

**NATIONAL LAW UNIVERSITY OF MEGHALAYA
ACADEMIC AND EXAMINATION REGULATIONS 2022**

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Chapter I: PRELIMINARY

Section 1: Short title and commencement

1. These regulations may be called the National Law University of Meghalaya Academic and Examination Regulations (“**Regulations**”). These regulations shall govern all aspects of the two programmes – BA LLB and LLM, in the National Law University of Meghalaya. These shall come into force from Academic Year 2023-24.

Section 2: Definitions

1. Any word or phrase, unless specifically defined in the Regulations, shall carry its ordinary meaning. In these Regulations, unless context otherwise requires:
 - a. “Academic Administration Department” shall be the staff members that support the UC and PC in the implementation of these Regulations;
 - b. “Class Representative” means the student elected from each year to represent their class.
 - c. “DRC” means National Law University of Meghalaya’s Disciplinary Review Committee constituted under Part I of NLUM Conduct, Safety and Sustenance Code;
 - d. “Immediate family” means Persons related to a student in terms of being a sibling, spouse, child, parent, in-laws, or grandparent;
 - e. “Project assignments” means independent research papers submitted as part of course evaluation.
 - f. “Re-admission” means the enrolment in courses in which the student has secured an “F” grade or has an attendance shortage, in respect of students who are not promoted under these Regulations from the previous academic year;
 - g. “Re-registration” means the enrolment in courses in which a student has secured an “F” grade or has an attendance shortage, which have been carried forward from the previous academic year under these Regulations;
 - h. “Trimester” means the academic term period of 12 weeks. There shall be 3 trimesters in a single Academic Year;
 - i. “Viva voce” means the oral evaluation of the student. For the purposes of these Regulations, use of the term viva voce shall also mean to include “project presentations.”

Chapter II: AUTHORITIES

Section 3: Councils (Under-Graduate Council and Post-Graduate Council)

1. The Vice-Chancellor shall constitute an Under-Graduate Council (“UC”) and Post-Graduate Council (“PC”).
2. The UC & PC shall have one Chairperson each, who shall be a Professor or an Associate Professor. The UC & PC shall have five and three members, respectively, each nominated by the Vice-Chancellor by rotation.
3. Terms of the UC & PC shall ordinarily be one year.
4. The UC shall administer the regulations pertaining to the Under-Graduate -programme and the PC shall administer the regulations pertaining to the Post-Graduate programme.
5. They shall stipulate the model marking scheme for Project Assignments.
6. The UC shall act upon complaints and grievances referred to it under the Regulations.
7. All disputes arising out of the Regulations shall be referred to the UC or PC, as may be the case, for resolution after an application is made to the AAD. In case of any grievance against the decision reached by the UC or PC, the Vice-Chancellor may be approached and the Vice-Chancellor shall resolve the issue in accordance with the Regulations within a reasonable time period.

Section 4: Academic Administration Department

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

Section 5: Student Academic Committee

1. Every year, a **Student Academic Committee** (“SAC”) consisting of the Class Representatives elected by each of the five Under-Graduate classes and one Post-Graduate class shall be constituted by the Student Bar Council (“SBC”).
2. The SAC shall be headed by the Class Representative of the 5th year class.
3. The SAC shall have the right to meet the appropriate Council and the Vice Chancellor to communicate grievances and address issues.
4. The SBC President and Vice President will be Ex-officio members of the Council.

Chapter III: ATTENDANCE REQUIREMENTS

Section 6: Minimum Attendance Requirement

1. Every student shall attend a minimum of 70% of classes held in every course. Failure to secure the minimum required attendance in any course will lead
 - a. for LLM students, to *compulsory re-admission* to the LL.M. programme in the next academic year (“re-admitted year”), and *re-registration* in the same course(s) in the re-admitted year.

b. for LLB students to re-registration in the said course in the next Academic year. The student will have to compulsorily make up the shortfall of attendance and write the exam, or fulfil the evaluation components as required. Failure to meet the attendance requirements in *more than one course* in a single academic year, shall lead to *compulsory re-admission* to the same class. In case of re-admission, the student shall fulfil all attendance and evaluation requirements *de novo*.

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

Provided further, in the event the course is an elective course which is not offered again in the re-registered year, the student must re-register for an alternate elective course in the re-registered year. The student must fulfil all the attendance requirements and all evaluation components in the said alternate course *de novo*.

Section 7: Unauthorised exit from the class

1. If a student leaves a class without permission, after having obtained attendance for that hour, the teacher concerned shall intimate the AAD, who shall deduct 3 hours of attendance from the overall classes attended by the student at the end of the trimester. The teacher shall inform the student about the loss of attendance.
2. Repeated violations shall result in disciplinary action by the University.

