

## **DSNLU RULES OF EXAMINATION AND EVALUATION**

### **SHORT TITLE AND COMMENCEMENT**

1. These rules may be called as DSNLU Rules of Examination and Evaluation 2018.
2. These rules shall come into force immediately.

### **CONTROLLER OF EXAMINATION**

3. There shall be a Controller of Examination
4. The Vice-Chancellor shall appoint the Controller of Examination from time to time.
5. The Controller of Examination shall be responsible for holding of all Examinations to be conducted by the University.
6. He/She shall be custodian of entire examination records.
7. He/She shall be responsible for preparation and dispatch of Grade Cards. The Controller of Examination shall sign notification of results.

### **EXAMINATION COMMITTEE**

8. The Examination Committee shall consist of at least five faculty members of the University, wherein the senior most member shall be the Chairperson. In the event of any vacancy arising in the Examination Committee, the Vice Chancellor shall nominate another faculty member to fill in the vacancy. The Controller of Examination shall be the ex-officio secretary of the Examination Committee.

### **EXAMINATION PROCESS**

#### **CONDUCT OF EXAMINATION**

9. The Examination Committee shall notify the schedule for the Examinations.
10. The Examination Committee shall decide and communicate to the subject faculty the date for submission of the question papers.
11. The Examination Committee shall allot registration numbers to the students, valid for the entire duration of their study at the University.
12. The Examination Committee shall communicate the seating plan to the students.
13. No student shall be allowed into the Examination Hall 10 minutes after the commencement of the examination.
14. No student shall be allowed to leave the examination hall before one hour from the commencement of the Examination.
15. No student shall be allowed to leave the examination hall during the last 30 minutes after the warning bell.

16. No educational aids or materials, books or papers or any electronic gadgets are permitted into the Examination halls.
17. Resorting to unfair means in examinations shall entail summary cancellation of examination in which the student has resorted to unfair means and shall be on the recommendations of the Examination Committee which may lead up to debarring from the semester examinations after inquiry by a committee constituted by the Vice-Chancellor in this regard. Principle of natural justice shall be followed before such debarring.
18. Each subject faculty shall devise a process of examination in her/his respective subject with the approval of the Examination Committee.
19. Each subject faculty is responsible for the entire process of Examination of his / her subject.
20. The evaluation of examination papers shall be performed by the faculty assigned by the Examination Committee.
21. In the event of a subject faculty having a family relation with a candidate for the examination, he / she shall refrain from any examination work after informing the Examination Committee. The Vice Chancellor may on the recommendations of the Examination Committee, appoint an examiner to that subject.
22. Each subject faculty shall adhere to the examination programme scheduled by the Examination Committee and shall be responsible for the evaluation and declaration of results as announced in the academic calendar.
23. The scheme of Examination and evaluation shall be given to the Examination Committee in writing by each subject faculty within fifteen days of commencement of the semester. Any subsequent changes in the scheme of evaluation shall be made only with the prior approval of the Examination Committee.

#### **MODERATION OF QUESTION PAPERS AND MODEL ANSWERS**

24. The Examination Committee shall moderate the question papers submitted by the subject faculty.
25. The Moderator shall ensure that the questions are from within the syllabus and framed in a manner intelligible to the student.
26. The Moderator shall ensure that the question paper model conforms to the scheme of evaluation submitted by the subject faculty at the beginning of the semester.
27. Subject faculty shall also submit model answer key to the Examination Committee.

28. The Results are announced through grades in a Ten-point scale as per the UGC

guidelines. The corresponding Grade values are as follows from 2016 batch onwards.

