

APPENDIX

(X)



EXAMINATION REGULATIONS

***B.A.LL.B. (Integrated Five-Year) · LL.B. (Three-Year) · LL.M. (One / Two-Year).
P.G. Diploma, All Programs***

Aligned with the Bar Council of India Rules of Legal Education, 2008 (as amended), the University Grants Commission Regulations,

(Adapted from the Institution's general Regulations for Examinations, with law-specific provisions for clinical courses, moot court, internship and Bar Council compliance)

IMIRC
COLLEGE OF LAW



Preliminary

This framework governs the conduct, evaluation and declaration of results of all examinations — internal, semester end, practical/clinical and viva-voce — for the integrated B.A.LL.B. programme, the three-year LL.B. programme, and the LL.M. programme(s), P.G. Diploma, All Programs offered by the Law College. It is framed within the general Examination Regulations of the parent autonomous institution and is supplemented, wherever applicable, by the mandatory requirements of the Bar Council of India (BCI) Rules of Legal Education, 2008, the University Grants Commission (UGC) Regulations, and the credit-based semester system envisaged under NEP 2020.

Applicability

These regulations apply to:

- B.A.LL.B. (Hons.) — integrated five-year, ten-semester programme;
- LL.B. — three-year, six-semester programme for graduates;
- LL.M. — one-year (two-semester) and two-year (four-semester) postgraduate programme, as approved by the Academic Council; and
- Any Diploma / Certificate courses in law offered by the College.

Wherever a provision of the parent institution's general Examination Regulations is silent on a law-specific matter (clinical courses, moot court, internship, dissertation, viva-voce), this framework shall prevail for the Law College, subject to ratification by the Academic Council and compliance with BCI norms.

R 1.0 Organisation of the Examination Section

1.1 Examination Committee

The Law College Examination Committee shall function as a departmental extension of the Institution's central Examination Committee and shall consist of:

- Principal, Law College — Chairperson
- Controller of Examinations (COE), or a College-level Deputy Controller of Examinations (Law)
- Law Examination Coordinator (LEC) — a senior faculty member nominated by the Principal
- Coordinator – Clinical & Practical Courses (responsible for Moot Court, Internship, Legal Aid Clinic, and Drafting/ADR evaluation)
- Two additional faculty members nominated by the Principal, at least one of whom shall have supervised moot court or internship in the preceding two years

The Committee shall be constituted for three years, extendable by one further year, consistent with R 1.0 of the parent Regulations, and shall meet at least twice a year and additionally as required.

1.2 Examination Cell Infrastructures

1). **Working Area** : Working area of the Examination cell shall consist of Office of Examination Cell, Control room, Strong room, CAP room, Result unit etc.

2). **Computer and Server**: Examination Cell shall have one server room with minimum 03 computers, two projectors with licensed copies of relevant software's.

3). **Print Equipment** : Examination Cell shall have of two copy printers with a capacity of printing 60 pages in one minute and PHOTO COPIER Machine one Black and white and two printers with two scanners and relevant material for examination.



4). **Strong Room** : All stationery required for examination, printing of question papers as well as storage of examination gazettes will be done in strong room having security measures like CCTV, fire safety etc.

5). **Result Unit** : Result unit shall have of minimum 5 high end computers, two copy printers with a capacity of printing 60 pages in one minute and two printers with two scanners. This unit should be used exclusively for result processing and printing grade cards.

6). **Central Assessment Program Room**: Air Conditioned CAP room shall have seating capacity of minimum 25 examiners and shall be used for Semester end examination, Additional Examination assessment and Revaluation. It is mandatory for faculty to evaluate answer books in the CAP room only.

7). **Telephone and Internet**: Examination Cell shall have internet connectivity of minimum of 100 Mbps speed, telephone facility with intercom etc.

8). **CCTV**: Examination Cell shall be furnished with CCTV cameras in strong room, CAP room, result unit and Examination Cell.

1.2 The Duties of Examination Committee (EC):

A duly constituted Examination Committee shall supervise the entire examination process.

