



Academic Delivery Policies



Academic Year 2013 – 2014

Academic Delivery System

Nirma University Institute of Law

Academic Delivery System

INTRODUCTION

Academic Delivery System [ADS] has been formulated by the HOI under her direct guidance and reporting to facilitate and monitor the academic deliveries of the session including but not limited to class conduct, conduct of evaluation process, discipline, alternative arrangements and allocation of duties during exigency, coordinating smooth flow of academic work etc. It constitutes of some faculties as appointed by the HOI from time to time.

CONSTITUTION

The Academic Delivery System committee will constitute of a senior faculty working as chairperson and two other faculties as appointed by the Dean, Faculty of Law, Nirma University.

ROLE

- To hold faculty meetings on regular basis for feedback of the ongoing session.
- To ensure the maintaining of discipline standards in the class and if required to intervene in counseling the students or taking corrective action.
- To ensure the qualitative teaching-learning process and conduct of subject modules and their deliveries.
- To monitor regular attendance and attendance reviews.
- Coordination with visiting faculties for conduct of classes and supporting the course coordinators for arranging the guest lecturers in their respective subjects in consultation with HOI.
- To facilitate in development of new pedagogy, conducting Faculty Development Programmes, Orientation Programmes and Induction for new faculties.
- To support and facilitate faculty up gradation schemes like participating and presenting papers in seminars, conferences, workshops etc.
- To support exam committee and assessment centre in scrutinizing question papers of T.A., CEE, MSE& BSE.
- To report to the HOI on the overall functioning of the academic deliveries and coordinating with the faculties for any change in the procedure or instructions from the HOI.

FUNCTIONS

The ADS will have the following roles and functions:

- To prepare time table for all semesters for conducting the classes.
- To make sure that the classes conduct as per the time table.

- To facilitate the faculty in maintaining standards of discipline in the class.
- To support the faculty in alternative arrangements of class conduct as and when required.
- To make alternative arrangements for conducting the class in case of exigency ensuring the class does not go empty.
- To monitor and support the smooth conduct and evaluation process ranging from TA, Project Work, Continuous Evaluation etc. as per the guideline.
- To support the course coordinators in preparation of exam and assessment time table and its timely conduct.
- To appoint class representatives and conducting meetings with them for various matters.
- Any other function which is necessary to perform in the interest of the Institute as well as the students as per the directions of the HOI.

(Notwithstanding anything contain in this clause, Dean-Faculty of Law, shall give relaxation in appropriate cases.)

Dr. Tarkesh Molia
Chairman, ADS

Prof. (Dr.) Purvi Pokhariyal
I/c Director

Course Module Preparation **Policy**

Nirma University
Institute of Law
A policy on Preparation of Course Module

The Course Module for each course is to be developed by the Course Coordinator after having meeting with the co faculty of the course.

The Course Module should include the following:

1. Syllabus
2. Teaching and Examination Scheme
3. Lesson/Teaching Plan
4. Suggested Text Book (only one title) and Reference Books (2 to 3 which will be used by course teacher for teaching course)
5. Unit wise list of Cases and research articles
6. TA time Table
7. Term Assignment Assessment Criteria
8. Tutorial/Seminar planning with design of clinical exercise and problems
9. Pre Defined Mid Semester and Block Semester Examination Syllabus
10. Recommended learning resources
11. Blog

The detailed explanation for each is provided herewith.

- **Lesson Planning with dates and duration of the topics:**

A detailed lesson planning is to be done taking into consideration the academic calendar provided to you by the Institute. We are supposed to explain the topics to be covered in each lecture along with the date of the lecture in the following format

Sr No	Date	Lecture No.	Unit	Topic and Sub Topic
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We are required to explain the same in realistic way as it is to be adhered to and will be discussed in Academic review.

Total No. of Lectures for the forthcoming semester is:

- **Clearly defined Term Assignment exercise**

1. Term Assignment is one of the important aspects of the Continuous Evaluation System.
2. A detailed and well defined list of Term Assignment exercise is to be provided along with the date of the same.
3. Term Assignment should be in consonance of the syllabus module.
4. The dates once announced should be adhered to and students are to be counseled properly to remain present in the Term Assignments.
5. If special TA to be conducted for the absentees (who have taken prior permission for remaining absent from Competent Authority) it should be brought into the notice of respective Area Heads.