Section 8: Condonation of attendance shortage

1. Students may apply for condonation of attendance shortage on (i) medical grounds or (ii) bereavement or serious illness in the immediate family:
 - a. Condonation of attendance shortage shall only be considered when a student has attended at least 60% of the classes held in that trimester.
 - b. Students seeking condonation shall submit an application, within 6 days of resuming classes.
 - c. In case of medical grounds, the application shall be supported by a Doctor's Certificate and Hospital Discharge Summary (if applicable). The appropriate Council shall verify that a student was incapacitated, such that they could not attend classes on the basis of their application.
 - d. In case of bereavement or serious illness in the immediate family, the application shall be supported by proof of relationship and the relevant circumstances, which the appropriate Council shall verify.

Explanation: "Immediate family" means persons related to a student in terms of being a sibling, spouse, child, parent, in-laws, or grandparent

Chapter IV: EVALUATION

Section 9: Course credits

1. Every successfully completed course, including electives & clinical courses shall earn a student **4 (four)** credits, except Dissertation for LLMs which shall carry **8 (eight)** credits.

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Section 10: Grade point scale

1. Students will be evaluated in each course through letter grades on a six-point scale with a plus (+) added to the grade on crossing the Plus Threshold. Grades with their corresponding percentage values and descriptions are given below:

Grade	Grade Description	Percentage (of marks)	Plus Threshold
O	Meets the highest standards for the assignment or course	90% and above	95% and above
A	Meets high standards for the assignment or course	80% to 90%	85% and above
B	Meets high standards for the assignment or course	70% to 80%	75% and above
C	Meets basic of standards for the assignment or course	60% to 70%	65% and above
D	While acceptable, falls short of meeting basic standards in several ways	50% to 60%	55% and above
E	Lowest passing grade	40% to 50%	45% and above
F	Failing	Below 40%	

Illustration – A student with 86% marks in a particular course shall receive a ‘B+’ grade.

Section 11: Cumulative Grade Letter (CGL)

1. CGL indicates the overall academic performance of a student in all Courses registered up to and including the latest completed Academic Term.
2. CGL shall be determined as the corresponding grade (and ‘plus,’ if applicable) to the average percentage in the term.

Explanation: For all purposes of awarding NLUM medals and conversion to other evaluation systems, the **percentage** obtained shall hold the official value.

Chapter V: PROJECT ASSIGNMENTS & VIVA VOCE

Section 12: Project topics

1. Project topics for the term shall be notified by the AAD within the first week of the commencement of the term. No change of topic shall be permitted by the course teacher after one week of the notification of the project topics, and any request for change in the topic must be in writing which shall be approved by the course teacher and be submitted to the AAD. However, this rule will not apply if students are required to choose their own topics.

Section 13: Deadline for submissions

1. Last date of submission shall be notified on the day of the commencement of the trimester. The students shall submit their projects in no later than 17:00 on the scheduled date.

Section 14: Marking Scheme

1. Projects shall be evaluated on a total of 30 marks as per the criteria approved by the UC.

Section 15: Plagiarism

1. Plagiarism i.e. passing off someone else's work as one's own, by copying words, phrases and ideas without proper citation, is strictly prohibited by the University:
 - a. Course teachers who suspect plagiarism shall report the Project and author to the AAD indicating as to why they suspect that the project is plagiarised, who shall refer the complaint to the Chairperson of the appropriate Council, along with a written intimation to the student.
 - b. On receiving such written intimation, the PGDC shall seek a written explanation from the student as to why action should not be taken against them on grounds of plagiarism ("Show-Cause notice"). The similarity report (if any) and the course teacher's remarks shall be provided to the student.
 - c. After receiving the written explanation (if any) from the student, the PGDC shall determine whether the project submitted by the student amounts to plagiarism. A student found guilty by the Council shall be given zero marks for the plagiarised project and viva submissions, and will not be permitted to write the final exam. The student will have to compulsorily re-register for the course in the next academic year. A second violation will lead to suspension for a trimester.
 - d. In the event the student found to have engaged in plagiarism has already written the final or repeat exam for the concerned course prior to the decision of the PGDC, the marks for the same shall stand cancelled.

Section 16: Penalty for late submission of Project Assignments:

1. **Half a mark (0.5)** shall be deducted on the Project marks, for every day the submission is delayed, including holidays.
2. Projects delayed by more than 6 days shall not be accepted by the AAD.

