



THE TAMIL NADU NATIONAL LAW SCHOOL

(A State University established by Act No.9 of 2012)

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The Tamil Nadu National Law School Examination Regulations, 2013

These regulations are called the Tamil Nadu National Law School **Adhoc** Examination Regulations, 2013.

I. Scope, Application and Interpretation:

- (1) The Tamil National Law School Examination Regulations [Hereinafter "Regulations"] shall apply to all under-graduate programmes conducted by the TNNLS.
- (2) The Vice-Chancellor shall constitute an Examination Committee (EC) for administration and implementation of these Regulations every year. The EC shall have a Chairperson, who shall be not below the rank of an Associate Professor and four faculty members nominated by the Vice-Chancellor. The term of the EC shall ordinarily be one year.
- (3) The Examination Department shall assist the EC in the administration and implementation of the Regulations and act as the Secretariat to the EC.
- (4) All disputes arising out of the Regulations shall be referred to the EC for resolution after an application is made to the Examination Department in writing. In case of any grievance against the decision reached by the EC, the aggrieved may appeal the Vice-Chancellor who shall resolve the issue in accordance with the Regulations as early as possible (within a reasonable time).
- (5) All notifications and communication to the student body under and in connection with the Regulations shall be displayed on the Examination Department notice board and the same be uploaded on the University's website from time to time.

II. Classes:

(1) Attendance:

- (a) The attendance status of every student shall be duly notified by the Examination Committee every month, both on the Notice Board and the TNNLS web site, indicating the total number of classes held, attended and absented.
- (b) Every student shall attend a minimum of 75% of classes held in every course, including optional seminar courses. Failure to put in the minimum required attendance in one course

in the academic year will lead to compulsory re-registration in the said course in the coming (immediately following) academic year on payment of fees prescribed.

- (c) In the re-registered course, the student shall compulsorily attend a minimum of 75% of the total number of classes held, along with the minimum required attendance in other regular courses.

Explanation: *If a Student has less than 75% attendance in one course, he / she will be promoted to the next higher class, after compulsory re-registration in the said course.*

- (c) Failure to secure minimum required attendance in more than one course in a single academic year will lead to compulsory re-admission to the same class.

Illustration: *If a student has less than 75% attendance in two courses in the 1st year, the student shall not be promoted to the 2nd year and the student has to re-do the 1st year on payment of fees prescribed.*

- (d) The students who have been granted Medical Leave as per the Rules of the University shall be eligible to appear for the end semester examination provided there is a minimum of 70% in all the courses.
- (e) The Examination Committee shall declare the final attendance status of every student as well as the list of eligible candidates to appear in the end semester examinations, at least three days before the commencement of the end semester examination;

(2) Award of Marks for Attendance:

The maximum marks awarded for attendance shall be 5. The five marks shall be distributed based on the percentage of attendance as given below:

76% to 80%	1 mark
81% to 85%	2 marks
86% to 90%	3 marks
91% to 95%	4 marks
96% to 100%	5 marks

(3) Attendance Make-up:

A Student may claim attendance Make-up by submitting an application in the prescribed proforma available with the examination department, within 4 working days after the completion of an even where he/she participated, duly signed by the respective Faculty Co-ordinator.

(4) Grounds for Make-up:

The attendance make-up may be claimed on any of the following grounds:

- (a) Representing the University in any inter-college, inter-university, local, national or international events;
- (b) Organizing or participating in any University-authorized activity or University-related activity.
- (c) If a particular activity does not fall within the grounds mentioned above, attendance make-up may be given by the Vice-Chancellor on the basis of the recommendation of the faculty co-ordinator.

(5) Extent of Make-up:

In no case shall the attendance make-up exceed 15% of the total number of classes held in any semester. However, in the case of teams representing the University in Moot court competitions, Client counseling competitions, Negotiations competitions or any other event approved by the Vice-Chancellor, they shall be entitled to make-up extending to a maximum of 20% of the total class held, including travel time.