### GRADE POINT

29. The Results are announced through grades in a seven-point scale. The corresponding Grade values are as follows up to 2015 batch:

S.No	Percentage	of	GRADE	GRADE VALUE
	Marks			
1.	80 and above		O (Excellent/outstanding)	7
2.	75 – 79		D (Distinction)	6.5
3.	70 – 74		A++	6
4.	65 – 69		A+	5.5
5.	60 – 64		A	5
6.	55 – 59		B+	4.5
7.	50 – 54		B	4
8.	Below 50		F (Fail)	0

30. The Results are announced through grades in a ten-point scale. The corresponding Grade values are as follows up to 2016 batch:

S.No	Percentage of	GRADE	GRADE VALUE
	Marks		
1.	80 and above	O (Outstanding)	10
2.	75 – 79	A+ (Excellent)	9.5
3.	70 – 74	A (Very Good)	9
4.	65 – 69	B+ (Good)	8.5
5.	60 – 64	B (Above Average)	8
6.	55 – 59	C (Average)	7.5
7.	50 – 54	P (Pass)	7
8.	Below 50	F (Fail)	0
9.	Absent	AB (Absent)	0

31. In the final tally of marks or grade points for each subject or in the aggregate fractions of “0.5 or more” shall be rounded off to the next whole number and fractions of less than “0.5” will be rounded off to the previous whole number.

## **ATTENDANCE REQUIREMENT**

32. Student having attendance in 70 percent of the total number of classes held in each subject is eligible to take End-semester examination in that subject.
33. Provided that if a student for any exceptional reasons fails to attend 70 percent of the classes held in any subject, the Vice-chancellor may permit the student if he/she has attended at least 65% of the classes in that subject and have an aggregate attendance of 70 percent overall.

## **ASSESSMENT SYSTEM**

34. The five-year B.A. L.L.B. course is run on semester system. Each academic year is of two semesters and total number of semesters are ten. Instructions in odd semester-July to November (regular exam –November; Repeat-January). Instructions in even semester-January to May (regular exam-May; Repeat -July).

## **BREAKUP OF MARKS**

35. All examination shall consist of continuous assessment and the end-term examination. Examination in each subject is for 100 marks. The division of marks is as follows:

36. a) Internal Assessment- 50 marks

Break up of Internal Assessment is as follows:

1. Class Evaluation such as Role Play, Group discussion, class test etc.- 10 marks
  2. Project and Viva-voce-15 marks
  - iii. Mid- Semester Exam-25 marks
- b) End-Semester Examination-50 marks

## **INTERNAL ASSESSMENT**

37. Every subject, prescribed in the curriculum of study shall have an internal component in the form of project assignment for 15 Marks. The Moot Court/class test/group discussion/role play/group assignment, etc. shall be the other component carrying 10 marks in the subject. Under this component, the subject faculty may adopt any method of evaluation after informing the Examination Committee. There shall be no award of marks for class participation.
38. Student failing to appear in Periodical Evaluation for whatsoever reason, except participation in Moot Court or any other National or International Competition on behalf of/representing the University, he/she shall be marked as Absent.

39. No separate test or viva-voce will be conducted or project be given in these cases. Provided that student participating in any moot court competition shall be evaluated on the basis of the memorials. The students participating in any National or International Competition on behalf of/representing the University during the period when the periodical evaluation is conducted shall take prior permission of the concerned faculty and appear for the same later. This shall not apply to project submission for whatsoever reason.
40. If the student fails to appear in the Class Test/Group Discussion/Group Assignments/Case study, he/she shall be marked as Absent.
41. There shall be no award of marks for class participation.
42. Exemption from Internal Assessment (Project Component): Students participating in the National Moot Court Competitions, National Mock Trial Advocacy, National Client Counselling and National Arbitration Moot shall be exempted from submission of project in one subject. Students participating in the International Moot Court Competition, International Mock Trial Advocacy, International Client Counselling and International Arbitration Moot shall be exempted from submission of Projects in two subjects. In place of Project(s) the participants shall submit moot court memorials and shall attend the Viva-Voce prepared for a National/International prescribed Competitions respectively. Such faculty member competent in the subject matter will evaluate the memorial as the Examination Committee may decide.
43. The exemption from the submission of projects will be given only in respect of law subjects.

