



**PROGRAMME
REGULATION
FOR
“MASTER OF
LAWS”
(LL.M.)**

W.E.F. Academic Year 2025-26

॥ तमसो मा ज्योतिर्गमय ॥

VISION

To provide equal opportunities for value based global education for creating an Enlightened Society

MISSION

To establish and facilitate educational institutions in the region for providing affordable value based global education to all who aspire to study and to create opportunities to educators, social workers and philanthropists to serve society



**SARVAJANIK
UNIVERSITY**

INCLUSIVE | INTEGRATED | INNOVATIVE

creating an enlightened society...

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Constituent Institute:





Program Regulation
Master of Laws (LL.M.)

The Program Regulation proposed and drafted by **Academic and Curriculum Committee of Law under the Faculty of Law** in the meeting held on 19-07-2025 and recommended to '**BOARD OF STUDIES**' for approval.

Dr. Bhadresh Dalal
Chairman,
Academic & Curriculum Committee
Faculty of Law

Place of the meeting
Sarvajanik University Office


Sign

The proposed Program Regulation was approved by **Board of Studies; Law** under the Faculty of Law the meeting held on 19-07-2025 and was recommended to the '**FACULTY**' for approval.

Dr. Bhadresh Dalal
Chairman,
Board of Studies
Faculty of Law

Place of the meeting
Sarvajanik University Office


Sign

The Program Regulation was approved by the **Faculty of Law** in the meeting held on 19-07-2025 and was recommended to '**ACADEMIC COUNCIL**' for approval.

Dr. Bhadresh Dalal
Chairman & Dean,
Faculty of Law

Place of the meeting
Sarvajanik University Office


Sign

The Program Regulation was approved by the '**Academic Council of Sarvajanik University**' in the meeting held on 19-08-2025

Mr. Ashish Desai
Member-Secretary Academic Council
& Registrar,
Sarvajanik University

Place of the meeting
Sarvajanik University Office


Sign

The approved curriculum is with effect from the Academic year 2025-26 and to be reviewed before 2028 – '29





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REGULATIONS AT SARVAJANIK UNIVERSITY

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Short title and Commencement

1. The Regulations shall be called the Sarvajanik College of Law Regulations (“**Regulations**”) for the Award of LL.M. Degree.
2. Sarvajanik College of Law (“**SCL**”) established as a self-financed law institute by the Sarvajanik Education Society in 2015 was earlier affiliated to Veer Narmad South University and later became a constituent of Sarvajanik University in 2021, with an enhanced degree of autonomy in teaching, learning and research.
3. The Regulations have been evolved, drafted and implemented after deliberations and approvals from the Academic Curriculum Committee and Board of Studies and are subject to change/ modifications after the consent and approval of the Academic Council.
4. This version shall be applicable for the students enrolling for the LL.M. program at the Sarvajanik University from the Academic Year 2025-26.

Definitions

Any word or phrase, unless specifically defined in the Regulations, shall carry its ordinary meaning. In these Regulations, unless context otherwise requires:

- I. “ABC” means Academic Bank of Credit;
- II. “Academic Council” means Academic Council of the Sarvajanik University;
- III. “Academic Year” means two consecutive (one odd + one even) semesters constitute one academic year;
- IV. “ACC” means Academic Curriculum Committee, a sub-committee of BoS to plan and implement policies for UG program;
- V. “Approved” means approved by the Bar Council of India or the University Grants Commission;
- VI. “Assistant Professor” means and includes a person appointed by a Centre of Legal Education (CLE) with such designation and with such qualification and scale of pay, as may be prescribed by the University Grant Commission from time to time;
- VII. “Associate Professor” means and includes a person appointed by a Centre of Legal Education (CLE) with such designation and with such qualification and scale of pay, as may be prescribed by the University Grants Commission from time to time;
- VIII. “Authority” means the Government of Gujarat or Sarvajanik University or Board of Studies, as applicable;



- IX. “Bar Council of India or Council or BCI” shall mean Bar Council of India constituted under the Act;
- X. “CCE” means Continuous Comprehensive Assessments; CAT means Continuous Assessments Theory; CAP means Continuous Assessments Practical;
- XI. “Centre of Legal Education (CLE)” means and includes (a) all Higher Educational Institutions including recognized Universities and departments and any or all of its affiliated/associate/autonomous/constituent Institutions having been approved by the Bar Council of India for imparting professional legal education as prescribed by the Bar Council of India;
- XII. “CGPA” means Cumulative Grade Point Average (CGPA). It is a measure of the overall cumulative performance of a student overall semester. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places;
- XIII. “CPGLS” means Centre for Post-Graduate Legal Studies;
- XIV. “COE” means Controller of Examination;
- XV. “COURSE” means a unit of teaching that typically lasts one academic term, and is led by one or more instructors (teachers or professors). A course usually covers an individual subject;
- XVI. “Credit” means a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week;
- XVII. “Credit Point” means the product of grade points and the number of credits for a course;
- XVIII. “Dean” means the head of a faculty of the university;
- XIX. “Detained” means the candidate who has taken the admission to the University as a regular student but has not been permitted to appear in the examination due to shortfall of attendance or any other valid reasons;
- XX. “EOI” means Expression of Interest.
- XXI. “Enrolment number” means the number allotted to the student by the University on admission to the Program;
- XXII. “ERP” means Enterprise Resource Planning Software;



- XXIII. "Faculty Member" means and includes all regular and full time teachers as well as teachers appointed on Contractual basis;
- XXIV. "Foreign citizen or Foreigner" means and includes a natural person having citizenship and/or residency of any other country other than India;
- XXV. "Foreign University" means and includes any University incorporated outside India under the law of that Country and conferring degrees on successful completion of any course;
- XXVI. "Government" means Government of Gujarat;
- XXVII. "Grade Point" means a numerical weight allotted to each letter grade on a 10-point scale;
- XXVIII. "Indian or Indian national" means a natural person having citizenship of India and includes Non-Resident Indians and Persons possessing OCI/PIO certificate issued by Government of India from time to time;
- XXIX. "Institute" means Sarvajanik College of Law;
- XXX. "Letter Grade" means an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P, and F;
- XXXI. "Foundation Subjects" means and includes compulsory subjects or subjects/papers as may be prescribed by the Bar Council of India and University Grants Commission from time to time;
- XXXII. "Masters' degree" means a post graduate degree obtained from a University on successful completion of one or two years in law after a Bachelor degree in Law;
- XXXIII. "OSD" means Officer on Special Duty (for exam department in this particular document) in association with Sarvajanik University, appointed to perform and monitor all exam-related tasks like- the appointment of paper setter, the appointment of an examiner, procurement of question papers, coordination with the University to generate hall tickets, exam form filling, list of students pending with exam fees, exam forms and other necessary details, at the college as well as the university;
- XXXIV. "Prescribed" means prescribed under the Rules;
- XXXV. "Principal" means the Principal or In-charge Principal of Sarvajanik College of Law;
- XXXVI. "Program" means a combination of courses and/or requirements to be completed that lead to a degree or certificate;
- XXXVII. "Professor" means and includes a person appointed by the Centre of Legal Education with such designation and having such qualification, experience and scale



of pay, as may be prescribed by the University Grants Commission from time to time.

XXXVIII. "Professional part time/Full time Faculty" Professional faculty means a faculty appointed from among the law practitioners (practicing Advocates) for teaching/guiding clinical law courses on the basis of Part time or full time faculty assignment; However, when a law practitioner intends to join full time faculty, he/she shall surrender his/her certificate of practice;

XXXIX. "Recognized University" means a University whose degree in law is recognized by the Bar Council of India and University Grants Commission;

XL. "Regulations" means Regulations for the Award of Master of Laws (LL.M.) Degree;

XLI. "Regulatory Body" means the regulatory bodies like All India Council for Technical Education (AICTE), Bar Council of India (BCI), Council of Architecture (COA) etc.;

XLII. "Rules" means these Rules on Legal Education including the schedules under the Rules;

XLIII. "Schedules" means Schedules of the Rules;

XLIV. "Semester" means 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June;

XLV. "SGPA" means Semester Grade Point Average (SGPA). It is a measure of the performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places;

XLVI. "State Bar Council" means the State Bar Council constituted in the State under the Act;

XLVII. "SEE" means Semester End Examination; SEP means Semester End Practical Examination

XLVIII. "Transcript" means the certificate issued based on grades earned to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester;

XLIX. "UG", means Undergraduate LL.B. (Bachelor of Laws) Degree Program

L. "UGC" means University Grants Commission;

LI. "University" means Sarvajanic University (SU);



PREAMBLE

Sarvajanik College of Law has been leading the path of legal education since 2015 with the main objective of imparting legal education to desirous students. Our aim is to create lawyers who aspire to uphold values and eternal principles of Justice, Liberty, and Equality. We make every effort towards our aim of maintaining standard of excellence in imparting legal education. The institute uses a holistic approach through a dynamic curriculum taught by leading practitioners and academicians.