(6) Academic Leave

- 6.1) Academic leave shall only be granted by the Vice Chancellor on the recommendation of the class teacher / faculty advisor.
- 6.2) Academic leave to a student shall be considered subject to the prior approval for participation in moot court competitions, seminars, conferences, exchange programmes or any other academic, co-curricular and extra-curricular activities.
- 6.3) Invitation for participation in any of the activities mentioned in 6.2 should have been received by the University or addressed to the University. Invitations addressed to individual students will not be considered for academic leave.
- 6.4) Academic leave shall not exceed 10 days in a given semester. However, this shall not include the number of days sanctioned for participating in any of the moot court competitions.
- 6.5) Academic leave shall not be granted for participation in Summer School programmes, private exchange programmes, internships, job interviews outside the campus, passport / visa interviews etc under any circumstances.
- 6.6) Academic leave shall not be granted even for participation in any of the activities mentioned in 2.5.2 if such activities take place during the examinations. No rescheduling / special examination / enhancement of end semester marks in lieu of mid semester examination etc shall be considered by the University. No application from any student shall be entertained in this regard.

(7) Medical Leave

- 7.1) Request for medical leave from students may be considered only against hospitalization for any treatment or investigation or isolation of student(s) required for any contagious diseases. Such requests may be considered by the University provided the student has secured at least 70% attendance in all the courses in a semester.
- 7.2) All the medical records, investigations etc., done during admission in a hospital / nursing home along with the request should be submitted to the Examination Committee immediately on reporting back to the University and in no case within one week of resuming the classes after the discharge from the hospital / nursing home concerned. **No medical certificate shall be entertained by the Examination Committee thereafter.**
- 7.3) In all cases of hospitalization, medical leave may be granted only for duration of stay in the hospital for treatment. If the doctors advise the student for additional rest after discharging him / her from the hospital, the Examination Committee may duly consider such requests for medical leave. However, in any event, the total medical leave shall not exceed 30% of the total number of working days in a given semester. If the student has prolonged illness or treatment beyond 30% of the working days in a semester, the student shall not be permitted to appear for the end semester examinations.
- 7.4) Where the student is not admitted to any hospital / nursing home, but isolation of student is required from the hostels in the larger interest of other students, the same has to be certified by the University doctor, supported by the reasons, causes, investigations, lab-reports etc.,
- 7.5) Submission of improper medical certificates or fake certificates shall result in mandatory disciplinary action by the Examination Committee.
- 7.6) Any student who has been granted Medical Leave, subject to the conditions mentioned above, shall not be entitled for any marks for attendance.
- 7.7) The decision of the Examination Committee in accepting or rejecting the application for medical leave shall be final.

(8) Condonation on Medical Grounds:

Shortage of attendance on medical grounds shall only be condoned when a student falls short of attending 75% of the classes in a particular course but, has still attended at least 66% of the classes in the same course. Students seeking condonation of shortage of attendance on medical grounds shall submit the application in the given medical proforma, duly signed and sealed and supported by a certificate from the Doctor, or in cases of hospitalization - from the Hospital in the question, along with the Discharge Summary. The Condonation on medical grounds shall be granted only when the student is hospitalized or incapacitated, such that he/she cannot attend classes. The University shall verify the same. No condonation will be granted if the doctor / hospital fail to certify such illness. The application for condonation shall be submitted to the Examination Department as soon as he /she is fit enough to attend the classes.

(9) Unauthorized exit from the class:

If a student walks out of a class without the permission of the teacher, after having obtained attendance for that hour, the student may lose attendance for that hour in that particular course. Repeated violation will result in disciplinary action by the University. The concerned teacher shall inform the student of such loss of attendance.

(10) Access to Attendance Register:

A student shall be allowed to view the attendance register with the permission of the concerned teacher, as and when required, at the teacher's convenience, to check the number of classes they have missed. The EC shall put up the status of attendance of all students at the end of every month during the semester.

III. Project Assignments:

(1) Announcement:

The project topics for the semester shall be announced by the Examination Department on the first day of the commencement of the semester or earlier. No change of Topic shall be permitted by the course teacher after one week of commencement of the semester and any change of topic must be in writing with the permission of the course teacher. A copy of this letter must be submitted to the examination department.

