

DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONEPAT

(Established by the Haryana State Legislature Act No. 15 of 2012)



B.A. LL.B. (HONS.) 5 YEAR INTEGRATED COURSE

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ORDINANCE

B.A.LL.B. (HONS.) 5 YEAR INTEGRATED COURSE

1.1. PRELIMINARIES:-

- I. This Ordinance shall apply to B.A. LL.B. (Hons.) 5 Year Integrated Course alongwith other rules related to Examinations (Midterm, End-Term, Repeat, Re-appear etc.) Re-evaluation, Punishment rules in case of UMC, Rules to award gold medal etc amended from time to time.
- II. The whole course shall be divided into 10 Semesters in five years. Each semester shall have at least 90 teaching days.
 - (i) Duration the Course- 5 Years
 - (ii) Extended Duration- 8 Years
- III. The eligibility criteria for admission to the programme, fee structure, Academic Calendar, Scheme of Studies and Examinations, Examination schedule, etc for the Academic Year shall be published in the prospectus/university website.
- IV. The minimum credits required for the award of B.A. LL.B. (Hons.) 5 Year Integrated Course shall be approx 240.
- V. Medium of instruction shall be English.

1.2. COURSE PATTERN AND EVALUATION ⁽¹⁾: -

For batches upto 2023-2028:	(From batch 2024-25 onwards)
<p>I.The course evaluation focuses on summative evaluation pattern.</p> <p>(i) Internal Assessment:</p> <ul style="list-style-type: none">• Mid-Term Examination- 20 Marks• Project- 20 Marks <p>(ii) End-Term Examination- 60 Marks</p> <p>II.Each paper of the semester shall be of 100 marks which shall be cumulated in grade point system.</p> <p>III.There shall be Mid-Term theory examination out of two modules and End-Term theory examination out of all four modules of each paper. The Mid-Term examination shall be of 20 marks for each paper and End-Term examination shall be of 60 marks for each paper.</p> <p>IV.For each subject/paper, the students of the first six semesters shall be assigned a project topic by the respective subject teacher. The project shall be of 20 marks and shall be evaluated internally by the concerned teacher with further division of marks as under: -</p> <p>(i) Written submission- 10 Marks</p> <p>(ii) Class Room Presentation And Viva-Voce- 05 Marks</p> <p>(iii) Attendance- 05 Marks</p> <p>V.Marks for attendance:</p> <p>For each subject, 05 marks shall be assigned for attendance, Class Room Behaviour and Attentiveness/Interaction in the class. Out of 05 marks, maximum 03 marks shall be for attendance and maximum 02 marks for Class Room Behaviour and Interaction as under: -</p> <p>(i) above 85% attendance: 03 marks</p>	<p>I.The course evaluation focuses on summative evaluation pattern.</p> <p>(i) Internal Assessment: 40 Marks</p> <ul style="list-style-type: none">• Mid-Term Examination- 20 Marks• Project- 20 Marks <p>(ii) End-Term Examination- 60 Marks</p> <p>II.Each paper of the semester shall be of 100 marks which shall be cumulated in grade point system.</p> <p>III.There shall be Mid-Term theory examination out of two modules and End-Term theory examination out of all four modules of each paper. The Mid-Term examination shall be of 20 marks for each paper and End-Term examination shall be of 60 marks for each paper.</p> <p>It will be implemented for the batch 2024-25 onwards.</p> <p>IV.For each subject/paper, the students of the first six semesters shall be assigned a project topic by the respective subject teacher. The project shall be of 20 marks with further division of marks as under: -</p> <p>(i) Written submission- 10 Marks</p> <p>(ii) Class Room Presentation and Viva-Voce 05 Marks</p> <p>(iii) Attendance- 05 Marks</p> <p>V.Marks for attendance:</p> <p>For each subject, 05 marks shall be assigned for attendance. Which shall be as per under:-</p> <p>(i) 90% and above : 05 Marks</p> <p>(ii) Between 85% and 89.99% :04 Marks</p> <p>(iii) Between 80% and 84.99% :03 Marks</p> <p>(iv) Between 75% and 74.99% :02 Marks</p> <p>(v) Between 70% and 74.99% :01 Marks</p>

(ii) above 80% to 85% attendance: 02 marks (iii) 75 to 80% attendance: 01 mark	(vi) Below 70% :00 Marks
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1.3. ATTENDANCE RULES ⁽¹⁾:

- I. No Student shall be allowed to take the end semester examination in a subject if he/she has not attended minimum of 70% of the lectures delivered in the subject concerned.

Provided that if a student for any exceptional reasons fail to attend 70% of the classes held in any subject, student may be allowed to appear in end semester examination if the student concerned attended at least 65% of the lectures delivered in the subject concerned and attended 70% of classes in all the subjects taken together.

Explanation: Exceptional reasons mentioned above may include participation (with prior approval of the University) in Moot Court competition/Debate/Co-curricular activities/ Blood Donation/ NCC/ NSS/ Sports Events or cases of serious ailments when a student **or his close relative** is admitted as an indoor patient in a clinic/hospital or otherwise confined to bed, whereby student shall submit the Medical Certificate as proof of the same in original **or any reason beyond the control of the candidate**.

Admissibility of these certificates shall be at the discretion of the Condonation Committee.

Lecture condonation demanded on the ground of exceptional reasons may be calculated by deducting not attended lectures from total delivered lectures to the concerned subject.

No student shall remain absent from the classes for continuous 15 days without prior intimation. Name of such student shall be struck off from the roll of University. Such cases shall be forwarded by concerned faculty member to Incharge law without delay.

Provided, such student may be admitted back only after the satisfaction of and by special permission of Competent Authority in this regard.

- II. The students availing above said relaxation on Medical Grounds shall be required to submit his/her Medical Certificate issued by a qualified doctor who administered the treatment, immediately on joining University after the illness/confinement. Such Certificate shall be submitted to In-charge (Law) for further submission/consideration by Condonation Committee.

The Condonation committee shall comprise of the following:-

- (i) Dean (Academic Affairs) (Convener)
- (ii) Head, Deptt. Of Law / In-charge (Law)
- (iii) Controller of Examination
- (iv) Vice-Chancellor's, Nominee.

- III. A student with less than 65% of attendance in any subject shall not be allowed to appear in the End-Term Examination.

Provided that Vice-Chancellor may allow such student to appear in the examination in extreme cases of hardship on the production of sufficient proofs thereof.

- IV. In case of late admission to First Semester, percentage of attendance shall be calculated from the date of such admission.

For other classes, a student who becomes eligible for promotion on late declaration of result / re-evaluation, for such case(s), the date of his/her admission shall be reckoned from the actual date of admission that fall within 07 working days from the declaration of such result. In any case, benefit of attendance shall not be given beyond 07 days of declaration of such result.

(1) Vide Notification DBRANUL/Acad./364-70 dated 18.09.2023 issued by Academic Branch.

1.4. PATTERN OF QUESTION PAPER ⁽¹⁾:

I. Course curriculum of each paper shall be divided into four modules.

II. End-Term Examination:

(i) Duration of the examination shall be 3 hour and each paper shall be of 60 marks.

(ii) The question paper shall be divided in five sections: -

Section-A:

There shall be a compulsory question comprising eight (08) parts taken from all the four (04) modules. Each part shall be of 2.5 marks.

Section-B, C, D & E:

Each of these sections shall have two questions from the respective module. The students shall attempt one question from each section. Each question shall be of 10 marks.

Mid-Term Examination(For all batches new or old from Academic Session 2024-25 onwards): -

Duration of the Mid-Term examination shall be 1 hour and each paper shall be of 20 marks.

The question paper shall be divided in three sections:

Section-A:-There shall be a compulsory question of 4 parts taken from two modules. Each part shall carry 2.5 marks.

Section B & C shall have two questions each from both the modules and students shall attempt any one question from each module. Each question shall carry 5 marks.

1.5. PROJECT EVALUATION ⁽¹⁾: -

- I. A project topic shall be assigned to each student for each paper. A written project report shall be submitted by the student before presentation along with the plagiarism report.
- II. The project report/assignment shall be evaluated by the concerned faculty member of the University.
- III. In case, similarity index report is above 15% in the project report/assignment, awarded zero mark.
- IV. There shall be no postponement of scheduled dates of project viva/presentation. In exceptional circumstances, when the students are to represent the University in some competition with the prior permission from the University or a case of serious illness (**he/she or blood relative, marriage of blood relative or any other circum stances beyond the control of the student**) the student may request for re-scheduling of viva/presentation [to the teacher concerned](#).

1.6. SCHEDULE OF EXAMINATIONS ⁽²⁾:-

- I. Mid-Term examination shall be held in the month of September/October in the odd Semester and in the month of March/April in even Semester. Dates for Mid-Term examination shall be notified as per the Academic Calendar.
- II. Students failing to pass or who did not appear in internal portion of examinations will be eligible to take special Mid-term examinations. These special mid-term examinations will be held before the commencement of End-term examinations for that semester. Concerned Teaching faculty will bring to the notice of such students to the Chairperson/Head of Department, Department of Law. Thereafter, to sit in these examinations student have to submit a written request to O/o Chairperson, Department of Law with a fee of Rs.500 per course/subject.

(1) Vide Notification DBRANUL/Acad./364-70 dated 18.09.2023 issued by Academic Branch.

(2) 3rd meeting of EC held on 06.03.2021 vide notification DBRANLU/Conduct/2021/31-34 dated 15.06.2021.

- III. Re-examination/Re-appear of Mid-term Examination may be conducted in case any student fails to appear in Regular Mid-term exams. Re-examination/Repeat of Mid-term exam of even/odd semester will be conducted along with the students appearing in fresh examination during next even/odd semester. Such students must ensure to submit the examination forms at least 15 days before the start of Mid-term examination as per Academic Calendar with the prescribed fee for re-appear students.
- IV. End-Term Examinations shall be held generally in the month of November/December for all odd semesters and in the month of May/June for all even semesters.
- V. The exact schedule of all the examinations Mid-term, End-term, Re-appear or Repeat shall be notified as per the Academic Calendar.

1.7. PASS PERCENTAGE ⁽¹⁾:-

The minimum marks for passing any semester shall be:

<p>For batches upto 2023-2028: (No change in it)</p> <ul style="list-style-type: none"> (i) 50% marks (including marks for attendance and class behaviors) for project examination. (ii) 50% in marks in aggregate of mid-term and end-term examinations taken together (i.e. at least 40 marks out of 80 marks) in each subject. 	<p>From 2024-2029 onwards:</p> <ul style="list-style-type: none"> (i) 45% marks in each component i.e., Internal Assessment (including mid-term and project) & End-Term Examination of each subject. (ii) 50% in the aggregate of mid-term and end-term examination. (iii) Failing any conditions mentioned above (i) & (ii), student shall be awarded re-appear in the end-term examinations with marks obtained in Internal Assessment being carried forward.
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1.8. RE-APPEAR EXAMINATION ⁽¹⁾:

- I. **A student shall be awarded re-appear:**
 - (i) **In the end-term examination if he/she does not fulfill condition 1.7. (ii). The marks obtained in the mid-term examination shall be carried forwarded.**
 - (ii) **In the project if he/she does not fulfill 1.7. (i). The marks obtained in attendance and class behavior shall be carried forwarded.**
- II. Re-appear examination of the 1st, 3rd, 5th, 7th & 9th will be held in the month of **November/December** with End-Term Examination.
- III. Re-appear examination of the 2nd, 4th, 6th, 8th, & 10th semester will be held in the month of **May/June** along with regular examination.
- IV. Re-appear examination for the 9th semester shall be conducted alongwith the regular examination of the 10th semester and similarly re-appear examination for 10th semester shall be conducted alongwith the regular examinations of the 9th semester.
- V. The candidate shall be allowed to take re-appear examination on deposit of prescribed fee & submission of Examination Form.
- VI. **A candidate shall have 03 chances to pass a paper i.e. one as a regular student and two as a re-appear candidate. Failing this, he/she will have to appear afresh in all the papers of that semester by taking fresh admission in that semester. The re-appear candidate shall submit the examination form along with the prescribed fee.**

(1) 3rd meeting of EC held on 06.03.2021 vide notification DBRANLU/Conduct/2021/31-34 dated 15.06.2021.

1.9. PROMOTION TO NEXT SEMESTER ⁽²⁾:

- I. Promotion to Even Semester shall be automatic.
- II. Promotion to Third Semester shall be allowed to students who have passed at least 50% papers of the First and Second Semester taken together.
- III. Promotions to Fifth Semester shall be allowed to students who have passed all the papers of first two Semesters and at least 50% papers of Third and Fourth Semesters taken together.
- IV. Promotion to Seventh Semester shall be allowed to students who have passed all the papers of first four Semester and at least 50% papers of Fifth and Sixth Semesters taken together.
- V. Promotion to Ninth semester shall be allowed to students who have passed all the papers of first sixth semesters and at least 50% papers of seventh and eighth semesters taken together.
- VI. A student not fulfilling the above mentioned criteria, can be admitted provisionally to the next semester (where he/she would have been promoted to) subject to the condition that he/she will clear the necessary conditions for the promotion to next semester before the end-term examination of that semester (in which he/she provisionally admitted) otherwise the student shall not be allowed to take the end-term examination. The marks obtained in the mid-term examination stand cancelled. He/She has to fulfill the promotion criteria, only then he/she shall be allowed in the same semester in the next academic year, by depositing the admission and other fees.

1.10. PANEL OF PAPER SETTERS/EVALUATORS ⁽¹⁾:

- I. Panel of paper setters/evaluators be a mix of internal as well as external. The department shall forward a panel of Examiners/Evaluators duly approved by the BOS for every Academic Year to the COE. The panel must contain at least five names for each subject. It shall be implemented from the current academic session i.e. 2023-2024 and onwards for all.
- II. The Vice-Chancellor shall appoint paper setters out of the above said panel for each End-Term examination.
- III. Vice-Chancellor may appoint paper-setters/evaluators beyond the panel in case of non-availability of the empanelled person or in other urgent situations **on the advice is the Controller of Examinations.**

1.11. GRACE MARKS (For all batches from current semester onwards) :

- I. 1% of the total marks for all the papers including Mid-Term examination may be given as grace marks to a candidate who is failing in any subject(s) of that Semester. The grace marks are non-compoundable in nature and will not be carried forward to the next semester.
- II. Grace marks shall also be awarded for project portion of internal assessment.
- III. The grace marks can be split for more than one paper to the best advantage of the student.
- IV. A candidate who appears in reappear exam in a subject may be given the benefit of the balance of Grace Marks, if any.