Vision

To create skilled human capital for expertise in legal domain in the cause of a harmonious and just society.

Mission

To provide skill sets and values through integral legal education imparting knowledge of Indian and International law and legal procedures promoting fair and ethical practices.

Object

The primary objective of Sarvajanik University in commencing the Master of Laws (LL.M.) program with specialisations in Corporate and Commercial Laws and Cyber Law and Cyber Security through its constituent institution, Sarvajanik College of Law, is to provide advanced, industry-relevant legal education that responds to the dynamic needs of the modern economy and the digital age. Recognising the growing complexity of corporate transactions, regulatory frameworks, and the increasing importance of digital governance, the program aims to equip students with in-depth doctrinal knowledge, critical analytical skills, and practical expertise. It seeks to nurture competent legal professionals capable of addressing contemporary challenges in corporate governance, commercial disputes, cyber threats, and data protection regimes, both nationally and globally. This initiative is also aligned with Sarvajanik University's vision of fostering academic excellence, promoting research, and contributing meaningfully to the legal and professional community.



1. Regulations for the Admission Process

General Flow of Admission

- i. Sarvajanik University shall upload details of all programs offered at Constituent College of Sarvajanik University along with eligibility for admission and will float a form for all aspiring students, namely Expression of Interest (EOI) by the month of February every year. The students will fill up all relevant data as asked and submit EOI to Sarvajanik University. These EOI shall be available to all aspiring students and the public @ large through a link provided on Sarvajanik University's website and all constituent Colleges' websites.
- ii. Based on this EOI, the Sarvajanik University-ERP will prepare a database for all students aspiring in all programs offered at Sarvajanik University. This database shall be available to all Constituent Colleges through ERP.
- iii. The Constituent College shall further contact each of these aspiring students through Email, SMS, phone call or any other possible way and guide / counsel them for admission.
- iv. All students after receiving the results of their qualifying examinations shall fill up forms along with prescribed fees for admission; for students who already had applied as EOI their data shall be directly fetched by ERP and after entering the relevant marks, the student will submit the application forms for admission. The university and all its Constituent Colleges will put up a detailed schedule of admission rounds along with dates and shall complete the admission procedure as per norms laid by Sarvajanik University.
- v. All admissions shall be done with all fair means, and transparency after declaring the merit list of Applications and the entire admission process shall be done through ERP as per norms and rules prescribed by Sarvajanik University like
 - Declaration of Merit list
 - Allocation of admission as per the choice of students through multiple rounds
 - Document verification
 - Allotment of admission letter
 - Course/program-wise orientation program at Sarvajanik University
 - Final enrolment of students with all processes of enrolment number, I card after payment of fees finalized by the university authority and /or fees Regulatory Committee (FRC) of Government of Gujarat.



1.1 Application Form for Pre-Admission

- 1.1.1 All new students intending to study at Sarvajanic University for the first time and those intending to be admitted must submit an Application through EOI on ERP. All the applicants must meet all the eligibility criteria mentioned below, to be eligible to get admission.
- 1.1.2 Applicants whose admission to the Program is approved will appear on the merit list and upon acceptance of admissions, students would be enrolled in the Program of Sarvajanic University.
- 1.1.3 Eligibility criteria for students aspiring to take admissions at Sarvajanic University must follow the below-mentioned criteria.

1.2 Eligibility Criteria

Table No: 1 Eligibility Criteria

Name of the Constituent College		SARVAJANIK COLLEGE OF LAW					
Sr. No	Name of Program	Relevant Stream	AIU-recognized University	Qualification Required (10 th , 12 th , Diploma, Graduate, Post Graduate)	Minimum Passing Marks	Other exams/Competitive exams to be clear	Remarks
1.	Master of Laws	Graduation in Law (3 year or 5 year LL.B.)		Bachelor Degree Examination in Law from a university Institution recognized by the Bar Council of India	40%	-	-

- 1.2.1 Candidates must have passed the relevant qualifying examination as per the mentioned in table 1 and/or as prescribed by Sarvajanic University from a recognized education board / AIU recognized University for the respective program.
- 1.2.1.1 NRI students who have passed their relevant qualifying examination or equivalent from foreign nations and are recognized in India by AIU are also eligible to apply for EOI and admissions at Sarvajanic University.
- 1.2.2 Candidates from the streams as approved by Sarvajanic University shall be eligible to apply for admission.



1.3 Admission Criteria

- 1.3.1 Students shall be given admission based on the merit prepared from class 10/12/diploma/Graduate/ Competitive exam score as applicable as per norms of the university.
- 1.3.2 The final allocation of quota for different categories (University / States etc.) will be decided by the admission committee. The admission committee may change the quota of students allotted to different categories from time to time at its discretion.
- 1.3.3 The ratio of caste-based quota, Physically Handicapped & other than the regular quota category, shall be as decided by the Board of Management/ Competent authority of Sarvajani University.

Table No. 2.1 According to quotas:

Sr. No	Name of the Institute	Program	Intake	Open	SC	ST	SEBC	EWS (Super numeric)	Sports/cultural, service (Super numeric)	Physically handicapped, ex-service man	Total
01	Sarvajani College of Law	Masters in Law (LL.M.)	30 per specialization	15	5	2	8	3*	N.A.	N.A.	33

* Super numeric as per government reservation policy.

Table No. 2.2 According to University

Sr. No	Name of the Institute	Program	Intake	SU	Other Universities	Total	Remark
1.	Sarvajani College of Law	LL.M.	30+3=33 (per specialization)	90%	10%	33	-

Note: The intake for the other universities shall convertible to SU and vice versa, if any vacant seats are there.

1.4 Preparation of Merit List

- 1.4.1 Constituent College shall prepare the merit list for each category depending upon the student's academic performance in the respective qualifying examination.
- 1.4.2 The merit list shall comprise students who have filled out the admission form and fulfilled the eligibility criteria for admission.



- 1.4.3 The merit list will be formulated based on the student's performance in the last qualifying examination or as prescribed by the university from time to time.
- 1.4.4 The merit shall be determined by applying specific deductions as per the norms established by the Constituent College at Sarvajanik University.
- A deduction of 2% from the overall score shall be applied for each ATKT (Allowed to Keep Term) in the last two semesters, subject to a maximum deduction of 10%.
 - Additionally, a deduction of 2% shall be applied for each lapsed year since the candidate's last qualifying examination, up to a maximum deduction of 10%.
 - Tie breaker- If the tie still persists after applying the above deductions, the candidate with the higher Semester Performance Index (SPI) in the last completed semester shall be given preference in the merit ranking. The final merit list shall reflect these adjustments accordingly.
- 1.4.5 Candidates have to collect their admission form/ERP Process done/Admission Letter through ERP, get their documents verified and secure their admission after paying fees.

1.5 Document Verification Process

- 1.5.1 Candidates must submit the following documents during document verification to secure a seat at Constituent College.
- Passport-size photograph
 - Mark sheet of Class 10 (1 photocopy)
 - Mark sheet of Class 12 (Original and 1 photocopy)
 - All semester mark sheets of LL.B. graduation (Original and Photo copy)
 - Caste certificate (1 photocopy) (if applicable)
 - Non-Creamy Layer Certificate (SEBC candidates) (1 photocopy) (if applicable)
 - Minority certificate (1 photocopy) (if applicable)
 - Leaving Certificate (1 photocopy)
 - Adhaar card Copy
 - EWS Certificate
 - Physical handicapped document/ certificate
 - Income certificate (for scholarship purpose)
 - Any other document as required



1.6 Other University Transfer Admission

- i. Transfer from another university into the Master of Laws program shall be permitted up to the third semester, subject to the availability of vacant seats. Applicants seeking such transfer must have preferably cleared all subjects in the first two semesters at their previous institution and shall not have any standing backlog or ATKT.
- ii. The syllabus of all the course types of all the previous semesters of both the universities (earlier and Sarvajanik University) shall be evaluated for equivalence. If the syllabus is found to be equivalent at an acceptable level, then the committee may recommend the transfer to the University. The committee for recommending the transfer after evaluating the equivalence shall comprise of Dean of Faculty, Principal, HOD of the department offering program, dean-academics at the institute and at least 4 senior faculties, with a minimum of two from the respective/relevant branch/domain where the applicant is seeking admission. The transfer shall be considered subject to norms of the University and shall be considered final only upon the approval of the Hon'ble Provost.

