



JINDAL GLOBAL LAW SCHOOL

B.A. LL.B. (HONS.), B.B.A. LL.B. (HONS.) AND LL.B. PROGRAMMES

**ACADEMIC RULEBOOK:
COURSE CURRICULUM AND DESCRIPTIONS**

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GLOSSARY

Term	Meaning
B.A. LL.B (Hons)	A degree awarded by the O.P. Jindal Global University for the successful completion of a 5 year programme consisting of 12 compulsory courses in liberal arts and humanities subjects, 2 courses in English, 20 compulsory courses in law, 14 elective courses and 4 clinical courses
B.B.A. LL.B (Hons)	A degree awarded by the O.P. Jindal Global University for the successful completion of a 5 year programme consisting of 12 compulsory courses in management, commerce and social sciences subjects, 2 courses in English, 20 compulsory courses in law, 14 elective courses and 4 clinical courses
BCI	Bar Council of India
BCI Rules	Part IV of the Bar Council of India Rules (Rules of Legal Education)
CGPA	Cumulative Grade Point Average
Clinical course	Compulsory courses in law aimed at enhancing the student's understanding of the practical application of law
Compulsory course	Courses compulsorily required to be taught under the BCI Rules
Course	Study of a law or a non-law related subject, the successful completion of which results in the award of credits
Course Instructor	A member of the JGLS faculty responsible for the structure, design, delivery, assessment and evaluation of a course
Credit	A unit giving weightage to the time requirements of a course undertaken at JGLS. The number of class hours in a course determine the credit value of that course
Elective course	Courses offered from time to time by the JGLS which a student may choose to opt for.
Elective Meeting	Meeting between the course instructor for an elective course and the students interested in taking up such course
Elective Notification	Notification of the elective courses being offered in a particular semester
Elective Notification Date	Date on which the elective notification is issued



Term	Meaning
Improvement Examination	A second examination to improve upon the score of the end-semester examination conducted in the previous semester
JGLS	The Jindal Global Law School
Programme	A sequence of courses leading to an award of a B.A. LL.B (Hons), B.B.A. LL.B (Hons) or an LL.B degree
Repeat Examination	A second examination for students who score less than fifty (50) marks out of the total of hundred (100) marks in any course
Student	A person enrolled in a full time programme at JGLS leading to the award of a degree
LL.B	A degree awarded by the O.P. Jindal University for the successful completion of a 3 year programme consisting of 20 compulsory courses in law, 6 elective courses and 4 clinical courses
T.A.	Teaching Assistant



1. GENERAL RULES OF ACADEMIC CONDUCT

1.1 Programmes

The Jindal Global Law School (JGLS) offers a number of undergraduate and graduate programmes leading to the following degrees:

- 3-year Bachelor of Laws (LL.B);
- 5-year Integrated Bachelor of Arts, Bachelor of Laws (B.A. LL.B. (Hons)); and
- 5-year Integrated Bachelor of Business Administration, Bachelor of Laws (B.B.A. LL.B (Hons))

These programmes are designed in compliance with the latest Bar Council of India rules and the University Grants Commission prescriptions and aims at fostering a culture of scholarship and academic excellence amongst the students.

1.2 Bar Council of India Rules and Recommendations

Part IV of the Bar Council of India Rules (adopted by the BCI under Sections 7(1)(h) and (i), 24(1)(c)(iii) and (iia), 49(1)(af)(ag) and (d) of the Advocates Act, 1961) (hereinafter referred to as the “BCI Rules”) relate to the standards of legal education and recognition of degrees in law for the purposes of enrolment as advocates, and inspection of universities for recognizing its degrees in law.

These BCI Rules, inter alia, provide for the academic standards and courses to be studied in a programme leading to the award of a B.A. LL.B (Hons), B.B.A. LL.B (Hons) or an LL.B degree including standards as follows:

- Medium of instruction
- Number of courses to be studied
- Number and subject matter of courses to be studied compulsorily

JGLS ensures that the curriculum taught for each of the degrees is in strict compliance with the BCI Rules so that the standards of academic excellence at JGLS meets or exceeds the standards required by the BCI.



The Curriculum Development Committee constituted by the BCI issued a report in 2012, containing various recommendations in order to facilitate universities and institutes to formulate the course design of various courses in law, social sciences, english language, science, management and commerce for B.A. LL.B (Hons), B.B.A. LL.B (Hons) and LL.B degrees (the “**BCI Recommendations**”).

Keeping in mind the BCI Recommendations, the JGLS ensures

- That the course design is up-dated for every semester;
- The dynamic nature of study-materials;
- The development of appropriate methodology of teaching-learning based on the object and objectives (variables) of the study; and
- That the standard achieved by the students are evaluated without undue emphasis on learning by rote instead highlighting legal reasoning, the application of legal principles and detailing fact analyses with precision

While the BCI Recommendations highlight the independence of the law faculty in designing and administering programmes of study, JGLS has designed its programmes and course curriculum so as to be as close as possible to the BCI Recommendations.

1.3 Medium of Instruction

The medium of instruction for all courses offered by the JGLS shall be English. From time to time, the O.P. Jindal Global University may offer courses for the study of other languages (not being English) under its Global Languages Center or its Taiwanese Language Centre in which case the medium of instruction shall be English along with the language being taught.

1.4 Courses to be studied

The BCI Rules and BCI Recommendations set out the number of courses to be studied compulsorily and the number of courses to be studied overall for the award of a degree. These courses are different for the three year LL.B degree and for the five-year B.A. LL.B (Hons) and B.B.A. LL.B (Hons) degrees. Please refer to Chapters 2, 3 and 4 for details of the courses to be studied under each programme



1.5 Class timings and hours:

Lectures are normally scheduled between the hours of 8.00 am to 9:00 pm on all weekdays save holidays as set out in the Academic Calendar published by the Controller of Examinations at the commencement of each Academic Year. Each compulsory course of 4 credits will be taught through 4 class hours and 1 hour of tutorials per week. Each elective course of 4 credits will be taught through 4 class hours. Elective courses having lesser number of credits will be taught through lesser number of class hours.

1.6 Attendance

Students are expected to attend all classes. A student who fails to attend a class is expected to inform the Course Instructor, orally or in writing, the reason for his or her absence.

The BCI Rules on Legal Education (Part-4, Chapter-2, Rule-12) provide that

*“12. End Semester Test. No student of any of the degree program shall be allowed to take the end semester test in a subject if the student concerned has not attended minimum of 70% of the classes held in the subject concerned as also the moot court room exercises, tutorials and practical training conducted in the subject taken together: **Provided that if a student for any exceptional reasons fail to attend 70% of the classes held in any subject, the Dean of the University or the Principal of the Centre of Legal Education, as the case may be, may allow the student to take the test if the student concerned attended at least 65% of the classes held in the subject concerned and attended 70% of classes in all the subjects taken together. The similar power shall rest with the Vice Chancellor or Director of a National Law University, or his authorized representative in the absence of the Dean of Law: Provided further that a list of such students allowed to take the test with reasons recorded be forwarded to the Bar Council of India.**”*

In order to be eligible to appear for end semester exams in any course (compulsory or elective), every student is expected to fulfill a minimum of seventy percent of the classes held during the semester in the course.



In the event that the student is short of 70% attendance but has greater than 65% attendance, the student may be allowed to take the examination if the average attendance of the student in all courses that semester is greater than 70%.

Therefore, in order to appear for end semester examinations, students must have:

- (a) More than 65% attendance in each of their courses taken individually; AND
- (b) More than 70% average attendance in all of their courses in a semester

While the BCI rules do not provide for medical leave, there may be instances where a student encounters extraordinary circumstances that do not allow the student to attend classes. Extraordinary circumstances are such situations where the student is going to miss a significant number of classes, which will make meeting the 70% attendance requirement impossible, or very nearly impossible, AND where the student is missing the classes due to a pressing medical reason (supported with full documentation) or other extenuating circumstances. Students must note that in order to make a *prima facie* showing that the attendance requirement is nearly impossible to meet, the student must show that they missed at least three weeks' worth of classes.

For the courses in which instructors have allocated marks for attendance, marks would be awarded for a minimum attendance of 75 %. No marks would be awarded for attendance below 75%. The allocation will be as follows:

- 75 – 79 percent – 1 mark
- 80 – 84 percent – 2 marks
- 85 – 89 percent – 3 marks
- 90 – 94 percent – 4 marks
- 95 – 100 percent - 5 marks

1.7 Transfer policy

At the end of their first semester, students may be allowed to change their sections, upon an application to the Office of Academic Affairs. Any application for transfer of sections must be made no later than one month from the commencement of the student's second semester. Applications for transfer of sections received later than one month will not be entertained.



Transfer of sections shall be allowed on a case to case basis depending upon availability and at the discretion of the Office of Academic Affairs. In the event of a student seeking transfer of programmes from the BA LLB (Hons) and the BBA LLB (Hons) or vice versa, the student would be required to furnish an undertaking to comply with all subject and credit requirements for the programme to which the student seeks transfer.

The Bar Council of India Rules do not permit the transfer of students from one law school or college to another. For students pursuing the 5 year Integrated BALLB or BBALLB courses, the Bar Council of India Rules do not permit the awarding of a BA or BBA degree only.

1.8 Class decorum and Disciplinary Action:

Students are expected to be punctual and attentive during class. They are expected to read materials prescribed by the Course Instructors and accordingly be prepared for the class. Students are also prohibited from using laptop computers or mobile devices during class, unless allowed by the concerned Course Instructor.

Annexure I sets out the JGLS Academic Disciplinary Policy and a list of items that constitute breach of academic discipline.

1.9 Student Exchange opportunities:

Students may be allowed to study law courses under the international exchange scheme once they have completed a certain number of law courses depending upon the programme of study. Students in combined degrees who do not intend to study law courses while on exchange (i.e., an exclusively non-law exchange) may, with the express approvals of the Office of International Collaborations, JGLS, and the Office of Academic Affairs, JGLS be permitted to undertake an exchange earlier on in their studies, subject to the requirements of the other college or program.

Credits shall be awarded for the successful completion of courses under the international exchange scheme.

Applicants must have achieved at least a credit average in their law courses in order to study law on exchange. The length of a law-only exchange cannot normally exceed one semester.



1.10 Research Centre activities:

Students availing studentships are required to mandatorily participate in successful organization of events on campus. Ordinarily, students are expected to attach themselves with specific Research Centres in the Law School and undertake research endeavours for the duration of at least one academic year.

1.11 Graduate Attributes and Intended Learning Outcomes at JGLS

While at JGLS, students are exposed to a variety of courses, depending upon the programme of study. While a substantive knowledge of the law is paramount, the focus at JGLS is on learning the skills required to contribute to society as a model citizen. Apart from these courses, students are also given the opportunity to engage with research centres, participate in summer schools and exchange semesters abroad, co-curricular and extra-curricular activities. These opportunities allow for JGLS students to graduate with more than just a law degree. We expect our graduates of the three year LLB programme year and the five year integrated B.A. LL.B. (Hons) and B.B.A LL.B (Hons) programmes to have the following attributes:

- A coherent understanding of fundamental areas of legal knowledge including the Indian legal system, social justice, cultural and international contexts and the principles and values of ethical practice;
- Skills required to practice law – including drafting of legal documents both for court purposes and otherwise, argumentative, arbitration, mediation, conciliation and negotiation techniques, cognitive and practical skills necessary to identify, research, evaluate and synthesise relevant factual, legal and policy issues. etc;
- A global outlook which gives the students an ability to engage in critical scholarship that contributes to public debates both in India and abroad and to inject new ideas into cutting edge issues of law and policy ranging from women’s rights to international trade;
- A sound understanding of global debates in the fields of general and legal ethics;
- Critical and creative inquiry;
- International and intercultural engagement;
- Effective and appropriate communication skills including highly effective use of the English language, an ability to inform, analyse, report and persuade using an appropriate medium and message and an ability to respond appropriately.



