written, to present his case of use of unfair means before the decision on such use.
- 8.5 Punishment for using Unfair Means:
 - 8.5.1. Disqualification from the individual component of the subject in which he/she was found using unfair means.
 - 8.5.2. Disqualification from all the component of the subject in which he/she was found using unfair means.
 - 8.5.3. Disqualification from all the subjects of that academic semester
 - 8.5.4. Removal of the name of the student from the rolls of the University.

9. EVALUATION OF ANSWER SCRIPTS, PROJECTS AND SEMINAR PAPERS

- 9.1. Evaluated answer scripts of Snap Test and Mid Term would be shown to the students as per the schedule published in academic calendar.
- 9.2. Marks of the oral presentation of Moot Court Exercises shall be shown to the students.
- 9.3. Marks of the project viva-voce will be shown to the students.
- 9.4. Answer scripts of end term examinations shall be evaluated after codification done by the examination department.
- 9.5. In case more than 30% students in a particular end term of honors/optional subject have secured more than 80% or less than 25% marks, the answer script may be sent for moderation. Moderation Committee shall be constituted by the Vice-Chancellor in consultation with the Examination Committee.
- 9.6. The faculty members shall submit guidelines for evaluation of answer scripts of end term if called for by the Moderation Committee.

10. REVALUATION/RE-TOTALING OF PAPER OF END TERM EXAMINATION:

10.1 Reevaluation/Re-totaling:

Reevaluation/Re-totaling shall be available only for end term paper. Re-totaling shall be limited only to re-totaling of marks obtained in the end term paper. Reevaluation of the end term paper will be sent to two external evaluators for evaluation. Instructions for inviting application for Re-evaluation/Re-totaling will be notified by the examination department after declaration of result.

10.2 Calculation of Marks:

If the marks awarded in the paper by any of the two evaluators are higher than the marks given by the original examiner by more than 10% of maximum marks in the paper, the average of the marks awarded by two nearest examiners shall be taken to represent the final marks. This average of marks shall be awarded to the candidate for the revision of result.

11. GENERAL RULES FOR EXAMINEES:

- 11.1 Candidates must not tear out pages or parts of pages of answer books.
- 11.2 Rough work and all calculations must be written in the answer books at the end of the answer scripts and the same should be crossed. There is no separate “rough paper”.
- 11.3 A candidate must not communicate in any way with another candidate during the examination and must not disturb other candidates. This would amount to unfair means.
- 11.4 Candidates must not leave their examination desks during an examination except with the permission of the invigilator in the end term examination.
- 11.5 Eatables, drinks, etc., are not permitted in examination hall(s).
- 11.6 Candidates who need to take medication during an examination should inform the Invigilator before start of the exam.
- 11.7 No candidate shall leave the examination hall during the first hour. The candidate may leave the examination hall in the last 15 minutes after submitting their answer scripts. Candidates who wish to leave may do so at other times with the invigilator’s consent provided that they hand-over their completed scripts to the invigilator before leaving. Candidates must leave the examination hall without disturbing the other candidates.

- 11.8 Candidates who have handed over their completed scripts to the invigilator and who have left the examination room will not be re-admitted under any circumstances.
- 11.9 Candidates must stop writing when instructed to do so by the Invigilator.
- 11.10 Candidates will not be allowed to enter the examination hall after 15 minutes from the commencement of the examination.
- 11.11 It is candidate's responsibility to check that they have received the correct question paper and the answer sheets are in order. If there is any doubt, candidates should bring it to the notice of the invigilator.
- 11.12 The candidates shall not make any identification mark in their answer scripts so as to reveal their identity except their roll number.
- 11.13 No candidates shall be allowed to enter in the examination hall with any type of electronic gadgets including the cell phones.
- 11.14 All the entries in the answer script should be duly filled by the candidate. Nothing else should be written thereon before the commencement of the examination.
- 11.15 Misbehavior and noncompliance of the instructions given by the invigilator shall amount to gross misconduct under these rules.

12. AWARD OF DEGREE

12.1 B.A. LL.B. (Honours)

A candidate shall be eligible for the award of B.A.LL.B. (Hons.) Degree only when he/she has successfully completed all the prescribed courses, by securing at least the minimum B grade in all courses and a minimum grade point average of 4 out of 10.