1.7 International Students Admission

The UGC uses the term International Students to refer to (a) Foreign students, i.e. those students who hold passports issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries, and (b) Non-Resident Indian (NRI) students, i.e. those NRI students who have passed the qualifying examinations from schools or colleges in foreign countries and schools or colleges situated in foreign countries even if affiliated to the Boards of Secondary Education or Universities located in India.

However, it does not refer to those NRI students studying in schools or colleges situated in India and affiliated to the Boards of Secondary Education or Universities located in foreign countries, or those qualifying examinations from Boards or Universities located in foreign countries as external students and dependents of NRIs studying in India. (http://www.ugc.ac.in/new_initiatives/policydecisions.html).

The Sarvajanik University, Surat, Gujarat (India) subscribes to the meaning of the term International Students as UGC does and holds it as final and binding unless it is changed by the UGC.



1.7.1 Eligibility Criteria of International Students

The eligibility for admission to different programs can be checked in detail from the prospectus of the university and or from the respective prospectus/program regulations prepared by the constituent colleges. Sarvajanik University will consider valid for admission only those students who have qualified from foreign Universities or Boards of Higher Education recognized as equivalent by the Association of Indian Universities (AIU) as eligible for admission.

Prospective applicants are advised to apply to The Evaluation Officer, Association of Indian Universities, AIU House, 16 Comrade Indrajit Gupta Marg, New Delhi – 110 002, or by e-mail (evaluation@aiuweb.org), and must get the equivalence/eligibility certificate from AIU.

Foreign examinations which are recognized as equivalent to +2 by AIU are also mentioned on the website of AIU which may be verified by the student personally.

Further to note, there may be International students who may join any Constituent College at Sarvajanik University for partial study/ short period only as the case may be for International exchange students. There may also be students who may do a partial study of any Constituent Colleges of Sarvajanik University for the purpose of a dual degree if offered by any Constituent Colleges under a specific MoU signed between two institutions. In such cases, the regulations/norms for credit transfer/approval/recognition or any other academic requirement shall be as per the conditions specified in MoU. All such conditions & MoU shall be approved by Sarvajanik University and signed independently/jointly with Sarvajanik University.

All such MoU shall be dealt with case to case based on the merit of such an International program/exchange program.

1.7.2 Document Required for Admission to Program (LL.M.)

- Passport-size photograph
- Mark sheet of Class 10 (1 photocopy)
- Mark sheet of Class 12 (Original and 1 photocopy)
- All semester marksheets of graduation in Law (Original and Photo copy)
- Caste certificate (1 photocopy) (if applicable)
- Non-Creamy Layer Certificate (SEBC candidates) (1 photocopy) (if applicable)
- Minority certificate (1 photocopy) (if applicable)



- Leaving Certificate (1 photocopy)
- Adharcard Copy (1 photocopy)
- EWS Certificate (1 photocopy) (if applicable)
- Physical handicapped document/ certificate (original and 1 photocopy)
- Income certificate (for Scholarship purpose)
- Any other document as required

2. Regulations for Enrolment

2.1 Academic Calendar

2.1.1 The university with due deliberations with all deans of all faculty of Sarvajanic University & heads of institutions will declare the academic calendar for all programs before the start of the academic year. The academic calendar declared by Sarvajanic University will have all suggestive dates for teaching, examinations, exam form filling dates, dates for appointment of all paper setters, students' festivals, vacations etc. The suggested academic calendar will indicate periods/dates for all academic and non-academic activities and all constituent colleges are supposed to follow all suggested dates for any change needed for any activities the concerned DEAN or head will in writing submit the request for change of dates/schedule citing reasons. And only after due approval from, the university the change shall be applicable and intimated to staff and students.

2.1.1.1 Each Academic Session shall consist of two regular semesters.

2.1.1.2 Each semester normally begins with the scheduled classes and will end with end-semester examinations. Continuous In-semester Evaluation will be done during the semester with different modes as approved in respective regulations for each respective program.

2.1.2 Each regular semester shall normally consist of a minimum of eighteen (18) working weeks out of which fifteen (15) weeks would be for teaching OR as prescribed by UGC and/or by concerned regulatory bodies.

2.1.3 Detailed academic planning will be done as per the academic events scheduled in the prescribed academic calendar of Sarvajanic University. Further specific dates and deadlines will be declared for Registration/Enrolment, Late Registration, Commencement of classes, Adding and Dropping of Courses, Submission of Documents, Examinations and Vacations as specified in the Sarvajanic University.



2.2 Registration and Enrolment

- 2.2.1 All Programs shall be open to all prospective students irrespective of their sex, race, caste, class, religion, profession or gender identity.
- 2.2.2 The eligible students qualifying through selection criteria and admitted through the prescribed admission process will be enrolled on any Program only upon receiving prescribed enrolment fees.
- 2.2.3 Students from other Universities/NRI will be required to get an **eligibility certificate** from Sarvajanik University to get admission to the college.
- 2.2.4 A student entering the institute through transfer/ lateral admission, from any other college who desires to join any Program, must produce a Transfer/Migration Certificate in the prescribed format.
- 2.2.5 Students are required to renew their admission in the next semester at the beginning of each semester/term by filling out the registration/enrolment form along with full semester fees or by filling out the examination form along with prescribed exam fees, in case of detention or withdrawal.

2.3 Late Registration and Enrolment

- 2.3.1 For bonafide reasons, students may be permitted to register/enroll late in a semester upon payment of a late registration/enrolment fee, subject to the condition that it does not surpass the deadline prescribed by the Academic Calendar of Sarvajanik University nor violate the minimum attendance criteria set up by the university.

2.4 Enrolment Number Scheme for regular and transfer/Lateral Admitted students

Institute Code	Year of Admission	Degree	Degree of Specialization	Number representing Student*
2	2	2	2	3
SL	25	ML	CC*/CL*	001

*CC= Corporate and Commercial Laws
*CL= Cyber Law and Cyber Security

Table No.3 Enrolment Number Scheme

- 2.5 **Withdrawal:** Students can withdraw himself/herself from an exam or a term due to what so ever reasons and he/she can join again in the upcoming cycle of academics. In this case, the student's enrolment number shall remain the same. The same terminology and rule shall be applied in case of leave of absence for medical reasons.



2.6 Suspension of enrolment / Termination of enrolment:

2.6.1 The enrolment of any student shall be terminated or suspended at any later time, in case; the student had supplied false information or suppressed some relevant information while securing admission at the institute.

2.6.2 All students enrolled at Sarvajanic University have to abide by the code of conduct for the students of the university. The Institute reserves the right to terminate the enrolment of the student if the student has been found guilty of:

- violating the code of conduct, or
- ignoring the code of conduct or
- indulging in any misconduct/misbehavior against the prescribed norms

2.6.3 In all the above cases students may have a **Suspension of enrollment** which contains a short-term to a year **suspension** along with other types of disciplinary actions (Penalty, Assignment submission, Project, Rejection of exam papers, decrement in grade etc.) and **Termination of enrollment** which shall lead to cancellation of admission of such student.

2.6.4 In case of termination of enrolment, there will be no refund of any kind of fees, whatsoever, paid by the student to the institute or the Sarvajanic University.

2.6.5 The registration/enrolment of any student may be cancelled or changed during the semester according to the norms laid down by the institute or Sarvajanic University from time to time.

2.7 **Transfer/ Migration Certificate:** The University shall provide a Migration certificate on demand to students if they wish to get it for their admission purposes. However, it may not be compulsory for the students seeking admission to our university programs to submit the transfer/ Migration certificate to Sarvajanic University.

3. PROGRAM AND CREDIT REGULATIONS & PROGRAM SPECIFICATION

3.1 Academic Oversight and Coordination

The Dean, Faculty of Law shall be responsible for the overall academic and administrative supervision of the Master of Laws (LL.M.) program at the University. The Dean shall also act as a key liaison to ensure effective coordination between the Institute and the University administration. Additionally, the Dean shall oversee the process of inviting external experts for the Dissertation viva-voce, which shall be carried out subject to prior approval from the University.