(1) Vide Notification DBRANUL/Acad./364-70 dated 18.09.2023 issued by Academic Branch.

(2) 3rd meeting of EC held on 06.03.2021 vide notification DBRANLU/Conduct/2021/31-34 dated 15.06.2021.

1.12. GRADING OF STUDENTS PERFORMANCE ⁽²⁾:

For batches upto 2023-2028:

I. The Divisions shall be as under:

1st Division: Students securing 60% marks or above (CGPA \geq 6.32)

2nd Division: Students securing more than 50% marks but less than 60% ($5.26 \leq$ CGPA $<$ 6.32)

II. The Grade Point shall be awarded as under:

The students shall be awarded Semester Grade Point Average (SGPA) for each semester and also (CGPA) Commutative Grade Point Average for all completed semesters at that time for the award of grades in a subject, all component wise evaluation shall be done in marks. The marks awarded in a subject will be converted into grades as under:-

Sr. No.	Score (%)	Grade	Grade Point
1.	Above 80	(O)	10
2.	75-80	(E)	9.5
3.	70-74	(D)	9.0
4.	65-69	(A+)	8.5
5.	60-64	(A)	8.0
6.	55-59	(B+)	7.5
7.	50-54	(B)	7
8.	Below 50	(F)	0.0
9.	Need to put Audit pass papers.	AP	--

III. The Semester Grade Point Average shall be calculated By adding total grade points for each subject of the semester

IV. Cumulative Grade Point Average shall be calculated by adding grade points of all the semesters of the course and dividing it by number of semesters.

III. No SGPA shall be awarded to a Re-appear student.

V. The formula of SGPA

$$SGPA = \frac{\sum (\text{paper credits} * \text{Grade point}) \text{ for all papers except audit papers}}{\sum (\text{paper credits}) \text{ for all papers except the audit papers}}$$

VI. Conversion formula of CGPA into marks. The CGPA if multiplied by 9.5 will give the equivalent marks %.

(2) 3rd meeting of EC held on 06.03.2021 vide notification DBRANLU/Conduct/2021/31-34 dated 15.06.2021.

For new batches commencing from Academic Session 2024-2029 onwards:

I. The Divisions shall be as under:

1st Division: Students securing 60% marks or above (CGPA \geq 6.32)

2nd Division: Students securing more than 50% marks but less than 60% ($5.26 \leq$ CGPA $<$ 6.32)

II. The Grade Point shall be awarded as under:

The students shall be awarded Semester Grade Point Average (SGPA) for each semester and also (CGPA) **Commutative Grade Point Average for all completed semesters at that time for the award of grades in a subject, all component wise evaluation shall be done in marks. The marks awarded in a subject will be converted into grades as under:-**

CGPA is the Cumulative average of SGPA of all completed semesters at that time.

Sr. No.	Score%	Grade	Grade Point
1.	$90 \leq \text{Score} \leq 100$	O	10
2.	$80 \leq \text{Score} < 90$	E	9
3.	$70 \leq \text{Score} < 80$	D	8
4.	$60 \leq \text{Score} < 70$	A	7
5.	$50 \leq \text{Score} < 60$	B	6
6.	Less than 50	F	0
7.	-	AP	Non-credited
8.	-	AF	Non-credited

SGPA =	$\frac{\sum (\text{Paper Credits} \times \text{Grade Point}) \text{ for all papers except Audit papers}}{\sum (\text{Paper Credits}) \text{ for all papers except Audit Papers}}$
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III. CGPA is the Cumulative average of SGPA of all completed semesters at that time.

IV. Conversion Formula of CGPA into % marks : CGPA \times 9.5

1.13. MODIFICATION OF RESULT ⁽¹⁾:

I. The Vice-Chancellor shall have the power to quash the declared result of candidate if:

- The candidate is disqualified for using any type of unfair means in the examination or
- he/she is found ineligible to appear in the examination

II. The Vice-Chancellor has also the power to modify the result if any error is detected in preparation or compiling of the result.

1.14. CONDUCT OF EXAMINATIONS ⁽¹⁾:-

I. The examination (Mid-Term/End-Term/Re-appear/Repeat) of the University shall be conducted under the supervision of the Superintendent out of the senior teachers of the University, appointed by the **Controller of Examinations** for each Mid-Term/End-Term/Re-appear/Repeat Examination. The Superintendent so appointed shall appoint Deputy Superintendent, Invigilators to perform the examination duty. The Superintendent shall ensure that there should be one Invigilator upto 30 candidates appearing and so on. However, if required, the non-teaching staff may under intimation to the COE also be assigned the examination duty not below the rank of Superintendent.

(1) 3rd meeting of EC held on 06.03.2021 vide notification DBRANLU/Conduct/2021/31-34 dated 15.06.2021.

- II. If a candidate for any University Examination owes any dues to the University on any account and fails to pay the dues or has in his/her possession any book, apparatus, or other property belonging to the University or any kit etc., and fails to return the same, the Controller of Examinations on receipt of such a report from the Chairperson of a University Teaching Deptt./Chief Warden/Librarian/Superintendent Workshop or any other office may withhold or authorize the withholding of the admission card of the candidate or if the admission card has already been issued, suspend the order of admission to examination till all such dues have been paid or such property has been returned by the candidate.
- III. The Controller of Examinations may withhold the permission granted to any candidate by some incidentally mistake or omission who was not eligible to appear at any University examination, even though an admission card had been issued and produced by him/her before the Superintendent of the Examination Centre or he/she may have appeared in one or more papers at the examination, and to cancel the result.
- IV. Unless otherwise provided, a person who:-
- (i) has already passed an examination of that programme of this or any other University shall not be permitted to re-appear in the examination of the same programme or a corresponding examination.
 - (ii) is a candidate for an examinations in full subjects under a programme of this University can not simultaneously read for or appear at another examination under another programme of this University or any another University/Board as a full time candidate.
This bar shall not apply to a candidate appearing in an examination of the University for passing/re-appear papers or for improvement of division/result or for additional subject.
This bar shall also not apply to a candidate who has completed the course during stipulated duration and the examination of those courses is not held in time due to unavoidable reasons.
This bar shall also not apply to a candidate acquiring capability enhancing courses through online or offline mode provided they are attended after the regular classes or on holidays.
- V. Notwithstanding anything contained in any other Ordinance, the Academic Council in the case of:
- (a) a foreign scholar who is not of Indian domicile; or
 - (b) a person who is not an Indian National; or
 - (c) a person of Indian origin studying in a foreign country
- shall have power to admit him/her to any class of the university teaching departments for which he/she is considered fit on the recommendation of the Equivalence Committee.
- VI. Notwithstanding anything contained in any other Ordinance, the Academic Council in order to avoid hardship to candidate shall have power to relax any requirement of the ordinance for any examination while considering the irregular admissions for regularization where the mistake is primarily on the part of the University. Each and every case of such nature will be considered by the Academic Council on merits.
- VII. The Controller of Examinations may withhold the result of any candidate who by an act of omission or commission might be found to be guilty of either contravening the provisions of the Act, the Statutes, the Ordinances or the Regulations or of non-compliance thereof or any court orders or for any other cause which, in the opinion of the Controller of Examinations, might warrant such as action.
- VIII. The Vice-Chancellor shall have the power to quash the result of a candidate after it has been declared if;
- (i) he/she is disqualified for using unfair means in the examinations: or
 - (ii) a mistake is found in his/her result; or
 - (iii) he/she is found ineligible to appear in the examination.
- IX. A candidate whose answer-book is lost after it has been received by the Centre Superintendent of the examination, and who, but for this answer book, would have either passed in the examination or is likely to be placed under compartment/re-appear, shall unless he/she opts re-examination, on a date to

be fixed by the Controller of Examinations be deemed to have obtained in that paper marks equal to the average of the marks obtained by him/her in other theory papers of the programme of that very semester.

However, if the answer book(s) is/are lost after original evaluation and is/are not traceable for re-evaluation on account of any reason, the candidate concerned will be offered re-examination in that paper at the next examination provided he/she has already obtained pass marks in that paper. If, however, the candidate does not want re-examination his/her previous result may stand unchanged. No re-examination fee shall be charged for a candidate who opts for re-examination under this Clause.

If there is a dispute as to whether a candidate's answer-book was duly received or not, the findings of the Controller of Examinations subject to confirmation by the Vice-Chancellor shall be final.

- X. Notwithstanding anything contained in any other Ordinance/Regulation, the Academic Council shall have power in the case of all examinations held by the University to hold an additional examination in the same year for special reasons to be recorded.
- XI. In case of any ambiguity/dispute regarding interpretation of these rules or any other matter related to the examination which is not covered under these rules, the decision of Vice-Chancellor shall be final.
- XII. Regarding any legal dispute, the jurisdiction lies with district courts, at Sonapat.

1.15. LIST OF STUDENTS ELIGIBLE TO TAKE THE END-TERM EXAMINATION ⁽¹⁾:

- I. The Department concerned shall submit a list of enrolled regular students for each Semester to the Controller of Examination one month before the commencement of examination.
- II. The list of students who are to be detained for shortage of attendance shall be submitted by the Department concerned to the Controller of Examination one week before the examination
- III. Re-appear students shall submit their Examination Forms to the Examination Branch duly verified by the Chairperson/Incharge, Department concerned.
- IV. On receipt of List of eligible students the Examination Branch shall generate their admit cards.
- V. Admit Card to the detained student(s) will not be issued.
- VI. Separate Admit Cards will be issued for appearing in any End-Term/Re-appear or Repeat Examinations clearly mentioning the Subject(s) which the student's will take.

1.16. SCHEDULE OF EXAMINATION ⁽¹⁾:-

The examination form for the First, Third, Fifth, Seventh and Ninth Semester shall be submitted as follows:-

Date for Submission of the Examination Form (without Late Fee)	15 October
Submission with Late Fee of Rs. 100/- (Rupees One Hundred)	31 October
Submission with Late Fee of Rs. 500/- (Rupees Five Hundred)	15 November

The examination form for the Second, Fourth, Sixth, Eighth and Tenth Semester shall be submitted as under:

Date for Submission of the Examination Form (without Late Fee)	30 March
Submission with Late Fee of Rs. 100/- (Rupees One Hundred)	15 April
Submission with Late Fee of Rs. 500/- (Rupees Five Hundred)	30 April

Each subject teacher shall submit the Attendance record and marks for attendance and Class Room Behavior to the Department concerned immediately after the closing of regular classes of each semester.

(1) 3rd meeting of EC held on 06.03.2021 vide notification DBRANLU/Conduct/2021/31-34 dated 15.06.2021.

1.17. DISPOSAL OF COMPLAINTS- Moderation Committee ⁽¹⁾:-

- I. In case of variation in percentage and in case of any complaint received regarding the question paper, the Vice-Chancellor shall appoint a Moderation Committee. The term of the Moderation Committee will be for specific duration as decided by the Vice-Chancellor. The Moderation Committee shall comprise of the following **(w.e.f. even semester 2024 and onwards for all)** :
 - (i) Head of the Department
 - (ii) Concerned Subject Teacher(s)
 - (iii) Nominee of the V.C.
 - (iv) COE or his nominee.
- II. Complaints, if any, regarding any question paper shall not to be entertained after twenty-four (24) hours of the conduct of the respective examination. The complaint, if any, is to be submitted in writing to the Controller of Examination through the Centre Superintendent.
- III. The Controller of examination shall seek the comments of the concerned subject teacher within three (3) days of the receipt of the complaint. The Controller of Examination shall then seek the comments of the paper setter, so appointed under Regulation 1.10, and shall place the report within **7 days of receipt of the complaint**, before the Moderation Committee for its recommendation.
- IV. **The Committee shall examine the complaint and submit its report with specific recommendation(s) regarding re-examination or award of some universal grace marks or moderation of marks or any other, within 7 days of receipt of complaint to it.**
- V. The report of the Moderation Committee shall be submitted to the Vice-Chancellor for **approval**.
- VI. In case of an extraordinary variation in percentage of the result in any subjects, result may be put before the Moderation Committee.
- VII. The Moderation Committee may examine the result of different subjects and may recommend for moderation of result. The report of the Moderation Committee shall be placed before the Vice-Chancellor for consideration and **approval**.

1.18. DECLARATION OF RESULT/AWARD OF DEGREE ⁽¹⁾:-

- I. Ordinarily, the result of the Semester Examination shall be published within two months of the completion of examination by the University.
- II. Detailed Marks Card shall be issued within three months from the date of publication of the result
- III. A student passing all the courses of the B.A.LL. B (Hons.) Five-year integrated course with an aggregate of 50% marks shall be awarded a degree of B.A.LL. B (Hons.) on the following criteria of division;
 - (i) First Division: To those students who passed the course by securing 60% or more marks **(CGPA \geq 6.32)**.
 - (ii) Second Division: To those who passed the course by securing 50% or more marks but less than 60% marks **(5.26 \leq CGPA $<$ 6.32)**.
 - (iii) Medium of Instruction/examination shall be mentioned in the degree awarded to the candidate.

(1) 3rd meeting of EC held on 06.03.2021 vide notification DBRANLU/Conduct/2021/31-34 dated 15.06.2021.

1.19. RE-EVALUATION ⁽¹⁾:-

- I. A candidate who wishes to seek re-evaluation of his/her answer books/Term Paper offered against any paper may apply for the same to the Re-evaluation Branch on prescribed application form for Re-evaluation. The candidate is required to submit the prescribed fee **that may be amended time to time** per paper along with the application form for the Re-evaluation.
- II. Re-evaluation is permissible in End-Term Examination including Repeat Examination but not in Mid-Term Examination.
- III. The application for Re-evaluation along with the prescribed fee should reach **the examination branch** within thirty (30) days from the date of the declaration of result of the examination.
- IV. After the due date, no Re-evaluation application shall be accepted.
- V. A candidate may be allowed to withdraw his/her application for Re-evaluation within ten (10) days of the submission of his/her Re-evaluation form but before the declaration of result, whichever is earlier. The fee deposited by the candidate shall not be refunded in any situation.
- VI. The panel of examiners for each subject will be **appointed** from the panel of paper setters 1.10.
- VII. Fresh code number shall be assigned to the Answer Books for Re-evaluation.
- VIII. Upon Re-evaluation of an Answer Book the result will be computed as under (w.e.f. even semesters 2024 and onward):
 - (i) The variation of marks be w.r.to the total marks of the end-term paper of that subject.
 - (ii) If the variation (more/less) within 10% of the total marks of the end term paper of that subject, average of the marks to the two evaluators shall be awarded to the student.
 - (iii) In case the variation is 10% more/less of the total marks of that paper, then the average of the best two evaluators shall be considered.