A candidate admitted to B.A.LL.B. (Hons.) Degree programme shall have to complete all the prescribed requirements within a maximum period of seven years from the date of enrollment to be eligible for the award of the degree.

If the candidate is not successful in completing all the prescribed requirements within the stipulated period of five years, he/she will have to pay the examination fees for re-appearing in the examination unless he/she qualifies for the award of degree.

12.2 LL.M.

A candidate shall be eligible for the award of the LL.M degree only when he/she has completed all the prescribed courses, including the dissertation, by securing at least the

minimum B grade in all courses and a minimum grade point average of 3 out of 7 within a maximum period of five years form the date of enrollment. But after passing of first two years, he/she will have to pay examination fee for additional semester of his/her continuation in this programme.

13. Issue of Documents

The following documents shall be issued by the examination section, on request of students, after successful completion of the programme. The student will have to obtain “No Dues” certificate from the all departments of the University. They are:

1. Transfer Certificate.
2. Character Certificate.
3. Migration Certificate.
4. Attendance Certificate.
5. Transcript.
6. Provisional Degree/Degree.

14. AWARD OF GOLD MEDAL/S:

The University awards the following Gold Medals to its B.A. LL.B. (Honors):

13.1 University Gold Medal: For First Rank Holder.

University Gold Medal shall be awarded to the First Rank Holder student in B.A.LL.B.(Honors) and LL.M. on the basis of CGPA taking the programme as a whole. Provided that:

- (a) The student must have completed all courses under the Programme in one chance i.e. without any repeat in any course and
- (b) There is no proven charge of misconduct on the ground of violation of rules or breach of any disciplinary rules of the University.

13.2 Chancellor’s Gold Medal: For Overall Best Performance.

Chancellor’s Gold Medal will be awarded to a student for Overall Best Performance in B.A.LL.B. (Hons.).

The Vice Chancellor shall constitute a committee and the committee would decide the criteria for “overall best performance” for award of the Medal.

13.3 Syed Afzal Ahmed Rizvi Gold Medal: For Criminal Law and Advocacy

The Syed Afzal Ahmed Gold Medal shall be awarded to a B.A. LL.B. (Honors) student as per the procedure laid down in Schedule – V (include from the decision of Academic Council).

14. EMERGENCY POWERS

Notwithstanding anything contained in the above Rules, the Vice Chancellor is empowered to revise/ update the examination rules as and when required in accordance with course/syllabus and other conditions from time to time.

15. REPEAL AND SAVINGS

After notification of operation of these examination rules, all preceding rules relating to examination stand repealed. Except, rule of promotion and award of degree shall be governed by the related provisions mentioned in prospectus applied/issued to the concerned batch.

SCHEDULE – I

GUIDELINES FOR PROJECT WRITING

1. Object of Writing a Project:

Students are expected to collect, compile, assimilate, understand and analyze the literature.

The Main objective of expecting students to projects in most of the subject's right from first year is to improve their learning skills through writing. A study on a specific issue will give immense confidence to the students regarding the subject.

The projects with a little effort can be converted into Articles and sent to Journals for publication. Even otherwise, these projects will remain as unpublished research work and will help the prospect of higher education and placement opportunities.

2. Structure of a Project:

- Cover Page
 - Title of the Project
 - Name of the Student, Roll No. and name of the Programme
 - To whom the project is submitted
 - Name of the University and place
 - Date of Submission

- Certificate of Declaration regarding originality of research work
- Table of Contents
- List of Abbreviation, if any
- Table of cases/ diagrams/ graphs/ photographs etc., if any
- The project should be divided into several sections relating to Introduction, Scope, Methodology, systematic treatment of the subject and conclusions.
- Bibliography

3. Formalities of a Project

- (a) Project has to be typewritten
- (b) Table of cases, list of abbreviation, bibliography etc. must be arranged in alphabetical order.
- (c) Bibliography and footnoting must be done in “Blue Book form of Citation”.
- (d) The body of the project in compulsory and optional papers should be between 5000-8000 words (approximately 10 pages).
- (e) The body of the project in Honours paper should be between 10000-12000 words (approximately 30-40 pages).