A course should have minimum 2 (two) Term Assignment throughout the semester.
 One TA should compulsory be Problem Solving/Application based
 Term Assignments should be designed in consultation with respective Area Heads

- **Clearly defined Term Assignment assessment criteria and time table parameters** should be there. It should be conveyed in advance to the students.
 This should also include the percent of marks allotted to each criterion.

The same should be provided in following format:

Sr. No.	Term Assignment	Description	Assessment Criteria	Marks	TA Date	Date of Declaration of Results

TA/CE would compulsorily include test of 50 marks and 20 marks for class participation. Rest 30 marks can be assessed using other tools as per the discretion of the faculty.

- **Tutorial / Seminar planning with defined criteria of clinical exercise**

Tutorial / Seminar classes are to be planned properly and should be submitted in following format

Sr. No.	Week	Clinical Exercise	Reading Material	Method of Conducting the Exercise (in brief)

1. Preparation of the Clinical exercise should be done well in advance and students are to be informed accordingly.
2. Clinical exercise should be of such a nature that students should be able to understand the practical implications of the subject matter.
3. The exercise should also be of such a kind that all students can get involved equally.
4. The needs of Advanced and Slow Learners should be kept in mind while allotting the material or involving them in different activities.

- **Project design and criteria**

I. The courses having project work as compulsory component should include the format as provided in the project guidelines.

The following should also be taken into consideration while deciding the research topics for projects

- Subject/Topic should be such that a proper research can be carried out.
- Project topics along with the Roll No. of the students to whom it is allotted is also to be included in module in following format.

Sr. No.	Project Topic	Roll No.

Once the topic of the project is assigned it can not be changed. If under any circumstances the topic is changed the same to be informed to student section to incorporate changes.

II. The courses having other practical works should define the nature and modalities of the exercises and also the evaluation criteria and proposed date of Practical work, i.e. Problem Solving, Research Writing, Moot Court, Mock Court, Case Studies etc.

III. The courses having practical work other than project work as compulsory component should include the format as provided in the respective policies guidelines.

- **Pre Defined Mid Semester and Block Semester Examination Syllabus**

Faculty should also submit their Mid Semester and Block Semester syllabus taking into consideration the Institute's time table in the Course Module itself.

- **Compulsory reading material and reference material (*not a part to be included in course module but to be provided separately*)**

Reading material should be prepared either topic wise or lecture wise. Faculty should provide for example

1. Articles
2. Essays
3. Chapters from books
4. Cases

The reading material can be sub divided into Compulsory Reading and Reference Reading. The entire reading material can be compiled and spiral bound and should be kept in the library so that students can access it as per their requirement. The same should be uploaded on the Teaching Blog.

Recommended e-learning resources

A list of all the e-learning resources in form of Text, videos (you tube, Coursera or other sources), e-books etc which the faculty would use to enrich the classroom delivery mechanism.

Teaching Blog:

Information about blog address and the way the faculty wishes to use the blog to facilitate learning using different activities have to be mentioned.

(Notwithstanding anything contain in this clause, Dean-Faculty of Law, shall give relaxation in appropriate cases.)

Dr. Tarkesh Molia
Academic Coordinator

Prof. (Dr.) Purvi Pokhariyal
I/c Director

Teaching Policy

Nirma University Institute of Law

Teaching Policy

Introduction

Role of teacher should not be limited only to transfer of knowledge but to ensure that the students are engaged in the learning process and thereby creation of new knowledge. Faculty through their teaching pedagogy should create a rich teaching-learning experience that includes inclusive learning.

Objectives

- To create an effective teaching learning environment.
- To set minimum requirement for faculty practices and conduct in classrooms.