3.2 Program Duration

Sarvajanik College of Law (SCL)							
Sr. No	Name of Program	Title/ specialization	Intake	Eligibility Criteria	Name of Regulatory Body if any	Duration	Max. Duration
1	Master of Laws (LL.M.)	i. Corporate and Commercial Laws ii. Cyber Law and Cyber Security	30* per specialization	As per 1.2 of Regulations	Bar Council of India (BCI)/ University Grants Commission	Two year (4 Semesters)	2+2 = 4 Years

Table No. 4 Program Duration

A student who fails to complete the PG Degree Program Requirements within the stipulated time will lead to the cancellation of his/her admission from the Institute forthwith. After the cancellation, in future, if the student wishes to pursue the degree again, they will have to take re-admission to the program.

3.3 Multiple Entry and Exit (As per NEP 2020)

Multiple entry and exit option shall not applicable to PG students for the LL.M. program.

3.4 Change of program: Change of program by the students in the same college or with other colleges of our university shall not be allowed.

3.5 Credit

3.5.1 Credit: This is a unit by which the coursework is measured. It determines the number of hours of instruction required per week over the duration of a semester (Minimum 15 weeks/90 days).

Component	Credits	Student Contact Hours
Lecture	1	15 hrs.
Tutorial	1	15 hrs.
Internship	1	40 – 45 hrs. Minimum four weeks internship every summer during the program, amounting to a minimum of twelve weeks of internship.

Table No. 5 Credit



3.5.2 Credit Per Program

Sr. No	Name of Program	Total Credits
1.	Master of Laws	96

Table No. 6 Credit per Program

3.5.3 Program Credit Structure

Sr.no.	Broad Category of Courses	Minimum Credit Requirement
		TWO Year PG Program (Master's Degree)
1	Foundation Course (6 X 4 = 24)	24
2	Specialization Course (12 X 4 = 48)	48
3	Dissertation & Practical (1 X 8 = 8) (1 X 16 = 16)	24
4	TOTAL CREDIT REQUIREMENT	96

Table No. 7 Program Credit Structure

3.6 Course Code Structure Scheme for LL.M.

Degree Program (Bachelor)	Faculty (Management)	Specialization	Version of Curriculum	Course type*	Semester	Subject
1	1	2	1	1	1	2
Alphabet	Alphabet	Alphabet	Number starting as 1	Number	Number	Number
Example: For Foundation Course						
M	L	FC*	1	1	1	01/..
For Specialisation in Corporate and Commercial Laws						
M	L	CC*	1	2	1/2..	01/..
For Specialisation in Cyber Law and Cyber Security						
M	L	CL*	1	2	1/2..	01/..
For Dissertation and Practical						
M	L	DP	1	3	4	01/..

Table No. 8 Course Code Structure Scheme for LL. M. Program

Note*: FC= Foundation Course
 CC= Corporate and Commercial Laws
 CL= Cyber Law and Cyber Security
 DP= Dissertation and Practical

Course	Code
Foundation Course	1
Specialization Course	2
Dissertation and Practical	3



Course	Complete Course Code
Foundation Course	MLFC11101/201
Specialisation Course	MLCC12101/201 or MLCL12101/201
Dissertation and Practical	MLCC13401/ or MLCL13401

Table no. 9 Course Type

3.7 Assessment Heads

S. No.	Heads (Continuous Comprehensive Evaluation) (CCE)	Marks	Remarks
1.	Mid Semester Examination	20	
2.	Assignments (Class Assignment / Home Assignment / Seminar /Presentation / Poster presentation)/ or any other component designed by the instructor Assessments	25	
3.	Attendance	5	
	Total Continuous Comprehensive Evaluation (CCE)	50	
	Heads (Semester End Examination)		
1.	Semester End Examination (SEE)*	50	
2.	Practical/Project Work (Semester IV)	100	
	i. Doctrinal research	25	
	ii. Non-doctrinal research	25	
	iii. Research Presentation / Progress Seminar	25	
	iv. Classroom teaching	25	
3	Dissertation (Semester IV)	200	
	i. Synopsis	30	
	ii. Written Submission	80	
	iii. Language and formatting	15	
	iv.. Research Methodology	15	
	v. Viva-voce	60	

Table No.10 Assessments Heads

4. EXAMINATION REGULATIONS

4.1 Minimum requirement/ eligibility to appear in Semester End Examinations

- 4.1.1 Students must be enrolled students of the program run by the institute.
- 4.1.2 Students must have paid all due semester tuition fees, if it is not the case, then special permission might have been taken from respective deans-principals of institutes.
- 4.1.3 No candidate shall be eligible to register for the Semester End examination unless he/she possesses the minimum attendance prescribed in the regulations for each program. Students not having a minimum of aggregate 70% of the class held in any subject, the Dean of the University or the Principal, as the case may be, may



allow the student to take test if the student concerned attended at least 65% of the classes held in the subject concerned and attended 70% of classes in all subjects together as per BCI/UGC rules.

- 4.1.4 Students who have not completed term work specified as per curriculum requirements of a specific department of the institute during the semester, are not eligible for Semester-end end Examinations of that specific course.
- 4.1.5 Students must have paid requisite examination fees to appear for the examinations.
- 4.1.6 Student should not be facing disciplinary actions taken by the constituent college or pending against him/her...

4.2 Examination System – Flow of Examination

- 4.2.1 Sarvajanic University will conduct examinations through Sarvajanic University examination centers at the institutions. Evaluation of these exams will be provided to the University upon completion, either through online submission or in soft copy along with a printed signed copy. The institutions shall conduct all exams as specified in the approved University regulations/curriculum. Continuous evaluation will be done at the institute level, while all term-end theory exams / Jury/ Viva will be conducted by the University.
- 4.2.2 The University has appointed OSDs in all constituent colleges, especially for examinations, these OSDs will in association with Sarvajanic University-EXAM staff perform and monitor all exam-related tasks like- the appointment of paper setter, the appointment of an examiner, procurement of question papers, coordination with the University to generate hall tickets, exam form filling, list of students pending with exam fees, exam forms and other necessary details, at the college as well as the university.
- 4.2.3 Institute-level exams shall be conducted by the institute according to the approved regulations, scheme and syllabus by the University. Institutes will maintain records of all examinations/evaluations and produce them when requested by the university.
- 4.2.4 The University Semester End Examination shall be conducted for theory/practical papers / Jury/Viva (courses)/Project/ Dissertation as per the requirements of the program regulations and curriculum. The guidelines set by the Academic Council shall be followed for the conduct and evaluation of such examinations.



- 4.2.5 The Controller of Examinations and the exam section team shall be responsible for the conduct of all examinations of the college. They shall be responsible for preparing, scheduling, conducting examinations, and handling all other related matters. The Controller of Examinations shall make all earnest efforts to ensure that all examinations are conducted as per the scheduled academic calendar.
- 4.2.6 The appointment of question paper setters and examiners will be done by the Controller of Examinations as per the mentioned in attached annexures.
- 4.2.7 Examination notifications will be made by publishing the Semester-End Examination timetable at least 15 days in advance of the examination's commencement on the university website. Institutes will also be notified, and the timetable will be posted on the college notice board and website. The timetable will include the date of the examination, course name, time, program name, semester, and exam name (e.g., S2025 or W2025).
- 4.2.8 Students will submit the Examination form within the prescribed timeframe i.e. **between 8th to 12th week** from the starting day of the semester/term by paying the necessary fees online or in person with the process as laid by the university.
- 4.2.9 Eligible candidates who meet the prescribed minimum attendance requirements during the semester and possess the other minimum qualifications prescribed in the program regulations shall be allowed to fill up the University Semester End Examinations form. Students are allowed to fill up the examination form with the anticipation of meeting the minimum criteria. If later found ineligible, their form will be cancelled and term will not be granted.
- 4.2.10 All examinations of the year/semester shall be conducted as per the approved academic and examination calendar.
- 4.2.11 The final list of eligible students for the university Semester End Examination shall be forwarded to the registrar-SU by the Deans/Principals of institutes along with list of ineligible students for cancelation of their examination forms.
- 4.2.12 After receiving the final list of students, the block arrangement for the examination will be done collectively by the examination center, OSDs and university. The eligible candidates shall be issued hall tickets.
- 4.2.13 The Controller of Examinations shall have the right to cancel the hall ticket issued in the name of any candidate for misconduct or if it is found that the candidate is ineligible to appear in the examination. Such students may be given an opportunity to present their case to the university authorities.