4. Project Submission: Project shall be submitted both in soft and hard copy.

4.1 Date of Submission: The hard copy of the project(s) must be submitted to the Academic Department on or before the date mentioned in the Academic Calendar. Candidates must also send a soft copy of their project(s) through e-mail to academic@hnlu.ac.in File name of the submission should be Semester.nameofthesubject.nameofthestudent.rollno.doc. For example **semX.corporatelawI.Ramesh.Project.32**. The date of submission of project would be reckoned from the date of submission through e-mail or hard copy, whichever is earlier. The academic department shall not accept the submission of project/memorial after seven days from the last date of submission unless the student remains absent from the University on due authorization. Once submitted, the hard copy of the project shall not be returned to the student in any circumstances.

4.2 Negative Marking: Half a mark will be deducted everyday for late submission after the last date of submission.

5. Copy right and violation of copy right: Any copying from a project report submitted earlier or from any journal or any other materials downloaded from websites without acknowledgement is strictly prohibited. There may be a negative mark given for unnecessary copying without application of mind.

SCHEDULE – II

GUIDELINES FOR MEMORIAL WRITING AND MOOT COURT EXERCISE

1. Object of Memorial Submission:

The object of memorial is to equip the student about nuances of pleading and drafting of legal memorandum. The idea underlying is to analyze a legal problem and give an objective legal opinion on that problem with legal arguments. The research skill requires to prepare a memorandum contributes in shaping up legal mind of student. It also helps student in participation in international and national moot court competition. The preparation of memorial graduates the skill of student who desires to join challenging legal profession.

2. Structure of Memorial shall be as follows.

- Cover Page (Name of Court, Parties Name appearing on behalf of ..., Roll No.)
- Table of Contents
- List of abbreviations, if any, in alphabetical order
- Index of authorities
- Statement of Jurisdiction (only for the petitioner/ Plaintiff/ Appellant)
- Statement of facts
- Questions presented
- Summary of arguments
- Written submissions
- Prayer

3. Copy of Memorials: Copy of memorials from one submitted earlier or reproduction from any book on cases and materials is prohibited.

4. Project Submission: Project shall be submitted both in soft and hard copy.

4.1 Date of Submission: The hard copy of the memorial(s) must be submitted to the Academic Department on or before the date mentioned in the Academic Calendar. Candidates must also send a soft copy of their memorial(s) through e-mail to academic@hnlu.ac.in File name of the submission should be Semester.nameofthesubject.nameofthestudent.rollno.doc. For example **semX.corporatelawI.Ramesh.Memorial.32**. The date of submission of memorial would be reckoned from the date of submission through e-mail or hard copy, whichever is earlier. The academic department shall not accept the submission of memorial after seven days from the last date of submission unless the student remains absent from the University on due authorization. Once submitted, the hard copy of the memorial shall not be returned to the student in any circumstances.

4.2 Negative Marking: Half a mark will be deducted everyday for late submission after the last date of submission.

5. Formalities of submission:

5.1 Memorial should be typed.

5.2. Index of authorities, Table of cases, list of abbreviation, bibliography etc. must be arranged in alphabetical order.

5.3. Memorial work must contain foot-notes style as prescribed in “Blue Book: Uniform form citation” or any other standard format of foot-noting.

5.4. The Memorial should consist of approximately 8 pages.

SCHEDULE – III

GUIDELINES FOR THE SEMINAR PAPER

1. Objective of Seminar Paper

The objective of seminar paper is to train a student to write a comprehensive project work in their area of interest. It helps the student to sharpen the writing and research skill with detailed references and resources consulted. It also provides for the opportunity to students to undertake a research topic in their area of interest.

2. Structure of the Paper

- Cover Page
 - Title of the Seminar Paper
 - Name of the Student, Roll No. and name of the Programme
 - Name of the Guide
 - Name of the University and place
 - Date of Submission
- **Title Page** (this page should contain only the title of the seminar paper)
- Certificate from the Guide.
- Table of Contents
- List of Abbreviation, if any
- Table of cases/ diagrams/ graphs/ photographs etc., if any
- The paper should be divided into several sections/chapters relating to Introduction, Scope, Methodology, systematic treatment of the subject and conclusion and suggestions.
- Bibliography

Important Note: In seminar paper, the candidate is supposed not to write his name, roll number, or any other identification mark except the cover page as mentioned above. Violation of this rule may lead to treatment of the project under rule for unfair means.