In addition to the above, JGLS students graduating with a B.A. LL.B. (Hons) degree are expected to have the following attributes

- A keen understanding of social, political and economic issues and how they shape the development of legal principles
- Appreciation of the historical basis in the development of law
- The ability to place legal developments in the context of social, political and economic issues

In addition to the above, JGLS students graduating with a B.B.A. LL.B. (Hons) degree are expected to have the following attributes

- A keen understanding of economic issues and how they shape the development of legal principles
- Appreciation of interlinkages between management and legal principles
- The ability to place legal principles in the context of customary industrial and trade practices

1.12 Academic Calendar

The Academic Calendar at JGLS generally commences at the beginning of August and ends in the last week of May.

First (Fall) Semester	
First Teaching Period begins	First week of August
First Teaching Period ends	Last week of November
Winter break (incl Winter Internship)	Mid- December to the last day of January
Second (Spring) Semester	
Second Teaching Period begins	First week of February
Second Teaching Period ends	Last week of May
Summer break (incl Summer Internship)	Mid- June to the last week of July



2. THE LL.B DEGREE

2.1 Objective

Jindal Global Law School (JGLS) offers the 3-year Bachelor of Laws (LL.B) Program since its year of inception in 2009. The Program is designed in keeping with the latest Bar Council of India rules and the University Grants Commission prescriptions and aims at fostering a culture of scholarship and academic excellence amongst the students.

This chapter aims to provide students pursuing the LL.B program at JGLS with guidance related to Academic policies at the University.

2.2 Course duration:

The Bachelor of Laws is intended to be completed in three years full-time, or on a part time basis; in either case the degree must normally be completed within ten years from the start of study (including any periods of leave or suspension).

Each year of study is divided into two semesters which have fifteen weeks of study each. Two additional weeks are set aside for revisions and examination.

2.3 Credits required

In order to be awarded a Bachelor of Laws degree, students must be awarded no less than 120 credits in total, distributed as follows:

- Atleast 20 compulsory courses (named below), worth 80 credits in aggregate;
- 6 elective courses, worth 24 credits in aggregate;
- 4 Compulsory Clinical Courses, worth 16 credits in aggregate.

Students may be awarded credits for undertaking co-curricular activities which allow them to develop legal reasoning skills and enhance their understanding of the law. Please refer to Chapter 6 on the awarding of credits.



2.4 Curriculum design

The LL.B Programme consists of the following courses taught over the course of 3 years:

Year	Semester	Course	Details
1	1	Code of Civil Procedure & Law of Limitation	Compulsory course; 4 credits
		Torts	Compulsory course; 4 credits
		Contract—I	Compulsory course on Indian Contract Act, 1872; 4 credits
		Family Law I	Compulsory course; 4 credits
		Interpretation of Statutes	Compulsory course required under the JGLS LL.B Program; 4 credits
		Legal Writing	Compulsory course required under the JGLS LL.B Program; 4 credits
	2	Law of Crimes – I	Compulsory course on Code of Criminal Procedure and Criminal Minor Acts; 4 credits
		Law of Crimes – II	Compulsory course on Indian Penal Code; 4 credits
		Law of Evidence	Compulsory course; 4 credits
		Family Law-II	Compulsory course; 4 credits
		Contract-II	Compulsory course on special contracts under Sale of Goods Act, Indian Contract Act, Indian Partnership Act, Negotiable Instruments Act; 4 credits



Year	Semester	Course	Details
2	3	Constitutional Law -I	Compulsory course; 4 credits
		Company Law	Compulsory course; 4 credits
		Administrative Law	Compulsory course; 4 credits
		Property Law	Compulsory course; 4 credits
		Pleadings, Drafting and Conveyancing	Compulsory clinical course; 4 credits
		Professional Ethics & Professional Accounting System	Compulsory clinical course; 4 credits
	4	Constitutional Law-II	Compulsory course; 4 credits
		Labour Law	Compulsory course; 4 credits
		Jurisprudence	Compulsory course; 4 credits
		Public International Law	Compulsory course; 4 credits
		Taxation	Compulsory course; 4 credits
3	5	Environmental Law	Compulsory course; 4 credits
		Moot Court and Trial Preparation	Compulsory clinical course administered as a workshop and evaluated through journal entry defence; 4 credits
		Arbitration	Compulsory clinical course administered by the Centre for Alternative Dispute Resolution, JGLS; 4 credits
		Intellectual Property Law	Compulsory course required under the JGLS LL.B Program; 4 credits



Year	Semester	Course	Details
		Research Paper-I	Students are evaluated on the basis of a research paper drafted as part of an elective course which may be any one of the following: <ul style="list-style-type: none">• International Criminal Law• Comparative Constitutional Law• Private International Law• International Trade Law
	6	Law and Gender	Compulsory course required under the JGLS LL.B Program; 4 credits
		Elective – I and II	Students are required to choose and undertake study of atleast 2 courses from the following: <ul style="list-style-type: none">• Corporate stream: Investment Law, Financial Market Regulation, Bankruptcy & Insolvency, M&A, Project Finance, Law & Corporate Finance, IT Law.• Law & Society stream: Human Rights Law & Practice, Media & Law, Health Law, Citizenship & Immigration Law, Poverty Law.
		Research Paper - II	Students are evaluated on the basis of a research paper drafted under supervision of any faculty member on any area of law.

Please note that there are certain courses which are not compulsorily required under the BCI Rules but are compulsorily required by the JGLS.



3. THE B.A. LL.B. (HONS) DEGREE

3.1 Objective

Jindal Global Law School (JGLS) offers the 5 year integrated Bachelor of Arts, Bachelor of Laws (B.A. LL.B (Hons)) Program since its year of inception in 2009. The Program is designed in keeping with the latest Bar Council of India rules and the University Grants Commission prescriptions and aims at fostering a culture of scholarship and academic excellence amongst the students.

This chapter aims to provide students pursuing the B.A. LL.B (Hons) program at JGLS with guidance related to Academic policies at the University.

3.2 Course duration:

The Bachelor of Laws is intended to be completed in five years full-time, or on a part time basis; in either case the degree must normally be completed within ten years from the start of study (including any periods of leave or suspension). Each year of study is divided into two semesters which have eighteen weeks of study each including revision of syllabus and examinations.

3.3 Credits required

The B.A. LL.B (Hons) Curriculum at JGLS consists of compulsory and elective courses of maximum one semester's strength. The compulsory courses are designed to ensure that every student gains a sufficient grounding in the fundamental branches of the law, as well as satisfying applicable requirements for admission to practice; the elective courses provide an opportunity to develop particular interests and to deepen understanding.

Each full semester course is worth 4 credits (with the exception of electives worth 4 to 1 credits), with 40 credits per year being the minimum full-time load adopted by the University. The normal full-time load in each semester is therefore 20 credits. Students may choose to take on a higher load subject to the prior consent of the Office of Academic Affairs. In no event shall the load for any semester be in excess of 28 credits.



In order to be awarded a B.A. LL.B (Hons) degree, students must be awarded no less than 208 credits in total, distributed as follows:

- Two courses in English, worth 8 credits in aggregate
- Atleast 12 compulsory courses in the arts and humanities subjects, worth 48 credits in aggregate;
- Atleast 20 compulsory courses in law, worth 80 credits in aggregate;
- Atleast 14 elective courses (including 8 courses undertaken in pursuance of an honours degree), worth 56 credits in aggregate;
- 4 Compulsory Clinical Courses, worth 16 credits in aggregate.

Students may be awarded credits for undertaking co-curricular activities which allow them to develop legal reasoning skills and enhance their understanding of the law. Credits earned on account of permissible co-curricular activity will count towards the total 208 credits required to be awarded a B.A. LL.B (Hons.) degree. Please refer to Chapter 6 on the awarding of credits.

3.4 Curriculum design

The B.A. LL.B (Hons) Programme consists of the following courses taught over the course of 5 years:

Year	Semester	Course	Details
1	1	Legal Method	Compulsory law course under the JGLS curriculum; 4 Credits
		English-I	Compulsory course; 4 Credits
		Sociology-I	Compulsory B.A. course; 4 Credits
		Law of Torts and Consumer Protection	Compulsory law course; 4 Credits
		Political Science-I	Compulsory B.A. course; 4 Credits
	2	Contracts-I	Compulsory law course on the Indian Contract Act; 4 Credits



Year	Semester	Course	Details
		Political Science-II	Compulsory B.A. course; 4 Credits
		English-II	Compulsory course; 4 Credits
		History-I	Compulsory B.A. course; 4 Credits
		Economics-I	Compulsory B.A. course; 4 Credits
		Sociology-II	Compulsory B.A. course; 4 Credits
2	3	Contracts-II	Compulsory law course on contracts under Sale of Goods Act, Indian Contract Act, Indian Partnership Act, Negotiable Instruments Act; 4 Credits
		History-II	Compulsory B.A. course; 4 Credits
		Economics-II	Compulsory B.A. course; 4 Credits
		Family Law-I	Compulsory law course; 4 Credits
		Indian Penal Code	Compulsory law course; 4 Credits
	4	Property Law	Compulsory law course; 4 Credits
		Constitutional Law – I	Compulsory law course; 4 Credits
		Jurisprudence	Compulsory law course; 4 Credits
		Criminal Procedure Code	Compulsory law course; 4 Credits
		Family Law-II	Compulsory law course; 4 Credits
3	5	Public International Law	Compulsory law course; 4 Credits
		Constitutional Law-II	Compulsory law course; 4 Credits



Year	Semester	Course	Details
		Administrative Law	Compulsory law course; 4 Credits
		Evidence	Compulsory law course; 4 Credits
		Civil Procedure Code	Compulsory law course; 4 Credits
	6	Trial Advocacy	Compulsory clinical course; 4 Credits
		Labour Law-I	Compulsory law course; 4 Credits
		Corporate Law	Compulsory law course; 4 Credits
		IPR	Compulsory law course under the JGLS curriculum; 4 Credits
		Environmental Law	Compulsory law course; 4 Credits
		Alternative Dispute Resolution	Compulsory clinical course; 4 Credits
4	7	Taxation	Compulsory law course; 4 Credits
		Drafting, Pleading and Conveyancing	Compulsory clinical course; 4 Credits
		Labour Law-II	Compulsory law course; 4 Credits
		Interpretation of Statutes	Compulsory law course under the JGLS curriculum; 4 Credits
		Elective	
	8	Human Rights	Compulsory law course under the JGLS curriculum; 4 Credits
		Elective	
		Elective	



Year	Semester	Course	Details
		Elective	
		Elective	
5	9	International Trade Law	Compulsory law course under the JGLS curriculum; 4 Credits
		Elective	
		Elective	
		Elective	
		Elective	
	10	Professional Ethics	Compulsory clinical course; 4 Credits
		Elective	
		Elective	
		Elective	
		Elective	

Note: One clinical course on trial advocacy worth 4 credits will be administered on a non- taught basis.

Please note that certain courses are not compulsorily required under the BCI Rules but are compulsorily required by the JGLS.



4. THE B.B.A. LL.B (HONS) DEGREE

4.1 Objective

Jindal Global Law School (JGLS) offers the 5 year integrated Bachelor of Business Administration, Bachelor of Laws (B.B.A. LL.B (Hons)) Program since 2013. The Program is designed in keeping with the latest Bar Council of India rules and the University Grants Commission prescriptions and aims at fostering a culture of scholarship and academic excellence amongst the students.