1.20. REPEAT EXAMINATION ⁽¹⁾:-

- I. The Repeat Examination shall be held in the months of August/September after declaration of the result of Even Semesters examination.
* In case candidate has applied for Re-evaluation of any paper of May End-Term Examination and is required to appear in Repeat Examination before the declaration of Re-evaluation result, such candidate shall be given the benefit of best result out of two *i.e.* Re-evaluation or Repeat Examination.
- II. The Repeat Examination shall be allowed to the student who fail to meet eligibility criteria for promotion to the next higher class, after the even Semester examination.
- III. The candidates who are to appear for Repeat examination shall be required to deposit prescribed fee and submit the Examination Form, within seven working days of the declaration of result of May examination.
- IV. The Detailed Marks Certificates of student, who shall pass the course through Repeat Examination, will be issued with the mention of "Repeat Examination."
- V.
 - (i) The Repeat Examination shall not be allowed to student who has been detained for shortage of attendance in more than six subjects of odd and even Semester taken together.
 - (ii) In appropriate cases, the Vice-Chancellor, on the recommendation of Condonation Committee, may allow a student detained for shortage of attendance to take Repeat Examination on his/her request.
 - (iii) The marks obtained in Mid-Term examination, **Project and attendance** of the detained student shall be carried forward to be included in the marks obtained in Supplementary/Repeat Examination, as the case may be.

(1) 3rd meeting of EC held on 06.03.2021 vide notification DBRANLU/Conduct/2021/31-34 dated 15.06.2021.

- VI. The student who has missed/failed in both Mid-term and End-term examination and is to appear in Repeat/Supplementary Examination shall be given theory examination out of 60 marks **which will be proportioned to out of 80 marks** for the respective subject.

1.21. RULES FOR DETENTION OF STUDENTS AND RELATED MATTERS ⁽¹⁾:-

- I. The students who have not qualified the required number of papers of the previous class(s) through End-Term or Repeat examination, as per DBRANLU Regulation shall be detained and shall not be promoted to the next higher class.
- II. The detained student may re-appear in the papers he/she has failed in the Semester examination (odd/even, as the case may be) by availing the permissible number of chances.
- III. When a student is attending classes of the next class provisionally before the declaration of End-Term/Repeat examination and subsequently found ineligible for not qualifying required number of papers, his/her provisional promotion to next class shall stand cancelled automatically.
- IV. The detained candidate shall be required to pay the hostel charges/mess bills on the monthly basis for his/her stay before the declaration of result. In such cases, stay of any number of days in a calendar month shall be treated as stay for the whole month.
- V. Where a candidate has already deposited the fee/charge for the next class before the declaration of result of previous class and subsequently got detained because of non fulfillment of eligibility condition, the fee paid by him/her may be adjusted in the fee payable on fulfilling of eligibility conditions in the next academic year, or if the student opt for discontinuation of study at DBRANLU, the Semester fee any be refunded after deducting the Hostel charges.
- VI. (i) A detained student may take casual admission of attending classes of the subject in which he/she has failed. In such a case, he/she shall pay the prescribed fee/per subject per Semester in addition to Hostel/Mess charges.
Explanation: In case of casual admission, the students need not to meet condition of minimum attendance. However, he/she shall abide by all rules and regulations relating to students discipline.
(ii) In case odd semester classes are in progress but the student is detained for failing in even Semester subject or vice-versa, such student may pay a prescribed fee for availing library and other facilities.
- VII. The fee payable by detained student shall be **as decided time to time** per subject/semester.

1.22 Provision for Improvement in End-term Examinations:

Students interested in improving their grades shall be allowed to appear for Improvement examinations for subject(s)/courses only from the preceding year with a fee of Rs. 1,000/- for each subject/course. Examinations for improvement of score in even/odd semester shall be conducted along with the students appearing in fresh/repeat/re-appear examinations during next even/odd semester. If, the marks increases after the Improvement examinations, result of the student will be revised and new DMC with the mention of 'Improvement Examination' will be issued, otherwise the original result will be retained & no DMC will be issued. Schedule for submission of Examination forms for improvement examinations shall be notified.

(1) Vide Notification DBRANUL/Acad./364-70 dated 18.09.2023 issued by Academic Branch.

Annexure-1

Examination/Related Fee Structure

Sr. No.	Type of Fee	Fee (In Rupees)
1.	Casual Admission (Including Library and other related Services)	10, 000/-
2.	Reappear Examination	1000/- per semester
3.	Repeat Examination	1000/- per semester
4.	Reevaluation	750/- per paper
5.	Fee for special lectures for detained students	5,000/- per subject

Chapter-2

Examination Rules

2.1. Enrolment, Schedule of Examinations and Admit Card

2.1.1. Enrolment

- I. Every candidate for an examination of the University shall, except when exempted by any of the Regulations, be allotted a registration and a roll number and be enrolled as a student of a teaching department of the University before entering upon the course prescribed for such examination and should have undergone a regular course of study at the department.
- II. The fee structure of Enrolment and related activities shall be as notified by the University from time to time.

2.1.2. Schedule of Examinations/Results

- I. COE shall announce the date-sheet as per the Academic Calendar to conduct the Examinations.
- II. Keeping in view the preparation of pre-conduct phase COE shall announce the last date of submission of Examinations forms/details including the last date of submission with fine.
- III. After completion of evaluation work the Controller of Examinations shall declare the results.

2.1.3. Admit Card

- I. On receipt of the fee prescribed, fulfillment of condition of attendance rules and the promotion to next semester the university shall, if the candidate is admitted, furnish the candidate with an admission card, permitting him/her to appear in the examinations.
- II. Permission to appear at a University examination may be withdrawn if a student is found ineligible or student him/her self misled through false information.
- III. A candidate may not be admitted to the examination hall unless he/she produces to the officer conducting the examination his/her examination admit card or satisfies such officer that it will be produced later.
- IV. The Center Superintendent may, if he/she is satisfied that an examination admit card has been lost or destroyed, grant on payment of a further fee as approved by University from time to time duplicate examination admission card. The card so granted shall show at a prominent place the number and date of the card originally granted.
- V. Admit card will be issued only once to a student. However, the admit card can be reissued to the student, if lost, on payment of Rs. 250/-. The Admit Card will be reissued subsequently on payment of Rs. 500/- and on production of FIR report for the loss of Admit Card.

2.2. Appointment of Staff

2.2.1. Appointment of Examiners

- I. Examiners and/or evaluators shall be appointed on the recommendation of the Board of Studies concerned for the selection of examiners.
- II. If any examiner and /or evaluator is unable to act for any cause and fresh appointment can not be made in time in the manner prescribed by sub-section 2.2.1. (i), the COE shall have power to appoint another examiner to fill the vacancy.

- III. For each question paper of a course of study two paper setters shall be appointed on terms, conditions and instructions determined by the Controller of Examinations in prescribed format of the University.
- IV. Controller of Examinations shall appoint the examiners for practical's from the panel of examiners and the faculty from the University. In case of non-availability of experts or some extraordinary circumstances the examiners can be selected by COE from other places also.
- V. The remuneration to a person for examinations shall be as notified by the University from time to time.
- VI. Any person who either is not qualified to be appointed as an examiner or is debarred from being an examiner in any subject in the University shall ipso-facto cease to be associated with the process of the appointment of examiners. All work relating to examinations, tests and evaluation (such as paper-setting, assessment, invigilation, superintendence, viva voce, practical, tabulation, checking and inspection etc.) with or without payment of remuneration shall be deemed to be a part of normal duty of every teacher or/equivalent/supporting staff in the University.
- VII. Remuneration for End-Term Examinations, Practical Examination Work Vica-Voce and other related activities shall be as notified by the University from time to time.

2.2.2. Appointment of officers and staff

The Controller of Examinations shall appoint required number of Officers for conducting the End-Term Examination smoothly, as below:

- I. The Controller of Examination shall appoint Centre Superintendent out of the senior teachers of the University.
- II. The Centre Superintendent shall appoint Deputy Centre Superintendent, Invigilators and other supporting staff with the approval of the COE.
- III. Teaching staff shall perform the duties of Invigilation however if required the non-teaching staff not below the rank of Superintendent may be assigned the duties of Invigilator under intimation of the COE.
- IV. The Controller of Examinations, if necessary, may appoint University Appointed observer/ flying squad for the centre to ensure the fairness of conduct of examination.
- V. Norms of the staff which may be engaged by the Centre Superintendent for examination work at each centre:

S. No.	Staff	No. of Persons to be engaged
(a)	Class III staff (Clerical)- Centre Clerk No. of Registered candidates for the session - Up to 350 candidates - for subsequent 350 candidates or part thereof	01 01 additional
(b)	Daftari One Daftari irrespective of number of candidates	01
(c)	Class IV Staff (like Waterman/Peon etc._ - Upto 350 candidates - For Subsequent 150 candidates or part thereof	03 01
(d)	Sweeper	01

2.3. Duties and Responsibilities of personals appointed for conduct of examinations

2.3.1. Duties and Responsibilities of Centre Superintendent

- I. Centre Supdt. shall be the incharge of examination centre and he/she shall be responsible to conduct the examination in a smooth manner at the examination centre allotted to him.
- II. The Centre Superintendent shall not leave the station during the examination days for any purpose without obtaining prior permission of the COE. In case of emergency when Centre Supdt. proceed on leave, the Deputy Centre Supdt. shall act as Centre Supdt. and one of the invigilator shall be appointed as Deputy Centre Supdt. by the COE.
- III. Centre Supdt. shall ensure that Answer Scripts of candidates are sent to the Examinations Branch on the day of examinations in sealed packets.
- IV. Centre Supdt. shall depute one Invigilator for every 30 students.
- V. One Invigilator shall be named as Outsider (OS) for every 100 examinees. In case of emergency, OS shall act as reserve Invigilator.
- VI. No invigilator shall be appointed if strength of the examination centre is below 30 on a particular day/session of examination. **The Deputy Centre Superintendent shall also act as invigilator on such days.**
- VII. Centre Supdt. shall prepare the sitting plan for the examination and display.
- VIII. Centre Supdt. shall issue a certificate to Flying Squad/Observer (if visited):

Format of the Certificate

It is to certify that Mr./Dr./Prof. _____ visited this centre No. _____ in the Morning/Evening session on date _____.

Signature with Seal
of the Centre Supdt.

2.3.2. Duties and responsibilities of Deputy Centre Superintendent

- I. The Deputy Centre Superintendent shall assist the Centre Superintendent in general, for the smooth conduct of Examination at the centre.
- II. The Deputy Centre Superintendent shall remain at the centre during the entire period of university examination. In case of any emergency he/she shall take the permission of the Centre Superintendent requesting him to make alternate arrangements.
- III. The Deputy Centre Superintendent shall attend to any work entrusted to him by the Centre Supdt. in connection with the Examination.
- IV. The Deputy Center Superintendent shall act as Centre Supdt. in the absence of Centre Supdt.

2.3.3. Duties and responsibilities of the University Appointed Flying Squad/Observer.

- I. The Flying Squad/Observer will be appointed by the COE from amongst the teachers/equivalents (preferably seniors) of University for the smooth and fair conduct of examinations.
- II. The Flying Squad/Observer can ask for any examinations record from Centre Superintendents for the purpose of fair conduct of Examinations. They can further advise him/her according to circumstances for fair conduct of the Examinations.

- III. During the Examination, he/she shall ensure that all the Room Invigilators are discharging their duties properly and there is no scope for malpractice.
- IV. The Flying Squad/Observer shall give his/her own report whenever malpractice cases are detected during their visit.
- V. The Flying Squad/Observer if observes any irregularity or insincerity by any of the examination official/staff, he/she shall bring this fact to the notice of the Centre Superintendent immediately.
- VI. He/she shall be entitled for remuneration as per University norms by sending bill along with the attendance certificate to the University.

2.3.4. Duties and responsibilities of Invigilator

- I. The Invigilator shall report to the Centre Superintendent at least 45 minutes before the commencement of the examination on the first day and 30 minutes before the start of examination on successive days/sessions of examinations.
- II. The Invigilator shall go to the examination room/hall allotted to him/her 15 minutes before the commencement of the examination with relevant examination material and ensure that no chits or any other material are found in the room.
- III. The candidates shall be admitted into the examination hall 15 minutes before the commencement of the examination or as notified by the university from time to time.
- IV. The Invigilator shall announce to the students to leave the books, papers, phones in off mode and any other reference materials etc., outside the examination hall and read out the warning note before the issue of Question Papers as below:
“The candidates in the examination hall should search desks, tables, their pockets & other belongings and handover to Invigilator, if any paper/notes/manuscripts or written materials, phones, Bluetooth devices are found in possession of candidate, he/she will be booked under unfair means.”
- V. Ten minutes before the commencement of examination, the answer books shall be distributed to those candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
- VI. The Invigilator shall distribute the question papers to the candidates seated in the examination hall only at the scheduled timings of examinations.
- VII. The Invigilator shall ensure that candidates take their seats before the commencement of examination even though the candidate shall be allowed to enter the examination hall upto half an hour from the commencement of the paper in extraordinary circumstances.
- VIII. The Invigilator shall ensure that if a candidate decides to stop his/her writing of examination before one hour of the termination exam, he/she will not be allowed to take away his/her question paper. He/she shall leave it with the Invigilator and may take it from him/her at the end of examination. However, no candidate should be allowed to leave examination hall for any purpose within first two hours of the commencement of examination or as per the instructions issued by the university from time to time in this regard.
- IX. The Invigilator shall put his/her signature at the place marked as Invigilator’s Signature only after ensuring that the candidates have taken their seats and have entered the correct roll number, and other particulars required on the facing sheet of the answer book checking the identity of the

candidate with photo on admit card and office copy of admit card, and shall obtain the signature of the candidates on the prescribed attendance sheet.