Illustration: If the submission date was 1st of the month, no submissions will be accepted from the 8th of the month onwards.

Section 17: Extensions

1. Notwithstanding Regulation V(6) above, the appropriate Council may grant a Project extension for a maximum period of **six (6)** days in the following circumstances:
2. The student has submitted an application for condonation of attendance under Regulation III(6) and the same has been verified as genuine; or
3. The student is differently abled.
4. Penalty for late submission beyond the extended date of submission shall be applicable as per Rule V(6) above.

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

Section 18: Non-submission of Project Assignments

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

Section 19: Viva Voce and Project Presentations

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

Chapter VI: ELECTIVE COURSES

Section 20: Required number of Elective Courses

1. All 3rd, 4th and 5th year BA LLB students and LLM students are required to complete the following number of optional elective courses as given below:

Number of elective courses to be completed			
Year	Trimester I	Trimester II	Trimester III
3 rd year			
4 th year			
5 th year			
LLM			

Section 21: Offering of Elective Courses

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

Section 22: Elective Course structure

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

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

Section 23: Deadline for Paper submission

1. The deadline for all elective written submissions/papers shall be not later than the last date of classes ordinarily held in the trimester.

Section 24: Paper submission regulations

1. Except as specifically provided in this Chapter, the regulations pertaining to 'Project Submissions', 'Plagiarism', 'Extensions' and 'Viva voce and Project presentations' in Chapter V shall apply equally to elective courses.

Section 25: Results

1. The results of the elective courses shall be announced along with the results of the regular courses.

Section 26: Offering of Teaching Electives

1. Any course teacher who has taught at the University for more than one year has the option of selecting one teaching elective student from the 5th year class or LL.M. class.
2. The courses open for the teaching elective shall be notified by the Examination Department one month before the end of the previous trimester.
3. The selected students shall be intimated at least two weeks before the end of the previous trimester.
4. No student shall be allowed to take more than one teaching elective course in a trimester.
5. Students applying for a second Teaching elective in a subsequent trimester may be selected only if that student is the sole applicant.
6. Students applying for a teaching elective course shall submit an application stating their grade in the concerned subject, along with a Statement of Purpose, within three days of the notification of teaching elective offerings.
7. Teaching elective students shall be chosen on the basis of the following guidelines:
 - a. Grade obtained in the concerned course (as given in the transcript);
 - b. Work done by the students in the course subject area;
 - c. Communication skills

Section 27: Teaching Elective attendance requirement

1. Students chosen for teaching electives are required to attend a minimum of 30 class hours of the total number of classes held, failing which they will need to re-register for an alternate course in the next trimester. Students are advised to carefully study the course schedule to avoid clashing hours with regular/elective courses, in order to meet the attendance requirement.

Section 28: Teaching Elective marking scheme

1. The marking scheme for teaching electives shall comprise the following components:
 - a. Teaching (4 - 6 hours) – 30 marks
 - b. Assistance in preparation of reading materials and research 20 marks
 - c. Assistance in project consultation, question paper preparation, key to the questions and evaluation of a maximum of 6 projects and 6 answer scripts- 20 marks
 - d. Assistance in conducting Viva-voce – 10 marks
 - e. Submission of a report of teaching elective – 20 marks

Chapter VII: DISSERTATION (Only for LLMs)

Section 29: Dissertation Guidelines

1. During the course of their academic year, a student shall work on a research project and submit a dissertation which carries 200 marks (8 credits).
 - a. In the third month of the First Trimester, the AAD shall invite students to submit two topics which they propose for their Dissertation, in their order of preference;
 - b. On receipt of the topics, the PGDC shall scrutinise the feasibility of the research on the topics; and identify a faculty member to supervise the Dissertation. The AAD shall notify the student of the supervisor nomination, after obtaining willingness from the concerned faculty member;
 - c. No change of allotted dissertation guide or research area will be allowed, except if the supervisor is unavailable due to resignation, retirement, or leave;
 - d. The dissertation must demonstrate the following:
 - i. It is the outcome of original research;
 - ii. Familiarity with relevant research literature on the subject matter and ability to critically engage with it;
 - iii. Ability to design a research project and apply appropriate research methods to address the research question(s) raised;
 - iv. Ability to analyse the data to answer the research question(s) and to draw conclusions from such analysis; and
 - v. The ability to apply conceptual tools and theories appropriate to examining, explaining, and understanding of the research area chosen.
 - e. Dissertation Format: The dissertation must not exceed 15,000 words inclusive of the text, footnotes/endnotes, illustrations (figures, charts, maps, and diagrams), tables, and bibliography/references. The dissertation must be formatted as defined below:
 - . Paper size: A4;
 - i. Margins: Top – 1”, Bottom – 1”, Left – 1.5”, and Right – 1”;
 - ii. Font: Times New Roman 12 (excluding chapter titles and headings); and
 - iii. Spacing: 1.5 line
 - iv. The dissertation must be processed in a document file. They are capable of being processed by Plagiarism check software.
 - f. Timeline and Evaluation: The student shall make a presentation of his/her research work to the supervisor at least one week before the final submission. Presentation carries 50 marks.
- (2) Procedure for submission of dissertation:
- a. Three sets of hard copies of Dissertation shall be submitted to AAD. In addition to this, the student is required to submit a soft copy on the online portal on the date of submission of the hard copy.
 - b. The Dissertation shall be evaluated by the supervisor and two other panel members for a total of 150 marks. The final marks secured shall be the average of the three.