3. Formalities of Submission

The word limit for the body of the Seminar Project (excluding the title, acknowledgements, abbreviations, bibliography, etc) shall be 15,000 to 20,000 words (approximately 50-80 pages). Project shall be typed in Times New Roman, Font size 12 and printed in 1.5 line space on single side of the paper with 1 inch margin on all sides.

A student will not be allowed to submit the seminar project without the certificate of guide. A soft copy of the seminar project shall be submitted along with hard copy without which the hard copy will not be accepted by the Examination Department.

4. Mode of Attendance:

1 mark shall be awarded for 2 consultations with the guide before synopsis presentation.

2 marks shall be awarded for 4 consultations with the guide before final presentation.

In both the cases the student will be required to take certificate from the Guide. The student will have to submit the certificate before the presentation.

2 marks shall be awarded for attending the synopsis and final presentation.

5. Changing the Seminar topic/title

After the synopsis presentation there would be no change in the seminar topic in any circumstances whatsoever. Before synopsis presentation, any change in the topic/title shall be entertained after obtaining necessary certificate from the guide.

6. Mode of Evaluation:

The Seminar project will be evaluated by two evaluators. Mean of the two marks will be the marks of the Project.

7. Project Submission: Project shall be submitted both in soft and hard copy.

7.1 Date of Submission: The hard copy of the Seminar Paper must be submitted to the Academic Department on or before the date mentioned in the Academic Calendar. Candidates must also send a soft copy of their Seminar Paper through e-mail to academic@hnlu.ac.in File name of the submission should be Semester.nameofthesubject.nameofthestudent.rollno.doc. For example **semX.corporatelawI.Ramesh.Seminar.32**. The date of submission of Seminar Paper would be reckoned from the date of submission through e-mail or hard copy, whichever is earlier. Once submitted, the hard copy of the Seminar Paper shall not be returned to the student in any circumstances.

8. Plagiarism shall be dealt with under the rules of unfair means.

SCHEDULE – IV
GUIDELINES FOR DISSERTATION

1. Structure of the Dissertation

- Cover Page
 - Title of the Dissertation (as approved by the Post-Graduate Council)
 - Name of the Student, Roll No.
 - Name of the Guide
 - Name of the University and place
 - Date of Submission
- Title Page
- Certificate from the Guide.
- Table of Contents
- List of Abbreviation, if any
- Table of cases/ diagrams/ graphs/ photographs etc., if any
- The paper should be divided into several sections/chapters relating to Introduction, Scope, Methodology, systematic treatment of the subject and conclusion and suggestions.
- Bibliography

2. Formalities of Submission

The word limit for the body of the Dissertation (excluding the title, acknowledgements, abbreviations, bibliography, etc) shall be 20,000 to 25,000 words (approximately 80-120 pages). Dissertation shall be typed in Times New Roman, Font size 12 and printed in 1.5 line space on single side of the paper with 1 inch margin on all sides.

A student will not be allowed to submit the dissertation without the certificate of guide. A student will have to submit three copies of the dissertation.

LIBRARY RULES

H.N.L.U LIBRARY PROTOCOL

EXTENT AND APPLICATION

These rules shall apply to all the students and faculty members of the Hidayatullah National Law University. It extends to the library complex and shall also include rooms notified “Reading Rooms” by the Library Committee (herein referred to as “The Committee”) from time to time. Computers , printers , Xerox machines , notice board inside the library complex are all under the exclusive jurisdiction of the committee.

CHAPTER – I

WORKING HOURS

1. The Library shall be open from **9:00 AM to 9:00 PM** on all working days.
2. The Library shall be open from **11:00 AM to 5:00 PM** on Sundays and other holidays as and when declared by university (subject to prior notice of the committee). However , during exams, it shall be open from **11:00 AM to 7:00 PM**.
3. During End term exam the library shall be open from **8:00 AM to 10 PM**.