It shall be responsible for:-

- The EC shall ensure proper conduct of the various stages in the examination system like setting question papers, appointing invigilators/examiners, and result declaration.
- The EC shall recommend examination reforms and shall implement them after approval of the academic council.
- The EC shall prepare the detailed time table of examinations as per the schedule approved by Academic Council.
- The EC shall arrange for strict vigilance during the conduct of examinations to avoid use of unfair means by the students, faculty, and invigilators.
- For conduct of the meeting of EC, one-third members shall constitute a quorum.
- The members of EC shall meet at least twice during the academic year and additionally as when necessary.
- The various formats shall be prepared by EC for record purpose as well as for monitoring all examination related activities.
- The Controller of examinations shall be assisted by central exam coordinators for carrying out various activities.

1.3 Duties of COE

COE shall be responsible for smooth and proper conduct of examinations in the Institute. He/
She Shall :

- Give the directions to all Examination Coordinators for smooth conduct of examinations.
- Get the examination schedule prepared for the entire programme and send the copy of the same to all Heads of the Department and DECs.
- Receive the requirements for answer booklets, supplements, drawing sheets, graph papers and other material from DECs of various departments and keep them ready in the exam cell for distributing them among the students during the conduct of examinations. A record of the same shall be maintained in the examination cell.
- Receive the cases of malpractices and appoint committee for necessary action.
- Receive the list of external examiners for various courses from the Head of the Departments for paper setting, paper valuation, conduct of external labs etc. The COE shall appoint invigilators for conduct examination as per the student strength in that particular examination.
- There shall be one Centre Superintendent and one Assistant Centre Superintendent



- VII. There shall be two invigilator for a group of 20- 25 students. In case less than 20 students in the examination there shall be two invigilator in the Examination room.
- VIII. **Reliever:** one reliever per five class rooms subject to a maximum two members.
- IX. Invigilators and relievers shall be appointed by COE choosing faculty from all departments.
- Seating Plan**
- * Room-wise seating plan shall be made available online to the students through college everyday at least four hours prior to the examination.
 - * The seating plan prominently will be displayed on the notice boards/website.
 - * The list of students appearing for other than regular examination both date-wise, subject-wise and semester-wise will be displayed on the notice boards/website.
- Issue of application and hall ticket to the students**
- * Students shall apply online for all relevant examination.
 - * Students should pay prescribed examination fee online & download the fee receipt for future use.
 - * Registration and payment of examination fee for prescribed examination are compulsory.
 - * The hall ticket shall be generated only for registered student
- I. **On the Day of the examination** The Senior Supervisors and Junior Supervisors who have been assigned duty for an examination shall report to the Examination cell 40 minutes prior to the commencement of the respective examination.
- II. Students are allowed to enter in the Examination Hall up to 30 minutes after Commencement of Examinations for Semester end examination and additional examinations.
- III. On the day of examination, COE/DCOE shall bring the packets of question papers from the safe 30 minutes prior the commencement of the examination and hand over the packets of question papers to Senior Supervisors.
- IV. On each day of examination, Senior Supervisors shall open the packets of question papers in examination cell at least 30 minutes before the commencement of examination. However prior to opening he/she shall check date of examination, class, subject title and sign on all the packets indicating the date and time of opening the sealed packets. The packets shall be opened in the presence of two bonafide students appearing for the examination and any two of the following:
- a). Controller of Examination (COE)
 - b). Deputy Controller of Examination
 - c). Examination Committee member
 - d). Junior Supervisor.
- V. Senior Supervisors shall take out the required number of question papers from the packets and arrange to distribute them in required quantity to the Junior Supervisors.
- VI. After receiving the answers books from Junior Supervisors, Senior Supervisors shall check them as per the attendance record submitted by the supervisors.
- VII. Senior Supervisors shall direct the Examination cell staff to tie the bundles of answer books of each course separately along with one copy of question paper, copy of attendance sheet, copy of supervisor report and ensure proper packing of the same.