This chapter aims to provide students pursuing the B.B.A. LL.B (Hons) program at JGLS with guidance related to Academic policies at the University.

4.2 Course duration:

The Bachelor of Laws is intended to be completed in five years full-time, or on a part time basis; in either case the degree must normally be completed within ten years from the start of study (including any periods of leave or suspension). Each year of study is divided into two semesters which have eighteen weeks of study each including revision of syllabus and examinations.

4.3 Credits required

The B.B.A. LL.B (Hons) Curriculum at JGLS consists of compulsory and elective courses of maximum one semester's strength. The compulsory courses are designed to ensure that every student gains a sufficient grounding in the fundamental branches of the law, as well as satisfying applicable requirements for admission to practice; the elective courses provide an opportunity to develop particular interests and to deepen understanding.

Each full semester course is worth 4 credits (with the exception of elective courses worth 4 to 1 credits), with 40 credits per year being the minimum full-time load adopted by the University. The normal full-time load in each semester is therefore 20 credits. Students may choose to take on a higher load subject to the prior consent of the Office of Academic Affairs. In no event shall the load for any semester be in excess of 28 credits.

In order to be awarded a B.B.A. LL.B (Hons) degree, students must be awarded no less than 208 credits in total, distributed as follows:



- Two courses in English, worth 8 credits in aggregate
- At least 12 compulsory courses in management, commerce and social sciences subjects, worth 48 credits in aggregate;
- At least 20 compulsory courses in law, worth 80 credits in aggregate;
- At least 14 elective courses (including 8 courses undertaken in pursuance of an honours degree), worth 56 credits in aggregate;
- 4 Compulsory Clinical Courses, worth 16 credits in aggregate.

Students may be awarded credits for undertaking co-curricular activities which allow them to develop legal reasoning skills and enhance their understanding of the law. Credits earned on account of permissible co-curricular activity will count towards the total 208 credits required to be awarded a B.B.A. LL.B (Hons.) degree. Please refer to Chapter 6 on the awarding of credits.

4.4 Curriculum design

Being a course centered on business administration, the BCI recommends that the non-law courses may be selected from a variety of streams, including social sciences, management and commerce. This allows for a more contextual study of a specific law stream. For example, a commerce course in international trade, along with a law course on indirect taxation, would serve as a good foundation for a course on international trade law in a subsequent semester

The B.B.A. LL.B (Hons) Programme consists of the following courses taught over the course of 5 years:

Year	Semester	Course	Details
1	1	English – I	Compulsory course; 4 Credits
		Principles and Practice of Management	Compulsory non-law course in management; 4 Credits
		Economics – I	Compulsory non-law course in social sciences (macroeconomics); 4 Credits



Year	Semester	Course	Details
		Torts	Compulsory law course; 4 Credits
		Legal Method	Compulsory law course; 4 Credits
		Law of Contracts – I	Compulsory law course on the Indian Contract Act; 4 Credits
	2	English – II	Compulsory course; 4 Credits
		Foundations of Social Science	Compulsory non-law course in social sciences; 4 Credits
		Psychology	Compulsory non-law course in social sciences; 4 Credits
		Law of Crimes – I	Compulsory law course on the Indian Penal Code; 4 Credits
		Law of Contracts – II	Compulsory law course on contracts under Sale of Goods Act, Indian Contract Act, Indian Partnership Act, Negotiable Instruments Act; 4 Credits
2	3	Economics – II	Compulsory non-law course in social sciences (microeconomics); 4 Credits
		Property Law	Compulsory law course; 4 Credits
		Family Law – I	Compulsory law course; 4 Credits
		Public International Law	Compulsory law course; 4 Credits
		Law of Crimes – II	Compulsory law course on Code of Criminal Procedure and Criminal Minor Acts; 4 Credits
	4	Environmental Law	Compulsory law course; 4 Credits



Year	Semester	Course	Details
		Family Law – II	Compulsory law course; 4 Credits
		Constitutional Law – I	Compulsory law course; 4 Credits
		Law of Evidence	Compulsory law course; 4 Credits
		Business Economics	Compulsory non-law course in commerce; 4 Credits
3	5	Jurisprudence	Compulsory law course; 4 Credits
		Constitutional Law – II	Compulsory law course; 4 Credits
		Civil Procedure	Compulsory law course; 4 Credits
		Company Law – I	Compulsory law course on basic company law; under the JGLS B.B.A. LL.B (Hons) program, the study of Company Law has been expanded from one course to two courses; each course is worth 4 Credits
		Analysis of Final Accounts	Compulsory non-law course in commerce; 4 Credits
	6	Administrative Law	Compulsory law course; 4 Credits
		Drafting, Pleading and Conveyancing	Compulsory clinical course; 4 Credits
		Company Law – II	Compulsory law course on advanced company law; under the JGLS B.B.A. LL.B (Hons) program, the study of Company Law has been expanded from one course to two courses; each course is worth 4 Credits



Year	Semester	Course	Details
		Human Resource Management	Compulsory non law course in management; 4 Credits
		Taxation – I	Compulsory law course on direct taxes. Under the JGLS B.B.A. LL.B (Hons) program, the study of taxation has been expanded from one course to two courses, viz direct taxes and indirect taxes; each course is worth 4 Credits
4	7	Alternative Dispute Resolution	Compulsory clinical course; 4 Credits
		Business Ethics	Compulsory non- law course in management; 4 Credits
		Taxation – II	Compulsory law course on indirect taxes; under the JGLS B.B.A. LL.B (Hons) program, the study of taxation has been expanded from one course to two courses, viz direct taxes and indirect taxes; each course is worth 4 Credits
		International Trade	Compulsory non-law course in commerce; 4 Credits
		Elective course	
	8	Social & Cultural Environment for Business	Compulsory non-law course in management; 4 Credits
		Labour Law – I	Compulsory law course; 4 Credits
		Banking and Insurance	Compulsory non-law course in commerce; 4 Credits



Year	Semester	Course	Details
		International Trade Law	Compulsory law course under the JGLS curriculum; 4 Credits
		Elective course	
5	9	Labour Law – II	Compulsory law course; 4 Credits
		Banking Law	Compulsory law course under the JGLS curriculum; 4 Credits
		Elective course	
		Elective course	
		Elective course	
	10	Professional Ethics	Compulsory clinical course; 4 Credits
		Corporate Governance	Compulsory law course under the JGLS curriculum; 4 Credits
		Elective course	
		Elective course	
		Elective course	

Note: One clinical course on trial advocacy worth 4 credits will be administered on a non- taught basis.

Please note that there are certain courses which are not compulsorily required under the BCI Rules but are compulsorily required by the JGLS.



5. EXAMINATIONS AND PROMOTIONS POLICY

5.1 Scheme of Evaluation

JGLS follows an internal examination policy where the Course Instructor who teaches the course to a section of students would also evaluate those students during the semester.

For Compulsory courses, fifty (50) marks would be dedicated for internal evaluation by the Course Instructor, the students would be evaluated for the remaining fifty (50) marks through an end-semester examination. The question papers for the end-semester examination of students in a given class would be common and jointly prepared by the Course Instructors teaching that particular course to various sections in that class.

For Elective courses, up to seventy (70) marks may be dedicated for internal evaluation. Elective courses shall have an end semester exam of at least thirty (30) marks. However, the mode and format of the end semester examination for Elective courses shall be left to the discretion of the faculty.

Faculty members may use a variety of internal assessments in Compulsory and Elective Courses including, but not limited to:

- Mid-term exams;
- Class tests
- Research papers
- Response papers
- Essays
- Viva-voce
- Class participation
- Presentations
- Attendance

For Clinical courses (Compulsory and Elective), which must have a practical component, there is no requirement for an end semester examination. Students may be assessed entirely through class exercises, research papers, moot courts and other methods designed to build practical skills. For



Clinical Elective courses, faculty must submit a report a 1000 word report on student performance, assessment etc. This must result in a publication, policy report or a white paper.

In the event a student is unable to appear for an end semester examination due to medical or other extenuating reasons, the student must inform the JGU Examinations Office and the Office of Academic Affairs accordingly, within five working days from the date of the examination. Such information must be accompanied by medical or other evidence supporting the claim of extenuating circumstances. If the claim is found to be valid, the student shall receive an 'incomplete' grade, rather than a 'fail', for the examination. The 'incomplete' grade signifies extenuating circumstances which prevented a student from completing the coursework. The student shall have an opportunity to complete the course through a Repeat Examination; however, an R1 notation will not appear on the student's transcript.

5.2 Award of Grades and Grade Value (CGPA)

Cumulative Grade Point Average (CGPA) is arrived at by dividing the sum of the products of Grade Values and the Course Credits in each course by the total number of credits in all the courses, as per following values:

Grade Sheet I (applicable to JGLS students commencing in the AY 2013 and later)

Percentage of Marks	Grade	Grade Value	Grade Description
80 and above	O	8	Outstanding – Exceptional knowledge of the subject matter, thorough understanding of issues; ability to synthesize ideas, rules and principles and extraordinary critical and analytical ability
75 – 79	A+	7.5	Excellent - Sound knowledge of the subject matter, thorough understanding of issues; ability to synthesize ideas, rules and principles and critical and analytical ability
70 – 74	A	7	Very Good - Sound knowledge of the subject matter, excellent organizational capacity, ability to synthesize ideas, rules and principles, critically analyse existing materials and originality in thinking and presentation



Percentage of Marks	Grade	Grade Value	Grade Description
65 – 69	A-	6	Good - Good understanding of the subject matter, ability to identify issues and provide balanced solutions to problems and good critical and analytical skills
60 – 64	B+	5	Fair – Average understanding of the subject matter, limited ability to identify issues and provide solutions to problems and reasonable critical and analytical skills
55 – 59	B	4	Acceptable - Adequate knowledge of the subject matter to go to the next level of study and reasonable critical and analytical skills.
50 – 54	B-	3	Marginal - Limited knowledge of the subject matter and irrelevant use of materials and, poor critical and analytical skills
Below 50	F	0	Fail - Poor comprehension of the subject matter; poor critical and analytical skills and marginal use of the relevant materials. Will require repeating the course

Grade Sheet II (applicable to JGLS students commencing between AY 2009 and 2012)

Percentage of Marks	Grade	Grade Value	Grade Description
70 and above	O	7	Outstanding – Sound knowledge of the subject matter, thorough understanding of issues; ability to synthesize ideas, rules and principles and critical and analytical ability
65 – 69	A+	6.5	Excellent - Sound knowledge of the subject matter, excellent organizational capacity, ability to synthesize ideas, rules and principles, critically analyse existing materials and originality in thinking and presentation
60 – 64	A	6	Good - Good understanding of the subject matter, ability to identify issues and provide balanced solutions to problems and good critical and analytical skills
55 – 59	B+	5.5	Fair – Average understanding of the subject matter, limited ability to identify issues and provide solutions to problems and reasonable critical and analytical skills



Percentage of Marks	Grade	Grade Value	Grade Description
50 – 54	B	5	Marginal - Adequate knowledge of the subject matter to go to the next level of study and reasonable critical and analytical skills.
Below 50	F	0	Fail - Poor comprehension of the subject matter; poor critical and analytical skills and marginal use of the relevant materials. Will require repeating the course

5.3 Repeat Examination - General

Students who score less than fifty (50) marks out of the total of hundred (100) marks at the end of the semester (i.e., after adding the internal evaluation marks and the marks scored in the end-semester examination), or score less than 30% (15 marks) in their end-semester examination, in any Compulsory course, shall be declared ‘fail’ in that paper. A ‘fail’ shall also be declared for students who have not appeared in the end-semester examination due to reasons related to health etc. with or without the permission of the Office of Academic Affairs or have been debarred for failure to meet the attendance requirements of the course (see Clause 1.6).