CHAPTER – II

ISSUING AND RETURN OF BOOKS

1. Undergraduate students are permitted to borrow only one academic book at a time, for the period of two days and post graduate students can borrow 03 books for period of two days by depositing their library card in compliance of borrowing procedures.
2. The lending time for books for all semesters shall be from 12:00 AM to 5:30 PM. No books will be issued on Sundays; only return of books will be done.
3. The borrowed books etc. must be shown at the library security gate for making entries in the register and verification.
4. All books issued shall be returned by 11:45 AM (on Sundays 2:00 PM). In case any student fails to return the book after the period of two days (up to 11.45 A.M) he/she will have to pay the fine of Rs. 10/- per day as long as the book remain with him.
5. Students are instructed not to let others borrow books on their library card.

Hidayatullah National Law University – Rules 2009

6. The loss of library card is to be reported immediately to the circulation desk. A duplicate card will be issued on the payment of Rs. 20 to the account section.
7. The library card of the defaulter student shall be confiscated unless and until he/she pays the fine, as above mentioned.
8. Without prejudice to the other rules, reference books, which are regularly used by student as a subject book in the academic semester, shall not be issued.
9. Without prejudice to other rules, law reports , magazines , bare acts, manuals shall not be issued under any circumstance.
10. Student shall not be allowed to borrow the same book for three consecutive times. The borrowed book must be brought to the circulation counter for making entry for re-issuing in the library records.
11. Request for Re-issuance will not be considered if the book is reserved by any borrower.
12. Any student in need of a borrowed book may submit a prescribed “Reservation Slip” to the librarian in charge , who will lend the reserved book to the concerned student when the book is returned to the library , however , this service will be based on “First come , first served” policy.
13. The library shall consider reservation of already borrowed books. In addition to that, the books available in the library can also be reserved for issuance.
14. During issuance of books , the student requiring any book of his/her semester subject shall be preferred over others borrowing the same book.
15. The borrowing of books shall stop seven days before the mid-term and end-term examinations.
16. In case of loss of book(s), the students have to replace the books to the library or pay five times of the cost of the book(s), together with the accumulated fine according to Rule 7, until he fulfills the former condition. He/she has to replace the books within the running semester otherwise his/her result will be withheld.
17. Loose parts of Reports and Journals will be made available only for referring inside the library subject to submission of prescribed Requisition Slip. The loose parts have to be returned to the Circulation Counter after reading.
18. The Committee shall reserve the right to frame and recommend ad- hoc rules, with approval of the Competent Authority, in order to meet the immediate concerns as and when required.

19. No student is allowed to spoil the books by mutilation or writing anything with pen, pencil, and marker on the library books.

CHAPTER-III

CONDUCT INSIDE THE LIBRARY PREMISES

1. Students shall maintain silence and discipline inside the library at all times.
2. Students are not allowed to take their bags inside the library. Without specific permission, no student is allowed to take personal books inside the library.
3. Eatables are not allowed inside the library so also chewing and munching.
4. No electronic gadgets are allowed except calculator, watch or cell phone. Cell phone must be kept on silent mode only. Students also shall not attend any call inside the library. Any violation will attract a fine of Rs.50 / - and the confiscated gadget will be returned only after paying the fine and submitting the receipt.
5. Laptops in the library shall be used according to the directions/ instructions of the library staff/ members.
6. Students must carefully note the condition of the book at the time of borrowing and referring and is expected to take care like an ordinary prudent person. Personal liability for replacement and repair shall be imposed for any mutilation, wrong handling or misuse of books and periodicals.
7. Misplacement of books within the library is strictly prohibited. Students, after referring the books shall replace the concerned books in their respective shelves.
8. Sleeping/ napping/ dozing inside the library are prohibited.
9. After completion of photocopying, the books, reports etc should not to be left in the photocopying room.
10. Any Student found violating the above mentioned rules shall be imposed a fine of Rs. 50/- and their names will be displayed on the notice board. On further violation, his/her library card will be confiscated

CHAPTER - IV

WORKING OF THE COMMITTEE

1. The committee reserve the power to amend, repeal or to modify the existing rules with the approval of Competent Authority.

2. As far as practicable, there shall be frequent meetings of the committee.
3. Student should not enter any altercation or arguments etc. with the library staff/ members. If it happens, the matter will be put up before the Disciplinary Committee and till the decision, the student will be barred from using the library.
4. Any grievances or suggestions regarding the functioning of the library may be submitted in writing to the Convenor of the committee and the convener shall immediately take up the matter with the appropriate authority for necessary action.
5. Notwithstanding anything contained in the rules, the facts and circumstances of exceptional case and emergency situations will be considered, and accordingly actions will be taken.