1.3 Additional Law-Specific Duties of the Committee

- Empanel Moot Court judges, internal and external, and coordinate with the Moot Court Society/Cell;
- Verify each student's internship diary, certificate and report before permitting the student to appear for the semester end examination of the corresponding practical course;
- Ensure that clinical courses mandated by the BCI (Moot Court/Mock Trial, Client Counselling, Drafting Pleading & Conveyancing, Alternative Dispute Resolution, Legal Aid) are examined by a mix of internal and external examiners;



- Monitor compliance with the BCI-mandated minimum of 75% attendance in each subject as a pre-condition for admission to the semester end examination, and process condonation applications through the Principal;
- Oversee LL.M. dissertation/research paper evaluation and viva-voce scheduling.

R 2.0 Question Paper Setting

Question papers for semester end examinations shall be set in the ratio of ~~70~~ 30% external and ~~30~~ 70% internal faculty, drawn from a panel of subject experts recommended by the Board of Studies (Law) and approved by the Academic Council, consistent with R 2.0 of the parent Regulations.

Nature of Questions

- Theory papers shall include a mix of short-answer, essay-type and problem-based (hypothetical fact-situation) questions requiring application of statutory provisions and case law;
- Wherever a course carries an open-book or bare-Act-permitted component (e.g., Code of Civil Procedure, Code of Criminal Procedure, Evidence Act, Constitutional Law), the question paper shall clearly indicate which materials students may bring into the examination hall, as approved by the Board of Studies;
- At least one question in every paper should test contemporary developments/recent judgments, updated by the paper setter within the syllabus framework.

Semester End Additional Examination (SEAE)

The eligibility norms and procedure of R 2.0 of the parent Regulations (application to the Principal/COE with supporting documents, restrictions on students found guilty of malpractice, notice at least 8 days in advance) shall apply mutatis mutandis to law students.

R 3.0 Semester End Examinations

- Examination schedules shall be published at least 20 days before commencement and shall separately list theory, practical/clinical and viva-voce dates;
- A minimum gap of one week shall be maintained between the end of teaching and the commencement of theory examinations;
- Practical/clinical course examinations (Moot Court, Drafting, ADR, Client Counselling, Legal Aid) shall be conducted after the completion of theory examinations for that semester;
- External examiners for theory papers, clinical courses, dissertation and viva-voce shall be nominated by the Principal from a panel recommended by the Board of Studies, giving preference to practising advocates, judicial officers and academics with law-teaching experience;
- Back-paper/ATKT examinations shall be held for the corresponding semester (odd with odd, even with even) in the subsequent examination cycle or Special Back Paper is also organised according to Special condition it will decide by the exquisite Committee.
- Semester wise Tentative Examination Schedule shall be circulated for students and faculties well in advance for Regular / ATKT (Internal / External) Examinations. Detailed schedule of examinations shall be displayed on the students' notice board and uploaded on the college website at least 20 days prior to the commencement of examinations. Examination hall tickets with examination details like examination seat number, examination schedule etc. shall be made available on students' portal. Student can download the hall ticket prior to commencement of the examination.
- Odd Semesters I / III / V Continuous Internal Assessment for odd semesters will be usually held in the month of July/August and semester end examinations in the month of September/October and the result will be declared within 30 days from the last day of examination.

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- Even Semesters II / IV / VI Continuous Internal Assessment for even semesters will be usually held in the month of January/February and semester examinations are kept in the month of March/April and the result will be declared within 30 days from the last day of examination.

Semester End Additional Examination (SEAE)

- Procedure and eligibility norms to appear for the semester end additional examination for student who remain absent in semester end regular examination
- The student must apply to the Head of Institution/COE giving the reason(s) for absence before the end of semester end regular examination along with the necessary documents and testimonials.
- The Head of Institution/COE, on scrutiny of the documents and testimonials may grant the permission to the student to appear for the semester end additional examination.
- Under the following conditions Head of the Institution/COE may grant the permission the student
- *If the Head of the Institution/COE allows the student to represent the college for the training camp or coaching camp organized by authorized university or state or national or international bodies, NSS / NCC Events / Camps / Cultural Activities / Sports Activities / research festival or any other activities authenticated by the Head of the Institution.
- * If a student is stricken by a serious illness, the medical papers should be submitted to the College Authority within two days.
- * If there has been a bereavement of an immediate family member. (Note: In this case the Death Certificate of the departed and the parent's note will have to be given to the College within 2 days of returning to College).
- The student who is reported under the unfair means (O.5050) is not eligible to appear for the semester end additional examination.
- It is not the right of the student, who has failed or has remained absent, to appear for the additional examination without fulfilling the norms prescribed by the Head of the Institution/Principal of the College.
- After granting the permission to the student by the Head of Institution/COE, Controller of the examination will prepare a notice and time table for the semester end additional examination.
- Notice and time table for the semester end additional examination should be displayed at least 8 days prior of the semester end additional examination