I. Course Module

- After allotment of courses the faculty member should prepare their module as per the course module policy.
- The course module should have the following components:
 - Syllabus
 - Teaching and Examination Scheme
 - Lesson/Teaching Plan
 - Suggested Text Book (only one title) and Reference Books (2 to 3 which will be used by course teacher for teaching course)
 - Unit wise list of Cases and research articles
 - TA time Table
 - Term Assignment Assessment Criteria
 - Tutorial/Seminar planning with design of clinical exercise and problems
 - Pre Defined Mid Semester and Block Semester Examination Syllabus
 - Recommended learning resources
 - Blog
- Course Module has to be presented before all the faculty members and their suggestions should be incorporated before finalizing it.

II. General Guidelines:

- While teaching a faculty has to ensure that they set goals that can challenge learners with different abilities and encourage self learning.
- The quality of classroom delivery should demonstrate the critical understanding of the instructor.
- Faculty should wherever required effectively adapt teaching to strength of the learner.
- Assist students in gaining the predefined graduate attributes of their respective programs.

III. Class Preparation

- All the sessions should be well planned and the approach to teaching for all the sessions should be well defined.
- Teacher in his/her lesson plan should give provision for revision and consolidation with testing / solving problems.
- Teaching Blog should contribute in learning process and hence the instructor is required to update links regularly and initiate effective discussion using the same.
- Handouts should be provided to the students to enable active learning in the class.
- Teacher should have knowledge of recent developments and acquainted with relevant research in their respective areas and involve the students regularly in research based learning.
- Assessment mechanisms to be constructively used to facilitate learning.

IV. Class Conduct

- Develop capabilities to manage classroom behavior effectively to ensure good learning environment.
- All sessions should have brief introduction and it should be linked to the learning outcomes.
- Instructor should conform to the session plan in the course module with improvement and innovation wherever required.
- While conducting a class lecture method should not be used as a sole mechanism to teach the students. Faculty should use multiple modes of instruction.
- Conduct of all practical work should be as per the guidelines mentioned in the policy for different methods.
- Faculty should relate the topics with real life examples and should be able to maintain balance between theory and practical usefulness.

- Lectures should be task oriented, learner centered and interactive, but not conventional.
- ICT tools should be used wherever required to enhance the quality of delivery.
- Teacher should encourage participation in the classrooms and encourage peer learning.
- Make learning interesting challenging through effective use of videos, exercises, games, discussions and projects.

Class Review

- After the class the faculty should review the session that he/she has taken and assess the shortcomings of the same and prepare the next sessions accordingly.
- Other than self assessment the faculty should also take occasional feedback from the students.

(Notwithstanding anything contain in this clause, Dean-Faculty of Law, shall give relaxation in appropriate cases.)

Dr. Tarkesh Molia
Academic Coordinator

Prof. (Dr.) Purvi Pokhariyal
I/c Director

Examination and Assessment **Committee**

Nirma University Institute of Law

Examination and Assessment Committee

INTRODUCTION

Examination and Assessment Committee has been formulated by the HOI under her direct guidance and reporting to facilitate and monitor the examination and assessment work of academic session at the institute level. The committee will function for the smooth and proper conduct and evaluation of the all examinations at the institute level as per the University rules and regulations. It will coordinate with the Examination section for the same task. It constitutes of some faculties as appointed by the HOI from time to time.

CONSTITUTION

Examination and Assessment Committee will constitute of a senior faculty working as chairperson and two other faculties as appointed by the Dean, Faculty of Law, Nirma University.

ROLE

- Monitoring the smooth and proper conduct of all examinations at the Institute level as per the University rules and regulations
- Monitoring the assessment and evaluation of all the examinations as per the rules
- Coordination with the exam section, Nirma University
- Registration of the students under various categories
- Moderation of Question papers of MSE, BSE, TA, CE will be done in coordination with IQAC Chairman and ADS
- The committee will function in coordination with IQAC, ADS at the institute level.