Students will be given one and two opportunities (for Elective and Compulsory courses respectively) to clear such courses (“**Repeat Examinations**”).

A student who scores fifty (50) marks or more after having appeared in a Repeat Examination, i.e. passes their Repeat Examination, shall have an ® appear at the top of the marks statement for that course. However, ® shall not be indicated in case of those candidates who have been permitted by the Office of Academic Affairs to not appear in the end-semester examination in order to participate in co-curricular activities such as moot courts, conferences, seminars and exchange programs or on account of extenuating medical or other circumstances (see Clause 5.1).

All Repeat Examinations shall be marked out of one hundred (100) marks. Students must obtain at least fifty (50) marks to clear the paper in a Repeat Examination.

Appearing in Repeat Examinations is compulsory and not subject to the discretion of students. In order to appear in a Repeat Examination, the student must submit the appropriate form available



with the Examinations Office and pay the requisite fee prior to the examination. However, in the event that a student wishes to not take the Repeat Examination for an elective course, they may choose not to submit any form or fees. In this instance, the student will have foregone their opportunity to pass that elective course, and will have to make up their credits elsewhere. A student who decides to forego the opportunity of a Repeat Examination in an elective subject will still have that elective subject appear on their transcript, until the date of the Repeat Examination passes.

The fees for Repeat Examination will not be refunded if a student does not appear at Repeat Examination after depositing the fee and submitting the form.

Repeat Examinations for Compulsory Courses

The first Repeat Examination will be offered in the same semester of the academic year following the year in which the course was failed. In the event students do not clear the first Repeat Examination, a second Repeat Examination will be offered in the same semester of the academic year following the year in which the first Repeat Examination was failed.

Illustration 1

A student fails to clear a Compulsory course in Semester A of his second year. He will be offered an opportunity to clear the same course in Semester A of his third year. If he fails to clear the course again, he will be offered the same opportunity in Semester A of his fourth year. The student must clear the Compulsory course in Semester A of the fourth year or will not be promoted (*see Illustration 2 below*)

Repeat Examination for Elective courses

Students will be given one opportunity to clear such Elective courses. The Repeat Examination will be offered in the same semester of the academic year following the year in which the course was failed.



Failure to clear a Repeat Examination for an Elective course will result in no credits being awarded for the course. Any student who fails to clear an Elective course even after the Repeat Examination shall be required to take that elective course again or another elective course of equal credits if the original elective course is not offered again.

5.4 Promotion

Promotion will be withheld for any one or more of the following reasons:

1. Failure to clear a second Repeat Examination for a Compulsory course; or
2. Failing in five or more papers in an academic year

Illustration 2

1. A student fails in five or more papers in the two semesters that constitute the third year. He will not be promoted to the fourth year.
2. A student fails to clear a Compulsory course in Semester A of her second year. She will be offered an opportunity to clear the same course in Semester A of her third year. If she fails to clear the course again, she will be offered the same opportunity in Semester A of her fourth year. If she fails to clear the course in the second opportunity, she will not be promoted.

Students whose promotion is withheld are given the option of returning to the university to “audit” classes, keeping in mind the spirit of the promotion policy. Auditing classes is not punitive in nature, but promotes academic rehabilitation. Therefore, students are provided with two options upon their promotion being withheld.

1. They may choose to not stay on campus for a year, and simply return for re-sits, in which case they will be required to pay only the usual re-sit fee, and any amount based on hostel and dining usage during the pendency of re-sit examinations.
2. They may choose to come back on campus and “audit” the courses that they failed, and no others. In this event they shall be required to pay the hostel and dining fees, and 25% of the regular tuition costs.

A student whose promotion has been withheld, and who chooses to return on campus, is given the opportunity to sit and participate in classes, for those courses for which they have re-sits that



semester, if those courses are being taught that semester. The student is not subject to any attendance requirements or any internal assessment process, because a student who has a re-sit is being graded out of 100 marks for the re-sit, and is allowed to sit for the re-sit regardless of whether or not they were debarred when their main examination was conducted.

All faculty who have auditing students in their classes, are required to submit assessment sheets every 3 weeks to provide some qualitative feedback on the student's participation and progress in class. These sheets are then forwarded to parents to keep them apprised of their ward's progress.

The students who are auditing are also encouraged to meet the relevant dean to have a faculty mentor assigned, who can monitor their progress and work towards their academic rehabilitation in a more holistic manner. Moreover, the students are encouraged to meet at regular intervals with the relevant dean regarding promotions to report on their progress, and discuss any issues they may be facing with the auditing program. Through these meetings, the hope is to involve the student in an interactive process to help them develop the tools to take charge of their academics as well as their campus life.

5.5 Improvement Examination

The students are permitted to appear in an examination to improve upon the score of the end-semester examination of Compulsory papers only conducted in the previous year by paying an additional fee (an "**Improvement Examination**"). This facility is not available for Elective courses. Improvement examination fee will not be refunded if a student does not appear at improvement examination after depositing the fee and submitting the form.

The score secured by the student in the improvement examination shall be considered in determining the final grade of the student, irrespective of whether it is more or less than the previous grade received. The final grade secured shall appear with an ('Im') notation in the grade sheet of the student to indicate that the grade was secured by the student after having appeared in an Improvement Examination. Students may appear for only one Improvement Examination.

A student who scores less than fifty marks cumulatively in a course after having appeared in an Improvement Examination for that course shall be considered 'fail' in that course and would be



required to appear in the end-semester examination for that course in the next academic year. A maximum of one Improvement Examination would be permitted per student per course.

- 5.6.** Students are expected to adhere to the highest standards of honesty and integrity during the examinations process. The University policy related to use of unfair means in examinations is attached as Appendix C.



6. SELECTION OF ELECTIVES

In each semester, the JGLS Academic Review Board shall determine the teaching allocation for the succeeding semester. This teaching allocation shall include a list of electives, along with name(s) of faculty teaching such electives, the nature of the elective (law/ non-law) and the number of credits to be awarded for successful completion of the elective course.

Elective courses shall be arranged into groups such that each group of electives has a unique schedule during the teaching hours. Efforts shall be made to include a variety of elective courses into each group such that students interested in a particular area of law may take up electives dealing with similar areas of law at different timings in different groups. To illustrate, if there are three electives based on constitutional law, these three electives must be placed in three different groups with different schedules.

Electives will be offered to the 3rd, 4th and 5th year students of the BALLB (Hons) and BBALLB (Hons) programmes and the 2nd and 3rd year students of the LLB programme in each semester, based on the prerequisites required for each elective. For examples, a course on advanced constitutional law cannot be offered to students who have not completed their courses in constitutional law. On occasion, electives may be offered to 2nd year BALLB (Hons) and BBALLB (Hons) students as well.

The list of electives to be offered in the succeeding semester will be circulated to students, along with the following details:

1. Name of the faculty member
2. Type of elective (law/ non-law)
3. Number of credits
4. Teaching schedule
5. Course description

Students shall have the opportunity to seek clarifications from faculty members teaching such electives with regard to the design, scope, importance and assessment of the elective. Prior to the commencement of the succeeding semester, students shall bid for these electives on a first come first serve basis by way of an online bidding portal facilitated by the university. In the event of electives being offered to more than one batch, provisions may be made for the equitable distribution of elective seats to such batches.



Students shall have two opportunities to change, add or drop their elective courses (subject to the minimum and maximum credit requirements per semester and subject to availability of seats) upon the commencement of the semester. These opportunities to change, add or drop their elective courses shall take place in the first two weeks of the semester. Under no circumstances would students be allowed to change or add or drop electives beyond this two week period.



7. AWARD OF CREDITS

Credits are awarded to students for any of the following activities:

- The successful completion of Compulsory Courses
- The successful completion of Elective Courses
- Assisting a Research Centre at the JGLS
- Serving as an editor of a University Law Journal
- Excellence in Moot Court Competitions
- Teaching Assistantships
- Independent Research
- Participation in Exchange Programs

7.1 Award of Credits for Compulsory Courses

The curriculum for the LL.B, B.A.LL.B(Hons) or a B.B.A.LL.B. (Hons) programmes at JGLS includes compulsory courses of maximum one semester's strength. Each compulsory course lasting a full semester shall usually involve no less than 5 hours of class or tutorial instruction per week. Certain compulsory courses which enable students to build lawyering skills, such as legal writing, may be offered for less than 5 hours of class or tutorial instruction per week.

Upon the successful completion of a course, evidenced by the Student attaining the requisite marks in internal assessments as well as the end-semester exam, the Student shall be awarded 4 credits.

7.2 Award of Credits in Elective Courses

The curriculum for the LL.B, B.A.LL.B(Hons) or a B.B.A.LL.B. (Hons) programmes at JGLS also includes elective papers, the length of instruction of which may vary from paper to paper.

Credits shall be awarded for successful completion of elective papers depending upon the time period of instruction (including class hours and tutorials) required for that paper, as follows:

No of hours per Semester	No. of Credits awarded
90 hours and above	4 Credits



68 - 90 hours	3 Credits
45 – 67 hours	2 Credits
23 – 45 hours	1 Credit

Except for students in their final year of study (3rd Year LL.B, 5th Year B.A. LL.B (Hons) and 5th Year B.B.A. LL.B (Hons.)), in any semester where elective papers are offered, Students must ensure that they take up papers, the successful completion of which would result in an award of no less than 20 credits

Illustration:

For example, consider a semester in which students are offered 2 compulsory courses and 7 elective courses. Each compulsory course is worth 4 credits and the credits for the elective courses are as follows:

- Elective 1 – 4 Credits
- Elective 2 – 3 Credits
- Elective 3 – 3 Credits
- Elective 4 – 3 Credits
- Elective 5 – 2 Credits
- Elective 6 – 1 Credit
- Elective 7 – 1 Credit

Students would be required to choose elective courses, such that along with the credits for the compulsory courses, the total number of credits for that semester is not less than 20. For example, a student chooses Electives 1, 3, 4, 5 and 7. Therefore, the credit calculation of that student in that semester is as follows:

2 Compulsory courses x 4 credits each	=	8 credits
Elective 1 x 4 credits	=	4 credits
Elective 3 x 3 credits	=	3 credits
Elective 4 x 3 credits	=	3 credits



Elective 5 x 2 credits	=	2 credits
Elective 7 x 1 credit	=	1 credits
Total	=	21 credits

7.3 Award of credits for co-curricular activities

Recognizing that academic excellence outside the confines of the classroom have a large role to play in the creation and grooming of a lawyer and in order to promote and encourage students to participate in research activities related to their course of study, the Jindal Global Law School shall award credits for student participation in a number of university related academic and research activities.

At the end of each semester, the Faculty Co-ordinators of the JGLS Moot Court Society shall intimate to the Office of Academic Affairs, the following details relating to award of credits for excellence in mooting activities:

1. Name of the moot court competition
2. Nature of the moot court competition (regional, national, international or held abroad)
3. Names of Students participating
4. Performance achieved

Members of teams delivering an excellent performance in moot court competitions shall also be awarded credits as follows:

Performance	Credits awarded
Winning a regional level moot court competition	1
Winning a national level moot court competition	2
Runner-Up in a national level moot court competition	1
Winning the Best Memorial Prize in a national level moot court competition	1



Performance	Credits awarded
Note: The credit for this prize shall not be allocated if the JGLS team either wins or secures the runners-up position.	
Winning an international level moot court competition Note: An international level moot court competition means a moot court competition held in India in which international teams participate.	3
Runner-up in an international level moot court competition	2
Placing in the top 4 of an international level moot court competition	1
Winning the Best Memorial Prize in an international level moot court competition Note: The credit for this prize shall not be allocated if the JGLS team either wins or secures the runners-up position.	2
Winning a moot court competition held abroad	5
Runner-up in a moot court competition held abroad	4
Placing in the top 4 of a moot court competition held abroad	3
Placing in the top 8 of a moot court competition held abroad	2
Winning the prize of Best Memorial in a moot court competition held abroad Note: The credit for this prize shall not be allocated if the JGLS team wins, or secures the runner-up position or places in the top 4 or places in the top 8 of a moot court competition held abroad	3

- Note:** (a) International level moot court competition means a moot court competition held in India but which witnesses the participation of international teams.
- (b) For certain moot court competitions held in India or abroad, the Office of the Academic Affairs may, at its sole discretion grant a higher number of credits than



those mentioned in the table if the JGLS team emerges victorious in the finals of the oral rounds.