#### **MID-SEMESTER EXAMINATION**

44. There shall be a Mid-Semester Written Examination for 25 marks out of the total marks allotted to a subject.
45. The duration of the Mid Semester Examination shall be of one and half hour.
46. Exemption from Internal Assessment (Mid-Semester Examination): If a student is unable to appear in the Mid-Semester Examination due to participation in the University team for National/International Moot Court Competitions, Mock Trial Advocacy, Client Counselling and Arbitration Moot, only then he/she will be evaluated proportionately basing on the marks secured in the end-semester examination. The student's application for not appearing in the mid-semester examination will be upon the recommendation of the Convener, Moot & Advocacy Society (MAS).
47. If a student is unable to appear in the mid-term examinations for whatsoever reason other than participation in the above mentioned events (duly approved by the University) he/she shall be marked as Absent. The student maybe permitted to appear for Repeat Mid Semester only in exceptional circumstances subject to approval of the Examination Committee.

## **END SEMESTER EXAMINATION**

48. There shall be a written examination at the end of each semester for each subject. The End Semester Examination shall be conducted for each subject for maximum of 50 marks. The duration of the End Semester Examination shall be two and half hour. If a student is unable to appear in the End-Semester Examinations for whatsoever reason he/she shall be marked as Absent.

## **MODERATION**

49. All results shall be subject to moderation. The moderation will be done by the Examination Committee.

## **DECLARATION OF RESULTS**

50. Disclosure of internal assessment, project and mid semester marks: Internal assessment marks shall be published in prescribed format at least three days/ before the commencement of end-semester exams. It shall be displayed in the notice board by the Examination Department. The Examination Department shall send the prescribed format to the concerned faculty.
51. Disclosure of end semester results: The result shall include grades and marks and shall be published in prescribed format, will be announced one week after completion of evaluation. The examination results shall be uploaded in the University website, and also displayed in the notice board. Examination committee will design the prescribed format.
- 51A. Right to Access: The student shall be given answer scripts for access, on an assigned day to be notified at least 7 days in advance, without the payment of any fee.

## **RECOUNTING, RE-EVALUATION, REPEAT & IMPROVEMENT**

52. Recounting: The students are permitted re-counting of End-Semester answer scripts marks. Interested Student may apply within 7 (seven) working days from the disclosure of answer scripts for end semester exams. No fees shall be charged for the same.
53. Re-evaluation- Re –evaluation of End-semester answer scripts of current semester is permitted only on a written request in the prescribed format by the student and on payment of prescribed fee of Rs. 1000 per subject. External faculty will do the re-evaluation.
54. Re-evaluation and/or repeat of internal assessment or project is not permitted.
55. Repeat Mid-Semester: If a student scores twenty-five or less marks in internal assessment in any subject, he/ she will be given an opportunity to appear for repeat mid-semester exams with the payment of fee amounting to Rs. 500 per subject.

## ILLUSTRATION

Regular		Repeat Mid-Sem 2		
Sep 2016		Jan 2018		
March 2017		July 2018		
				Of
				In case
				Attendance
Regular	Repeat 1	Repeat 2	Repeat 3	Shortage
Nov 2016 (odd sem)	Jan 2017	Nov 2017	January 2018	Nov 2017 and January 2018
May 2017 (even semester)	July 2017	May 2018	July 2018	May 2018 and July 2018

56. Repeat End-Semester: The Odd Semester Repeat Examinations will be conducted after the commencement of Even-Semester (January) and the Even-semester Repeat Examinations will be conducted after the commencement of the Odd Semester (July) with a payment of Rs. 1000/- per subject. And if the student fails to attain Pass Marks, he/she will have to appear in Repeat Examination with the Junior batch with a Fee payment of Rs 500/- Per subject.

## ILLUSTRATION

57. The syllabus for the repeat examination shall be the syllabus offered during the current semester in which the student is appearing for the repeat examination and not the previous syllabus.
58. Any student who attains a Pass Marks in Any Repeat Examinations (including Mid-Term Repeat Examinations) the Grade Sheet will indicate an 'R' only in the case of getting less than the qualifying marks.
59. Improvement: Students shall be allowed to take improvement examination only in the end-term component of not more than two subjects per semester. In case the marks secured in the improvement examination, is less than those secured in the original examination, the original marks shall stand. A student seeking repeat/improvement examinations in any subject shall



apply to the Examination Department along with a fee of Rs. 1000/- per subject by such date as notified by the Examination Department.