- X. Invigilator shall ensure that any undesired materials brought by the students are outside the room at his/her risk only.
- XI. If any student has not brought his/her admit card and Identity Card, the matter shall be brought to the notice of the Centre Superintendent for issuing provisional card.
- XII. If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet, preferably in red ink, after 30 minutes from the commencement of the examination. A consolidated statement showing the subject-wise, candidates present and absent be submitted in the prescribed form.
- XIII. After half an hour of the commencement of the examination, the spare answer books and question papers shall be returned to the Center Supdt. or an official deputed by Center Supdt. when he/she visits the examination room/hall.
- XIV. The Invigilator shall not accept the answer book of any candidate without ensuring that, it bears his/her correct University roll number and other information asked on the title page of the answer books.
- XV. The Invigilator shall not allow the candidate to use unfair means in examination hall.
- XVI. Frequent use of toilet by the candidate should be discouraged.
- XVII. The Invigilator shall take rounds in the hall and shall not engage themselves in conversation with other invigilator, while the examination is going on and also shall not engage in reading magazine or newspaper or doing any work other than his/her duty or phone for examination.
- XVIII. The Invigilator shall ensure that there is no communication among the candidates in the examination hall.
- XIX. The violations of instructions by any candidate shall be brought to the notice of the Centre Superintendent immediately and a written report is to be made regarding such cases to the COE by the Center Superintendent immediately.
- XX. Smoking and taking tea/coffee or any other refreshment in the hall or around by the candidate, where the examination is in progress is strictly prohibited (This includes chewing of tobacco etc.).
- XXI. The Invigilator should also declare the following timings in his/her room:
 - a) Half of the Examination Duration
 - b) Half an hour before the Examination ends
 - c) Ten minutes before the end of the examination
- XXII. After the expiry of the time of the examination, the invigilator shall collect the answer books and shall arrange them roll number wise and hand over to the authorized officials in Centre Superintendent office along with other reports. Candidates shall not be allowed to leave the examination hall till all the answer books are collected.
- XXIII. The Invigilator shall be personally held responsible for the loss/misplacement of any answer books before handing over to the office of the Center Superintendent.
- XXIV. While taking rounds of the examination hall, If the Invigilator notices that, any candidate is indulging in copying or possessing a manuscript or answer book other than that of the candidate, any written material on calculator/geometry box/scale, phone, bluetooth device, he/she shall

immediately take in his/her possession the candidate's answer book, question paper, and the materials which he/she has used or intended to use for copying and immediately report to the Centre Superintendent. He/she should not allow the candidate to leave the examination hall till the Centre Superintendent comes to the examination hall and takes over the charge.

- XXV. Any dereliction of duty on the part of the Invigilator shall be seriously taken and the Centre Superintendent shall take necessary action as per the guidelines of the University and report the same to the University immediately.
- XXVI. Whenever a flying squad/observer of the University make a surprise visit, the Invigilator shall ensure their identity and allow to enter the examination hall for surprise check.
- XXVII. The Invigilator shall not leave the Centre premises until he/she personally hands over the answer books to the Centre Superintendent and return the relevant materials given.

2.3.5. Duties and responsibilities of the Outsider (OS)

- I. The Centre Superintendent shall appoint the OS from amongst the senior faculty.
- II. The OS shall be active and shall be moving from room to room (assigned to him) during the examination hours and shall be a communication link between Invigilator and Centre Superintendent for any emergent requirement.
- III. The OS shall not replace the Invigilator during the first and last half-an-hour of the examination. During the intervening period, he/she shall relieve the Invigilator to attend nature's calls.
- IV. The OS shall assist the Centre Superintendent in general of smooth conduct of examination at the centre particularly in distribution of question papers to Invigilator room wise.
- V. The OS shall in addition to the above duties attend to any other work entrusted to him/her by Centre Superintendent.
- VI. The OS shall relive the Invigilator for essentials such as use of urinals and be in charge of the duties of invigilator during that period and discharge all the duties and responsibilities of the Invigilator.
- VII. The OS shall report of duty 45 minutes before the commencement of examination on the first day and 30 minutes before on successive days/session.
- VIII. The OS shall also observe/keep a watch in a around the examination rooms (assigned to him) to ensure overall discipline.

Chapter-3

**Norms to be followed for
smooth conduct of examinations**

3.1. Advance preparations

- I. The Centre Clerk shall ensure the preparation of the statement regarding seating arrangements for the candidates (Table + Chair) well in advance as below:-
 - a) A definite seat for each candidate in good condition.
 - b) As far as possible, candidates appearing in the same subjects should not be allowed to sit together (at least side by side).
 - c) A plan of seating arrangement showing the position of candidates (according to their roll number) in each room for each day must be displayed at accessible place for the examinees & copy of the same shall be sent to Controller of Examinations alongwith other material after the examinations.
- II. General instructions that are made available to each candidate should be pasted on notice board & candidates should be advised to read them carefully before appearing for examination.
- III. Before giving answer-books to the candidates, the facsimile seal of COE shall be affixed on answer-books/answer sheets on the space specified for the purpose using blue ink only.
In the Centre Superintendent finds any answer-book in bad shape, he/she is requested not to issue such answer-books to the candidates to avoid any manipulation.
Answer-books should, therefore, in no case be stamped in larger quantity than required for each day's use so that if by any chance blank answer-books are stolen at a centre and afterwards smuggled into the answer-books collected at the end of an examination.

3.2. Handling of question papers

- I. The Center Superintendent/Deputy Centre Supdt. shall acknowledge the receipt of packets containing question papers sent by the Examination Branch in the prescribed format to COE as soon as they receive the Question Paper Packet(s).
- II. The Centre Superintendent shall carefully observe the state in which the envelopes reach them. If an envelope appears to have been tampered with or found unsealed, the fact should be reported to the COE at once and the envelope must be kept securely in the same condition with him duly sealed in a bigger envelope.
- III. The name of examination, subject, paper, date and time noted on the envelope should also be checked with the programme of examination and the discrepancy, If any, should be brought to the notice the COE immediately.
- IV. COE may also adopt various measures to handover/deliver the question papers on the same day of examination in order to conduct fair and smooth examinations.

3.3. On the day of examination and before commencement of Examinations

- I. On the day of examination, the relevant sealed packets of the Question Papers shall be delivered an hour scheduled for the commencement of the examination in the presence of Deputy Centre Superintendent or one or two other officials.
- II. Before taking the envelopes to the main examination hall, the officials shall carefully examine the date, time, subject, number of question papers written on the packet. The Centre Superintendent shall also ascertain to avoid wrong opening of a Question Paper envelope of a later session or a later date.
- III. Opening of envelopes containing question paper(QP):-
 - a) Packet of question papers should be opened only 15 minutes before the scheduled start of examination.
 - b) Before an envelope is opened, the Centre Superintendent and other witnesses should sign the prescribed certificate. Each person should sign legibly and give his/her designation below his/her name.

- c) While opening the sealed envelope, the Centre Superintendent should not break the seals but cut the envelope at one end neatly with a pair of scissors. The envelopes so opened with the certificates duly signed should be returned to the COE after the examination.
- IV. After opening an envelope, the Centre Superintendent shall ensure to check the number of question papers and the heading of each question paper with the contents noted on the envelope. The heading should be checked very care fully in order to see that no other paper which is fixed for a later day or a later hour is mixed up. If such a paper is found, it should be sealed properly in an envelope and kept along with the envelopes containing copies of the same paper and the fact reported to the COE. The Centre Superintendent should check the heading printed on the first page of all the copies of the question papers.
- V. After opening the question paper packets, the Centre Superintendent/Deputy Centre Supdt. shall arrange to put the question papers required for each block/each room in separate cover, which shall contain actual number of papers as per the number of candidates taking the examination in the block/room.
- VI. The packet with the required number of answer books and other stationery supplements will be handed over to concerned Invigilator to take to the examination hall as soon as they report for duty (i.e. 45 minutes before on the first day of commencement of examination and 30 minutes before on successive days/sessions). The Invigilator are to be present in the respective examination hall/Room at least 30 minutes before the commencement of the examination on first day and 15 minutes before on subsequent days/sessions.
- VII. The Centre Superintendent/Deputy Centre Supdt. shall arrange to provide the seating arrangement, answer sheets and question papers to the Invigilator.
- VIII. The Centre Superintendent shall give required instructions to the Invigilator to inform to the candidates 5 minutes before the commencement of the examination.

3.4. During the examinations

- I. Candidates may be admitted to the examination hall 15 minutes before the time fixed for the examination.
- II. Normally a candidate arriving late for any paper is not entitled to be admitted to the examination hall. However, with in half an hour of commencement of examination such candidates are allowed to take examination after ascertaining that no candidate had left the examination hall till then or as per the instructions/notification issued by the university in this regard from time to time No extra time should be given to such candidates.
- III. Candidates are not to be admitted to the examination hall unless their names appear in the eligibility/roll list. Centre Superintendent shall ensure to inform the candidates to bring their admit cards with them which should be inspected every day as far as possible and returned after inspection.
- IV. The Centre Superintendent shall ensure that all eligible candidates appear in examination i.e. no one having a valid admit card mentioning the subjects for which he/she is eligible for appearing in the examination is detained.
- V. If any candidate, whose name appears in the eligibility/roll list, forgets to bring his/her admit card or loses it and does not succeed in getting its duplicate copy from the Examinations Branch in time, he/she may be admitted to the examination after ascertaining validity of the claim (given in writing by the candidate), the Centre Superintendent shall issue a provisional admission card valid for that day only on a payment as notified by the University from time to time. The details of issuing such provisional cards should be sent to COE along with the fee collected, if any, at the end of examination.
- VI. The Center Superintendent shall ensure to notify to all candidates that they should place their belongings i.e. books/notes/any undesirable material at the space specified outside the exam hall for the purpose only. **NO guarantee will be given for the custody of such articles. Bringing mobile phones into the examination hall is strictly prohibited.** This fact shall be well noticed to allow

mobile phones and any study material, notes in the examination hall under any circumstances. The candidates shall be solely responsible for bringing such articles at the examination centre.

- VII. Centre Superintendent is fully empowered to conduct pre-entry search of candidates for any unlawful material to prevent use of unfair-means in the examination. He/she will further be empowered to involve male/female staff as required for this purpose. It will be obligatory on the part of the examinee to submit him/her for such search. Such search can be made during examination time also. This may be notified to the candidates for the information.
- VIII. Candidates should prepare themselves for giving search physically to the officials appointed by the university/Centre Superintendent for the examination purpose, if they are asked to do so during the examination.
- IX. The Centre Superintendent shall ensure that no candidate who is actually suffering from an infectious disease, such as small-pox, plague, influenza etc. or who, though convalescent, is not free from infection, is allowed to sit for the examination. If such a candidate is noticed after the examination has begun, immediate steps should be taken to see that his/her
- X. papers are destroyed and that other disinfecting measures are carried out.
- XI. Use of Scientific Calculator is permitted only if it is required as per instructions. However, programmable calculators (one which has memory capacity of more than six numbers) are not permitted.
- XII. Question paper should be distributed punctually at the time of commencement of the examination.
- XIII. Immediately after the distribution of question paper to the candidates the Centre Superintendent (through Invigilator) should collect all spare copies of question papers left with the Invigilator and check the number of spare copies with the number of question paper received minus the number of examinees present. No spare copy of the question paper should be left in the hands of the Invigilator or allowed to go outside the examination rooms till at least two hours after the commencement of examination. No candidate should be allowed to submit answer sheet and leave examination room before 2 hrs of commencement of the examinations. However, if a candidate wishes to leave the examination room earlier, he/she should not be allowed to take question paper with him/her. It should be handed over to the Invigilator; to be returned to the candidate after the examinations is over. Similarly, no candidate should be allowed to take the question papers with him/her while going out from the examination room for any purpose such as using urinals.
- XIV. Some extra copies of question papers are always sent but if ever the number of copies of a question paper fall short and, therefore, the question paper cannot be supplied to some candidates in extra ordinary conditions, the paper may be got photo copied in a highly confidential manner and given to them and as much extra time as is taken in distributing photocopy paper duly signed by Centre Supdt. be allowed to them for answering the paper and the matter shall be reported to the COE at once. However, extra time should not be allowed to other candidates to whom printed papers are given in time.
- XV. In case a candidate asks for a question paper in an optional/elective or an alternative subject, not offered by him/her according to the entry in the printed roll list, he/she may be given the question paper he/she asks for but he/she should be clearly warned with an undertaking that if it is found afterwards that he/she had taken a question paper, not actually offered by him/her according to his/her declaration in the application form, his/her examination in that paper shall be liable to be cancelled. The Centre Superintendent should, however, try to satisfy him/herself by a reference to the entries in the application form with him/her that the candidate is not asking for a wrong question paper. All such cases should be immediately reported to COE.
- XVI. If ever there is a complaint from the examinees that the question paper or a part thereof is out of the prescribed course, or that there is a misprint or some ambiguity in the question paper, they may be instructed to answer the question paper as given to them and send their representation along with a copy of the question paper to the Examinations Branch through the Centre Superintendent within 24

hours or by the next working day if holiday follows, the exam day from the date of examination for consideration and necessary action. Meanwhile the matter may be brought to the notice of the COE, the COE shall apply his/her best efforts to make correction in the question paper immediately. Otherwise on receiving the complaint from the student, the COE will refer the matter to the Examination grievance Redressal Committee. Further, action shall be taken on the recommendation of the committee. No announcement regarding cancellation of the paper shall be made by the Centre Superintendent or any other person except the COE. Representation received after the above time limit shall not be entertained.

- XVII. Candidates found using unfair-means or indulging in disorderly conduct at or in connection with an examination shall be dealt with in accordance with the existing provisions.
- XVIII. On each day of the Examination and as soon as after the commencement of the Examination the Centre Superintendent shall ensure with the help of Invigilator/OS/Deputy Centre Superintendent that all candidates have correctly written their roll numbers, and other particulars required to be entered on the title cover of Answer books.
- XIX. Nobody other than the official engaged for examination should be allowed to enter or move around the examination rooms without the permission of the Centre Superintendent. Peons/Attendants/Waterman or other persons should not be permitted to deliver letters to any candidate during the examination. Any communication with the candidates during the examination is strictly prohibited.
- XX. No one should be permitted to speak to a candidate on any subject pertaining to the questions during the hours of examination, not even for the purpose of correcting a misprint or removing an ambiguity in a question paper.
- XXI. No one should be allowed to write after the prescribed time is over.
- XXII. Smoking & other intoxicants are strictly prohibited in the examination hall. This includes chewing tobacco/bubble gum or spitting in the examination hall or around.
- XXIII. Whenever, the Centre Superintendent receives information that any candidate has indulged in malpractice, he/she should immediately take acting as per the Unfair-means rules.
- XXIV. The Centre Superintendent shall ensure to arrange the declaration of following important timings through Invigilator/OS as below:
 - a) Half of the Examination Duration
 - b) Half an hour before the Examination ends
 - c) Ten minutes before the end of the examination
- XXV. No extra answer sheet shall be given to any candidate.