- (c) Credits mentioned above shall be awarded to each member of the moot court competition team

7.4 Teaching Assistantship:

Certain students who meet the eligibility criteria below may be selected for Teaching Assistantships, the successful completion of which shall result in an award of 4 credits for each semester that a student takes up a Teaching Assistantship. Teaching Assistants (“TAs”) will also be issued a certificate of merit from the Office of the Associate Dean (Academics).

Eligibility Criteria

In order to be considered as a TAC, the student must meet the following criteria:

1. Must be a full-time JGLS student in the final year of study, i.e. 5th year of the five year integrated BA LLB (Hons) or the BBA LLB (Hons) programmes or in the 3rd year of the LLB programme;
2. Must have consistently achieved a high standard of academic excellence and have an overall grade of at least ‘A’;
3. The applicant must have studied and obtained an ‘O’ grade in the subject for which the Teaching Assistantship is being applied for;
4. The applicant must not have any pending repeat examinations at the time of application.

Meeting the eligibility criteria does not guarantee a TA position.

Award of Credits

TACs must work for a minimum of 8 hours per week. The work done by a TA shall be evidenced by a timesheet which shall be submitted to the faculty member at the end of each month.

The purpose of the Teaching Assistantship is not restricted to providing assistance to faculty members, but also to groom students for a career in academia or research.

At the end of the Teaching Assistantship, faculty members shall provide written feedback in the prescribed format to the Office of Academic Affairs, JGLS as to the performance of the TA. Accordingly, credits shall be awarded to the students. The Office of Academic Affairs, JGLS shall inform the Examinations Office for the award of credits.

A TAC will be awarded 4 credits for the Teaching Assistantship. Unsatisfactory performance of the TA or premature termination of the TA shall result in credits not being awarded.



Process For Selection

1. In each semester, the Office of Academic Affairs, JGLS shall request faculty members to indicate whether they require one or more Teaching Assistants in the following semester.
 2. Such faculty requests shall be collated by the JGLS Administrative Office.
 3. A call for applications shall be sent to all eligible batches setting out a list of courses for which TA-ships are available.
 4. Interested students may send in their applications. Students nominated by faculty members (see # 1. above) shall indicate their willingness to act as a TA.
- These applications shall be reviewed by the JGLS Academic Review Board and the successful applicants will be informed and shall be allocated a faculty member accordingly

Associate Professors, Professors, Assistant Deans, Associate Deans, Vice Deans and the Dean shall be entitled to an overall maximum number of two Teaching Assistants (subject to availability of eligible students having applied/nominated as potential Teaching Assistants).

Depending upon the number of Teaching Assistants required and the number of applications, a Teaching Assistantship is not guaranteed upon application. Further, in the event that the TA requirements exceeds the number of TA applications, some faculty members may not get Teaching Assistants.

Responsibilities Of Teaching Assistants

Every faculty member will have the discretion to decide the duties and responsibilities of the Teaching Assistant (“TA”) under his mentorship. Following is a non- exhaustive list of duties:

- Attending and reading for the classes of the TA course is mandatory
- Assisting in course design.
- A TA may conduct tutorials/ study/ review sessions for students
- A TA may hold office hours every week



- Under no circumstances should a TA be involved in conducting and reviewing/grading internal assignments
- A TA may at the discretion of the faculty member be involved in the teaching process - perhaps teach specific limited portions and sections
- A TA may be involved in the general organization of the course but will not be limited solely to clerical work
- Any other duties as the Professor may deem fit

It is mandatory for a TA to attend the lectures of the course for which he/she is a TA. A TA must work for a minimum of 8 hours per week, which shall be evidenced by timesheets to be filled out on a monthly basis failing which the Teaching Assistantship may be terminated with cause.

Responsibilities Of Faculty Members Having Teaching Assistants

In the event that the TA is required to deliver lectures, the faculty member must remain in the class during such lectures. On the basis of these lectures, the faculty member must provide teaching feedback to the TA.

Faculty members shall endeavor to work in a constructive manner with their Teaching Assistants with a view to train them in teaching methodology.

Faculty members are also expected to engage with Teaching Assistants in detailed and in-depth discussions of the subject matter. The purpose of the Teaching Assistantship is not restricted to providing assistance to faculty members, but also to groom students for a career in academia or research.

Duration And Termination Of Teaching Assistantship

Teaching Assistantships commence at the beginning of the break preceding the semester in which the Teaching Assistantship has been awarded and will continue until the end-semester exam for the subject in which the Teaching Assistantship has been awarded. Teaching Assistants may assist the faculty member in the preparation of the course design and materials during the semester break.

It is imperative that Teaching Assistants return to campus at the beginning of the semester in which the Teaching Assistantship has been awarded.



A Teaching Assistantship may be terminated in the following ways:

- Within the first four weeks of the semester for which the Teaching Assistantship is held, the TA may voluntarily resign.
- At any point of time in the semester for which the Teaching Assistantship is held, the faculty member may recommend and the office of the Dean of Academics will sanction termination based on cause (inefficiency, academic dishonesty, improper conduct etc.)

For the purposes of this para 7.4 and para 7.5 below, the term “faculty member” shall mean a faculty member at the JGLS who is a Professor, an Associate Professor or an Assistant Professor.

7.5 Independent Research

Students may carry out an independent research project under the guidance and mentorship of a faculty member at the JGLS. The successful completion of such project shall be awarded 2 to 4 credits based on the following:

- Word length of the research project
 - 2 credits (4000 words excluding bluebook footnoting)
 - 4 credits (8000 words excluding bluebook footnoting)
- Faculty member’s discretion based on the abstract submission
- Hours prescribed by the faculty member in case he may want the student to maintain timesheets

An independent research project does not include working for a Research Centre, which is a separate process for separate credits. No student shall carry out more than one independent research project in a semester.

For the B.A. LL.B (Hons) and B.B.A. LL.B (Hons) courses, students in their 5th year may apply. For the LL.B course, students in their 3rd year may apply.

Students who meet the above eligibility criteria and are desirous of an Independent Research Project shall apply in the following manner:



- Students must prepare a two page proposal for a research project in any area of law in the semester prior to the semester in which the independent research project is to be carried out.
- This proposal must include the following details of the project:
 - An abstract clearly stating the goals and aims of the project, the research question and the impact the project would have
 - A literature review of the materials consulted by the student in pursuance of the project
 - A tentative chapterisation
 - A hypothesis setting out the expected results of the project
- Such proposal is to be submitted to the faculty member under whom the student desires to carry out the research.
- In the event that the faculty member accepts such proposal he/she may recommend to the Office of Academic Affairs that the student be permitted to pursue an Independent Research project in the succeeding semester.

The terms of the project, including number of work hours per week, proposed length of the project, number of credits to be awarded, will be decided by the faculty member after discussions with the student. The faculty member may decide the schedule, timeline and terms of his/ her mentorship. The student must adhere to deadlines, appointments, etc. The student's progress will be tracked by the faculty member. Failure to adhere to the terms may result in the faculty member assessing the research project negatively. The faculty member may according to his discretion, require the student to maintain a time sheet.

Faculty members shall be limited to guiding and mentoring not more than four independent research projects in a semester. In the event of a faculty member receiving more than four applications for independent research in a given semester, the faculty member shall decide the award of research projects based on the applications made by the students. The decision of the faculty member to award a research project shall be final and binding.

The submission of a final draft to the satisfaction of the faculty member will result in the successful completion of the course. The faculty member may assist the student in the publication of a research project if it meets the standards required. Successful completion of the course including- the final submission, submission of drafts, timeliness, sincerity and other parameters as the faculty member may deem fit, will result in the student receiving the credits prescribed for the project as determined in the terms of the project.



In exceptional circumstances of poor research performance, plagiarism, inefficiency, academic dishonesty, improper conduct etc, the faculty member may, at his/her sole discretion recommend that no credits be awarded.

7.6 Credits awarded on exchange programmes

From time to time, students will be offered opportunities to spend a semester outside of India, taking up courses administered by a foreign university. Credits will be awarded for the successful completion of such courses in the following manner.

- (i) For every credit earned at a law school accredited by the American Bar Association, two credits will be awarded at JGLS
- (ii) For every credit earned at a law school covered under the European Credit Transfer and Accumulation System, one credit will be awarded at JGLS
- (iii) For every credit earned at Tel Aviv University, Israel, two credits will be awarded at JGLS
- (iv) Completion of atleast 60 class hours in summer schools at EBS Law Summer, Jindal-Oxford Summer School, Melbourne Summer School and Law Schools Global League shall be awarded 4 credits. Students attending the Columbia University US Business Law Academy will be granted 3 credits. Further credits will be awarded in increments of 1 credit for every 15 hours, subject to a maximum of 6 credits for the summer school. Under no circumstances will a student be awarded more than 6 credits for summer school.

Courses taken up in an exchange programme shall be considered as elective courses under the BCI Rules and shall be reflected in the JGU marksheet as elective courses. The grades attained on an exchange/summer school shall be reflected on the JGU marksheet after having been converted to the GPA scale used by JGU. For the GPA conversion scale, please refer to Annexure II. The grades attained on a semester on exchange shall be marked with an asterisk with a notation that the said semester was spent in exchange. Students shall be free to attach the original gradesheet obtained from the foreign university.

Students are mandatorily required to enrol in adequate number of courses at the host university to ensure that such credits earned shall convert to minimum 20 credits at JGU. However, in the event



that regulations of the foreign university allow for a maximum number of credits, such that the number of credits received (after conversion) as a result of an exchange programme is less than 20, students may elect to make up for such shortfall by opting for additional electives in preceding or succeeding semesters (subject always to the maximum of 28 credits).

Credits will not be awarded for non-JGU recognized courses including courses taken up by students during their summer/ winter break

7.7 Minimum/ maximum credits per semester

Each Student shall take up a minimum of 5 papers leading to a minimum 20 credits awarded in each semester.

The minimum number of credits to be elected for i.e. 20, shall not be applicable to students in their final year of study (3rd Year LL.B, 5th Year B.A. LL.B (Hons) and 5th Year B.B.A. LL.B (Hons.) or in cases of exchange programmes.

Students may elect to take courses/ participate in activities in excess of 20 credits in a semester subject to prior permission of the Office of Academic Affairs, JGLS and subject to a maximum load of 28 credits in a semester.