(2) Last Date for Submission:

The last date for Submission of project shall be notified by the examination committee at the commencement of every semester. No interchange of projects in the semester is permitted. However, in special circumstances, such as in case of carry over subjects and exemptions, the interchange may be permitted with the prior permission of the Vice Chancellor and the concerned subject teacher.

(3) Submissions:

- (a) The project shall be submitted in hard copy to the Subject teacher by the concerned student, or an authorized person, by signing for the same in the register. Soft copy of the project should also be submitted by all the students to the examination committee for checking plagiarism, if any.
- (b) The Student shall not be allowed access their projects once the same have been submitted to the Examination Committee. Students are therefore advised to keep a photocopy of the project before submitting it to the Examination Committee.

(4) Plagiarism:

- a) Any evidence of plagiarism, if found by the subject teacher, in the form of non-citation of sources or copying from another student's project or from his / her own earlier project without acknowledgement of the same, will result in the matter being referred to the Vice-Chancellor by the subject teacher in writing as also a written intimation to the concerned student in this regard by the teacher.
- b) If the matter is referred to the Vice-Chancellor by the teacher, he in turn shall look into the matter and decide whether to refer the matter to the Disciplinary Committee for disciplinary action at the earliest. In the event that the Vice-Chancellor decides not to refer the committee, he shall record his reasons in writing for the same and inform the EC as well as the student and teacher concerned.
- c) Pending the decision of the Vice-Chancellor, if referred thereto, viva-voce for the project shall be conducted.
- d) If the student is found guilty of plagiarism, he / she shall be penalized as per the school Rules.

(5) Marking Scheme:

All project assignments shall be evaluated for 20 marks as per the criteria approved by the Academic Council.

(6) Penalty for Late Submission of project Assignments:

If a student does not submit the project on the notified date for submission shall attract the following penalties:

- a) Half a mark shall be deducted from the total marks scored by the student in the concerned course for each day of delay, including holidays (excluding public holiday when the library is closed). For the purpose of deduction of marks, the date and time (5.00 P.M.) of submission of the hard copy of the project shall be taken into account.

***Explanation:** If the student submits a project on a Sunday, then the time for submission shall be the closing time of Library, i.e., 4.00 pm.*

No project shall be accepted after the sixth day from the notified date for submission, and the student shall receive no marks for both, project and the viva-voce in the concerned course.

(7) Viva-voce:

- a) Every Course shall have a subject Viva-voce conducted by the concerned faculty member at the end of each semester as prescribed by the Examination Department. Viva-voce shall take place after class hours. All viva-voce shall carry 5 marks. All viva-voce shall be conducted by the course teacher in the presence of a minimum of 50% of the students in a class.
- b) In case a student fails to attend a viva-voce on the scheduled day, without prior written permission of the course teacher, the student will be awarded zero marks for the viva-voce in the concerned course.
- c) All Viva-voce shall be completed at least seven days before the commencement of the End-semester examination.

(8) Exemptions:

A Student's representation for project exemption may be considered in cases of a student's participation in the university, National & International level Moot court competition or representing the Law School in any other activity as may be permitted by the faculty and as approved by the Vice Chancellor.

IV. Examination:

(1) Examination Scheme:

- a) The total marks for every course is 100. The internal assessment carries 50 marks and the external written examination (end semester examination) carries 50 marks. Internal assessment includes Mid semester examination for 20 marks, Project and Presentation for 20 marks, Viva-voce for 5 marks and Attendance for 5 marks.
- b) The mid-semester marks shall be announced on the Notice Board and on the TNNLS Website within one week after the concerned mid-semester examination. Students may discuss the paper with the concerned teacher within 5 days of the announcement of the marks.
- c) The end- semester results shall be announced on the Notice Board and on the TNNLS Website within 10 days of the concerned examinations. For the end-semester paper, students may discuss the end-term paper with the concerned teacher within 5 days after the commencement of the next semester

(2) Schedule of Examinations:

The schedule of examination for each semester shall be announced at the commencement of each semester.