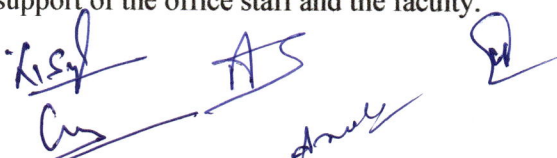
R 4.0 Procedure for Conduct of Examinations

R 4.1 Internal / Continuous Internal Assessment (CIA)

Internal assessment shall ordinarily comprise a mid-semester written test, one or more assignments/case comments, and class participation/moot or tutorial performance, in the weightage prescribed by the Board of Studies for each course. Re-examination shall be conducted for internal assessment except as permitted under by the H.O.D.

Mid examinations shall be conducted for duration of 120 minutes and carry 25 marks (Varied by the program). Mid examinations will be conducted once in a semester and the weighted of the sessional marks will be considered as the Final mark. Under any circumstances, no re-examination shall be conducted for the internal mid examinations. The process of conduct of the sessional examinations is as follows:

- a) The concerned HOD shall be responsible for the smooth conduct of the sessional examinations with the support of the office staff and the faculty.

b) 



As per the common schedule of sessional examinations, the entire concerned faculty shall submit the question papers to the HOD in a printed form for the required number of students.

- c) The valuation shall be completed and the marks shall be displayed within two week time after the conduct of every examination.
- d) Answer scripts will be shown to the students and any discrepancies/ errors will be attended by the faculty before submission of the final marks to the department.

R 4.2 Semester End Theory Examination

Theory examinations shall follow the process prescribed in R 4.2.1 of the parent Regulations (selection of one question paper from four sets at least 15 days prior, coding of answer scripts, spot valuation within twenty days, and declaration of results within ten days of completion of valuation).

R 4.2.1 Theory course

The theory examination will be conducted according to the NEP 2020. The process of conduct of the semester end examinations is as follows:

- I. As per the schedule of examinations, the COE will select one set of question papers of the subject concerned from four sets of question papers available, at least 15 Days before the commencement of that particular examination.
- II. The COE with the help of the coordinator will arrange for printing of all the selected question papers of the concerned courses in the required numbers. The question papers will be distributed only 10 minutes before the commencement of any examination.
- III. An inspection squad consisting of HOD's constituted specifically for overseeing the examinations on a particular day by the Chief Controller of Examinations will visit all the examination halls and ensures that the examinations are conducted as per the examination regulations.
- IV. The coding of the answer scripts of any particular examination shall be completed on the succeeding day of the respective examination. The coded answer scripts are transferred to the spot valuation coordinator.
- V. The Examiners for the respective subjects shall be nominated by the Chief Controller of Examinations from the panel of experts recommended by the respective HOD.
- VI. The spot valuation process is completed within twenty days after the conduct of every examination.
- VII. Results are announced within Twenty days after the completion of the spot valuation.

R 4.3 Clinical / Practical Courses (Law-Specific)

In compliance with BCI Rules of Legal Education, the following practical/clinical papers shall be evaluated jointly by an internal and an external examiner:

- Moot Court / Mock Trial and Internship — evaluated on memorial drafting, oral advocacy, court craft and the internship report/diary, with weightage as prescribed in the course structure;
- Drafting, Pleading and Conveyancing — evaluated through drafting exercises conducted under examination conditions;
- Alternative Dispute Resolution (Arbitration, Mediation, Conciliation, Negotiation) — evaluated through simulated proceedings and a written component;
- Client counselling / Legal Aid Clinic — evaluated through case-file work, client interview simulation and a reflective report.