7.8 Credits required for award of degree

In order to qualify for the award of a degree, students must successfully obtain the following number of credits

Programme	Minimum number of credits required for the award of degree	Credit breakup
LL.B	120	Law – 120
B.A. LL.B. (Hons)	208	Law – 152 BA – 48 English - 8



B.B.A. (Hons)	LL.B	208	Law – 152 BBA – 48 English - 8
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8. POLICY FOR SEMESTER ABROAD PROGRAMME

Eligibility and timeline:

Students are eligible for Exchange as follows:

- B.A. LL.B./B.B.A. LL.B.:
 - Eligible to travel for Exchange in the Fall semesters of the 4th year and 5th year of law school.
 - Exchange selection to be conducted in the Fall semester of 3rd year.
- LL.B.:
 - Eligible to travel for Exchange in the Fall semesters of 3rd year of law school.
 - Exchange selection to be conducted in the Fall semester of 2nd year.
- LL.M.
 - Eligible to travel for Exchange in the 2nd semester of law school.
 - Exchange selection to be conducted in the 1st year of law school.
- Exchange opportunities are available primarily for the Fall semester.
- Spring semester opportunities will be considered ONLY on the basis of availability.
- Each student is ONLY eligible to go abroad for one semester.
- A year-long exchange opportunity can ONLY be considered based on the following grounds:
 - The student performs exceptionally at the host institution.
 - The student is able to demonstrate an integral need for the continuation of the semester abroad programme.
 - The Dean/Academic Dean of the host institution is able to recommend the continuity and request JGLS for an extension.
 - The Dean of JGLS is able to recommend the candidate and this extension.

Selection criteria:

The following selection criteria are employed for the semester abroad selection process:

- Only those applications that meet the minimum CGPA requirement are entertained. The minimum GPA for each batch will be determined on the basis of the batch average every year.
- Applicants are scored out of 100 in the following proportion:
 - 75% of the score allocated to CGPA.
 - 10% of the score allocated to Statement of purpose.



- 10% of the score allocated to the Curriculum vitae.
- 5% score to be allocated to the interview.
- Candidates with an F grade on their transcript or with pending disciplinary action of the nature of suspension will be ineligible for the selection process for that semester.
- Candidates with a history of serious disciplinary action and past conduct will be disqualified.
- Comments of the faculty referee will be considered and relied upon during the selection process.
- The interview panel is to consist of Assistant Deans International Collaboration + two faculty members on a rotating basis. The interview panel will be following a prescribed mandate and not exceed the brief.
- For exchange slots to the Maurer School of Law, Indiana, priority will be given to those candidates who wish to apply for the LL.B. J.D. programme. This is an express requirement of the host university.
- Once selected, the students will be able to select their host institution for a semester abroad through the online portal. Students will be given a slot to bid as per their rank in the selection list.

Withdrawal and Cancellations:

In case of cancellation or withdrawal, students are required to immediately notify the Assistant Deans of International Collaborations.

- Failure to do so will lead to cancellation of subsequent exchange opportunities.
- If withdrawal or cancellation happens post nomination, the vacant seats will then be made available to the waiting list of students. Those already nominated will not be allowed to alter their nomination.

In case of cancellation from the host institution, efforts will be made to secure an alternative opportunity in the Spring semester. This is only subject to availability.

Exchange workshop, exchange report and transcripts:

- All selected students will be required to attend the compulsory pre-departure exchange workshop.
- All students are expected to give a monthly update of their exchange experience.
- All students will be required to submit a report on their exchange experience to the Assistant Deans of International Collaboration post their return. The students will have to complete the feedback form issued by the International Office in a timely manner.
- Failure to submit the exchange report in a timely manner will lead to the following:



- Non-transposition of exchange grades and credits into JGLS grades and credits until the report is duly submitted.
- Non-issuance of hard copy of exchange transcripts.
- Transcripts are to be collected from the International Office/Executive Assistant to the Office of International Collaborations upon their arrival ONLY upon completion of the exchange report.

Examination and assessment:

- Grades and credits to be transposed as per the conversion table designed by the Office of Academic Affairs. (Please refer to Annexure II)
- Failure in exchange courses are subject to the policy of the host institution for the purpose of re-sit or improvement. These grades will not be reflected in JGLS transcripts and the credits will not be converted. The concerned students will need to complete the credit deficit at JGLS.
- All exams and assignments are to be completed by students within the duration of their semester abroad programme. If a student fails to do this on account of exceptional circumstances, then she/he will be permitted to complete the assessment/examination ONLY if permitted by JGLS authorities subject to evaluation of circumstances and the completion of the following:
 - Upon request of the host institution.
 - Upon recommendation of the Dean of JGLS.
 - Question papers, instructions and other relevant details will be provided to JGLS by the host institution.

Information regarding fees:

- For their semester abroad students need to pay the tuition fee to JGU and bear other costs towards the host institution.
- For Dual Degree Programme students need to pay tuition and hostel fee to the host institution.



9. KEY CONTACT POINTS

- For promotion related queries, approach **Prof S.G. Sreejith**, Associate Dean (Academic Affairs), sgsreejith@jgu.edu.in
- For Student exchange opportunities related queries approach **Prof. Kalyani Unkule**, Assistant Dean (International Collaborations), kunkule@jgu.edu.in or **Prof Rohini Sen**, Assistant Dean (International Collaborations), rsen@jgu.edu.in
- For queries on credits, graduation requirements, curriculum, attendance and examination related queries and electives, approach **Prof. Arjya B. Majumdar**, Assistant Dean (Academic Affairs), abmajumdar@jgu.edu.in
- For queries on academic curriculum and academic issues approach the **Student Academic Committee**, sac.jgls@jgu.edu.in.



ANNEXURE I – ACADEMIC CODE OF CONDUCT AND DISCIPLINARY POLICY

In order to maintain academic standards and deter students from indulging in unfair and dishonest academic practices, the JGLS has constituted a Committee on Academic Discipline. This policy sets out the constitution of the committee, its scope of operations and processes to be followed in the event of a violation of the JGLS Academic Code of Conduct.

1. Constitution

The JGLS Committee on Academic Discipline (CAD) for the academic year 2015-2016 has been constituted as follows:

- a. Ajay Pandey (Chair)
- b. Arjya B. Majumdar (Co-chair)
- c. Ashish Bharadwaj
- d. Sushant Chandra
- e. Sachin Dhawan
- f. Saptarshi Mandal
- g. Vibha Hetu
- h. Shiladitya Rakshit
- i. Mani Sekhar Singh
- j. Anamika Srivastava
- k. Gitanjali Surendran

The Executive Officer, JGLS shall be the ex-officio secretary of the CAD.

2. Scope

Subject to the powers vested in the Dean, JGLS, the CAD shall have the following powers and functions:

- a. To investigate and make findings upon any allegation of violation of the JGLS Academic Code of Conduct made against a student by a faculty member, staff of the JGLS or another student
- b. To advise the Dean, JGLS on the policies and procedures relating to student discipline
- c. To lay down and review the JGLS Academic Code of Conduct and make necessary changes in the Code from time to time
- d. To lay down the procedures for dealing with violation of the JGLS Academic Code of Conduct and/or for dealing with violations of any rules and regulations of the JGLS by students and the penalties relating to such violations
- e. To submit its findings to the Dean, JGLS along with its recommendations as to appropriate course of action to be taken.

Where a student is found guilty of violating the JGLS Academic Code of Conduct, the CAD may recommend any of the following penalties or any combination thereof:

- a. Warning
- b. Reprimand
- c. Disallowance of the work concerned by prohibiting assessment or, where the work has been assessed, by annulling the results in the assessed work. The CAD shall either permit the student to



submit, within a specified period, a substitute piece of work for assessment; or deem the disallowance to be a failure on the part of the student in the examination or work

- d. Disallowance of attendance and subsequent editing of the student's attendance records.
- e. Withdrawal of any academic or other University privilege, benefit, right or facility other than the right to follow courses of instruction and present himself for examinations
- f. Suspension from the University for a specified period of time

3. Academic Disciplinary Procedure

- a. Any alleged violation of the JGLS Academic Code of Conduct against a student shall be made in writing, addressed to any of the members of the CAD. This complaint shall include the name of the student, the name of the complainant, the date on which the alleged violation occurred and details of the alleged violation.
- b. The CAD member receiving such complaint shall inform the Chair, CAD who shall initiate inquiries and disciplinary action against the student. The Chair, CAD may take cognizance of the complaint, in consultation with other members of the CAD and if the complaint is found to be of a suitably grave nature, the Chair CAD may call for the student to appear before the CAD.
- c. The CAD shall not take cognizance of any complaints relating to end semester examinations or matters which are under the purview of the JGU Student Disciplinary Committee
- d. Where the Chair, CAD finds that there is no merit in the allegations, the Chair, CAD shall not proceed with any disciplinary action and inform the student and the complainant accordingly in writing.
- e. The student against whom a disciplinary action is initiated shall be entitled to be given a written notice of not less than one week, of the allegations against him or her.
- f. The student shall be given a fair opportunity to be heard and defend himself or herself in respect to the allegations.
- g. The student may admit his or her guilt at any time before the decision on the student's case is made by the CAD. Such admission of guilt must be given in writing and signed by the student. In that case, the right to be heard shall be deemed to have been waived by the student.

4. Hearing before the Committee on Academic Discipline

- a. The procedure of a hearing before the CAD shall comply with the rules of natural justice and shall be practical and proportionate to the nature and gravity of the allegations against the student.
- b. The disciplinary procedure shall be completed without any unreasonable delay.
- c. The complainant shall carry the burden to prove the allegations against the student. Such burden of proof shall be discharged on a balance of probabilities.
- d. During the hearing, the complainant and the student shall have the right to call witnesses or present other evidence in support of their case. Officer also has the right to call witnesses or other evidence to prove the allegation against the student
- e. Where the student decides not to appear or fails to appear before a disciplinary hearing or committee without a reasonable cause, the University Officer may decide the case ex parte on the basis of the evidence available to the University Officer. If in the view of the University Officer it is necessary for adjudication of the matter, the University Officer may require the student to appear before him or her.



- f. Absence from the hearing per se shall not be construed as being any admission or evidence of guilt of the student.
- g. Upon taking on record the complaint made, and the written and/or oral statement of the student made before the CAD, the CAD shall (i) assess whether there has been a violation of the JGLS Academic Code of Conduct and if so, (ii) recommend an appropriate punishment against the student, in consonance with the gravity of the violation.
- h. In the event that the CAD is of the view that there has been a violation of the JGLS Academic Code of Conduct, the Chair CAD shall inform the student of the same along with the punishment.
- i. The Executive Officer, JGLS and Assistant Dean (Academic Affairs) shall ensure that the punishment is complied with
- j. The Assistant Dean (Academic Affairs) shall maintain a written record of the proceedings of all cases.

5. Appeal

- a. A student who is dissatisfied with the result of the disciplinary action may appeal before the Dean, JGLS, against such decision within 10 working days of the decision being intimated to the student. notice of the disciplinary action being taken.
- b. The Dean, JGLS, as the case as may be, acting as the appellate body shall have the power to confirm, vary or set aside the decision of the CAD
- c. The Dean, JGLS shall appoint an ad hoc committee for this purpose, provided that none of the members of the ad hoc committee shall be members of the CAD. The decision of the Vice Chancellor or the ad hoc committee, as the case may be, shall be final, and not subject to any
- d. further appeal or review.
- e. An appeal shall only be entertained if: (i) Fresh evidence is adduced which for good reason had not been available previously; or (ii) There is a material irregularity in the disciplinary proceedings conducted by the CAD
- f. A decision on an appeal, where possible, shall be made within 30 days from the date of receipt of the application to appeal or as soon as possible.