(3) Changes in Results:

Ordinarily, no changes shall be permitted in the results of examination once they have been announced. However, in the event of any change, the teacher concerned shall record the reasons in writing before carrying out the corrections in the marks so awarded.

(4) Passing Criterion in Courses:

In order to have passed a course, a student must secure a minimum of 50 marks out of 100 marks by obtaining a minimum of 25 marks each in the internal and external component.

(5) Malpractice:

The examination malpractice shall include the following:

- a) Taking the examination answer script outside the examination hall at any time during and after the examination;
- b) Possession of mobile phones or any other electronic gadgets inside the examination hall;
- c) Possession of any materials not permitted by the course teacher.
- d) Any other misconduct amounting to malpractice.
- e) Necessary disciplinary action will be taken if any student found adopting any examination malpractice.

(6) Grievance Redressal Mechanism:

After a discussion with the teacher concerned, any student aggrieved of the evaluation of answer scripts in an examination, may make a case for revaluation of that paper before the Examination Department, in writing, within 3 days after discussion with the teacher. The Vice Chancellor may take appropriate action, which may include revaluation within a reasonable time, but before the commencement of the Repeat Examinations.

(7) Repeat Examination:

For students who obtain “F” grade in a course, a Repeat examination shall be conducted on payment of prescribed fee. The repeat examination shall be for 70 marks and the remaining 30 marks obtained for the project, mid-semester exam, viva voce and attendance shall remain the same.

Schedule:

All Repeat examinations for the odd semesters shall be held in the first week of the subsequent semester. For the even semesters, repeat examinations shall be held during the vacation prior to the commencement of the next academic year.

8) Answer Key:

The answer key for all examinations shall be made available by the respective teachers immediately after the examinations to the Examination Department and a copy shall be kept in the Library.

9) Discussion of Results:

Students may take a photocopy of the answer script from the examination Department upon payment of a prescribed fee.

10) Declaration of Results:

The mid-semester marks, end-semester results and repeat exam results shall be notified on the Notice Board and the TNNLS website.

11) Communication of Transcripts:

Transcripts shall be sent to the parents of students within one week of the announcement of results.

V. EVALUATION:

- 1) Students shall be evaluated on grades in a six point scale with the corresponding grade values given below:

Sl.No.	Percentage of Marks obtained	Grade	Grade Value
1	70% and above	O	7
2	65% to 69.75%	A+	6
3	60% to 64.75%	A	5

4	55% to 59.75%	B+	4
5	50% to 54.75%	B	3
6	Below	F	0 (Zero)

- (2) The credits for all courses, including seminar & clinical courses shall be 4.
- (3) The Cumulative Grade Point Average (CGPA) shall be calculated as follows:

Total Grade Value / Number of course

Course	Grade Obtained	Grade Value
Sociology I	A	5
Economics I	B+	4
Legal Methods	B	3
Torts I	A+	6
Total		18

- Cumulative Grade Point Average (CGPA) = $18/4 = 4.5 / 6.00$

VII. PROMOTION SCHEME:

In order to achieve academic excellence, promotion scheme is prescribed as follows:

- A student will be promoted from 1st year to 2nd year on passing a minimum of 8 subjects out of 10 subjects prescribed in the 1st year.
- A student will be promoted from 2nd year to 3rd year on passing all the papers of the first year and a minimum of 8 subjects out of 10 subjects prescribed in the 2nd year.
- A student will be promoted from 3rd year to 4th year on passing all the papers of the 2nd year and a minimum of 8 subjects out of 10 subjects prescribed in the 3rd year.
- A student will be promoted from 4th year to 5th year on passing all the papers of the 3rd year and a minimum of 8 subjects out of 10 subjects prescribed in the 4th year.

However, the Vice Chancellor, after consulting the EC and the faculty, organize Special Repeat examination to candidates who fail in only one subject, either in the previous year or three subjects in the current year of study, on payment of such fees as may be prescribed by the Examination Committee.

VIII. Removal of Difficulty:

The Vice Chancellor shall have the power to remove difficulties in implementation of the Examination Regulation 2013 for a period of three years from the academic year 2013-2014.