3.5. Packing of answer books after the examination

- I. Immediately after every session the answer-books of each paper collected from candidates will be arranged in the serial order of Roll Number and after counting them and checking the number of answer-books with the number of candidates appeared, the same will be packed in hessian cloth. The answer books must be packed as below with the help of Deputy Centre Superintendent and under the supervision of Centre Superintendent:
 - a) Answer books of only one subject and one examination must be packed in One sealed packet(s). Duly filled prescribed form must be pasted on the packet.
 - b) The prescribed forms like Memo showing the record of answer books, absentees etc. must be packed with the answer books.
 - c) One or more sealed packets may be put inside an out packet for transmission to Examination Branch.
 - d) The details of packets must be recorded in the Centre Superintendent diary.
 - e) One copy of QP must necessarily be packed with every packet of Answer Books.

- II. The Centre Superintendent shall send the sealed packet(s) of written answer books of all examinations by authorized person on the day of concerned examination to the examination Branch.
 - III. The Centre Superintendent shall keep a record of daily attendance of candidates with their signatures. Roll numbers of candidates absent from the examination in each paper for any reason whatsoever should be reported in the prescribed absentee statement. If any answer-book(s) is/are sent to the Controller of Examinations separately on account of the candidate(s) having resorted to the use of unfair means or for any other reason, this fact should also be mentioned in the absentee statement. On the other hand if no candidate turns up for examination in any paper, all the candidates should be reported absent in the absentee statement. The number of candidates examined at each centre as shown in the statement plus the number of candidates shown there as absent must tally with the number registered as shown in the consolidated numerical return of candidates. If there is any discrepancy, the same should be clarified in the absentee statements and also intimated to the COE separately through a letter.
 - IV. At the conclusion of the examination, he/she shall send a report for the information of the COE that the examinations at his/her centre were conducted in accordance with these instructions. He/She may, if he thinks necessary and he/she some special suggestions to make for improvement for the conduct, of examinations, send a separate report to the COE.
 - V. Remuneration for conduct of examinations shall be as notified by the University from time to time. Centre Superintendents are requested to keep the expenditure within this limit.
 - VI. The answer book(s) of candidates under UMC (Unfair Means Case) category should be packed separately. It is further clarified that if a candidate has taken second answer sheet after UMC on first answer script then both such answer scripts should be tagged together alongwith other relevant material.
- 3.6. In any emergency not provided for in the above rules, the Center Superintendent may act according to his/her own discretion with justification and report his/her action to the COE. Orders passed by the COE on any matter not provided for in these rules shall be binding on all.**

Chapter-4

Use of Unfair Means and Misconduct in Examinations

4.1. In relation to the University Examinations, a candidate may be liable for ⁽¹⁾:

- I. Using Unfair Means (UMC)
- II. Misconduct

Explanation: The University Examination includes Mid-term, End-term or any other Examination in which the performance of the candidate is evaluated for the purpose of inclusion in any certificate/degree issued by the University.

4.2. Use of Unfair means shall include the following:

- I. Inadvertent possession of any material relevant to the examination and the candidate has not used it.
- II. Possession of any material not relevant to the examination in which the candidate is appearing on that date.
- III. Submission of Project Report / Term Paper / Dissertation as part of University Examination that is not his / her own works.
- IV. Possession of any material relevant to the examination in any form including paper books or notes, matter written on clothes or on any part of the body or on table or desk or foot rule of other instrument or device, even if the material is not used by the candidate.
- V. Taking or giving verbal help to the other candidate during the examination.
- VI. Going out of the Examination Hall during the examination and consulting any material or any person.
- VII. Possession of mobile phone or other communication/electronic device in the Examination Hall.
- VIII. Swallowing, attempting to swallow any paper in the Examination Hall.
- IX. Taking out pages from the answer book.
- X. Copying from any paper, book, notes, answer book or any other material / device in any form that is used to answer a question in the examination.
- XI. Allowing any other candidate to copy from his / her answer book.
- XII. Receiving or giving help by / to a candidate for copying in the examination
- XIII. Copying in the examination by exchanging the answer book or part thereof.
- XIV. Impersonation or allowing other person to impersonate in the examination in his/her place.
- XV. Replacing the answer book or pages in the answer book.

(1) 3rd meeting of EC held on 06.03.2021 vide notification DBRANLU/Conduct/2021/27-30 dated 15.06.2021.

4.3. Misconduct Relating to Examination ⁽¹⁾:

The following acts and conduct shall be taken as misconduct in relation to the examination:

- I. Leaving the Examination Hall without delivering the answer book
- II. Intentionally tearing or damaging the answer book or part thereof.
- III. Using force against any member of the invigilatory staff.
- IV. Mis-behaviour with any member of the invigilatory staff.
- V. Creating disturbance or inconvenience to other examinees in the Examination Hall.
- VI. Making any kind of appeal to the examiner in the answer book.
- VII. Making any identity mark on the answer book.
- VIII. Obtaining admission to examination hall on a forged admit card.
- IX. Furnishing of wrong information in the examination form.

4.4. Procedure for Handling Unfair Means Cases / Misconduct Cases⁽¹⁾:

- (i) Whenever a candidate is found using Unfair Means in the University Examination, the incriminatory material and the answer book shall be taken from the candidate immediately.
- (ii) The written report of the matter is to be made to the Centre Superintendent / Examination Incharge by the invigilator immediately about the use of Unfair Means and / or Misconduct on the part of the candidate.
- (iii) Another copy of answer book shall be offered to the candidate to complete the paper.
- (iv) The Centre Superintendent / Examination Incharge shall require the Candidate to make written statement about the incident.
- (v) On completion of the Examination the Centre Superintendent / Examination Incharge shall send the Unfair Means Case to the Controller of Examination along with the following documents (as far as applicable) in separate envelop marked as 'UMC'.
 - (a) Answer book(s) of the Candidate
 - (b) Incriminating Material
 - (c) Seating plan with location of the student
 - (d) Report of the Invigilator
 - (e) Statement of the Candidate
 - (f) The copy of the question paper
 - (g) Report of the Centre Superintendent

(1) 3rd meeting of EC held on 06.03.2021 vide notification DBRANLU/Conduct/2021/27-30 dated 15.06.2021.

4.5. Unfair Means Committee (UMC) ⁽¹⁾ :

- I. The Vice-Chancellor shall appoint a committee of not less than three members from within or outside the University to decide the Unfair Means / Misconduct Cases. The period of such a committee shall be one Academic year.
- II. The quorum of the Committee shall be two.
- III. The Candidate concerned shall be given a chance of hearing / explanation in writing before the Committee.
- IV. The Committee shall give a finding as to the guilt of the Candidate for use of Unfair Means / Misconduct in the examination.
- V. In case a candidate is found guilty of using Unfair Means or Misconduct in the examination, the Committee may propose the punishment for the Candidate as prescribed in these Ordinances.
Provided that before recommending the punishment, the Committee shall give an opportunity of hearing to the Candidate.
- VI. If any examiner reports any case of use of unfair means which he/she detected during the course of evaluation of answer books, the same shall also be decided by the UMC after getting the answer sheet(s) checked and giving the candidate a reasonable opportunity to defend himself/herself.
- VII. If unfair means adopted by a candidate come to the notice of the university after the examination his/her case will be decided by the UMC on such evidence as may be available after the candidate is given reasonable opportunity to defend himself/herself.
- VIII. If a candidate is found guilty of unfair means after his/her result has been declared, the same shall be cancelled besides the candidate being awarded the punishment which would have been awarded to him/her had the fact of use of unfair means come notice before the declaration of his/her result.
- IX. If the Vice-Chancellor receives complaints to the effect that the integrity of a university examination has been violated at an examination center as a consequence of whole sale/mass copying or other use of unfair means he/she may after an enquiry, order re-examination in one or more papers.
- X. The record/file of the decided case shall be disposed off two years after the period of disqualification.
- XI. The report of the Committee, if unanimous for absolving the candidate **or recommended for cancellation of the paper/examination only**, shall be accepted by the Vice-Chancellor. Otherwise, if the report is not unanimous or candidate is found guilty **and debar the student from appearing in future examination**, the case shall be referred to the Vice-Chancellor whose decision shall be final.
- XII. In extra ordinary situation the Vice-Chancellor can refer the matter to the Academic Council. The Academic Council may accept the report of the Committee with or without

modifications in findings and recommended punishment of the Candidate or absolve him / her from the liability.

XIII. The tenure of an UMC shall be for all examinations in one Academic Year.

4.6. Guidelines for the UMC for award of punishment ⁽¹⁾:

NATURE OF OFFENCE	PUNISHMENT
a) For relevant material found in the possession concerning the subject and the paper in which the candidate appeared irrespective of the evidence that the material had been used for copying	a) Cancellation of the concerned paper or of the entire examination in which the candidate appeared.
b) For being found with material relevant to the subject of paper with the evidence of copying or attempt at copying	b) Cancellation of the entire examination in which the candidate appeared. In addition, the candidate may also be debarred from appearing at the University examination for one year.
c) For major offence like smuggling in and out of the answer sheet and misconduct etc.	c) Cancellation of the entire examination in which the candidate appeared. In addition, the candidate may also be debarred from appearing at the University examinations up to three years.
d) Any other offence not covered in (a), (b), (c) above	d) Cancellation of the entire examination in which the candidate appeared. In addition, the candidate may also be debarred from appearing at the University examinations up to three years.

4.7. Punishment for Misconduct ⁽¹⁾

Punishment for Misconduct may be determined by the Unfair Means Cases Committee keeping in view the gravity of the misconduct, as under:

- (i) Cancellation of the paper in question, Or
- (ii) Disqualification from appearing in the examination upto six semesters, Or
- (iii) Disqualification from the entire examination in which the misconduct was committed,

Explanation: The aforesaid punishment for misconduct during the examination may also be imposed in addition to any other punishment for indiscipline for which the student may be liable under the rules.

(1) 3rd meeting of EC held on 06.03.2021 vide notification DBRANLU/Conduct/2021/27-30 dated 15.06.2021.

4.8. A candidate who is involved in an unfair means case may be allowed provisional admission to the next higher class/examination of the same course, pending decision in his/her case, at his/her own risk and responsibility, subject to the condition that in the event of his/her disqualification, the fee paid by him/her for next higher class/examination shall not be refunded.

Provided that such a candidate shall not be allowed during the pendency of the case, any further provisional admission **in any other course of the University.**

4.9. A candidate involved in an Unfair Means case in a lower examination, who has also appeared in the next higher examination, provisionally, or as a regular student his/her result for the higher examination shall be kept in abeyance ⁽¹⁾.

4.10. A candidate who is disqualified for the use of Unfair Means in a University examination, may on the expiry of the period of his/her disqualification, be allowed the same number of chances to appear in the examination as are missed ⁽¹⁾.

(1) 3rd meeting of EC held on 06.03.2021 vide notification DBRANLU/Conduct/2021/27-30 dated 15.06.2021.

Chapter-5

Rules to award Gold Medal and merit certificate

5.1. Gold Medal

University Gold Medal shall be awarded for each discipline run by the university to a meritorious candidate.

The following shall be the criteria for award of Gold Medal:

- I. The minimum requirement of percentage of marks/CGPA for a candidate to be eligible for award of Gold Medal shall be (60% in marks) (CGPA \geq 6.32) (1st division).
- II.
 - a) The candidate must have passed the examination in the regular period of the programme in first attempt/sitting, semester and year wise i.e. there has been no reappear or improvement in any subject (s)/ course (s) during the period of his/ her study. However, if a candidate pass the subject(s) after re-evaluation of the main examination then it shall be treated as single attempt. Such re-evaluated marks shall be considered for ascertaining the award of Gold Medal.
 - b) The candidate who get re-appear on account of absence in any paper/subject in exam will not be eligible for award of gold medal.
 - c) A candidate having any kind of disciplinary action will not be considered for the award of Gold medal.
- III. For those Programmes where there is a requirement of thesis/dissertation for the partial fulfillment of the degree, the candidates who have submitted their thesis/dissertation up to the date notified by the University of the final academic year of their studies shall be considered for the award of Gold Medal.
- IV. the final decision of award of Gold Medal shall be taken after completion of re-evaluation process of the final semester examination in that particular programme.
- V. The candidate who has secured highest percentage of marks/CGPA among the eligible candidates (As per the criteria 1-4 above) shall be awarded the Gold Medal.
- VI. In case, two or more candidates have secured the same percentage of marks/CGPA, the following criteria, in order of preference, shall be followed to decide the Gold Medal.
 - a) The candidate who has secured higher/highest percentage of marks/CGPA by considering up to 3rd decimal of percentage of marks/CGPA shall stand higher in rank.
 - b) The candidate with highest actual marks/scores obtained in final year shall stand higher in rank.
 - c) The candidate with highest actual marks/scores obtained in theory papers only of the end semester examinations of the final year shall stand higher in rank.
- VII. Gold Medal shall not be awarded for those programme where strength of class is less than 10 at the time of admission in 1st semester/1st year. It is further clarified that the strength means the number of students registered in the class.
- VIII. The specifications of the medal will be approved by the Vice-Chancellor.

5.2. Merit Certificates

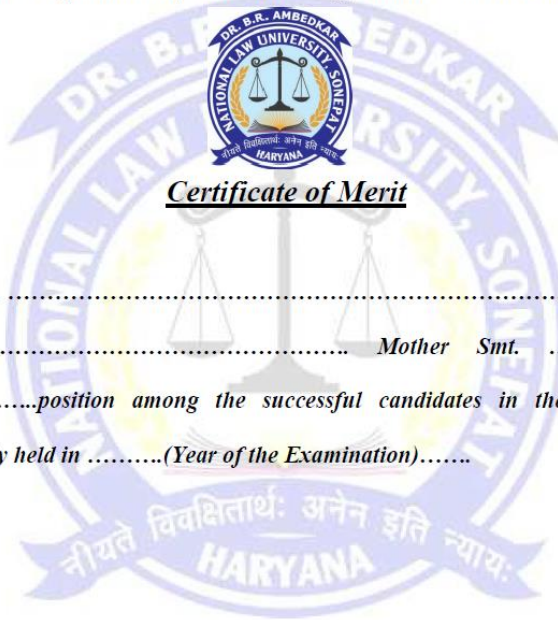
Merit Certificates shall be issued to the following:

- I. First Position to the Gold Medalist.
- II. Second Position to the student who stood second in the merit and fulfills above mentioned criterion. In case two or more students have the same percentage of marks/CGPA for the second position, criteria 5.1. (VI) shall be applicable.
- III. Third Position to the student who stood third in the merit and fulfills above mentioned criterion. In case two or more students have the same percentage of marks/CGPA for the third position, criteria 5.1. (VI) shall be applicable.