6. JGLS Academic Code of Conduct

The following is a non-exhaustive list of items that constitute breach of academic discipline

Breach	Punishment
Disrespectful behaviour toward faculty members and guest lecturers	Reprimand and written apology to the concerned faculty member or guest lecturer for the 1 st offence. For repeated violations, the CAD may recommend that the student be counselled by the Assistant Dean (Academic Affairs) and where necessary, a psychological counsellor
Use of un-parliamentary or abusive language in class; unruly or disruptive behaviour in class	Reprimand and written apology to the concerned faculty member or guest lecturer for the 1 st offence. For repeated violations, the CAD may recommend that the student be counselled by the Assistant Dean



	(Academic Affairs) and where necessary, a psychological counsellor
Non-attendance during class tests or non-submission of assignments (unless with prior permission of the Assistant Dean, Academic Affairs, JGLS)	Disallowance of the student to seek re-assessment of the class test or assignment
Use of laptop computers, mobiles and other electronic interactive devices during class, unless allowed by the concerned Course Instructor.	Warning for the 1 st offense. For repeated violations, the CAD may recommend suspension of the student for a period upto one month.
Plagiarism and/or use of unfair means in assignments	Warning and disallowance of the work concerned by prohibiting assessment or, where the work has been assessed, by annulling the results in the assessed work. For repeated violations, the CAD may recommend suspension of the student for a period upto one month.
Prolonged absence from class after recording of attendance	Disallowance of attendance for that class
Unauthorised presence in a classroom during class hours	Removal from the classroom with a warning for the first offence. For repeated violations, the CAD may recommend suspension of the student for a period upto one month.

In the event of repeated violations by a student for any of the above, the CAD may also recommend the following:

- that the student be made ineligible to receive financial aid as administered by the JGLS Scholarships Committee
- that the student be made ineligible to participate in the internships and placement processes administered by the JGU Career Development and Placement Division
- that the student be suspended for the semester

ANNEXURE II – EXCHANGE PROGRAMME GPA CONVERSION SCALE

Marks / 100		85	84	81	80	78	75	72	70	69	66	65	63	60	57	55	54	51	50	< 50
JGLS Grade I 2009-2012	Grade	O	O	O	O	O	O	O	O	A+	A+	A+	A	A	B+	B+	B	B	B	F
	Value	8.5	8.4	8.1	8	7.8	7.5	7.2	7	6	6	6	5	5	4	4	3	3	3	0
JGLS Grade II 2013 onwards	Grade	O	O	O	O	A+	A+	A	A	A-	A-	A-	B+	B+	B	B	B-	B-	B-	F
	Value	8	8	8	8	7.5	7.5	7	7	6	6	6	5	5	4	4	3	3	3	0
UC Davis	Grade	A+		A		A-	B+	B		B-	C+		C	C-	D+		D		D-	
	Value	4		4		3.7	3.3	3		2.7	2.3		2	1.7	1.3		1		0.7	
Bond University	Grade	High Distinction			Distinction		Distinction		Credit			Credit		Pass		Pass			Pass	
	Value	85+			80		75		70			65		60		55			50	
New England	Grade	High Distinction			Distinction		Distinction		Credit			Credit		Pass		Pass			Pass	
	Value	85+			80		75		70			65		60		55			50	
Pontificia Comillas	Grade	MH	MH	MH	SB	SB	NT	NT	NT	NT	NT	NT	NT	AP	AP	AP	AP	AP	AP	
	Value	10	9.9	9.6	9.4	9.1	8.7	8.3	8	7.9	7.4	7.3	7	6.6	6.1	5.9	5.7	5.1	5	
Cornell	Grade	A+		A		A-	B+	B		B-	C+		C	C-	D+		D		D-	



	Value	4		4		3.7	3.3	3		2.7	2.3		2	1.7	1.3		1		0.7	
Cornell LLM Scale	Value	HH			H				S							U				
	Grade	4			3.7-3.3		3		2.7			2.3-2		1.7		1.3			1-0.7	0
Queens	Grade	A			A-		B+		B			B-		C+		C			D	
	Value	4			3.7		3.3		3			2.7		2.3		2			1	
Esade	Grade	Excellent	Excellent	Excellent	Excellent	Excellent	Distinction	Distinction	Distinction	Distinction	Distinction	Distinction	Distinction	Distinction	Pass	Pass	Pass	Pass	Pass	Pass
	Value	10	9.7-9.9	9.5-9.6	9.2-9.4	9-9.1	8.4-8.9	8.1-8.3	8	7.6-7.9	7.4-7.6	7.3	7-7.2	6.5-6.9	6-6.4	5.8-5.9	5.4-5.7	5.1-5.3	5	
Bucerus	Grade	A+			A		A-	B+			B		B-		C+		C			F
	Value																			
FGV	Grade	A	A	A	A	A	A	A	A	A	B	B	B	B	C	C	C	C	C	
	Value	10	9.8-9.9	9.5-9.7	9.3-9.4	9.2	8.7-8.9	8.4-8.6	8.3	8-8.2	7.8-7.9	7.6-7.7	7.2-7.5	7-7.1	6.7-6.8	6.6	6.2-6.5	6.1	6	
Osgood e	Grade	A+			A		B+		B			C+		C		D+			D	
	Value	9			8		7		6			5		4		3			2	
Indian a	Grade	A+		A		A-	B+	B		B-	C+		C	C-	D+		D		D-	
	Value	4		4		3.7	3.3	3		2.7	2.3		2	1.7	1.3		1		0.7	
Turin	Grade	A+		A+		A+	A	A		B	B		C	C	C	C	Pass		Pass	
	Value	30		29		28	27	26		25	24		23	22	21	20	19		18	



Michigan	Grade	A+		A		A-	B+	B		B-	C+		C	C-	D+		D		D-	
	Value	4		4		3.7	3.3	3		2.7	2.3		2	1.7	1.3		1		0.7	
Baltimore	Grade	A+		A		A-	B+	B		B-	C+		C	C-	D+		D		D-	
	Value	4		4		3.7	3.3	3		2.7	2.3		2	1.7	1.3		1		0.7	
Temple	Grade	A+		A		A-	B+	B		B-	C+		C	C-	D+		D		D-	
	Value	4		4		3.7	3.3	3		2.7	2.3		2	1.7	1.3		1		0.7	
Illinois	Grade	A+		A		A-	B+	B		B-	C+		C	C-	D+		D		D-	
	Value	4		4		3.7	3.3	3		2.7	2.3		2	1.7	1.3		1		0.7	
Sydney	Grade	High Distinction		High Distinction		Distinction		Distinction		Credit		Credit		Pass		Pass		Pass		
	Value	90		85		80		75		70		65		60		55				
Hong Kong	Grade	A+		A		A-	B+	B		B-	C+		C		C-		D			
	Value	4.3		4		3.7	3.3	3		2.7	2.3		2		1.7		1			
St Louis	Grade	A+		A		A-	B+	B		B-	C+		C		C-		D			
	Value	4.3		4		3.7	3.3	3		2.7	2.3		2		1.7		1			
Chile	Grade	High Distinction	High Distinction	High Distinction	High Distinction	High Distinction	High Distinction	Distinction	Distinction	Distinction	Distinction	Distinction	Distinction	Distinction	Pass	Pass	Pass	Pass	Pass	Pass



	Value	7	6.8-6.9	6.7	6.5-6.6	6.2-6.4	6.0-6.1	5.8-5.9	5.7	5.6	5.4-5.5	5.2-5.3	5-5.1	4.8-4.9	4.6-4.7	4.4-4.5	4.3	4.1	4	
Tel Aviv	Grade	Excellent	Excellent	Excellent	A	A-	B+	B	B	B-	C+	C+	C	C-	D+	D	D	D-	D-	
	Value	100	97-99	95-96	93-94	90-92	87-89	84-86	83	80-82	78-79	77	73-76	70-72	67-69	66	63-65	61-62	60	
Southampton	Grade	A2	A2	A2	A3	A3	A3	A3	A3	B	B	B	B	B	C	C	C	C	C	
	Marks %	86-85	84	83-81	80	79-78	77-75	74-72	71-70	69-67	66	65-64	63-61	60	59-57	56-55	54	53-51	50	
SMU	Grade	A		A-		B+	B	B-		C+		C		C-		D+		D		F
	Marks %	83-85		80-82		77-79	74-76	70-73		66-69		63-65		60-62		53-59		50-52		< 50
IE	ECTS Grade	A	A	B+	B+	B+	B+	B	B	B	B	C+	C+	C+	C	C	C	C	C	F
	Local Grade	9.5	9.2	8.9	8.7	8.5	8.1	7.7	7.5	7.3	7	6.8	6.6	6.2	5.8	5.6	5.5	5.1	5	4.9
CUHK	Grade	A+		A		A-	B+		B		B-		C+		C		C-		D	
	Value	4.3		4		3.7	3.3		3		2.7		2.3		2		1.7		1	
Science Po	Grade	A+			A		A-	B+			B		B-		C+		C			
	Value	20		19	18		17		16	15		14		13	12		11		10	
Brooklyn Law	Grade	A+		A		A-	B+	B		B-	C+		C	C-	D+		D		D-	
	Value	4		4		3.7	3.3	3		2.7	2.3		2	1.7	1.3		1		0.7	



ECUPL	Grade	As per marks out of 100 awarded																	
	Value																		
EBS	Grade	A+		A		A-	B+			B		B-		C+		C		C-	
	Value																		
Koc	Grade	A+		A		A-	B+			B		B-		C+		C		C-	
	Value																		
Tilburg	Grade																		
	Value	10		9					8				7					6	
Tsinghua	Grade	As per marks out of 100 awarded																	
	Value																		



ANNEXURE III - POLICY FOR REMEDIAL CLASSES AND STUDENT TUTORS

Statement of Vision:

In order to cater to the individual needs of JGLS students who are unsuccessful at clearing their papers and to help them override factors which may have contributed to such failure, this policy sets out the process and mechanism to appoint student tutors for the purpose of tutoring other students who require assistance in preparing for Repeat Examinations.

As a vibrant student community, it is imperative that students who are better off at things, make an effort in assisting those who are not so better off, thereby, helping them to clear the examinations and preventing future such unsuccessful attempts. Conducting remedial classes in the form of intensive tutorials in regard to Repeat Examinations may benefit students as follows:

- 1) Help the students to attain good grades.
- 2) Prevent future unsuccessful attempts.
- 3) Reassure that they have the potential, like everyone, to succeed in examinations.
- 4) Enable mutual support and inter-personal confidence.
- 5) Provide a platform to share knowledge amongst students.
- 6) Encourage students to regularly attend the Remedial Classes.

Policy:

Clause A- Eligibility criteria for Student Tutors:

- 1) All students who wish to be appointed as a student tutor must have **not less than 6 CGPA** overall and an **O grade** in the subject they wish to tutor in. Subject to the discretion of the Assistant Dean (Academic Affairs), appointments may be opened to students with lesser CGPAs and grades lower than Os in case no appointment is made in the first round.
- 2) Students may apply for as many subjects as they wish to tutor in provided that they have an 'O' grade in each one of these subjects

Clause B - Call for Applications to Receive Remedial Classes

- 1) A call for applications shall be sent by the Office of Academic Affairs, JGLS for students who wish to avail of remedial classes
- 2) Based on the number of applications and subjects required, Student Tutors shall be appointed

Clause C- Procedure for appointment of student tutors



- 1) A call for applications shall be sent to the JGLS student body by the Academic Office, JGLS at the commencement of each semester
- 2) Selected students shall be required to conduct a demonstration of teaching before a panel of faculty members. Such panel of faculty members shall be appointed by the Assistant Dean (Academic Affairs)
- 3) Preference shall be given to the students who have worked in the past as student tutors.
- 4) Selection of Student Tutors shall be based on the following criteria
 - a. Overall CGPA and the grade achieved in the subject concerned
 - b. Performance in the demonstration class before the faculty panel
 - c. Mid-semester feedback received from the students in past tutorships
 - d. Post re-sit examination feedback received from the students in past tutorships
 - e. Number of students who have passed the re-sit examination in past tutorships

Clause D- Procedure for appointment of Student Coordinator

- 1) A Student co-ordinator shall be selected by the Assistant Dean, Academic Affairs, for the successful coordination of the entire programme, from the pool of selected Student Tutors
- 2) Such selection shall be made as per the following, but not limited to, the following criteria:
 - a. Any past tutorships
 - b. Effectiveness of the past tutorship. (Such effectiveness shall be determined by points a, b, c and d of Clause C (4))
 - c. More than one student coordinator may be selected by the Assistant Dean, Academic Affairs, as and when the need arises.