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Marks for every clinical course shall be split between a continuous/process component (recorded through the semester) and a semester end practical/viva component, in the ratio prescribed by the Board of Studies (typically not exceeding 60:40 in favour of the process component).

R 4.4 Internship Evaluation

Every student shall complete the minimum internship requirement prescribed by the BCI for the relevant programme. The Coordinator – Clinical & Practical Courses shall verify the internship certificate, diary and report; a student who has not completed the prescribed minimum internship days/weeks shall not be permitted to appear for the corresponding practical examination or, where internship spans the final year, for the qualifying examination for the degree.

R 4.5 LL.M. Dissertation and Viva-Voce

- Every LL.M. candidate shall submit a dissertation/research paper on a topic approved by the Research/Board of Studies Committee, under the supervision of a recognised guide;
- The dissertation shall be evaluated by one internal and one external examiner, followed by an open viva-voce conducted jointly by both examiners;
- A candidate whose dissertation is evaluated as unsatisfactory, or who is absent for the viva-voce without valid reason, shall be permitted one further submission/viva within the timeframe fixed by the Examination Committee.

R 5.0 Instructions to Examiners (Valuators)

- This is a confidential assignment; examiners shall maintain strict confidentiality of question papers and evaluation.
- An examiner shall have a minimum of three years' teaching or, for practical/clinical courses, equivalent professional (Bar/Bench) experience.
- An examiner shall not evaluate a script of a near relative appearing in the same subject.
- An examiner shall value a maximum of 100 answer scripts per day (50 per session), devoting at least 3–4 hours per session.
- Marks shall be awarded strictly as per the scheme of valuation and recorded part-wise [(a), (b), (c)] on the evaluation/CM form.
- All blank pages/portions of answer booklets shall be cancelled in red ink.

Candidate Conduct

- Students must carry a valid admit card / hall ticket and College ID.
- Use of mobile phones, smart watches and unauthorised material is strictly prohibited; bare Acts are permitted only where expressly notified for that paper.
- Late entry beyond 30 minutes of commencement shall not be permitted.

R 6.0 Evaluation Procedure for Theory Courses

The Law College shall follow the spot-valuation system prescribed in R 6.0 of the parent Regulations, with Coordinator (Spot Valuation), External Examiners, Internal Examiners and Scrutinizers/Tabulators appointed as therein described. The average of two independent valuations shall be taken; where the two valuations differ

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by more than 20%, a third examiner shall value the script, and the average of the third valuation and the closer of the first two shall be adopted.

The evaluation procedure shall be as follows:

- a. The Institute shall adopt the system of 'Spot evaluation' of the answer scripts by appointing the external examiners from reputed institutions & Experience faculty members of the Institution.
- b. The following officials shall be appointed for spot valuation work by the Chief Controller of Examinations.
 - **Coordinator (Spot Valuation)**
Any faculty member with a minimum 03 of years of experience shall be nominated as in-charge of spot valuation on the basis of rotation and will be responsible for conduct of the evaluation of the answers scripts of semester end examinations.
 - **External Examiners:** Any faculty member from other Institution/College/Autonomous college having at least 3 years of total teaching experience and taught the subject concerned at least for three times shall be appointed as External Examiner.
 - **Internal Examiners:** The Examiners shall be appointed by the HOD who are having at least one years of teaching experience.
 - **Scrutinizers/Tabulators:** The Controller of Examinations shall nominate Scrutinizers/Tabulators to scrutinize the answer scripts and tabulate the marks lists.

(c) Working Model for Spot Valuation System

- Moderator will prepare scheme of valuation.
- The average of the two valuations will be taken for award of marks. In case, the difference of the marks obtained in the two valuations is more than 20% then a third examiner shall value the script. Out of the three valuations, the average of marks obtained in third valuation and the marks obtained nearer to third valuation out of first two valuations shall be considered.