5.3. Format of the Merit Certificate

DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONEPAT

(Established by the Haryana State Legislature Act No. 15 of 2012)



Certificate of Merit

Roll No..... Reg. No.....

Certified that Mr./Ms. S/o/D/o

Father Sh. Mother Smt.

Securedposition among the successful candidates in the(Name of Course)....
examination of the University held in(Year of the Examination).....

Date of Issue

Signature
Controller of Examinations

Chapter-6

Fees and Remunerations

6.1 Examination related fees structure:

Sr. No.	Type of Fee	Fee (In Rs.)
1.	Casual admission (including Library and other related services)	10,000/-
2.	Re-appear Examination	1000/- per semester
3.	Repeat Examination	1000/- per subject
4.	Re-evaluation	750/- per paper
5.	Fee for special lectures for detained students	5000/- per subject
6.	Photo copy of answer sheet within 15 days of declaration of result	200/- per answer sheet
7.	Provisional Degree Certificate	250/- per provisional degree certificate
8.	Transcript	500/- (Each transcript up to 10 copies) 1000/- (Each transcript from 11 th copy to 15 th copy) 2000/- (Each transcript from 16 th copy to 20 th copy)
9.	Duplicate DMC	250/- per duplicate DMC
10.	Confidential Result	400/- per result
11.	Verification of Documents	(i) 500/- per verification within country (For organization not funded by the Govt.) (ii) 5000/- per verification outside country (For organization not funded by the Govt.) (iii) NO fee for Govt./Govt. funded Organization)
12.	Correction on DMC/Degree after 15 days of issuance	200/- per DMC/Degree

6.2. Remuneration for Paper Setting/Evaluation/Project Report/Viva-Voce/End-Term/Re-appear/Repeat Examinations.

Sr. No.	Examinations	Rate (In Rs.)
1.	Setting of Question Paper for B.A. LL.B (Hons.)/LL.M.	1000/- per set
2.	For Setting of Multiple Choice Question (MCQ) based question paper for any course/program (UG/PG/Pre Ph.D.)/Entrance Exam	75/- per question
3.	Evaluation of answer booklets of Ph.D. entrance Test	(i) 3000/- upto 20 copies. (ii) 150/- per copy above 20 copies.
4.	Evaluation of answer sheets of End-term/Re-appear/Repeat/Re-evaluation Examinations of B.A. LL.B. (Hons.)/LL.M.	50/- per answer sheet subject to a minimum of Rs. 200.
5.	Evaluation of LL.M. Term Papers and Dissertations	(i) 200/- Per Copy Of Term Paper (ii) 500/- Per Copy Of Dissertation
6.	Evaluation Of Project Work For Under-Graduate And Moot Court Presentation	1000/- per day + TA at prescribed rates.

Note: No payment shall be made for paper setting/Evaluation/Supdt./ invigilation/ presentation in the mid-term examination.

6.3. Remuneration for End Semester theory examination.

Sr. No.	Particulars	Rate per session/shift (In Rs.)
1.	Centre Superintendent	500/-
2.	Deputy Superintendent	450/-
3.	Invigilator	400/-
4.	Clerk	300/-
5.	Office Attendant	150/-
6.	Daftri	150/-
7.	Water man	150/-
8.	Security Guard	150/-
9.	Sweeper	150/-
10.	Flying Squad Convener	500/-
11.	Member	400/-
12.	Practical Examination Conduct of Viva Voce	50/- per student
13.	Evaluation of Project Report	50/- per student
14.	Contingency & Refreshment Charges	25/- per person

6.4 Remuneration for checking/coding/decoding of evaluation/re-evaluation answer sheets.

Sr. No.	Nature of work	Rate (In Rs.)
1.	Checking of evaluated/re-evaluated answer sheets by the checking assistant	65/- per 100 answer sheets (Subject to a minimum of Rs.10/-)
2.	Coding/Decoding/Dissertation/Project Report/Summer Training by the staff of Secrecy Branch	-do-

Chapter-7

Miscellaneous Regulations

7.1. Honorarium @ Rs. 1000/- per subject shall be payable to the Experts/Professionals for obtaining opinion on contents of Course Curriculum of B.A.LL.B. (Hons.) and LL.M. Courses from outside ⁽¹⁾.

7.2. Regulation for Remuneration payable to Faculty for delivering Special Lectures to Detained Students ⁽¹⁾

The teachers shall be paid remuneration for delivering special-lectures to students detained for shortage of attendance at the rate of Rs. 250/- per lecture or maximum of Rs. 2500/- whichever is less.

7.3. Rates of Honorarium/Remuneration payable to ⁽¹⁾:

Eminent Legal / Language / Social Science Fraternity, who have rendered a valuable service in the fields and have retired from teaching or related Profession, may be invited by the University as Visiting Professor, Distinguished Professor or as Adjunct Professor. Honorarium along with boarding and lodging shall be paid by the University as under:

1.	For One Day	Rs. 5000/- + TA/DA as per rules
2.	For One Week (5 working Days)	Rs. 25000/- + TA/DA as per rules
3.	For Two Weeks (10 working days)	Rs. 50,000/- + TA/DA as per rules
4.	For One Month (at least 20 working days)	Rs. 1,00,000/- + TA/DA as per rules

Note: The teachers who are associated with teaching as guest faculty for the whole semester shall be paid as per rates separately provided in the Regulation.

7.4. Regulations regarding Remuneration payable to Centre Superintendent, Deputy Superintendent/ Invigilators, Assistant Superintendent and Other Supporting Staff for Performing Examination Duty in End Term Examination/ Ph.D. Entrance Test ⁽¹⁾.

1. Centre Superintendent	Rs. 500/- per session
2. Deputy Superintendent/Invigilator	Rs. 300/- per session
3. Assistant Superintendent	Rs. 200/- per session
4. Other Supporting Staff	Rs. 100/- per session

7.5. Honorarium paid to Examiner and Members of the different Committees for Ph.D. Programme⁽¹⁾

Sr. No.	Mode of Honorarium	Proposed
1.	Honorarium for sitting of External Member(s) of Doctoral Committee.	Rs. 2500/-
2.	Honorarium for sitting of External Member(s) of Research Advisory Committee (RAC)*	Rs. 2500/-
3.	Honorarium for Evaluation of Ph.D. Thesis to each Examiner.	Rs. 2500/-
4.	Honorarium for External Examiner conducting viva-voce	Rs. 2500/-

Note: * The Supervisor/Co-Supervisor shall be paid travelling allowance only.

7.6. Payment of TA/DA shall be made to Supervisors and Co-Supervisors of the Researchers for attending meetings of Research Advisory Committee (RAC) at the admissible rates ⁽¹⁾.

7.7. Honorarium to Examiners for Evaluation of Answer Booklets of the Ph.D. Entrance Test ⁽¹⁾:

1. Upto 20 copies Rs. 3000/-
2. Above 20, Rs. 150/- per copy

7.8. Honorarium for Setting of Question Papers of End Term Examinations ⁽¹⁾

Rs. 1000/- per set

7.9. Remuneration Payable to Evaluators of Answer Sheets ⁽¹⁾

Evaluation of answers sheets of B.A.LL.B. (Hons.) Five Year Integrated Course and LL.M. (Two Years Post-Graduation Course) shall be at the rate of Rs. 50/- per answer sheet subject to minimum of Rs. 200/-.

7.10. Honorarium to Evaluators of LL.M. Term Papers and Dissertations ⁽¹⁾

Evaluators of LL.M. term papers and Dissertations shall be paid honorarium at the rate of Rs. 200/- per copy of term paper and Rs. 500/- per copy of Dissertation.

(1) 3rd meeting of EC held on 06.03.2021 vide notification DBRANLU/Conduct/2021/27-30 dated 15.06.2021.

7.11. Rates of Honorarium payable in Moot Court Competitions ⁽¹⁾

- I. The Judges of Moot Court Competition shall be paid the remuneration of Rs. 3000/- per day and other perks as decided by Moot Court Committee from time to time.
- II. Evaluators for Moot Court Examination of Seventh to Tenth Semesters of B.A.LL.B. (Hons.) Five Years Course shall be paid honorarium of Rs. 500/- per sitting in addition to permissible traveling allowance.

7.12. Remuneration for Evaluation of Project Work for Under-Graduate and Moot Court Presentation ⁽¹⁾

Rs. 1000/- per day + traveling allowance at prescribed rates

7.13. Prizes in Moot Court Competition ⁽¹⁾:

- I. The prizes in Moot Court Competitions shall be given to the following:
 - a) Winner Team
 - b) Runner up
 - c) Best Oralist/Speaker
 - d) Best Memorial
- II. The prizes (cash/kind) in Moot Court Competitions organized by the University from time to time shall be decided by Hon'ble Vice-Chancellor subject to the availability/generation of funds.

7.14. Payment of TA/DA, Registration Fee and Stationery Charges etc. for Student Participation

I. National Level Moot Court Competitions ⁽¹⁾

- a) The reimbursement of travelling or other expenses should only be limited to participation in competition where team is duly selected through **Intra Moot Court Competition** and authorised to represent the University by the DBRANLU Moot Court Committee through its Faculty Coordinator.
- b) The reimbursement to the participating teams in the various National-International Moot Court Competitions held in India will be as follows:
 - (i) If a team is adjudged **Runners Up** in the Competition- 75% reimbursement.
 - (ii) If a team is adjudged **Winners** in the Competition- 100% reimbursement
- c) **Registration fees** shall be allowed to the Runners Up and the Winners Team of the National Moot Court Competition subject to a maximum limit of Rs. 5000/- per team.
- d) 50% reimbursement shall be allowed to the team in case of **Best Memorial** and to the individual in case of **Best Researcher and Best Oralist/Advocate/Speaker** of the competition.
- e) Reimbursement of other expenses will be as follows, subject to the submission of Original Bills.
 - (i) **Travel to the place of Competition:** Third AC fare/Volvo
 - (ii) **Compendium and Memorials:** Actual Expense or Rs. 2000/- whichever is less
 - (iii) **Stationery:** Actual Expense or Rs. 500/- whichever is less
 - (iv) **Local Travel:** Actual Expense or Rs. 1000/- whichever is less
 - (v) In case a team is not given **Accommodation** by the Organisers and the Team arranges for an accommodation by itself then the reimbursement will be of Actual Expense or Rs. 2500/- whichever is less subject to the mention of the same in the Moot Rules of the organising University.

II. International Level Moot Court Competitions

- a) International Level Moot Court Competitions means:
 - (i) Moot Court Competitions which have the National Qualifying Rounds and the qualified teams represent the University in the World Rounds.

Or

 - (ii) Moot Court Competitions which do not have the National Qualifying Rounds and teams represent the University with due authorisation in the Rounds.

(1) 3rd meeting of EC held on 06.03.2021 vide notification DBRANLU/Conduct/2021/27-30 dated 15.06.2021.

- b) 100% Reimbursement will be provided to the teams for representing the University in the **International Level Moot Court Competitions to teams as mentioned in (a) (i) & (ii)**.
Provided no reimbursement will be given to the team for participating in any International Level Moot Court Competition without due authorisation for participation from the University.
- c) Reimbursement to the Teams Representing the University at International Level Mediation and Negotiation Competitions on the same terms and conditions as are applicable to teams representing International Level Moot Court Competition.

7.15. Grievance Redressal Committee under Section 3 (i) and 3 (j) UGC Notification F. No. 14-4/2012 (CPP-II) dated 06.05.2019 ⁽¹⁾

I. Institutional Student Grievance Redressal Committee (ISGRC)

Where a complaint does not relate to any academic department, centre or common facilities the complaint shall be dealt by the Institution Student Grievance Redressal Committee on submission on complaint to the Registrar, as under:

Constitution of ISGRC	Consideration of Complaint	Appeal against decision of ISGRC
1. Registrar, DBRANLU, Chairperson 2. Dean Students Welfare - Member 3. Two Senior Academic Faculty Members nominated by the Vice-Chancellor - Members 4. A Student Representative nominated by the Vice-Chancellor based on academic merit/excellence/co-curricular activities - Member	The ISGRC shall send its report with recommendations if any to the Vice-Chancellor along with the copy to the aggrieved student within a period of 15 working days from the date of receipt of grievance	Appeal against the decision lies with the ombudsperson nominated by the State Government.

I. Departmental Student Grievance Redressal Committee (DSGRC) ⁽¹⁾

A complaint by any aggrieved student relating to a department, centre of the University or common facilities shall be addressed to Departmental Student Grievance Redressal Committee to be constituted at the level of department/centre as the case may be.

Constitution of DSGRC	Consideration of Complaint	Appeal against decision of DSGRC
1. Head of Department/Centre/ Common Facilities - Chairperson 2. Two Professors from outside the Department/Centre to be nominated by the Vice-Chancellor - Members 3. A member of faculty well versed with mechanism of Grievance Redressal to be nominated by the Chairperson – Member 4. A Student Representative nominated by the Vice-Chancellor based on academic merit/excellence/co-curricular activities - Member	The DSGRC shall send its report with recommendations if any to the Vice-Chancellor along with the copy to the aggrieved student within a period of 15 working days from the date of receipt of grievance	Appeal against the decision lies with the ombudsperson nominated by the State Government.

(1) 3rd meeting of EC held on 06.03.2021 vide notification DBRANLU/Conduct/2021/27-30 dated 15.06.2021.

7.16. Grievance Redressal Committee under the UGC (Grievance Redressal) Regulations, 2018 (Notification F. No. 14-4/2012 (CPP-II) dated 7th December 2018), Mechanism for Redressal of Grievance/Complaint of the DBRANLU Faculty and Employees ⁽¹⁾

TEACHERS AND EMPLOYEES REDRESSAL FORUM

Constitution of the Committee and Appellate Forum		
For Teachers	For Employees	Appeal of Complaint
1. Dean	1. Registrar	1. Vice-Chancellor
2. Nominee of Vice-Chancellor	2. Nominee of Vice-Chancellor	2. Nominee of Executive Council
3. Senior Teacher	3. Senior Teacher	3. Nominee of Academic Council
4. Adm. Officer	4. Adm. Officer	

(1) 3rd meeting of EC held on 06.03.2021 vide notification DBRANLU/Conduct/2021/27-30 dated 15.06.2021.