CHAPTER-V

RULES FOR MOOT COURT COMPETITION

1. The book shall issue books only to those teams who are representing the HNLU in any national or international moot court competition after the decision of the concerned faculty members.
2. Without prejudice to the other rules, reference books, which are regularly used by student as a subject book in the academic semester, shall not be issued.
3. If library has only one copy of the subject book, which is being taught in the academic semester, then library committee may consult the relevant course faculty before issuance of book.
4. Without prejudice to other rules, law reports , magazines , bare acts, manuals shall not be issued under any circumstance.
5. The books shall be immediately returned after the completion of moot court competition.

CHAPTER-VI

RULES FOR FACULTY MEMBERS

1. Faculty member can borrow ten (10) books per Subject at a time. Out of these they can have Six (06) books for the entire semester and four (04) books for maximum period of two weeks.

Hidayatullah National Law University – Rules 2009

2. Reference books shall not be issued.
3. Notwithstanding anything contained in the above rules, if in any exceptional circumstances, the reference book is issued to faculty member than it would be returned within 3 days. If not so returned reminder letter will be issued to that faculty member.
4. At the end of the academic semester, every faculty member shall return the issued books to the library. (This is for the stock verification purpose.)

HOSTEL RULES

RULES OF CONDUCT IN HOSTEL (RCH)

GENERAL RULE

- 1.1 No one shall stay in the Hostel during class hours. If any student is staying back due to any health problem or any other reason, prior permission must be taken from the warden.
- 1.2 Students should sign the attendance register daily between **9.15 pm to 9.30 pm**
 - (i) A fine of Rs. 10- per day will be collected from student who does not sign on time.
 - (ii) Proxy signatures will result in disciplinary proceedings and a fine of 50/- will be imposed to the students who did proxy.

After 9:30 pm the Hostel will be closed and nobody will be permitted to enter inside or go outside the hostel.
- 1.3 Theft complaints shall not be entertained. It is the responsibility of the students to keep their belongings safely.
- 1.4 No one shall leave the fans, tube lights or any electrical gadgets switched on. No one shall leave the taps open. A fine of Rs. 10/- will be imposed for non-compliance of this rule. Fine amount should be paid within 2 days; in case of default fine amount will be doubled, for every day of default.
- 1.5 Students having some specific health problem shall inform in writing to warden about their health problem.
- 1.6 Parents shall not be taken to the room of the students. They can only meet in the place, which is prescribed for that purpose by the university, unless in special circumstances the warden permits the Parents in the room.
- 1.7 Student shall remain in their respective rooms between 11.30 pm to 5.00 am. Loitering around the hostel during this time is prohibited. Strict disciplinary action will be taken against the student who violates this rule.
- 1.8 Students who are ordering food from outside should ensure that the food is supplied before 9.30 pm.
- 1.9 Consumption or / and possession of any kind of intoxicating or / and contraband substances shall be prohibited, in case of non compliance a fine of Rs. 1000/- shall be imposed. Repeat of non-compliance shall be referred to an enquiry committee constituted by the Vice- Chancellor.
- 1.10 Smoking shall be strictly prohibited within the hostel premises. In case of non-compliance a fine of Rs. 500/- shall be imposed.
- 1.11 All cases of disciplinary action will be recorded in the personal file of respective students.

2. LEAVE AND OUT PASS

- 2.1 Student who wishes to take leave from the hostel should submit an application (In the prescribed format available with the security guard) two days before the proposed leave. His/her mother/father/local guardian should directly contact the warden for sanction of leave. He /She must also sign in the Leave Register before leaving the Hostel.

Hidayatullah National Law University – Rules 2009

- 2.2 Without giving any information to the warden, if the student fails to return to the hostel within the period for which permission is taken, the allotment of room in the Hostel will stand cancelled automatically. He/She will be allowed into the Hostel only after getting permission from the appellate authority.
- 2.3 Stay out overnight is strictly prohibited unless a prior written permission upon an application is obtained from the warden and the same shall be only with the consent of the parents/local guardian. Provided further the application must specify reason for stay out, place of stay out and the telephone number.
- 2.4 On Sundays, students who are going out of Raipur city limits for any reason should get prior permission from the warden through their Parents/local guardian.
- 2.5 Local Students who are going home on Sundays should return back to the hostel before 9.00 pm.
- 2.6 Students shall vacate the hostel room, after completion of every academic semester/year.