FUNCTIONS

1 Registration of the students in various courses under different categories (IR, RPR etc)

2 Monitoring

2.1 Conducting of the Mid semester, Block semester examination,

- Preparation of the time table of the Mid semester exam.
- Collection of the question papers from the faculties for the MSE and BSE exams.
- Includes monitoring of seating arrangement of the students for the MSE and BSE exam
- Smooth conduct of the exam
- Preparing the invigilation duty chart
- Appointing the senior supervisor (with the approval of the Director ILNU)
- Timely declaration of the result of the exam
- Declaration of the date of filling form for the block semester exam

- Preparing time table of the block semester exam
- Result analysis of the MSE and BSE exams in coordination with ADS and IQAC.
- Filling of assessment feedback form for the said exam by the faculties (examiners)
- Maintaining discipline during the exam
- Maintaining examination rules and regulation
- Declaration of NT list (on the basis of the result of MSE/BSE prepared by the Course Coordinators)

2.2 Monitoring TA and CE examination process

- Implementing the Term Assignment and Continuous examination schedule as prepared by ADS in consultation with each course coordinator.
- Preparing the seating arrangement for TA and CE examinations
- Filling of assessment feedback form for the said exam by the faculties (examiners)
- Timely declaration of the marks of TA and CE
- Timely Submission of the Compiled mark sheet of TA or CE to the Office
- Declaration of NT students on the basis of TA marks submitted by the faculties.

2.3 PW marks submission

- Timely submission of the PW marks to the office
- Declaration of NT student on the basis of PW marks
- Filling of assessment feedback form for the said exam by the faculties (examiners)

2.4 Submission of all internal marks to the examination section at the end of the semester after proper verification.

2.5 SEE

- Verification of SEE timetable (first draft)
- Notifying the schedule of the SEE on the Institute's notice board.
- Seating arrangement for Semester End Examination
- Allocation of invigilation and relievers' duty for the said exam.
- Proposing name of the Sr. Supervisor, Cell Coordinator for the said exam to the Director ILNU for the approval
- Smooth conduct of the exam
- Result analysis of SEE

3. Preparing the list of the detained students.

4. Moderation of Question papers of MSE, BSE, TA, CE will be done in coordination with IQAC Chairman and ADS

5. Coordination with the exam section of the University for Examination related matters.

Abbreviations:

ADS	-	Academic Delivery System
HOI	-	Head of the Institute
IQAC	-	Internal Quality Assurance Cell
NT	-	Term not granted
TA	-	Term Assignment
MSE	-	Mid Semester Exam
BSE	-	Block Semester
SEE	-	Semester End Examination
CE	-	Continuous Evaluation
PW	-	Practical Work
IR	-	Initial Registration
RER/RPR	-	Repeat registration.

(Notwithstanding anything contain in this clause, Dean-Faculty of Law, shall give relaxation in appropriate cases.)

Dr. Tarkesh Molia
Academic Coordinator

Prof. (Dr.) Purvi Pokhariyal
I/c Director

Question Paper Policy

Nirma University Institute of Law

Question Paper Policy

Introduction and Objective

In order to ensure that quality can be maintained in the assessment process and to minimize errors in drafting and submission of question papers the following guidelines have been prepared.

General Guidelines:

- Faculty has to ensure that the question paper is covering a major part of the course syllabus.
- An average student should be able to attempt the paper in the time allotted and do justice to the paper.
- Answer key has to be submitted along with the question paper giving details about the criteria based on which the marks will be allotted.
- While framing the questions, language used shall be easy to understand and there shall not be any room for ambiguity
- Faculty members should proof read the paper and avoid mistakes in the distribution of marks.
- No question in the paper should be repeated in full or part.
- A maximum 25 % internal option can be given in any question paper.
- Of the total marks allotted 10% of the marks should include challenging questions, around 80 % of the question should be of average level and rest of 10 % should be relatively easy to attempt.
- Of the total questions asked a minimum of 70 percent of the questions should be application based and rest theory based.
- Wherever required the faculty should include figures, charts and tables with required dimensions.
- The question papers will be scanned by the Assessment Committee to ensure that quality is not compromised with.
- Faculty members should ensure that they submit the papers within the deadlines given to them.
- Whenever the syllabus is updated the faculty has to incorporate the changes in the nature of the questions asked and not repeat the old structure.
- The typing of the paper should be done in the confidential area and the instructions given along with the appointment order for examiner should be followed very strictly.