Chapter-8

Regulations for Convocation

UNIVERSITY CONVOCATION

8.1 Date and Place to hold Convocation

The University shall hold a Convocation as far as possible once in a year and at other times on the date fixed by the Chancellor for conferment of degrees, diplomas, certificates, medals, trophies, prizes, or other distinctions at the DBRANLU Campus or at any other location to be decided by the Vice-Chancellor.

Note: Certificates shall be awarded at the Convocation only for those certificate courses where the duration of the course is one year or more.

8.2 Degrees/Diplomas Certificate to be conferred on candidates found eligible after examination

The degrees, diplomas, certificates and other distinctions may be conferred on the candidates who have been found eligible for the same through examination on successful completion of their respective courses as per Regulations.

8.3 Conferment of *Honoris causa* Degree

- I. The University may also confer Honorary Degrees (*Honoris causa*) or academic distinction at the convocation on, any person for his/her attainment of eminence and position, as per Section 26 of Chapter -9 of DBRANLU STATUTES, 2019 i.e., Conferment of Honorary degree. The Academic Council may through a resolution passed by minimum two third of its members recommend that a honorary Degree of Doctor of Laws (LL.D.) or in any other related faculty (*Honoris causa*) or academic distinction may be conferred on any person on the ground that he/she in its opinion is fit and proper person to receive such degree or academic distinction by reason of eminent attainment and position in the field of law or other related faculty.

Provided that no honorary degree (*Honoris causa*) or academic distinction shall be conferred on any person unless the Governing Council by a resolution decide that the same may be conferred on the person recommended by the Academic Council.

- II. The Vice-Chancellor may put a list of persons who have attained eminence or position for consideration by the Academic Council at its meeting for recommendation to the Governing Council.
- III. The Academic Council may consider the name(s) of person(s) from the list submitted by the Vice-Chancellor or recommend the name(s) of any other person(s) suggested by its members.
- IV. An authentic bio-data or other material regarding the persons to be considered for Honorary Degree (*Honoris causa*) or academic distinction shall be put before the Academic Council.
- V. The Governing Council may consider the names of the persons recommended by the Academic Council and decide through resolution that the Doctor of Laws(LL.D.)(*Honoris causa*) or or any other related faculty academic distinction may be conferred on the person(s) so recommended.

8.4 List of eligible candidates to be considered and approved by the Executive Council on the recommendation of the Academic Council:

- I. Prior to the convocation the Academic Council shall consider the list of the candidates who have been found eligible after the examination, to receive their respective degrees/diplomas/ Certificate and recommend to the Executive Council for approval of the same and may also recommend the award of honours, licences, marks of honour, medals, prizes to candidates entitled to resume as per rules.
- II. The Executive Council after consideration of the list of candidates so recommended may accord approval for conferring of respective degrees/diplomas/certificates and other awards to the eligible candidates at the convocation.

8.5 Calling of Convocation

The convocation shall be called through notification by the Controller of Examination indicating the place, date and time of the convocation.

8.6 Calling upon students to confirm for receiving degrees/ diplomas/ Certificate' in person' or 'in absentia':

- I. The Controller of Examination shall call upon the eligible candidates to confirm, whether they are intending to receive their degrees/diplomas/ certificate 'in person' or 'in absentia', in the prescribed form as given certificate in **Annexure 'A'** along with the prescribed fee.
- II. A candidate intending to receive degree/diplomas/certificate 'in absentia' shall send to the Registrar an application in prescribed form as given in **Annexure 'B'** along with the prescribed fee.
- III. No candidate shall be admitted to the convocation who has not sent his name to the Controller of Examination within the scheduled time except with the permission of the Vice-Chancellor in exceptional circumstances.

8.7 Programme and Procedure of Convocation

The detail of the programme and procedure to be followed at the Convocation shall be laid out in the Ceremonial Sheet to be prepared separately by the University for each Convocation in conformity with the Convocation Regulations (See model format of Ceremonial Sheet in **(Annexure 'C')**). Inter alia, it shall include the following:

I. Academic Dress for the Convocation

- (a) The Chief Guest, The Guest of Honor, The Chancellor, the Vice-Chancellor, the Registrar, the Controller of Examinations and members of the Governing Council, the Executiv Council and the Academic Council and the Faculty members shall wear Academic dress as described for them in the **Annexure 'D'**.
- (b) Every candidate attending the Convocation shall wear the academic dress prescribed in the **Annexure 'D'** for respective degrees/diplomas/certificates or other conferment.

II. The Convocation Procession:

- (a) The Visitor, The Chancellor, the Chief Guest, the former Chancellors, the Vice-Chancellor, the Registrar, the Controller of Examinations the members of the Governing Council, Governing Council and Academic Council shall proceed in procession to the venue of Convocation in the following order:

- | | | |
|--------|--|----------|
| (i) | The Registrar | |
| (ii) | The Controller of Examinations | |
| (iii) | The Members of Academic Council | in pairs |
| (iv) | The Members of Executive Council | |
| (v) | The Members of General Council | |
| (vi) | Vice-Chancellor and former Chancellors | |
| (vii) | The Chancellor and Guest of Honors | |
| (viii) | The Visitor and the Chief Guest | |

- (b) On entering the Academic Procession in the Convocation Hall the candidates and other invitees shall rise from their seats and remain standing until all the members of the Convocation Procession have taken their respective seats at the dais.

III. Presiding over the Convocation

The Visitor when present will preside over the Convocation. In his absence, the Chancellor will preside over the Convocation.

IV. Welcome Speech by the Vice-Chancellor

The Vice-Chancellor will give a brief welcome speech and then read a report on salient features and of the activities of the University.

V. To Declare Convocation Open

- (a) The Vice-Chancellor will request the Chancellor to declare the Convocation open in prescribed format given in Ceremonial Sheet.
- (b) The Chancellor will declare the Convocation open in the prescribed format given in

Ceremonial Sheet.

VI. Conferring of Honorary Degree (Honoris causa)

- (a) For the award of Honorary Degree (Honoris causa)/ Academic Distinction the Vice-Chancellor will present the eminent personality approved by the Governing Council to the Chancellor.
- (b) The Vice-Chancellor will read out the citation of the person highlighting his/her achievements/contribution towards development of Law/Justice/Society.
- (c) The Vice-Chancellor will request the Chancellor to bestow upon him/her the Honorary Degree of Honoris causa/ Academic Distinction
- (d) The Chancellor will admit the person to Honorary Degree (Honoris causa)/Academic Distinction of the University by following the procedure laid in the ceremonial sheets.

VII. Administering Oath on the Recipient of Degrees/Diplomas/Certificate

The Chancellor will administer oath through a question as given in the `Ceremonial Sheet to the candidates present 'in person' seeking promise and declaration for a conduct in their daily life, be fitting the degree/diploma/certificate for which they are candidates. All present candidates shall answer promising the same.

VIII. Presentation of Candidates

- (a) Thereafter, the Chancellor will give permission to present the candidates to take degrees/diplomas/ certificate in person.
- (b) The candidates shall be presented separately to the Chancellor by the Registrar in the following order:
 - (i) Ph.D.
 - (ii) Master of Laws (LL.M.)
 - (iii) Bachelor of Arts and Law [B.A.LL.B.(Hons.)]
 - (iv) Diploma
 - (v) Certificate Course

IX. Admission of Candidates to their respective Degrees/diplomas/certificates

- (a) On presentation of all the candidates course, the Chancellor will admit the candidates present 'in person' as also the candidates 'in absentia' to their respective Degree/Diploma/Certificate for each course by following procedure given in the Ceremonial Sheet.
- (b) The candidates present 'in person' shall then receive the degrees one by one from the Chancellor on their names being called out by the Registrar.

X. Signing of Records of Degrees/diplomas/certificates

Once all the candidates are presented before the Chancellor and have received their respective degrees the Controller of Examinations shall lay the record of the Degrees/diplomas/certificates for signature of the Chancellor.

XI. Presentation of Medals and Prizes

The names of the candidates selected by the University for Award of Medal/Prizes/other distinction shall be announced by the Registrar one by one. Each candidate will proceed to the Chief Guest/Visitor/Chancellor/other dignitaries at the dais to receive the Medal/Prize/other distinction.

XII. Convocation Address

The Chief Guest shall be requested by the Vice-Chancellor to deliver the Convocation Address.

XIII. Close of Convocation

The Vice-Chancellor shall request the Chancellor to declare the Convocation close and the Chancellor will accordingly declare the Convocation close.

XIV. National Anthem

The National Anthem shall be played/sung at the beginning and close of Convocation.

XV. Retreat of Convocation Procession

The Convocation procession will retreat in the reverse order in which it entered the Convocation Hall. All persons in the Convocation shall remain standing while the Convocation Procession will move out.

8.8 Invitation to Alumni

The *alumni* may be called to the Convocation through invitation. Those who intent to attend the Convocation shall inform in writing by the scheduled date to the University of their intention to be present at the Convocation.

8.9 Invitation to Parents/Guardians

The University may allow the candidates called at the Convocation to be accompanied by their parents/guardian. (Not more than two in number, with prior intimation to the University by the scheduled date.)

8.10 Security and General Instructions

The candidates and their parents/guardians shall abide by the security and general instructions issued by the University for the smooth conduct of the Convocation.

8.11 Rules regarding Award of Medals/Prizes other than the Gold-Medal

I. General Rules and Conditions for Award of Medals

- (a) That during the entire Course of Study a student should not have incurred any of the following disqualification
 - (i) Passed the paper(s) through any Re-Appear/Repeat examination.
 - (ii) Have not passed all the examinations in first attempt in one and the same sitting.
 - (iii) Have been involved in any indiscipline amounting to misconduct or use of unfair means.
 - (iv) Have been detained for shortage of attendance.
 - (v) Have passed the examination in any subject with grace marks.
- (b) That the University reserves the right to withdraw the medal if it is found to have been awarded wrongly.
- (c) That the University reserves the right to withhold any medal if no student is found eligible.

II. Rules for Award of Chancellor's Medal

- (a) Chancellor's Medal shall be awarded to the student of graduate course only. The overall performance in academics and other activities listed hereinafter shall be the criteria for award of Chancellor's Medal subject to following pre- conditions:
 - (i) All general rules shall be applicable for grant of Chancellor's Medal.
 - (ii) Student should have consistently secured not less than 60% marks in all the ten semesters.
 - (iii) In each batch first ten students i.e., those who have consistently secured not less than 60% marks in each semester and do not entail any of the disqualifications in clause (I) shall be eligible for evaluation on the basis of the criteria mentioned in para (c) below.
- (b)
 - (i) Students qualifying as per the criteria in para 2(i) above shall be evaluated on the basis of their respective performance in the activities listed below.
 - (ii) Evaluation shall be made by the Committee constituted by the Vice Chancellor.
- (c) Each category shall carry 10 marks.
 - (i) Achievements in Moot Court Competitions/ Debates/Client Counseling/Essay Writing competitions etc/ Representation of University in competitions at International level.
 - (ii) Publications and Paper Presentations
 - (iii) Contribution towards organization of events at DBRANLU including duties

of Convener, Co- convener of different Committees.

- (iv) Sports achievements in Inter University Competitions, Achievements/Participation at National and International level
- (v) Contribution to Social and Community Work

(d) The average of the above shall be added in the CGPA score of the student. For example, if a student has scored in the above categories as under:

(1)	8.5
(2)	7.5
(3)	7.0
(4)	7.5
(5)	<u>7.0</u>
	<u>37.5</u>

(a)	Average of the above	7.5
(b)	If the CGPA of the student is	9.0
	Total score of the student	16.5

(e) In case two or more students have the same score, the criteria for award of the medal shall be as under:

- (i) The student having higher academic marks of all the semesters shall be given the medal.
- (ii) If the score remains the same after considering the academic score then the student elder in age shall be considered for award of the medal.

III. Rules for Award of Vice-Chancellor's Medal

(a) Vice-Chancellor's Medal shall be awarded to the students of under-graduate course only for the following categories:

- (i) Medal for 2nd Best Overall Performance
- (ii) Medal for outstanding achievements in Moot Court Competitions.
- (iii) Best Girl Student

(b) The criteria and procedure for adjudging Chancellor's Medal for overall best performance shall apply for adjudging students for Vice-Chancellor's Medal in case of category IV (a) (i) above.

(c) The student adjudged 2nd Best overall performer shall be awarded the medal in category IV (a) (i).

(d) The criteria for adjudging medal in category IV (a) (ii) shall be as under:

- (i) All general rules for award of medals shall apply provided however that when a student is given a special permission by the University to participate in the Moot Court Competition and miss the examination, the disqualification mentioned in I(a)(i) and (ii) of the General Rules for Award of Medals as given above shall not apply.
- (ii) Student should have secured not less than 60% marks in aggregate.
- (iii) Moot Court Committee shall work out the outstanding achiever in moot competitions on the basis of prescribed rules.

(e) The criteria for adjudging medal in category IV(a) (iii) shall be as under:

- (i) All general rules for award of medals shall apply for the medal of Best Girl Student.
- (ii) Top five girls from each batch on the basis of their academic performance shall be short-listed for evaluation for the Medal.
- (iii) Atleast five teachers, who are/who have taught these students at any time during the course of study as far as practicable, nominated by the Vice-Chancellor, shall evaluate these students on the basis of their behavior, etiquettes, overall performance, general conduct in and out of class on a scale of 10.
- (iv) The average of the marks shall be added to the CGPA score of the student.
- (v) The student having highest score shall be awarded the Medal.
- (vi) That in case of tie, the criteria for award of the medal shall be as under:
 - 1. The student having higher academic marks of all the ten semesters shall be given the medal.
 - 2. If the score remains the same after considering the academic score as given above then the student elder in age shall be considered for award of the medal.