3. ELECTRONIC/ELECTRICAL INSTRUMENT'S USE AND PROHIBITION

- 3.1 Mobile phones, laptops or music instruments can be used within room without causing any kind of disturbance or annoyance to the other inmates of the Hostel. Violation of this will attract disciplinary action and confiscation of the instrument. After 10.00 pm students will use only earphones to listen the music. Failing which the student will be imposed a spot fine of Rs. 100.
- 3.2 Any instrument of Music, Television or any audio or visual instruments in the common room of the hostel shall not be played in a manner causing disturbance or annoyance to the any inmates of the Hostel. Television must be switched off at 11.00 pm (Saturday at 12.00 am).
- 3.3 Students are prohibited from using electric irons and heaters, any type stove, or any electrical gadget found using the same shall be punished with confiscation of found article and a fine of Rs. 250. Repetition of same act will attract disciplinary action.
- 3.4 Students shall use all the furniture's, electrical fixtures and other assets provided by the university in the Hostel, with due care and caution. Any damage caused there to shall be restored by the student concerned.

4. PERSONAL HYGIENE AND APPEARANCE

It shall be the responsibility of all the students to keep the Hostel premises and respective flats clean and tidy. Spitting on wall or through window grill is strictly prohibited. A fine of Rs.100 can be imposed in such cases.

5. PROHIBITION OF RAGGING AND OTHER MALPRACTICES

- 5.1 Ragging in any form is absolutely prohibited and anyone found indulging in ragging will be expelled from both the hostel and the University apart from regular criminal prosecution, under the law in force.
- 5.2 Obscene and indecent behaviour shall invite strict disciplinary action.
- 5.3 Eve teasing and any practice derogatory to human dignity and personal privacy are strictly prohibited. Indulgence in any such acts shall invite strict disciplinary action.

6. INSTRUCTIONS OF WARDEN

The respective wardens are authorized to frame rules & issue instructions as and when situation arises. All students shall comply with the instructions given by the warden.

FORMAT
Office of the warden, HNLU Raipur (C.G.)

HOSTEL LEAVE CERTIFICATE

Date.....

This to certify that **Mr./Ms.**of **LL.M./B.A.LL.B.**
Semester has applied for leave of days form tillfor
the reason

His/Her application is allowed for leave ofdays.

Remarks:.....

Seal & Signature of the Warden

INTERNSHIP RULES

INTERNSHIP RULES

1. General Rules

- 1.1 Hidayatullah National Law University shall have no financial liability. The expenses for the purposes of travel, stay, food and other incidental expenses for internship purposes shall be borne by the respective student.
- 1.2 Students shall maintain strict confidentiality of the Institution imparting internship.
- 1.3 Students are not to solicit for any remuneration/ honorarium and /or reimbursement of any expenses from the Advocates/ Institution of internship concerned.
- 1.4 Students shall be required to maintain a daily-diary during the internship period & the Advocate/Institute should countersign the diary every week.
- 1.5 Any report written and submitted by a student as part of internship assignment shall be the property of HNLU.

2. Internship Co-ordination Committee

- 2.1 There shall be an Internship Co-ordination Committee.
- 2.2 The internship Co-ordination Committee shall be comprised of nominated member of each semester.
- 2.3 There shall be two nominations from each semester to be done by the semester in writing.
- 2.4 The member of the Internship Co-ordination Committee shall elect Convener. The Convener shall convene the meeting as and when asked for by the Committee.
- 2.5 The Vice Chancellor shall appoint faculty advisor(s) to the Internship Co-ordination Committee.

3. Categories of Internship: Non-Governmental Organizations, Government Institutions, Civil Societies, Trial, Appellate, Lawyers, Law Firms and Corporate Houses.

- 3.1. The Internship would be made in the following manner:-

- 3.1.1. First Internship:-Non-Government Organization, Civil Society, Trial Court Criminal/ Civil.
- 3.1.2. Second Internship:- Appellate Court High Court/ Trial Court (Civil-Criminal).
- 3.1.3. Third Internship:- Appellate Court, Law Firms, Corporate Houses.
- 3.1.4. Fourth Internship:- SC Advocates, Law Firms, Corporate Houses.