Chapter VIII: EXAMINATION

Section 30: General Terms

1. Written examinations for all mandatory courses shall be held at the end of the trimester they are taught in. The total marks for the written examination shall be 60 (sixty).
2. The schedule of examinations for each trimester shall be notified at least one week before the date of first examination.
3. Results for each course, along with the answer key used for evaluation, shall be submitted by the course teacher to the Examination Department no later than ten (10) days after the date of the examination.
4. For clinical courses, the examination scheme shall be governed by rules as notified by AAD.
5. Students' marks and grades obtained in each subject shall be reflected on the online portal. The University will maintain a record of the result separately.
6. Results will be declared in the official transcript in the form of a Grade as illustrated in Chapter III and communicated to the parents of the student concerned within one week of the announcement of the results.

Section 31: Examination Malpractice

1. All instances of examination malpractice shall be dealt with under Part 1 of Conduct, Safety and Sustenance Code. Upon the discovery of, or reasonable suspicion of, any such malpractice, any faculty member, or member of the university staff, shall immediately refer the said instance to the AAD. The AAD shall refer the complaint to the appropriate Council, with intimation to the student concerned. The Chairperson of the appropriate Council after due consideration shall forward the same to the DRC. Examination malpractice includes, but is not limited to, any of the following acts:
 - a. Gaining unauthorised access to documents, including examination question papers, answer sheets, records, or other confidential documents, whether physically, by employing electronic means, or otherwise, at any given point of time;
 - b. Removal of an answer sheet from the venue of examination, after the commencement of the examination;
 - c. Carrying of electronic equipment into the examination hall, without prior written permission to do so;
 - d. Carrying in any material into the exam hall which is not permitted by the course teacher or university authorities;
 - e. Any communication, whether by words, gestures or otherwise, with other candidates in the examination hall, during the examination;
 - f. Deliberate revelation of identity of the candidate on the answer sheet, so as to vitiate the examination results;
 - g. Any other activity that, in the opinion of the invigilator, amounts to malpractice;
 - h. Any attempt to commit any of the above.

Section 32: Viewing of Answer Papers

1. Students shall have the right to view and may discuss their written examination answers with the course teacher or compare it with a detailed key, after the declaration of results. The course teacher shall allow students a period of **three working days** from the date of declaration of results to avail of this right.
Provided, students who have failed in the third trimester may discuss the end-term papers up to 2 days before the commencement of the repeat examination.

Section 33 : Grievance Redressal and Revaluation

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

Section 34 : Repeat Examination

1. Repeat examinations will be conducted at the end of the academic year for students who obtain an 'F' grade. For students who take the repeat examination, the transcript shall carry the letter "R" next to the course.
2. Students with a D or E grade may also opt to write repeats, ('improvement paper') if necessary. The higher grade of the two examinations shall be considered. For such students, the transcript shall carry the letter "I" next to the course.
3. The repeat examination shall be for 60 marks. The remaining 40 marks shall be the marks already obtained for the project and viva voce or a newly submitted project and viva subject to Regulations III(4) and IX(2).
 - a. Students who wish to attempt a repeat examination shall apply for the same, individually in each subject where an examination is sought, and shall pay the requisite fee **3 days** prior to the date of the exam.
 - b. **Elective courses** - In case a student fails in an elective course, they may resubmit an improved written submission/paper on the same topic within ten days of the declaration of results, with or without a fresh paper presentation.
Provided, if the ground for failure was due to late submission or non-submission of the paper, such students will have to compulsorily re-register for an additional elective course in the next Academic Year.
 - c. **Clinical Courses** – There shall be no repeat examination for the Litigation Clinic and Placement Clinic courses as there are no components of examination to be repeated.
- d. **Dissertation (For LLMs):**

- i. In case a student fails in the Dissertation, they may re-submit the Dissertation for 150 marks within one month from the date of declaration of results. *Provided re-submission shall be allowed to a student who had submitted the dissertation originally within the last notified date of submission.*
- ii. If the student has not submitted the dissertation within the stipulated time, they will have to compulsorily apply for re-admission in the next Academic Year.