IV. Rules for Award of Medal in Specialization Group:

- a) All general rules applicable for award of medals shall be applicable to grant of specialization medals as well.
- b) There should be not less than five students enrolled in concerned specialization. If there were less than five students enrolled in a specialization, no medal shall be awarded.
- c) Overall aggregate marks of a student from Seventh to Tenth Semester shall be the criteria for award of medal in specialization group.
- d) That in case of tie, the criteria for award of the medal shall be as under:
 1. The student having higher academic marks of all the ten semesters shall be given the medal.
 2. If the score remains the same after considering the academic score as given above then the student elder in age shall be considered for award of the medal.

V. Rules for Award of Sponsored Medals

- a) The sponsored medals shall be awarded to the students as per the conditions of donor and in case there is no such condition the University may decide in accordance with the requirements.
- b) All general rules applicable for award of Medals shall be applicable for award of sponsored medals.

8.12 Rules regarding Printing/Preparation of Degrees/Diplomas/ Certificates

The University shall observe the following procedure for printing/preparation of Degree/Diploma/Certificates before holding the Convocation.

- I. The Controller of Examination shall get printed/prepared the Degree/Diploma/Certificates in the approved formats given in **Annexure E**.
- II. Each Degree/Diploma/Certificates shall bear the seal of the University in printed and engraved form.
- III. The Degree/Diploma/Certificate shall bear the nomenclature of the respective course, name of the recipient, his/her father's and mother's name, division, CGPA score with grade scale (if applicable).
- IV. The Degree/Diploma/Certificate shall be authenticated by the Clerk/Assistant/Superintendent /Assistant Registrar/Deputy Registrar on the reverse.
- V. The Degree shall be signed by the Chancellor, Vice-Chancellor, the Registrar and the Controller of Examinations. The Diploma/Certificate shall be signed by the Vice-Chancellor, the Registrar and the Controller of Examinations.
- VI. Adequate security measures must be taken to maintain the authenticity of the Degree/Diploma /Certificate:
 - a. The issued Degree/Diploma/Certificate shall bear serial number marked by the University along with the Roll Number and Registration Number of the student. The record of this shall be entered in the permanent register to be maintained by the University.
 - b. Degrees/diplomas/certificates shall bear the University hologram sticker. Degree/Diploma/Certificate shall also bear the photograph of the candidate.



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONEPAT
(Established by the Haryana State Legislature Act No. 15 of 2012)

Photograph

**APPLICATION FORM FOR REGISTRATION
FOR ATTENDING CONVOCATION**

1. Name of the Student _____
2. Father's Name _____
3. Degree/Diploma/Certificate
B.A.LL.B. LL.M. Ph.D.
Diploma Certificate Course
4. Batch _____
5. Registration No. _____
6. Roll No. _____
7. Contact details:
 - a. Contact No. _____
 - b. Email ID _____
 - c. Latest Postal Address _____

8. Travel details
 - d. Date and time of arrival _____
 - e. Date and time of departure _____
9. Accommodation requirement Yes No If yes: _____
- f. Number of accompanying persons (Not more than two) _____
10. Detail of Fee deposited Rs. _____ DD/University Receipt No. _____ date _____
I here by confirm that I shall attend the rehearsal and convocation on __ and _____.

For Office Use

Particular

1. **Checked** _____
2. **Fee Receipt Verified** _____

Signature



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONEPAT
(Established by the Haryana State Legislature Act No. 15 of 2012)

APPLICATION FORM FOR GETTING
THE DEGREE IN ABSENTIA

Photograph

1. Name of the Student _____
2. Father's Name _____
3. Degree B.A.LL.B. LL.M. Ph.D.
4. Batch _____
5. Registration No. _____
6. Roll No. _____
7. Contact details: _____
 - a) Contact No. _____
 - b) Email ID _____
 - c) Latest Postal Address at _____
 - d) which degree is to be dispatched _____
8. Detail of Fee deposited Rs. _____ DD No. _____
University Receipt No. _____ Date _____

Declaration

1. I hereby confirm that I shall not be able to attend the Convocation on.
2. I hereby solemnly declare and promise that if admitted to the Degree of _____ for which I have been recommended, I shall in my professional as well as personal life and conversation conduct myself as befits members of this University; that I shall, to the utmost of my capacity and opportunity, support the cause of justice, fairness and peace; and that I shall uphold and advance the social order constitutionally established and well being of all human beings everywhere and rule of law within the country and outside.

(Signature of the Student)

For Office Use

Particular

3. Checked _____
4. Fee Receipt Verified _____

Signature

Model Ceremonial Sheet

At the Convocation of the University the following procedure shall be followed:

- Arrival of Members of the Academic Council, Executive Council, General Council, the former Chancellors, the Chancellor, the Visitor and other dignitaries.
- Wearing of Ceremonial attire by the Chief Guest, Visitor, former Chancellors, Chancellor, Vice- Chancellor, Registrar, Guests of Honours, Members of University Statutory Bodies and faculty.
- As the marching tune is played, the Academic Procession shall move. As the procession enters the Convocation Hall, all the candidates and invitees in the Hall will rise and keep standing.
- At the foot of the dais, the REGISTRAR and the CONTROLLER OF EXAMINATIONS will stand to the right and left of the steps leading to the dais facing the procession.
- The Chief Guest and other dignitaries will proceed to their respective seats on the dais.
- The Registrar and the Controller of Examinations will proceed to their seat, after the dignitaries take their seats.
- National Anthem shall be played/sung.
- **Welcome Address by the Vice-Chancellor and brief report about the University.**
- At the conclusion of the address, the Vice-Chancellor will request the Chancellor, DBRANLU to declare the Convocation open in the following words:

"Hon'ble Chancellor, Dr. B.R. Ambedkar National Law University, Sonapat, I have the honour to request you, Sir, to declare the DBRANLU's First Convocation open."
- The Chancellor declares the Convocation open in the following words:

"I declare the Convocation Open."
- The Vice-Chancellor, would request to the Chancellor,

"Hon'ble Chancellor this Convocation of the Dr. B.R. Ambedkar National Law University, Sonapat has been called to confer the Degrees upon the persons whose names have been approved by the General Council for

the Degree of Doctor of Laws (LL.D.) Honoris causa and also the candidates who, after respective examinations held for the purpose, have been found eligible for receiving their respective degrees."

Sir, may I have the honour to read the citation for (Name of the recipient.....) who has been found fit and proper person by the Governing Council to receive degree of Doctor of Laws Honoris causa."

- The Chancellor would say

"Let the citation be read"

- The Vice-Chancellor would read the citation in the presence of the person to whom the Honorary Degree is to be conferred.
- Then the Vice-Chancellor would request the Chancellor.

"Sir, I pray the degree of Doctor of Laws Honoris causa may be bestowed upon (Name of the recipient.....).

- Chancellor would say

"By the virtue of the authority vested in me as Chancellor of this University I confer the degree of Doctor of Laws Honoris causa on you and authorize you to wear the costumes and insignia thereof."

- Vice-Chancellor will take permission from the Chancellor in the same manner for any other Honoris causa degree, if any, to be bestowed. Then the Registrar would request the Chancellor for permission to present the candidates for Doctor of Philosophy(Ph.D.), Master of Laws(LL.M.)and Bachelor of Arts and Laws(Honours)[B.A.LL.B. (Hons.)] Degree by saying

"Hon'ble Chancellor, I have the honour to bring before you the candidates who have qualified for the award of degree of Doctor of Philosophy, Master of Laws and Bachelor of Arts and Laws (Honours).

Let the candidates for degree stand forward."

- All the candidates standing, the Chancellor puts to them the following question:

"Do you sincerely promise and declare that, if admitted to the Degree for which you are candidates, and for which you have been recommended, you will in your professional as well as personal life and conversation conduct yourself as befits members of this University; that you will to the utmost of your capacity and opportunity, support the cause of justice, fairness and peace; and that your will uphold and advance the social order constitutionally established and well being of all human beings everywhere and rule of law within the country and outside.

- All the candidates will collectively answer:

"I do promise."

- With this, the candidates resume their seats.
- Then the Chancellor would say:

"Let the candidates be now presented."

Ph.D.(DOCTOR OF PHILOSOPHY)

- The Dean of the Concern Faculty (herein Dean Academic Affairs) will then presents to the Chancellor, the candidate taking the Degree of Doctor of Philosophy (Ph.D.) 'in person' in the following words:

"Sir, I have the honour to present to you the candidate for the Degree of Doctor of Philosophy. She has been found qualified for the Degree of Doctor of Philosophy to which I pray she may be admitted.

Candidate taking the Degree of Doctor of Philosophy (Ph.D.) please stand forward."

- The candidate taking the Degree of Ph.D. will stand at their seats, bow to the Chancellor and remain standing.
- When the candidate is so presented, the Chancellor shall say to the candidate:

"By virtue of the authority vested in me as the Chancellor, Dr. B.R. Ambedkar National Law University, Sonapat, I admit you, to the Degree of Doctor of Philosophy in this University and authorize you to wear the approved costumes and insignia thereof."

- The Registrar would say

"I call upon Ms./Mr. (Name of the recipient.....) to receive her/his degree from the Chancellor."

- The candidate whose name is announced by the Registrar will then proceed to the Chancellor, to receive the degree, bow and return to his/her seat.

LL.M. (MASTER OF LAWS)

- The Dean of the concerned faculty (herein Dean Academic Affairs) then presents to the Chancellor the candidates taking the Degree of Master of Laws (LL.M.) 'in person' as well as 'in absentia' in the following words:

"Sir, I have the honour to present to you the candidates for the Degree of Master of Laws whose names are set out in the list. They have been found qualified for the Degree of Master of Laws (LL.M.) to which I pray they may be admitted.

Candidates taking the Degree of Master of Laws 'in person' will please stand forward."

- The candidates taking the Degree of LL.M. 'in person' will stand at their seats bow to the Chancellor and remain standing.
- When the candidates are so presented, the Chancellor will say to the candidates:

"By virtue of the authority vested in me as the Chancellor, Dr. B.R. Ambedkar National Law University, Sonapat, I admit you, as also the candidates in absentia to the Degree of Master of Laws in this University and authorize you to wear the approved costumes and insignia thereof."

- The candidates receiving the degree 'in person' will then proceed to the Chancellor, one by one, as their names are called by the Registrar, receive the degree, bow and return to their seat.
- Thereafter the Dean of the concerned faculty (herein Dean Academic Affairs) will also read out the names of the candidates receiving the degree 'in absentia'.

B.A.LL.B. (HONS.)

[BACHELOR OF ARTS AND LAWS (HONOURS)]

- The Dean of the concerned faculty (herein Dean Academic Affairs) then presents to the Chancellor, the candidates taking the Degree of Bachelor of Arts and Laws (Honours) [B.A.LL.B. (Hons.)] 'in person' as well as 'in absentia' in the following words:
"Sir, I have the honour to present to you the candidates for the Degree of Bachelor of Arts and Laws (Honours) whose names are set out in the list. They have been found qualified for Bachelor of Arts and Laws (Honours) to whom I pray they may be admitted. The candidates taking the Degree of B.A.LL.B. (Hons.) in person please stand forward."
- The candidates taking the Degree of B.A.LL.B. (Hons.) in person will stand at their seats, bow to the Chancellor and remain standing.
- When the candidates are so presented, the Chancellor shall say to the candidates.
- **"By virtue of the authority vested in me as the Chancellor, Dr. B.R. Ambedkar National Law University, Sonapat, I admit you, as also the candidates 'in absentia' to the Degree of Bachelor of Arts and Laws (Honours) in this University and authorize you to wear the approved costumes and insignia thereof."**
- The candidates receiving the degree 'in person' will then proceed to the Chancellor, one by one, as their names are called by the Registrar, receive the degree, bow and return to their seats.
- There after the Registrar will also read out the names of candidates receiving the degree 'in absentia'.
- The Controller of Examinations will then place the record of the Degrees that have been awarded before the Chancellor, who will sign the same.
- Then the **Gold Medals** are awarded to the candidates in the order in which the names are called by the Controller of Examinations. The candidate so presented will proceed to the dais, bow, receive the Medals, from the Chancellor/other dignitary as announced, bow again and return to the seat.
- Then other medals/prizes shall be awarded by calling upon the candidates at the dais.
- Then the Chancellor and the Vice-Chancellor medals shall be awarded by the Chancellor and the Vice-Chancellor.
- The Vice-Chancellor will invite the Chancellor, Hon'ble _____, Chief to deliver the Chancellor's address in the following words:

"Hon'ble Mr. _____ Chancellor, DBRANLU Sir, I have the honour to request you to deliver the Chancellor's Address."

- Address by the Hon'ble Mr. _____, Chancellor, Dr. B.R. Ambedkar National Law University, Sonapat.
- The Vice-Chancellor will then invite Hon'ble _____ to deliver the Convocation Address in the following words:

"Hon'ble _____ Sir, I have the honor to request you to deliver the Convocation Address."

(Address by Hon'ble _____).

- The Vice-Chancellor shall request the Chancellor to declare the convocation close.
"Hon'ble Chancellor, Dr. B.R. Ambedkar National Law University, Sonapat, Sir, I have the honor to request you to declare the Convocation closed."
- The Chancellor declares
"I declare the Convocation closed."
- **National Anthem**
- All the persons in the convocation shall remain standing at attention till the National Anthem is over.
- At the end of the National Anthem, while others remain standing, the Academic Procession returns in the reverse order as entered, as the marching tune is played.
- After the Academic Procession leaves the Convocation Hall the Dignitaries and the graduates' assemble outside the Hall for group photograph.

A. Academic Dress for all:

- White Kurta, Pyjama/Pants for males
- Off-white saaree with mehroom/Red Boarder (Two inches) or off white Kurta, Salwar/Churidar/pants for females.

B. Stole/Patka provided by the University (refer table-I).

C. Formal Footwear.

Table-I

Sr. No.	Category	Dignitaries/Designations	Color of Stole/Patka
1	Members of the procession	1. Chief Guest 2. Visitor 3. Chancellor 4. Guest of Honor 5. Vice-Chancellor	Violet color with Golden lace on a velvet cloth.
		1. Members of GC, EC, AC. 2. Controller of Examinations 3. Registrar	Off-white color
2	DBRANLU Faculty	Professor, Associate Professor, Assistant Professor and Visiting Faculty	Amber(Orange shade)
3	Honoris Causa Doctor of Laws	Honoris Causa degrees recipients	Maroon color
4	Ph.D. Degree	Doctoral Degree candidate(s)	Parrot-Green
5	LL.M. Degree	Post-Graduate students	Pink-color
6	B.A.LL.B.(Hons.) Degree	Graduate Degree candidates	Yellow-color
7	Diploma and Certificate		Navy Blue-color