60. Any improvement in marks secured shall be indicated with an 'I' on the Grade Sheet.

61. Re-evaluation shall be allowed for repeat and improvement examination as well.

### **PROMOTION**

62. DSNLU offers 10 subjects in a year except in the first six semesters where the students shall have 12 subjects (from academic year 2014-15 & 2015-2016). From the Academic Year 2016 onwards 12 subjects will be offered in a Year.

63. Student shall be promoted to the third year only after he/she clears all the subjects offered in the first year.

64. Student shall be promoted to the fourth year only after he/she clears all the subjects offered in the second year.

65. Student shall be promoted to fifth year only after he/she clears all the subjects offered in the third year.

66. If a student fails to clear, he/she shall not be promoted to the next higher year. He/she shall seek re-admission to the same class after clearing the subjects on payment of the yearly fees according to the fees structure prescribed for the year.

67. The facility of re-admission in respect of one academic year may be available to a student only once.

68. (a) "Re-admission" means – seeking admission into an academic year, afresh. (b) "Re-registration" means registration for taking the examination in a subject again, when the student has not taken the option of "Re-admission".

69. Student who has failed shall Re-register for Repeat Backlog Examination. The Repeat Backlog Examination in a subject shall be conducted only when the subject is next offered in the due course.

70. In the event of a student failing by marginal marks in a subject, the Vice-Chancellor shall have the discretion to round it off to the minimum qualifying marks on the recommendation of the Examination Committee to enable such student to obtain minimum marks for passing; Provided that the student has cleared all other subjects offered in that semester with minimum qualifying marks. The maximum marks to be rounded off may be up to 1% of marks in the particular semester.

71. If the student fails to attain Pass marks with the junior batch, he or she will Not be promoted to the higher class as per the Promotion Scheme .

### **LIMITATION**

72. A student who for whatever reasons is not able to complete the program within the normal period or the minimum duration prescribed for the program, may be allowed 2 years period beyond the normal period to clear the backlog to be qualified for the award of degree.

### **CREDIT ALLOCATION**

73. The Academic Council shall decide the number of subjects, their syllabi and the number of credits to be assigned to each subject.
74. Subject to the discretion of the Academic Council, the credit of the Arts courses shall be at least three credits and the law courses shall be at least of four credits each, other than the seminar papers.

Explanation: Number of credits corresponds to the number of contact hours each week that a subject must be taught.

75. The University may decide to offer extra credit courses whenever possible on the basis of rules framed by the Academic Department for that purpose.
76. The University may also decide to offer non-credit compulsory /optional courses, as it may deem fit.

### **STUDENT EXCHANGE PROGRAMMES**

77. The University may decide to send students to other Universities for study on exchange basis or otherwise and have the grades/credits transferred to DSNLU.
78. Grade transfer shall be affected only on the basis of equivalency/similarity of subjects/courses being offered in another University, with those offered in this University in the relevant Semester. Transfer of grade will be decided by the Academic Department referred as “Degree Equivalence Committee” of the University with the approval of the Vice Chancellor.
79. The attendance obtained by a student in the University may ordinarily be transferred to this University for the purpose of calculation of attendance.
80. The Academic Department may recommend to the Academic Council on all other matters in relation to the transfer of credits and subject/course equivalence as far as possible in terms of the principle of Periodical Evaluation and End Semester Examination.