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Academic Coordinator

Prof. (Dr.) Purvi Pokhariyal
I/c Director

Assessment Policy

Nirma University Institute of Law

Assessment Policy

Introduction and Objective

ILNU attempts to use the results of assessment to gauge its growth and effectiveness. It aims to ensure that the students gain skills, knowledge and industry relevant competency. Assessment policy has been framed to make sure that law students acquire the learning outcomes designed by the institution. This policy will help us understand how we can gauge what students have learned and improvement in their approach to learning.

Guidelines

- Assessment mechanism should measure whether the learning outcome has been achieved or not.
- Both direct and indirect methods should be used to assess the learning.
- Faculty should use both summative and formative assessment methods to monitor the students' progress.
- Choice of assessment tools should be based on the objectives.
- Assessment Criteria and Assessment Feedback Criteria should be framed for PW, CE, SEE and MSE and it should be based on the nature of the subject/course wherein the learning is assessed.
- After an assessment takes place, faculty has to give a detailed feedback to the student as per the set criteria.
- MSE and SEE Evaluation should be done as per the answer key submitted by the faculty.
- Assessment practice should be transparent, consistent, fair and reliable.
- Assessment practice used by faculty will be reviewed by Assessment Committee
- Faculty should meet the deadline for all Evaluation.

(Notwithstanding anything contain in this clause, Dean-Faculty of Law, shall give relaxation in appropriate cases.)

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Prof. (Dr.) Purvi Pokhariyal
I/c Director

**NIRMA UNIVERSITY
INSTITUTE OF LAW**

Course Name:

Academic Year : 2013-14

Semester:

Assessment Feedback Indicators: Written Test

A Extraordinary B Good C Satisfactory D Requires Improvement

Roll Number of the student			
Date of Evaluation			
Indicators and Remarks			
Components	Q.1	Q.2	Q.3
Written Communication Skill			
Appreciation of Law			
Articulation			
Other Points			
Suggestions/General Observations			

SIGNATURE

Practical Work Policy

NIRMA UNIVERSITY INSTITUTE OF LAW

Practical Work for Law Students at ILNU

In order to enable the students to gain a better insight into the working of the legal profession the practical work component has been added to all the courses offered under the three undergraduate program of ILNU from the third Semester onwards. The various components of Practical Work are as follows:

- Problem Solving
- Case Study
- Moot Court
- Research Writing
- Project Work
- Mock Court

Activities carried out through the above mentioned components help the students to relate to the delivery of legal services in real world. They learn to apply their conceptual knowledge to legal issues and problems

Practical work training is carried out under the supervision of trained faculty who monitor the process regularly. In order to ensure parity is maintained in the way the components are handled by various faculties a broad policy outline has been prepared.

The Policy statement gives a brief introduction of the components, basic guidelines, modalities, assessment and assessment feedback criteria. The outcomes of different components are linked to the following Graduate Attributes:

Ethical Awareness
Global Outlook
Sensitivity towards Social Issues
Research Oriented Approach
Critical Thinking
Accomplished Communicator

(Notwithstanding anything contain in this clause, Dean-Faculty of Law, shall give relaxation in appropriate cases.)

Dr. Tarkesh Molia
Academic Coordinator

Prof. (Dr.) Purvi Pokhariyal
I/c Director

Problem Solving Policy

Nirma University Institute of Law

Problem Solving Policy

Introduction

Through this practical work learner will be able to understand law in various contexts and develop techniques and competencies needed to work as a professional.

Objectives

- To enable the student to test the knowledge they acquired and learn how well to apply the same.

Learning Outcomes

After finishing this practical work the students would be able to:

- Develop a strategy for using skills in problem solving over an extended period of time
- *Monitor progress and adapt strategy as necessary, to achieve the quality of outcomes required while dealing with legal problems.*

RULES OF CONDUCT:

1. The phases shall be based on the problems.
2. All the students shall be given the problem on the very day itself and for the same a time-table shall be prepared depicting the various phases and the details of the nature of the problem. The time table shall be provided in the Module itself.
3. The students shall have the option to solve the problems using books and bare acts relevant for the solution of the problem.