- 4.2.14 The Dean of the faculty/Principal will be the center in charge of the exam center. The Sarvajanic University exam coordinator and the team at the institute – OSDs will conduct the examination. Senior and junior supervisors, stationary supervisors, assessment coordinators and the team for the assessment of answer books shall be appointed at the institute by the Dean/Principal of the institute.
- 4.2.15 Detailed guidelines if any for all activities shall be prepared and shared with the team responsible for all exam work by the Controller of Examinations.
- 4.2.16 Results are prepared program-wise and semester-wise with the help of assessment coordinators at the institute for the university. The Controller of Examinations will notify the results within the specified time frame.
- 4.2.17 Reassessment, rechecking, remedial exams, re-examination and backlog examinations will be carried out as per the detailed guidelines provided by the university to the institutes.
- 4.2.18 Provisional Grade sheets will be issued to students by the Controller of Examinations only after the final semester results are prepared based on regular exam results, reassessment results, remedial, Reexamination results and backlog examination results.
- 4.2.19 If any errors are found or clarifications are needed, students can initially approach the institute and then the university. The Controller of Examinations will handle the case for any errors in the notified results and will take actions as based on the merit of the case.
- 4.2.20 Transcripts and degree certificates will be issued to students, as per the process defined by the university.
- 4.2.21 Please ensure that the information is accurately implemented according to the guidelines provided by the university.

4.3 Assessment pattern

4.3.1 There shall be an assessment evaluation of all the students attending a course. Courses could be lecture courses, studio courses, Laboratory, Tutorials, experiential learning, online courses, ODL or a combination of the above. This evaluation shall be done in two heads (**as per the course type and nature of course in some cases only one head exists**), as under.

- **Continuous Comprehensive Evaluation (CCE):** The CCE shall be done by the course faculty throughout the semester. This shall include components



like sincerity in attending classes/class tests/ timely submissions of assignments/self-learning attitude/solving advanced problems/ assignments/projects/open book tests/closed book tests, weekly/fortnightly class tests including surprise tests, homework assignments, flip class discussions, problem-solving, group discussions, quiz, seminar, mini-project, juries and other means.

- **Semester End Examinations (SEE):** SEE covers written examinations normally conducted by the University. Question papers are drawn by University-appointed examiners and accordingly, randomly selected papers shall be provided to the exam centers. Few programs may have Jury/Viva/Practical instead of theory papers as per the nature and type of course and/or as mentioned in the curriculum.

- 4.3.2 CCE examinations shall be conducted exclusively by the course faculties, the components of CCE and their weightages to conclude CCE marking/grading as per program curriculum, must be declared in advance at the beginning of the semester, to maintain transparency in its operation.
- 4.3.3 The course faculties shall also preferably solve the questions asked in the tests at the tutorial sessions for the benefit of weak students and also declare the evaluation results in time, as notified in the academic Calendar.
- 4.3.4 The course faculty shall also show the assessed answer scripts and awarded marks to the students for the CCE component, during pre- announced schedule only, before submission of the final marks to the Controller of Examinations.
- 4.3.5 The Institution may define appropriate examinations modes for CCE for those students who may have remained absent for CCE due to valid reasons like Medical, Participate in events etc.as acceptable to the institute.
- 4.3.6 The Institutes shall maintain a high standard in CEE and SEE examinations whichever is applicable.
- 4.3.7 CCE awarded by course faculties should be displayed and shared with students, preferably at the end of the semester preferable in the last week of the semester and only thereafter submit it to the university.
- 4.3.8 The declaration of final results of the courses attended by a student in a semester preferably declared before the commencement of the next term/semester as per the Academic Calendar.
- 4.3.9 Question Papers used for CCE and SEE should:



- Cover all the modules of the course syllabus uniformly as per the approved curriculum description;
- Should be unambiguous and free from any defects/errors must Emphasize knowledge testing, problem-solving and quantitative methods;
- Contain adequate data/ other information on the problems asked;
- Must have clear and complete instructions for the students.
- Take into consideration Bloom's Taxonomy and align the questions to one or more Course outcomes (COs) as per the philosophy of Outcome Based Education (OBE).

4.3.10 The guidelines mentioned above are indicative of minimum standards of evaluation. However, the institutes are encouraged to follow innovative schemes of evaluating the students for CCE, after disclosing the scheme to the students well in advance and in accordance with institute and university norms.

4.3.11 For MOOC/SWAYAM/ONLINE courses, the performance assessment shall be conducted by either the Course faculty or by the MOOC/SWAYAM/ONLINE platform as approved by the dean of faculty at the time of offering the course to students. An equivalent grading pattern shall be followed in line with the university norms. Every semester, the institute will provide a list of courses with their evaluation scheme that a student can opt for in accordance with the approved curriculum. Such a list should be approved by the respective dean of faculty and Academic Council. (As per Sarvajanik University Notification No. 20250110/0635 dated 10/01/2025)

4.3.12 External examiners, as the case may be, should be selected from empaneled examiners of those courses/courses. Dean of faculty will decide norms for eligibility and accordingly will create a panel. Such external examiners should be appointed for courses of higher semesters. The Dean of faculty will recommend examiners to draw question papers and evaluate them.

4.3.13 In the case of other modes of assessment, such as a seminar, or comprehensive viva- voce, Jury the assessment shall be made by a group of evaluators appointed by the Head of the department. Evaluation components should include technical content, presentation skills, organization of presentation prepared, understanding, reporting skills, ability to answer questions etc. Grades will be submitted in this



case by the Head of the department or a faculty member nominated by the head of the department.

4.3.14 In case of absence from an examination, the student shall be required to intimate the reasons for absence to the Class Teacher on or before the day of SEE through a proper channel. Prior intimation, preferably, in the form of an application. In the case of a student is representing the institute at the national/state level competition, prior permission must be taken from HOD/Dean of faculty/Principal of the institute.

4.3.15 In the case of student's absence in SEE examination, due to medical reasons, the institute can recommend to the university to permit students for reexamination if the Principal/dean is convinced of the severity of the sickness.

4.3.16 The student who is permitted to remain absent due to reasons like representing the institution/university then he may be allowed to appear for RE-EXAM and the student shall be awarded the same grade as gained by him/her in the Re-examination. Without lowering any grades. His/her SGPA shall be re-calculated based on the grade received in the Re-examination.

4.3.17 The hall tickets for TEE examinations shall be made available to each student, provided the student's examination form is approved and accepted. Hall tickets will specify students' detail, course names, database for examinations. It shall be mandatory for a student to present an identity card and also the Hall ticket for Term-end Examinations.

4.3.18 For the evaluation of project work and seminar, separate evaluation guidelines can be specified by the institute in curriculum of respective program.

4.4 Criteria for granting terms.

4.4.1 Students shall be assigned specified term work; he/she has to complete during the semester.

4.4.2 Students must clear at least **50% courses** evaluation components for CCE to get their term accepted. **e.g.**

Sr. No.	Number of Courses	50% (No. of Subjects Cleared)	Remarks
1.	5	2	
2.	6	3	
3.	7	3	
4.	8	4	
5.	9	4	



- 4.4.3 Students have to attend all classes and attain the required criteria of minimum **attendance criteria of 75% as per BCI/ UGC** and as specified by the University. Other criteria for partial exemption/ relaxation from attendance like medical leave/ any other reasons specified by the University shall constitute a maximum of 10% of the total attendance of the term.
- 4.4.4 If the institute does not grant the term then the student shall repeat as a detained student, the entire semester again, next year when it will be offered by the institute.
- 4.4.5 For non-granted term students, all continuous evaluations will become null and void.

4.5 Examination Passing Criteria

Passing criteria for each component of evaluation will be **40%** for the Master of Laws program.

Continuous Comprehensive Evaluation and Semester-end Examination Passing Criteria.

Sr. No.	Heads	Passing Criteria	Remarks
1.	Continuous Comprehensive Evaluation (CCE)	40% (i.e. 20/50)	
2.	Semester End Examination (SEE)	40% (i.e. 20/50)	

Table No. 11 CCE and TEE Passing Criteria

4.6 Academic Progression Rules

Students enrolled in the LL.M. program must meet the following academic progression criteria in order to advance from the First Year to the Second Year of the program:

i. A student shall be eligible to register for the Second Year (Semester III) only if they have acquired a minimum of 50% of the total assigned credits from the First Year (Semester I and II).

ii. The student shall be required to register for all courses prescribed in the Second Year, regardless of any pending backlogs from the First Year.

Any backlog courses from the First Year shall be completed as per the schedule of re-examinations notified by the University.

Failure to meet the minimum credit threshold of 50% in the First Year shall result in withholding of progression to the Second Year until the required credits are earned.