R 7.0 Award of Marks, Grafting and Standard of Passing

A student must obtain a minimum of 40% marks in aggregate for each course, with a minimum of 40% separately in Continuous Internal Assessment and in the Semester End Examination, consistent with R 7.0 of the parent Regulations. For practical/clinical courses, a student must score a minimum of 40% in the semester end practical/viva component, and the minimum passing grade shall be 'C' as prescribed under R 11.0.

Carry-forward of marks, and the Allowed to Keep Terms (ATKT) rule permitting progression from one semester to the next subject to clearing backlog papers within three attempts under the same syllabus, shall apply as set out in R 7.0 of the parent Regulations.

BCI Attendance Requirement

In addition to the marks-based standard of passing, no student shall be permitted to appear for a semester end examination in any course, theory or practical, unless the student has attended a minimum of 70% of classes actually held in that course, as mandated by the Bar Council of India. Condonation of shortage of attendance, where permissible, may be granted only by the Principal on recorded grounds, and shall not extend below the minimum threshold fixed by the BCI from time to time.

R 8.0 Declaration of Results

Representations regarding out-of-syllabus questions or errors in a question paper shall be examined by the Moderation Committee, and results — along with its recommendations — shall be placed before the Academic Programme Evaluation Committee for final approval before declaration on the notice board and College website, as per R 8.0 of the parent Regulations.

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R 9.0 Challenge Valuation and Grievance Redressal

No revaluation shall be entertained, as a double-valuation system is already in place; recounting and challenge valuation (revaluation in the presence of the candidate) shall be available on payment of the prescribed fee, within one week of declaration of results, as per R 9.0 of the parent Regulations. Fees shall be refunded where the grade changes by two or more jumps on challenge valuation. Examination-related grievances, including disputes over moot court or internship marks, shall be addressed by the Examination Grievance Committee, on a written complaint filed within 7 working days.

R 10.0 Scribe Assistance

Candidates with disabilities requiring a scribe may apply with the prescribed medical certificate and particulars of the proposed scribe (not exceeding intermediate qualification), for permission by the Principal, consistent with UGC guidelines and R 10.0 of the parent Regulations. Extra time shall be granted in accordance with applicable UGC/statutory guidelines.

R 11.0 Award of Grades

The absolute grading system below shall apply uniformly to theory, practical and clinical courses. The minimum passing grade for a laboratory/practical/clinical course, including Moot Court, Drafting, ADR and Client Counselling, shall be 'C'.

Range of Marks (%)	Grade	Grade Points	Description
> 90 ≤ 100	O	10	Outstanding
> 80 ≤ 90	A+	9	Excellent
> 70 ≤ 80	A	8	Very Good
> 60 ≤ 70	B+	7	Good
> 55 ≤ 60	B	6	Above Average
≥ 50 ≤ 55	C	5	Average
≥ 40 < 50	P	4	Pass
< 40	F	0	Fail
—	Ab	0	Absent

SGPA = $\sum (C_i \times G_i) / \sum C_i$, where C_i is the credit hours of a course and G_i is the grade point earned in that course. CGPA is computed cumulatively from the second semester onward on the same formula, and is calculated only for candidates who have cleared all courses of the preceding semesters.

R 12.0 Award of Class

For B.A.LL.B., the best 180 credits (or best 137 credits for lateral-entry students) shall be considered for award of class; for LL.B. and LL.M., the credit basis prescribed by the respective Board of Studies shall apply. A candidate eligible for the award of the degree shall be placed in one of the following classes:

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Class	CGPA
First Class with Distinction*	7.0 or more
First Class	6.0 or more but less than 7.0
Second Class / Pass	5.0 or more but less than 6.0

*First Class with Distinction is awarded only to students who clear every subject of the programme in the first attempt of the regular examinations. CGPA may be converted to an aggregate percentage by multiplying by 10, where required by any other university or authority (including for enrolment with a State Bar Council).