## SCHEME OF EVALUATION FOR SEMINAR PAPER

Seminar Paper (100 Marks)	
Consultancy & Attendance	10 Marks
Viva Voce (Final)	30 Marks
Dissertation	60 Marks

81. Dissertation shall be submitted both in soft and hard copy to the examination department. Viva-Voce shall be conducted by the Committee Comprises of internal and external expert constituted by the Vice-Chancellor

### **MATTERS NOT PROVIDED**

82. The Vice Chancellor in consultation with the Examination Committee may make provisions for all matters not provided in these rules. The Vice Chancellor may also like wise decide on special rules including deviations from the existing rules to suit special situations. Provided he shall report them to the Academic Council in its next meeting.
83. The Vice Chancellor upon recommendation of the Examination Committee, may likewise take any action pertaining to any matter relating to conducting of examinations, evaluation and re- evaluation in case of emergency.
84. The University reserves the right to modify, change, amend or review the examination rules, as it may at any time deem fit; provided that no changes shall apply retrospectively to the detriment of students. All changes shall be duly notified on the university website.
85. Notwithstanding anything contained in these rules the Academic Council may, in special circumstances, give appropriate dispensation on the merits of each case.
86. The rules shall always be subject to the UGC and Bar Council of India regulations and any other applicable rules.
87. Principle of natural justice shall be followed while reading and implementation of these rules.

**Amendments to Rule Nos. 37, 49, 53 and 54 of DSNLU Examination and Evaluation Rules 2018: (AC -12/1-14/2020)**

**1. Amendment to Rule 37**

As per DSNLU Examination Rules 2018 under Rule 37 following procedure was followed for the purpose of internal evaluation by the teachers:

- (i) Class Evaluation – 10 Marks (Teacher may evaluate the performance of the student through the Moot Court/class test/group discussion/role play/group assignment, etc.)
- (ii) Project Viva Voce -15 Marks
- (iii) Mid Semester Examination – 25 Marks

Since the students are not faring well in the internal assessment being followed by the individual teachers, to have uniformity in the assessment methodology, the following internal evaluation procedure was adopted with effect from 13.02.2019.

- (i) 15 marks will be evaluation for project
- (ii) 10 marks for viva-voce and oral presentation on the written project
- (iii) 25 marks for mid semester examination

**2. Amendment to Rule 49**

DSNLU Examination Rules 2018 provides as follows for Moderation and Declaration of Results: *“All results shall be subject to moderation. The moderation will be done by the Examination Committee.”*

The following amendment was proposed and implemented:

*“All results shall be subject to moderation. The moderation will be done by the Examination Committee, after moderation, with the approval of Vice Chancellor, the Examination Committee shall recommend grace marks ranges from half percentage to one percent per semester.”*

**3. Amendment to Rule 53**

Rule 53 of DSNLU Examination and Evaluation Rules 2018 provides that *“Re-evaluation-Re –evaluation of End-semester answer scripts of current semester is permitted only on a written request in the prescribed format by the student and on payment of prescribed fee of Rs. 1000 per subject. External faculty will do the re-evaluation.”* Therefore, it is proposed to

provide Re-evaluation of Mid Semester answer scripts of current semester on a written request in the prescribed format by the student on the payment of prescribed fee of Rs. 500/- per subject. External faculty will do the re-evaluation and the same is being implemented.

#### **4. Amendment to Rule 54**

Rule 54 of DSNLU Examination and evaluation Rules 2018 does not provide for re-evaluation of projects. Therefore it is proposed for re-evaluation of projects submitted by the students on the payment of prescribed fee of Rs. 500/- per subject. External faculty will do the re-evaluation and the same is being implemented.

#### **5. Introduction of Examination Application and Hall Ticket**

DSNLU has introduced Examination Application with Hall Ticket initially and the practice was discontinued presuming that all eligible students are appearing for the examination.

However, it was brought to the notice of the Authorities that some discrepancies were observed regarding the eligibility of students appearing for the examination, repeat examinations, who have also applied for revaluation, re totalling, special re-evaluation, evaluation of mid semester and evaluation of project and having fee dues to the University. To consolidate the information regarding the subjects appeared and passed, pending by the individual students, it was proposed to introduce again the Examination Application with Hall Ticket. Accordingly, the procedure being followed.