4.7 Credit Transfer: is a process by which credits are recognized by the concerned awarding body and mutual acceptance of credits between two entities. The credit would be given for every kind of learning which are of each qualification and these credits can be accumulated in the Academic Bank of Credits (ABC). ABC shall enable an individual to digitally keep a record of all the learning acquired and accumulated in terms of credits points throughout life in a common account irrespective of types of learning i.e. academic, vocational training or experiential.

4.8 Grading System and evaluation and Computation of CGPA and SGPA

- i. The university shall follow the award of letter grades and the corresponding grade points to the students based on their performance at the end of every semester, as given in following Table 12.

Grade	GradePoints	Description of performance
O	10	Exceptional
A+	9	Outstanding
A	8	Excellent
B+	7	Very Good
B	6	Good
C	5	Fair
P	4	Pass
F	-	Fail
Ab	-	Absent
LA	-	less attendance/term work not completed hencedetained

Table no. 12 Letter Grades and Grade Points

These are prevailing standards and details are attached as in ANNEXURE 1.



- ii. An 'O' grade stands for exceptional achievement. The 'P' grade stands for Pass performance, i.e., it is the minimum passing grade in any course. The minimum % of marks for the award of the 'C' grade is 50%.
- iii. The student must secure at least 50% marks in all the passing heads say CCE and SEE, as defined in program regulations, otherwise, he/she will be awarded the F grade.

Letter Grade	Grade Point	Marks (in %)
O	10	91-100
A+	9	81-90
A	8	71-80
B+	7	61-70
B	6	56-60
C	5	51-55
P	4	50
F	0	< 50
Ab	0	Absent

Table No. 13 Conversion of marks secured to GRADE. (Must be as per UGC Guidelines)

- iv. Marks obtained in passing heads like CCE and SEE are converted into grades as per the Table 13.
- v. Final course grade point and grade earned by students in the course, as per example, is calculated as shown in Table 12 and Table 13. Course grade is calculated as weighted grade point of course as $SEE*50/100 + CCE*50/100$, here SEE carries 50 marks, CCE carries 50 marks, Denominator is 150, $(SEE*50/100 + CCE*50/100)$ sum of both components. Such resulted number is up rounded to decide course grade. Course components as specified in curriculum of program will decide course grade and formula to be used.
- vi. The performance of a student is evaluated in terms of two indices, viz. the Semester Grade Point Average (SGPA) which is the s Point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters, at any point of time.
- vii. A Semester Grade Point Average (SGPA) shall be computed for all the students in a Department for each semester, as follows:



$$SGPA = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots + C_nG_n}{C_1+C_2+C_3+\dots+C_n}$$

Where, n is the number of courses registered during the semester, C_i is the number of credits allotted to a particular course and G_i is the grade points corresponding to the grade awarded to the student for the course.

viii. A Cumulative Grade Point Average (CGPA) shall be computed for all the students in a Department at the end of each semester by taking into consideration their performance in the present and the past semesters as follows:

$$CGPA = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots + C_MG_M}{C_1+C_2+C_3+\dots+C_M}$$

Where M is the number of courses registered up to that semester, C_i is the number of credits allotted to a particular course and G_i is the grade points corresponding to the grade awarded to the student for the course.

- ix. CGPA calculated based on semesters for which degree is awarded and will be considered and accordingly to decide classes to be awarded, it will be identified as CGPA Degree (CGPAD).
- x. Whenever, a student appears in backlog course in any semester, the lower of the two grades obtained by him/her in the course shall be ignored in the computation of CGPA from that semester onwards and the students shall be given the benefit of a higher grade.
- xi. Both the SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such for ease of presentation. Whenever the CGPAs are to be used for the purpose of determining the merit ranking in a group of students, only the rounded off values shall be made use of.
- xii. The transitional grade NA shall be awarded in two cases:
 - I. If a student has satisfactory attendance in the classes, has satisfactory performance in all components of the Continuous In-semester evaluations as per assessment criteria.
 - II. Not having sufficient progress to submit the project work, as per guidelines for project evaluation.
- xiii. When a student gains the grade 'NA' (and also for WD) for any course during a semester, the SGPA for that semester and the CGPA at the end of that semester shall be tentatively calculated considering FF graded course(s). The SGPA and CGPA for



that semester shall be finally recalculated after conversion of grade 'NA' to the appropriate grade as obtained after passing the respective course(s).

- xiv. The answer scripts of SEE shall not be shown normally to the students. It can be shown only in case of dispute or with special permission from the head of the institute after paying requisite fee for the same. University will frame rules in this regard time to time.

4.9 Withholding of Grades: The grades of a student in a semester shall be withheld and not declared if the student fails to pay the dues to the Institute or has disciplinary action pending against him/her.

4.10 Gracing Norms for PG Program

Following gracing criteria shall be applied for all programs at university

4.10.1 Part: A

- Where a candidate fails in any Continuous assessments (CA), University Semester End Examination, regular (SEE), backlog, Remedial and Re- examination his/her failure in that theory head of passing shall be condoned by 5% of maximum marks of corresponding passing heads.

University Maximum External Theory Marks	Maximum Grace Marks to be given for passing in one or more course; Up rounded 5% of maximum marks
60	3
30	1.5 up rounded to 2
50	2.5 up rounded to 3
100	5

Table No. 14 Gracing Norms Part A

4.10.2 Part: B

- Part B shall be applicable when a student appears at the Continuous Assessments /University Term End Examination of UG/PG programs and if he/she is unable to clear all the courses of respective semester even after applying the above Part –A. This shall be applicable with following conditions:
- Even after applying Part A, if student is unable to clear the semester by only one course of the semester (failing in just one course), then only Part-B shall be applicable in that one course.



- The Part-B will be applied only if, after applying this, the student will be able to fully pass the semester (except non-credit courses) while appearing in either regular exam.
- Under Part-B, the failure in any one course of the University Theory Examination head of passing shall be as condoned as follows:

CGPA	Maximum Grace Marks to be given for passing of Course
9 or above	Up rounded 16% of maximum marks of head
8 or above & below 9	Up rounded 15% of maximum marks of head
7 or above & below 8	Up rounded 13% of maximum marks of head
6 or above & below 7	Up rounded 11% of maximum marks of head
5 or above & below 6	Up rounded 10% of maximum marks of head
4 or above & below 5	Up rounded 8% of maximum marks of head

Table No. 20 Gracing Norms Part B

- While applying Part - B, it shall be applicable alone and not with Part-A. It means that if the student is given the benefit of gracing through Part-B, then subsequently the gracing criteria mentioned in Part-A shall not be applied.
- The maximum grace marks as per the above table will be considered as per the CGPA secured by the candidate in the previous year's result declared for previous season examination (Summer/Winter) conducted by the University. In case of the first semester the students' result of the current semester (SGPA) (prior to gracing through Part B but after gracing of Part A) shall be considered in place of CGPA for applying the gracing criteria for part B. **(Same criteria shall be applied (if required) for the student who is admitted to our university through lateral entry or those transferred from other institutions, and their gracing may be done according to their result of the previous exams even if their result is from previous university from where they have been transferred to SU.)**

4.10.3 Only gracing criteria Part (A) is applicable for the backlog examination. However, both the gracing criteria Part (A) and (B) can be applied (in that semester) for students allowed to appear for Interim Backlog and Re-examination due to special permission taken, provided the student has written exams for all regular courses of that semester for just one time. The process for gracing and the criteria are specified separately.



4.11 Rechecking and reassessment

- 4.11.1 The reassess/recheck appeal shall be made after declaration of final result of term end examinations within specified time limit, along with payment of prescribed fees for reassessment/rechecking. Recheck or reassess provision is applicable only for SEE and not allowed for CCE.
- 4.11.2 Rechecking shall be verification process for whether all questions are assessed or not and whether the total is computed correctly or not.
- 4.11.3 Reassessment shall be checking of answer sheets again and marks computed a renewed. In this process of reassessment, revision of marks is done only if variation found 10% of maximum marks or more, and no change in case less than 10% variation found. The change shall be applied and all the records, including the Semester Grade Report, shall be corrected soon thereafter. More details regarding rechecking and reassessment are provided in ANNEXURE 3.