Clause E- Post-Selection

- 1) Selected Student Tutors are required to draft a detailed course plan(see Form A)and submit the same within one week of selection.
- 2) Along with the detailed course plan, Selected Student Tutors are required to fill an online form within one week after selection, in order to determine and sort any clash of timings between two or more subjects. This is required, in the case of applications received by individual students for both/all the subjects simultaneously applied for.
- 3) Based on the received forms, if there is a clash of timing between two or more subjects, the student instructors of that particular subjects are required to decide amongst themselves and revert back with the final dates and timings within one week after receiving such notification of clash of timings.
- 4) Student Tutors shall be informed of students who wish to take up their remedial classes. Upon commencement of the semester, Student Tutors shall commence such classes.
- 5) Clause E is a Mandatory Clause, failure to adhere to which may lead to disqualification as per Clause H (1)

Clause F- Responsibilities of Student Tutors

- 1) Responding to the call for applications in a timely manner.
- 2) Submitting the detailed course plan within the deadline. Non-submission of the course plan within the prescribed deadline will be grounds for immediate disqualification.



- 3) Student Tutors are required to conduct weekly, bi-weekly, tri-weekly or more classes depending on the subject concerned.
- 4) Student Tutors are required to commence the classes within 30 days since the start of the semester.
- 5) Student Tutors are required to send a monthly progress report (see Form B) by the last day of every month.
- 6) In case an Instructor fails to submit the monthly progress report, it shall be assumed that no classes were conducted during that month. Tutors will be granted an additional period of one week to submit delayed reports, failing which, penalties will be imposed.
- 7) No reports shall be accepted after a one week delay. Tutors will not be entitled to claim any remuneration for the month where the reports are not submitted or if the reports are submitted after a delay of more than one week.
- 8) Student Tutors are required to finish the syllabi of their respective subjects at least 10 days before the end-semester examinations.
- 9) Student Tutors are required to conduct 1 week of revision classes along with a practice test, before the re-sit exam. In the event that such revision classes have not been conducted prior to regular end-term exams, the Tutors may be required to stay back after their own end-term examinations and conduct the required revision classes, based on the needs of the students.
- 10) Clause F is a mandatory clause and the failure to adhere to which may lead to the disqualification as per Clause H (1).

Clause G- Responsibilities of Student Coordinator

- 1) Compilation of the detailed course plan as received by the student tutors.
- 2) Monitoring the process and progress of the remedial classes.
- 3) Compilation of the monthly reports as received by the student tutors. The co-ordinator(s) are required to submit this compilation to the Academic Dean by the last day of the given month.
- 4) Monitoring the process of the practice examinations, feedback of the student tutors and the conduct of the remedial classes in general.
- 5) It is not mandatory that the Student co-ordinator(s) be Student Tutors as well.
- 6) Clause G is a mandatory clause and the failure to adhere to which may lead to disqualification as a student coordinator as per Clause H (1).

Clause H- Terms of Disqualification

- 1) Student Tutors/ Student Coordinator shall be disqualified and their stipend forfeited on the failure to adhere to the policy as set in Clause E and Clause F and Clause G (as the case may be). On cases of disqualification, the next best student shall be selected from the pool of applications.
- 2) Once disqualified, students are not allowed to apply for Student Tutorship again.
- 3) In particular, Student Tutors will be disqualified at once if any false monthly reports are submitted.

Clause G- Responsibilities of Students Seeking Remedial Classes

- 1) Responding to the call for applications in a timely manner.
- 2) Filling up the mid-semester and end-semester feedback.



- 3) Students are mandatorily required to attend the practice examination.

Clause I – Incentives to Student Tutors

- 1) Student Tutors will entitled to a remuneration of INR 5000 per month on having successfully conducted Remedial Classes in the duration of the semester.



Forms

Form A (Detailed Course Plan)

Name of the Student Tutor :

JGLS ID :

Subject taught :

Week	Topics to be covered	Essential concepts	Statutory provisions and Case law	Timing
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				



Form B (Monthly Report)

Name of the Student Tutor :

JGLS ID :

Subject taught :

Monthly report for the week ended :

Names of students in attendance :

Concepts taught :

Assessment exercises (if any) :



ANNEXURE IV: CONDUCT OF STUDENTS DURING EXAMINATIONS

- 1) No student shall make use of any dishonest or unfair means or engage in any disorderly conduct in an examination.
- 2) “Dishonest or unfair means” for the purposes of Section 29(1) includes:
 - a) Using any unauthorized materials or taking unauthorized assistance from any other student or person during the course of the examination;
 - b) Providing of any unauthorized materials or giving of unauthorized assistance to any other student during the examination;
 - c) Tampering with any work or record with the intent to gain an unfair advantage in the assessment or examination;
 - d) influencing any teaching or person with the object of changing his or her own assessment or examination results or that of any other candidate, including by offering of any advantage or through any threatening acts; and
 - e) Any intentional conduct which allows him or her or any other student to gain an unfair advantage in an assessment or examination.
- 3) For the purpose of this Section “using any unauthorized materials” includes plagiarism.
- 4) “Assistance” for the purpose of this section includes:
 - a) Impersonation of another student to take an examination;
 - b) Provision of unauthorized information with a view to provide an unfair advantage in an assessment or examination; or
 - c) Any other intentional conduct which allows a student to gain an unfair advantage in an assessment or examination.
- 5) For the purpose of this Section, “dishonest or unfair means” also includes:
 - a) An attempt of the acts forbidden under Section 29(2);
 - b) Incitement, aiding or abetting of another to engage in such acts; and
 - c) Conspiring with another to engage in the same.
- 6) For the purposes of this Section “Disorderly conduct” includes:
 - a) Disturbing or disrupting the examination;
 - b) Entering or leaving the examination venue in contravention of the examination rules and regulations or any other relevant rules or regulations;
 - c) intentional destruction or tampering of any materials or equipment provided for use in the examination or any part thereof, including answer books, supplementary answer sheets and electronic or digital devices;
 - d) Carrying into the examination venue any weapon which is prohibited;



- e) Failure to comply with the instructions of the Chief Invigilator, any invigilator on duty or other staff on the examination venue
 - f) Any other violation of the Student Code of Conduct or examination rules in connection with the examination;
- 7) For the purpose of this Section, “disorderly conduct” also includes:
- a) An attempt of the acts forbidden under Section 29(6);
 - b) Incitement, aiding or abetting of another to engage in such acts; and
 - c) Conspiring with another to engage in the same.
- 8) Where a student is alleged to be in contravention of Section 29(1), the procedures set out under the section, shall apply. The Dean of the concerned School shall be the “University Officer” for the purpose of the application of these sections in this context.
- 9) Notwithstanding anything contained in this Ordinance and the First Statutes, the Dean of the concerned School acting in the capacity of the “University Officer” shall have the power to impose the following penalties on a candidate found guilty of contravention of Section 29(1):
- a) Disqualify such student from an examination of a course for which he or she was a student;
 - b) Disqualify such student from taking an examination of the University for a specified period of time;
 - c) Expel such student from the University; and
 - d) Declare the student not fit and proper to be admitted to any other examination of the University.

Sec.31. Declaration of Results

- 1) The University shall strive to declare the results of every examination conducted by it within a period of thirty days from the last date of the examination for a programme and in any case within a period of forty-five days from such date.
- 2) Where the University has been unable to declare the final results of any examination within the aforesaid period of forty-five days, it shall, as soon as practicable, submit a report with detailed reasons for this failure to the Government.

Sec.32. Appeal against Decisions in relation to Examinations

- 1) A student who is dissatisfied with the decisions made by any Teacher or University Officer in relation to an examination may appeal to the Controller of Examinations within 30 days of the candidates’ knowledge of the prejudicial decision taken against him or her.
- 2) Notwithstanding anything contained under Part IX, the concerned Dean shall have exclusive jurisdiction over appeals from decisions in relation to examinations.



- 3) For the purposes of Section 32(1), “Decisions” includes decisions in relation to the assessment, results and grades attained in an examination and the decision to disallow a student from appearing at an examination due to the failure to meet any requirement specified under Sections 25, 26 and 27.
- 4) The appeal shall be in writing and addressed to the Controller of Examinations and copied to the concerned Dean and the Registrar. The appeal shall clearly state the grounds of appeal. The Controller of Examinations shall acknowledge receipt of the appeal in writing to the candidate with a copy to the concerned Dean and the Registrar.
- 5) Where the Controller of Examinations considers that there is a prima facie case for the appeal, he or she shall constitute an Examination Appeals Committee to hear the appeal, which shall consist of at least three Teachers of the concerned school appointed in consultation with the concerned Dean. The chairperson of the Examination Appeals Committee shall be one of the three Teachers recommended by the Dean.
- 6) The Examination Appeals Committee acting as the appellate body shall have the power to confirm, vary or set aside the decision in relation to the examination appealed against.
- 7) The Examination Appeals Committee appointed by virtue of Section 32(5) shall hear the appeal expeditiously. The candidate appealing shall be notified in writing of the time when the appeal will be heard and be given an opportunity to appear before the committee and be heard.
- 8) Where the Examination Appeals Committee is of the view that the decision against the student is of a serious disciplinary nature, it shall refer the matter to the Student Discipline Committee. In that case, the procedures set out under Section 42 of this Ordinance shall apply.
- 9) An appeal is allowed where the complainant fails to prove the case against the student on a balance of probabilities. 4
- 10) A decision on an appeal, where possible, shall be made within 30 days from the date of receipt of the application to appeal or as soon as possible thereafter.
- 11) The Registrar shall be provided with a written record of the proceedings of all cases of appeal by the Controller of Examinations within 7 days after the appeal has been heard. The Registrar will also keep such a record.
- 12) Where an appeal relates to a decision resulting from a disciplinary action, the procedures set out under Section 41 of this Ordinance shall apply.

Sec.41. Initiation of Disciplinary Action

- 1) Any complaint against a student for violation of the Code of Student Conduct, any statutes, ordinances, rules or regulations of the University shall be lodged in writing.
- 2) Where the violation relates to academic conduct, the complaint shall be dealt with by the Dean of the concerned School. Where the Dean delegates this power to a concerned Head of Department, the complaint shall be dealt with by such Head of Department.
- 3) Where the violation relates to regulations promulgated by an amenity or facility provider, such as the Library, the complaint shall be dealt with by the relevant body responsible for the management of the amenity or facility.



4) Where the violation relates to regulations on fees, charges or financial assistance, the complaint shall be dealt with by the Chief Finance and Accounts Officer.

5) In all other cases, the complaint shall be dealt with by the Proctor or any Officer or body the Proctor finds appropriate.

6) The University Officer may decide, within 10 working days from the date of notice of the complaint that a violation of the Code of Student Conduct, any statutes, ordinances, rules or regulations of the University by a student is of such a serious nature that it should be dealt with by the Student Discipline Committee. Consideration of the student's case may include enquiries into:

- a) non-compliance by the student with the decision of the University Officer imposing penalty on the student for the student's violation of the Code of Student Conduct, any statutes, ordinances, rules or regulations of the University;
- b) commission of the same offence prescribed under the Code of the Student Conduct, any statutes, ordinances, rules or regulations of the University by the student more than once; and
- c) the gravity of the offence committed."