4. Rules and Procedures for Internship

- 4.1. The Internship is mainly meant for giving exposure in courts, civil and criminal, law firms, government institutions, civil societies, corporate houses. This will enable the candidate to be acquainted with the law and emerging areas of law.
- 4.3. The place of internship will be decided by the Committee as far as possible.
- 4.5. The Committee will decide, with majority, the allocation of internship to various semesters.
- 4.6. The Committee shall put up the offer of internship on the notice board.
- 4.7. The Committee shall maintain the record of internship.
- 4.8. The Students are required to submit a detailed report of their internship/ placement.
- 4.9. A “Confidential Report” by the respective Advocates, law firms, corporate houses and non-government organizations will be requested by the committee, for which purpose a “Confidential Cover” (with postage stamps) will be provided to the Advocates.
- 4.10. On the basis of the “Confidential Report” the University will maintain a “Record of performance”.

5. Emergency Powers

The Vice-Chancellor in consultation with the Faculty Advisor may amend, repeal or modify any rules.

DISCIPLINARY RULES

DISCIPLINARY CODE OF CONDUCT

1. General Rules

1.1 No one is allowed to go on the terrace for any reason whatsoever.

1.2 No one should damage or destroy or misuse HNLU property. Person found guilty will be required to indemnify the same.

1.3 Students must refrain themselves from making noise while passing from the places like classroom, teachers cabins, computer lab etc.

1.4 No one should be found roaming in the university campus during the class hours without the permission of the concerned Faculty.

2. Misconduct & Misbehaviour

2.1 Unruly and Unbecoming behaviour inside and outside the campus is strictly prohibited.

2.2 Harassment and any kind of ragging is strictly prohibited.

3. Use of Mobile Phones and Lap Top

3.1 Use of mobile phones is permitted in the University campus, provided that it is on silent mode during the class hours.

3.2 Lap top shall not be used during the class hours.

4. Prohibition of Smoking in the Campus

4.1 Smoking is strictly prohibited in the university campus, includes Halls of Residence and university bus.

4.2 Consumption and/or possession of alcohol or any intoxicated and contraband substances shall be strictly prohibited inside the university campus, includes Halls of Residence.

5. Prohibition of Littering of University Campus

5.1 Students must refrain themselves from indulging into any activity which results into littering of classroom, corridor, computer lab, library or any other places in the campus and the same should be disposed properly in dustbin.

5.2 In specific cases of classroom where the person violating rule cannot be located then person occupying that desk will be liable and if it is still difficult then a collective fine on the class coupled with reformative measures will be observed.

5.3 No eatables are allowed in the classroom, library and computer labs.

6. Rules of Conduct for Outsiders

6.1 The students are required to advise their visitors that:-

6.1.1. They need to sign the register with the gatekeeper both while entering and leaving the university premises.

6.1.2. They should park their vehicle at prescribed place by the university.

6.1.3. They will not disturb the routine activity of the university.

6.2. For any kind of misbehaviour with any member of HNLU by any outsider/visitor the student whom the former is related, shall be held liable.

7. Procedure for Disciplinary Action

7.1 Unless provided otherwise any person violating the above mentioned rules, shall be served a 'memo' by the Proctorial Board. Such 'memo' shall specify the date and time on which such violator should be present before the committee or sub-committee to present his case.

In case of breach of Rules 3 and 4, punishment may be awarded on summary proceedings.

7.2 In case a fine is imposed on the person then the same should be deposited with the bank in the university within 3 days and photocopy of the receipt should be produced to the disciplinary committee who will keep a record of it. Non-Payment of fine within the stipulated period will be treated as repletion of misconduct.

8. Punishment

8.1. Issuance of warning letter with a copy to personal file of the student or/and,

8.2. A monetary fine to the maximum limit of Rs. 1000 may be imposed or/and,

8.3. Suspension from classes and the University or/and,

8.4. Expulsion from the roll of the University.

9. Emergency Powers

The Vice Chancellor in consultation with the Proctorial Board may add, amend or alter any of the above mentioned rules at any point of time as it may deemed fit.