4.12 Interim Backlog Exam, Re- exam and Backlog Exam

The regulations regarding the Interim backlog exam are as follows (Sarvajanik University Notification no. SU/20250113/0641 dated 13/01/2025)

- 4.12.1 Eligibility: All students whether fail or absent in the Regular Examination of that particular session will be eligible for the Interim Backlog Examination.
- 4.12.2 Interim Backlog Examination are allowed to only those students who were found eligible, whose term was granted and who were eligible for appearing in the examination and who have filled up their examination form with prescribed fees for the examination.
- 4.12.3 All the students whose term is not granted earlier or who decided to take a drop or have not filled up their examination form with prescribed fees shall not be eligible for Interim Backlog Examination.
- 4.12.4 Interim Backlog Examination shall be only available to students for the subject(s) in which they either failed or remained absent in the immediate past regular examination, specially the immediate past regular summer exam or immediate past regular winter exam.
- 4.12.5 The examination fees, standard of conducting the exams as well as evaluation norms of the Interim Backlog Examination will be the same as Backlog Examination.



- 4.12.6 At the end of every semester, the students can appear for the backlog examinations of all the failed theory courses (SEE) of earlier semesters. The students have to apply for the backlog examination and shall be pay the fees as prescribed by the university.
- 4.12.7 Re Examination is only for the students who have not attend the term end examination (For any odd or even semester) due to reasons permitted by the university like representation of University by the student at various level (Sports, Cultural, and Co-Curricular activity etc.), such permissions for absence should be pre-approved by the university on recommendations by the respective heads/deans. Students with Medical Severity and/or injury that may have occurred in the institution/university campus where university may be responsible for the occurrence of mishap shall also be granted permission for Re-exam by the university after proper ascertaining the reasons for such mishaps/sickness. Such incidents may be recommended for re-exam by the heads/dean. Students allowed or specially permitted by Deans/Principal; then, shall be given permission to apply for any number of courses (courses for which they have not appeared due to genuine reasons) in Re-Examination. For such re-exams, students do not have to pay any additional fess.
- 4.12.8 In the case of a failed MOOC/SWAYAM/ONLINE course, where the examination is taken by the MOOC/SWAYAM/ONLINE platform, the Re-exam/Backlog shall be conducted at the Institute (As per Sarvajanic University Notification No. 20250110/0635 dated 10/01/2025). However, the similar-looking grading yardstick of course originally conducted in MOOC/SWAYAM/ONLINE platform shall be considered for the grade award.
- 4.12.9 The standard of conducting the Re-examination/Interim Backlog examination shall be the same as the normal SEE of the main semester.
- 4.12.10 The grade range used for the course shall be the same as that of the SEE of the main semester. After the conduction and evaluation of the Interim Backlog Examination, the university shall award the appropriate grade to the student for the concerned course. The Interim Backlog exam ensures that the students have one more oppportunity to clear the course.
- 4.12.11 Re-exam approval on valid reasons should be entertained just once in the entire course duration/Semester, unless it is permitted by the Dean/ Principal under special circumstances.



4.12.12 Whenever the structure/ Curriculum of the respective program changes and/or in case of non-availability of the failed course(s) for re-registration, the equivalent course(s) in the new structure/ Curriculum shall be decided/Proposed by the respective board of studies and faculty and shall be approved by Academic Council.

4.13 Guidelines against Unfair means/ Malpractice

4.13.1 Student shall be entitled to have following punishments if he/she is found practicing unfair means or malpractice during conduction of examinations. Students are advised not to indulge in such act.

Sr. No.	Unfair Means adopted by the Examinee	Type of Punishment	Student Penalty (Rs.)
1.	A student fails to comply with instructions issued by the Block supervisor or any other competent authority.	Cancellation of the examination of that particular course of the current winter/summer examination and the student shall be awarded grade F in that component of the course.	500
2.	A student is found writing text, figures, etc. on the current question paper.		
3.	A student deliberately reveals his/her identity or intentionally makes some irrelevant symbols, sketches, etc. in the answer book.		
4.	A student attempts to communicate with another student or outsider or pass on or receive any information despite receiving a warning from the block supervisor or any competent authority.		

5.	Any exam relevant literature found near or just beneath the seat or any other are like toiler, lobby, etc. or tries to contact any unauthorised person during the exam timings.		
6.	A student is found to possess any of the prohibited electronic gadgets like smart watch, mobile phone, notepads, microphone, micro scanner, micro speaker, memory based programmable calculator, etc. but have not copied from it.		
7.	A student is found to indulge in writing in the answer book any matter relevant to the course before commencement of examination.		
8.	A student is found to have indecent behaviour at the examination centre or in the examination hall.		
9	A student is found to have copied from the exam relevant material, scribble on chits, compass box, calculator, pad, cloth, handkerchief, dress or any part of the body or stored in electronic- gadgets including mobile-phone.	Cancellation of the examination of that particular course of the current winter/summer examination and the student shall be awarded Grade F in all the component of the course and the student shall not be allowed to appear for the interim backlog examinations.	1000
10.	A student attempts to bribe the examiner by mentioning address, contact detail, Mobile No. etc. or to contact the examiner directly or through any representative for his/her favour .	Financial Punishment : - University will also penalize financially to the institution depending upon the nature of malpractice and no. of students found guilty of mass copy or other malpractice.	
11.	The behaviour of a student on being caught is unsatisfactory/non cooperative against the block supervisor or any person on examination duty	(a) Rs. 1000 per student if caught for the first time. (b) Rs. 5000 per student if institute indulged second time.	

	or consistently refuses to obey the instructions.	(c) Rs. 10000 per student if institute indulged more than two times.	
12.	Note: If the examination committee is satisfied from the report of the examiner that the candidate has copied from one another or from any other sources or involving in mass copying during the examination.		
13.	A student attempts to discard or destroy any examination-related prohibited material upon being caught, or aids another in committing such an act.	Cancellation of the result of all the courses of the current winter/summer examination and the student shall be awarded grade FF in all the component of all the course and the student shall not be allowed to appear for the interim backlog examinations.	2000
14.	A student is found to throw away his/her answer book, supplementary, question paper, practical job or part thereof.		
15.	A student is found to have torn the answer book, question paper, any other exam related material or part there of his/her own or other examinee student.*		
16.	If an examiner reports that in the examinee's answer book is written with more than one type of hand writing		
17.	A student is found leaving the examination hall without submitting the answer book to the block supervisor.*		
18.	If a student attempts to destroy evidence, such as by chewing or otherwise disposing of a prohibited chit found in their possession during the examination		

19.	A student takes allotted or additional answer script outside the examination hall or replace the allotted answer script with another answer script during examination*		
20.	A student impersonates any other student in connection with the examination or during the examination	Cancellation of the result of all the courses of the current winter/summer examination and the student shall be awarded grade FF in all the component of all the course and the student shall not be allowed to appear for next winter/summer all examinations (regular and backlog).	2000
21.	A student is found to obstructs/threatens or orally assault the block supervisor or any or any other competent authority.*		
22.	A student tries to bring duly written answer book or supplementary from outside.		
23.	A student is found to physically assault the block supervisor or any or any other competent authority.*	Cancellation of result of all the course of the current semester examination of all the components and debarred to appear from next five summer/winter all examinations conducted by the authority.	2000
24.	A student is found to possess Gun, Revolver, Knife or any other prohibited weapon in or around exam hall.*		
25.	If, during the examination or thereafter, an examinee is found to have engaged in any unfair means not specified in points 1 to 5 above, which may have an impact on the conduct of the examination or the result of the examinee and/or any other examinee.	The examination / UFM committee shall decide the penalty depending upon the nature and complexity of involvement of the concerned student.	2000
26.	* FIR can be lodged in	As recommended by UFM Committee.	



- For combinations and/or repetitions of these UFM's can lead the cancellation of the admission of the Examinee.

Evidence to be collected and sent to SU: SU UFM Docket, CCTV footage in CD, chits.

Table no. 21 Punishment Details for Unfair Means

4.13.2 Students who are awarded F grade due to UFM cases in SEE will not be eligible for remedial examination.

4.13.3 All other type of offences, misconduct, and unfair means not mentioned above, will be presented to Disciplinary Committee for Examination. Controller of examination in accordance to the norms of Sarvajanik University shall decide process of formation of Disciplinary Committee for Examination, taking evidence etc. Disciplinary committee should comprise of exam coordinator, TWO senior faculty members, and a representative of SU exam section.

1. Code of Conduct and Ethics for Students

5.1 Object

All students must know that it is mandatory for them to abide by this Code of Conduct and Ethics and the rights, responsibilities including the restrictions flowing from it. This code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system that promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.

5.2 Conduct and Ethics

- This Code shall apply to all kinds of conduct of students that occur on the Institute premises including in university sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's interests or reputation.
- At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that he/she shall be regular and must complete his/her studies in the Institute.
- Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.