Section 35: First Attempt/ Medical First Attempt

1. Students who are unable to sit for the term examinations in any mandatory course, may apply to sit for the repeat examinations at the end of the academic year, which shall be recorded as a First Attempt (FA), on one or more of the following grounds:
 - a. Representation, which shall not include memorial submission, of the University in competitions to be notified by the University, the dates of participation for which fall within three days of the date of the examination. A student may claim FA only for the specific exam which falls within seven days and not any other exam;
 - b. Medical conditions rendering the student unable to attempt or write the examination, which shall be known as a Medical First Attempt (MFA);
 - c. Bereavement of immediate family necessitating the student's absence from the examination;
2. An application for First Attempts shall be submitted online. It shall be accompanied by:
 - . in cases of representation in any competition, a detailed travel plan including official communications regarding dates of participation and travel records;
 - a. in case of medical reasons, the doctor's certificate and Hospital Discharge summary, if applicable
 - b. in case of bereavement, travel documents and proof of relationship.
- a. Applications must be verified and considered by the concerned Council and reasons for grant or refusal of the application must be recorded. In the case of participation in a competition, the student shall apply for the First Attempt at least ten days prior to the date of examination.

*Provided, in cases where the student is prevented from making an application prior to the examination due to bonafide reasons, they shall make such application no later than **ten** days after the date of the examination, and explain the cause of delay.*
- c. If the student who has been granted a First Attempt is absent for the First Attempt examination, it shall be counted as a 'Fail' grade, and the student will need to re-register for the course in the next academic year.
- d. No repeat examination fees shall be paid by students who are taking the repeat examination as a **FA or MFA**.

Section 36: Special Repeat Examinations

1. A special repeat examination shall be held only where a student cannot graduate in view of failure of only one course at the end of the programme

Provided that if a student has failed a course owing to non-submission or late submission of a project and consequent penalisation under Rule (6) or (7), they will be permitted to resubmit a project and a viva voce shall be conducted as part of the special repeat examination process. The marks obtained in the project so resubmitted, viva voce conducted and secured in the special repeat examination shall constitute the final marks awarded to the student in that course.

Section 37: Transcript References

1. A first attempt examination on medical grounds shall contain the letters “MFA” in the transcript, which reads as “Medical First Attempt”;
2. A first attempt examination on any other grounds shall not bear any reference in the transcript;
3. In case of Improvement, the grade shall carry “I”
4. In case of re-registration, the grade must carry “RR”;
5. In case of Repeat examination, the grade must carry “R”;
6. In case of Special Repeat examination, the grade must carry “SR” instead of “R”;
7. In case a student repeats the course / repeats the same year more than once, the grade must carry as many ‘Rs’ as the number of repeats.

Chapter IX: PROMOTION & HONOURS

Section 38: Promotion

1. A student will be promoted to the next academic year only if **ALL** of the following conditions are fulfilled:
 - a. The student has obtained a Grade of E and above in at least 50% of the courses in the academic year.
 - b. Does not have attendance shortage in more than one course of the current academic year.
 - c. Does not have an ‘F’ grade in any of the carried over courses of the previous year.
2. Promotion in case of carry-over courses: If a student has failed a course from the previous academic year, such a course shall be a carry-over course. A student may pass this course in in the following manner:
 - a. By writing the examination when held at the end of the relevant trimester/repeat examination at the end of the academic year in the month of June; and
 - b. If the student had obtained less than 50% of the total marks for their project and viva, they must additionally submit a new project and redo the viva.

A student shall pass all the mandatory courses, elective courses, and dissertation (only for LLM students) with a minimum Grade of E in all courses, within the maximum period of 10 years, for the B.A., LL.B. (Hons.) Degree and the maximum period of 2 years for the LLM degree.

Section 39: Academic Honours

1. Medals: Medals shall be awarded to deserving students (who have not written any repeats, except FA and MFA) at the Convocation on the basis of the following criteria:

- a. For awarding gold medals, overall percentage at the end of the programme, upto 2 decimal points, shall be used
- b. For medals allocated for specific subjects, the percentage of marks secured in the mandatory courses comprising that subject shall be used.
- c. For any other medals, faculty selection based on predetermined criteria shall be used