R 13.0 Examination Duty Honorarium Structure

Honorarium for examination functionaries shall be as prescribed by the parent Institution's Finance Committee and Governing Body. Indicative rates, including law-specific practical/clinical duties, are set out below (subject to periodic revision):

Designation / Role	Rate (INR)	Remarks
Centre Superintendent	₹170 per meeting	Based on examinees & shifts
Assistant Centre Superintendent	₹150 per meeting	If applicable
Invigilator (Internal/External)	₹120 per shift	1 shift = 2.5–3 hours
Relieving/Reserve Invigilator	₹100 per shift	On standby duty
Flying Squad Member	₹100 per visit	Approved by COE
Evaluator / Examiner (Theory)	₹20–₹25 per script	Subjective paper
Moot Court Judge (Internal/External)	₹500–₹1000 per session	As approved by Principal
Practical Examiner – Drafting/ADR/Client Counselling (External)	₹10 per student	As per BCI/UGC norms
Practical Examiner – Drafting/ADR/Client Counselling (Internal)	₹10 per student	—
Dissertation Examiner (LL.M., External)	₹500 per dissertation	Includes viva-voce
Tabulator	₹5 per student	Marks entry/checking
Paper Setter / Moderator	₹750 per paper	As per subject and level

All payments shall be made by bank transfer after verification of duty slips/attendance registers, subject to applicable TDS. Answer-script and practical-examination bills must be submitted with copy/student count, signature, and approval of the Head Examiner or Controller of Examinations and Remuneration payment according to the parent University (CCS University, Meerut)

R 14.0 Punishment System for Malpractice in Examination

Malpractice — including carrying unauthorised notes, use of electronic devices, copying, impersonation, taking outside assistance, or misbehaviour with invigilators — shall be dealt with under the graded punishment



structure of R 14.0 of the parent Regulations (Levels 1 to 10), ranging from cancellation of the answer script to debarment for an academic year and recommendation for FIR in serious cases. For moot court, drafting or client-counselling assessments, submission of plagiarised memorials/drafts or impersonation of counsel shall be treated as malpractice at not less than Level 2.

A student aggrieved by a finding of malpractice may appeal in writing to the Examination Committee within 7 working days of the disciplinary notice; the Committee's decision shall be final and binding.

Punishment System:

Level	Type of Offense	Punishment / Action
Level 1	Minor first-time offense (e.g., carrying notes but not using them)	- Answer sheet cancelled (0 marks) - Warning letter - Undertaking not to repeat the act
Level 2	Caught cheating (e.g., copying from notes or others, using a phone)	- Exam in that subject cancelled (Fail) - Barred from appearing in the next attempt of the subject - Parents/guardians informed
Level 3	Organized cheating, use of electronic devices to get help from outside	- Entire examination cancelled (Fail in all subjects) - Debarred for one academic year - Recommendation for FIR in serious cases
Level 4	Mis behavior with exam staff, threats, physical aggression	- Immediate expulsion from exam - Suspension as per decision of disciplinary committee - Legal action if necessary
Level 5	Uses objectionable, abusive or offensive	Cancellation of the performance in that
Level 6	Letters to the examiners or writes to the examiner requesting him to award pass marks.	Subject and all the other subjects. Candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate will also forfeit his/her course.
Level 7	Leaves the examination hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects . Candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate will also forfeit his/her course.
Level 8	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the



		subjects of that semester/year. The candidate will also forfeit his/her course.
Level 9	Comes in a drunken/intoxicated condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects' candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate will also forfeit his/her course.
Level 10	If any malpractice is detected which is not covered in the above clauses	In such cases the Principal will impose suitable punishment

4. Appeal Procedure:

- The student may appeal in writing to the Examination Committee.
- The appeal must be submitted within 7 working days of the disciplinary notice.
- The committee's decision will be final and binding.

5. Implementation:

This system is an integral part of the examination policy of the institution.

The Examination Controller and Committee shall ensure fair and unbiased implementation.

Note:

All students shall be informed about this policy at the time of admission and before examinations.