- All students must deter from indulging in any forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:
- Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- Any act of disrespect or insubordination or physical or mental mistreatment towards any staff members of the institute under any circumstances intentionally damaging or destroying Institute infrastructure or physical property or property of other students and/or faculty members.
- Any disruptive activity in a classroom or an event sponsored by the Institute.
- Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards.
- Participating in activities including Organizing meetings and processions without permission from the Institute
- Accepting membership of religious or terrorist groups banned by the Institute/Government of India.
- Unauthorized possession, carrying or use of any weapon, or potential weapons, fireworks, contrary to law or policy.
- Unauthorized possession or use of harmful chemicals and banned drugs.
- Possessing, consuming, distributing, selling of alcohol or any such addictive substances in the Institute and/or throwing empty bottles on the campus of the Institute 6.2.5.6. Parking a vehicle in a no-parking zone or area earmarked for parking another type of vehicles.
- Rash driving on the campus may cause any inconvenience to others.
- Theft or unauthorized access to others resources.
- Misbehavior at the time of student body elections or during any activity of the Institute.
- Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
- Students are not expected/ permitted:
- To interact, on behalf of the Institute, with media representatives or invite media persons onto the campus without the permission of the Institute authorities.



- To either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.
- To provide audio and video clippings of any activity on the campus to media without prior permission.
- Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- Damage to, or destruction of, any infrastructure or property of the Institute, or any property of others on the Institute premises.
- Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- Indulging in any form of Harassment which is defined as conduct that is severe and objectively, conduct that is motivated based on a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

5.3 Breach of code of conduct

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of the misconduct.

- WARNING-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action. **RESTRICTIONS** -Reprimanding and restricting access to various facilities on the campus or classes for a specified period of time.



- ii. **COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
- iii. **MONETARY PENALTY**- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
- iv. **SUSPENSION**- A student may be suspended for a specified period of time which will entail a prohibition on participating in student-related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.
- v. **EXPULSION** - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student-related activities or campus residences etc.
- vi. **INELIGIBILITY TO REAPPLY** for admission to the Institute for a period of three years, and
- vii. **WITHHOLDING THE GRADE CARD** or degree certificate for the courses studied or work carried out.

5.4 Appeal

- If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the principal. The principal may decide on one of the following:
- Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, or refer the case back to the committee for reconsideration.
- In any case, the principal's decision is final and binding in all the cases where there is possible misconduct by a student.

5.5 Academic Integrity

- Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately



acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

5.6 Anti-Ragging

- The Institute has a coherent and effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.
- The Anti-Ragging Committee, as constituted and headed by the principal shall examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident. The Anti-Ragging Committee of the Institute shall take appropriate decisions, including the imposition of punishment, depending on the facts and circumstances of each incident of ragging and the nature and gravity of the incident of ragging.
- A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti- Ragging Committee:
 - i. Suspension from attending classes and academic privileges.
 - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - iii. Debarring from appearing in any test/ examination or other evaluation processes.
 - iv. Withholding results.
 - v. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meetings to present his/her research work.
 - vi. Suspension/ expulsion from the hostels and mess.
 - vii. Cancellation of admission.
 - viii. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
 - ix. In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment. 6.6.3.10. If need be, in view of the intensity of the act or ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.



5.7 Sexual Harassment

- The Institute's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall be applied. Students should note that "sexual harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:
 - i. Physical contact and advances
 - ii. A demand or request for sexual favors
 - iii. Making sexually colored remarks; or
 - iv. Showing pornography
 - v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
- Where such conduct amounts to misconduct, appropriate disciplinary action should be initiated by the Anti-Sexual harassment committee in accordance with those rules.
- Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the institute shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

5.8 Student Grievance Redressal

- Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

5.9 Mobile phone policy

- This policy aims to ensure effective teaching and learning environment in the institute. Phones can disrupt effective teaching and learning. Institute expects that phones shall be switched off and kept in bags during the classes to avoid disrupting teaching and learning.



- Students must not indulge in any active or passive usage of the phones during the classes in the college. This means that phones must not be used for: making calls, checking the time, Texting or used as a calculator.
- Mobile phones/headphones etc. must not be visible at all during the classes. Equipment must be switched off and stored in the students' bag.
- Headphones must not be worn during or between lessons, for reasons of safety and courtesy. Where appropriate, an individual member of staff may give permission for the use of a device for a specific educational purpose.
- Students must not use phones or MP3 players to broadcast music or transfer inappropriate material. No device should be used in the school to photograph or video students or staff without the authority of the principal. 6.9.5. If there is an emergency that requires communication with home, students must speak to a member of staff who will deal with the matter.
- In an emergency, parents/guardians should call the institute office and a message will be taken immediately to the student.
- In case, if students fail to adhere to the above-mentioned rules, their mobile phones will be confiscated immediately for thirty days by any staff member who detected the violation. If the student needs to their device earlier than thirty days, they shall pay a fine as the per the rules mentioned below:
- The student who needs the device on the same day as of confiscation, they shall pay a ₹500 fine in the college administration office along with an apology letter.
- The student who needs the device after 7 days of confiscation, they shall pay a ₹300 fine in the college administration office along with an apology letter.
- If a student persists to breach the rules as laid out in this policy, then the parents/guardians and the student will be requested to attend a meeting with the principal to discuss the issue.



ANNEXURE 1

Range of percentage for awarding the Grades for each component and Overall Course Grades

A. The range of percentage for awarding the grade is mentioned in the last column.

Letter Grade	Grade Point	Marks (in %)
0	10	91-100
A+	9	81-90
A	8	71-80
B+	7	61-70
B	6	56-60
C	5	51-55
P	4	50
F	0	< 50
Ab	0	Absent

B. Course grade point will be derived from the weighted average of grades scored in each passing heads of that course and by up-rounding the weighted average number.

Weighted Grade Point range for the course	Up-rounded grade point	Letter grade for the course
>9	10	0
>8	9	A+
>7	8	A
>6	7	B+
>5	6	B
>4	5	C
<4	0	P



ANNEXURE 2

Guidelines for Rechecking/ Reassessment

- i. For reassessment, students must apply within 3 working days after the declaration of the results or within the timeline given by the university.
- ii. If a student who has applied for reassessment is declared as "Pass" in the main assessment, the following criteria shall be applied:
 - a. During the first reassessment, if the difference is less than 10% of the maximum marks for the course (e.g., if the total marks are 60, then less than 6 marks of difference), no second reassessment will be conducted, and no change of marks will be made.
 - b. However, if the difference is equal to or greater than 10%, a second reassessment will be conducted, and the final result will be the average of the best two marks obtained in the Regular Exam, Reassessment, and Second Reassessment of the course.
- iii. If a student who has applied for reassessment and was declared as "Fail" in the main assessment, the following criteria shall be applied:
 - a. During the first reassessment, if the student passes or becomes eligible to pass based on the given criteria, or if the difference is equal to or greater than 10%, a second reassessment will be conducted.
 - b. The final result will be the average of the best two marks obtained in the Regular Exam, Reassessment, and Second Reassessment of the course.
- iv. During the first reassessment, if the student is found to fail and the difference is less than 10% of the maximum marks of the course that the student can score, no second reassessment will be conducted. However, if during the first reassessment, the student is found to fail and the difference is equal to or greater than 10% of the maximum marks of the course, a second reassessment will be conducted. The result will be the average of the best two marks obtained in the Regular Exam, Reassessment, and Second Reassessment of the course.
- v. However, the result shall not be revised if it is adverse in reassessment.
- vi. Reassessment is permitted only in University Theory Exams and is not allowed for Internal, Viva, Practical, project evaluation, TEP, CCE components, Term Work, different phases of PG Dissertation exams, etc.



- vii. Reassessment for a maximum of 3 courses for a given semester is allowed, irrespective of the number of failures of the student in that particular semester.
- viii. Rechecking is allowed for as many courses as the student wishes.
- ix. The result of the student revised on account of reassessment shall not entitle the student to a medal/prize if it has already been awarded.
- x. Re-Assessment and Rechecking are permitted in all semesters.
- xi. A student can apply for rechecking & reassessment of his/her own answer books only.
- xii. For reassessment and rechecking, no fee shall be refunded irrespective of whether the results are changed or not.
- xiii. The fees for rechecking, reassessment, and re-examination are Rs. 150/-, Rs. 300/-, and Rs. 750/- per course, respectively, and may change from time to time as determined by the university.
- xiv. Students can apply for a maximum of three courses for re-examination in odd semesters, while for all the courses in even semesters, as mentioned earlier in the section on Re-examination, as per separately given guidelines. No rechecking/reassessment will be done for re-examination.