Guidelines

Guidelines to Supervisor/Senior Supervisor

- 1). Supervisor/Senior Supervisor shall adhere to the Dates and Sessions allotted for supervision duty.
- 2). Supervisor/Senior Supervisor shall not ask change in supervision date and time it may be an injustice to other supervisor.
- 3). Supervisor/Senior Supervisor shall report at Examination department at least 40 minutes before the start of the Examination.
- 4). Supervisor/Senior Supervisor shall sign on the junior supervisor list, note down your room and block number assigned by Senior Supervisor.
- 5). Supervisor/Senior Supervisor shall check Class, Semester, roll number allotted to your block, NOR (not on roll).
- 6). If room/block number has more than one subject, then Supervisor/Senior Supervisor have to fill up supervisor report for as many as subjects in their block (for each answer book bundle of each subject) and one supervisor report is common to all subjects with proper subject titles (for



Examination Department).

- 7). After the warning bell, the supervisors should immediately go to their designated examination halls along with the answer books, supervisor reports, attendance report and make sure that the candidates are seated according to the seating arrangement.
- 8). Students should be given answer books only after they are seated in their place and must be told to check whether the pages are in order and then to carefully fill in the required information in the spaces provided.
- 9). Supervisors should carefully check the Hall Ticket/ID-Card of the students and ensure that they have filled up everything correctly in the answer book before signing the answer book.
- 10). Supervisor/Senior Supervisor shall not allow candidate without Admit Card to appear for examination in this case inform Senior Supervisor.
- 11). Junior Supervisors should take signatures of all candidates in the attendance report after 30 minutes from the commencement of examination, and if any candidate remains absent, mark 'ABSENT', NOR and Copy Case if any.
- 12). Supervisors should give supplements to the candidate at their seat. Until the main answer book is completed, the candidate must not be given any supplement.
- 13). Student will NOT be permitted to submit the answer book within 30 minutes from the commencement of examination, whatsoever the reasons may be.
- 14). No students will be permitted to enter examination hall after 30 minutes from the commencement of examination, whatsoever the reasons may be.
- 15). Supervisor/Senior Supervisor are not permitted the use Mobile Phones in the Examination hall.
- 16). Supervisors be present in Examination Hall for the entire duration of the examination.
- 17). Supervisor/Senior Supervisor shall not permit the students to possess programmable Calculators/programmable, Wrist Watches/Cell Phones inside the examination hall. If found, report as Malpractice.
- 18). Supervisor/Senior Supervisor shall ensure that strict silence is maintained by students inside the examination hall. They should not talk to each other inside the examination hall.
- 19). Students possessing any bit of papers or other incriminating materials inside the examination hall shall be reported as Malpractice.
- 20). Supervisor/Senior Supervisor shall be alert during invigilating and see that the students do not indulge in any Malpractice.
- 21). If any Malpractice is noticed, the same should be immediately intimated to senior supervisor deputed.
- 22). If any discrepancy is found in any question paper, the same should be immediately intimated to senior supervisor deputed.

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23). Once the warning bell is rung, students should not be allowed to leave the class room. After the final bell, students must be allowed to leave the examination hall only after the supervisor has verified that all of them have submitted the answer books.

24). Supervisor shall arrange the answers books in ascending order (Roll number/Seat number).

25). Supervisor shall submit the answer books to the senior supervisor in the examination department. The number of answer books should exactly tally with the supervisor's report.

R 15.0 Compliance and Preservation

- This framework shall be read subject to, and shall stand automatically amended by, any subsequent BCI Rules of Legal Education or UGC Regulation with which it is inconsistent;
- All students shall be informed of these regulations, including the mandatory attendance and internship requirements, at the time of admission and before each set of examinations;
- Assessed answer books, moot memorials, drafting exercises and internship records shall be preserved for one year from the date of the examination;
- Internal assessment marks for all courses shall be submitted to the Examination Section at least one week prior to the commencement of the semester end examination, and shall not be announced to students before declaration of results.

Approved by the Academic Council of the Law College, subject to ratification by the Governing Body of the parent Institution.

R.S.D.
Dr. Rajendra Singh Tomar
(Chairman, QA Committee)

Cs
GAURAV SHARMA

AS
Aradhana Singh

U
Uhasans Singh

Dr. Anurag Singh