MODALITY:

- ***Distribution of the problem in the class;***
The problem shall be based on the module and the various intricacies involved in the same. The details of the problem provided in the class itself.
- ***Solving the problem in the class;***

The problem shall be solved by applying the legal provisions with the help of books or bare acts. Both online as well as offline documents can be used/accessed for the solving of the problem. It is to be kept in mind that while solving the problem each and every student shall be using their own material for solving the problem.

- ***Submission of the answers for evaluation;***

The answers that shall be submitted for evaluation shall be checked on the basis of the above-mentioned marking criteria.

- ***Declaration of the results;***

The results shall be declared in the next week in the Project Work class based upon the performance of the students.

- ***Discussion of the various points relating to the solution of the problem;***

The answers submitted by the students shall be analysed in the class to give an overview of possible solution and the various points associated with it. In this regard the students shall be able to understand the manner of analysis of the problem solving.

GUIDELINES:

1. Problem solving to be carried out as per the Problem Solving Guidelines of ILNU.
2. Students shall maintain originality and time commitment in solving the problem.
3. The solution should be original, self-explanatory and without plagiarism, otherwise, appropriate action shall be taken by concerned authority.

EVALUATION CRITERIA:

- **Understanding of the legal provisions: 15 Marks**
- **Identification and narration of the problem: 10 Marks**
- **Analysing and applying the legal provisions to the given situation to solve the problem identified: 10 Marks**
- **References cited and used to justify the arguments raised during analysis: 15 Marks**

(Notwithstanding anything contain in this clause, Dean-Faculty of Law, will be authorized to give relaxation in appropriate cases.)

Dr. Tarkesh Molia
Academic Coordinator

Prof. (Dr.) Purvi Pokhariyal
I/c Director -ILNU

Nirma University
Institute of Law
Problem Solving Feedback Form

Assessment Feedback Indicators:

A Extraordinary **B** Good **C** Satisfactory **D** requires Improvement

Roll Number of the student		
Semester	Course name	Course Code
Date of submission		
Components	Indicators	Remarks
Identification of problems		
Conceptual Framework		
Research Methodology		
Knowledge of Law		
Application of Law		
Analytical skill		
Language & flow		
Citation and authorities referred.		
Formatting style		
Research Skill		
Recommendations & Suggestions		
Identify future prospect of their work		

Graduate attributes assessed by this assignment are:

Ethical Awareness
 Global Outlook
 Sensitivity towards Social Issues
 Research Oriented Approach
 Critical Thinking
 Communication

Signature of the Faculty
PW coordinator

Case Study Policy

Nirma University Institute of Law

Case Study Policy

Introduction:

Case studies can be a very effective classroom technique since students learn better from examples. It would enable the learner to explore how the various concepts that they learn applies to situations in the real world. The use of this method would enable the students to cope with ambiguities and take effective decision in complex situations.

Objectives:

- To enable students to develop problem solving abilities.
- To enable them to develop the skill of analyzing facts, and applying relevant principles and provisions to the facts of the case.
- To enable them to understand the legal principles and to be able to relate them to the facts of the case.

Learning Outcomes:

After going through case study analysis the students would be able to:

- Understand how the course material applies to situations outside the classroom.
- Develop skills of exploring multiple perspectives.
- Develop critical thinking ability.

Rules of Conduct:

- While selecting a case ensure that it has the essential elements of a landmark case namely, question of law should be involved, description of the problem's context, and supporting data.
- Case assignments can be done individually or in teams so that the students can brainstorm solutions and share the work load.
- Atleast four to five cases should be discussed in the class and analyzed to enable the learner to develop the skills before they attempt the analysis of case for their final assessment.
- Role playing the part of the people in the case can result in enhancing the effectiveness of the analysis and can be adopted by the faculty wherever it is applicable.
- Wherever applicable the cases should be paired with reading assignments.

Modality:

- Process of conducting the activity would include the following:
 - Selection of case
 - Review of facts
 - Framing the issue
 - Identifying the relevant provisions of law
 - Application of law
 - Citing Similar Case Laws
- While discussing the case in the class either the students can be asked to take a stand relating to the case or a guided discussion can be undertaken with questions that would enable students to solve the problem.
- The participation of the students during the discussion can be graded based on the quality of the inputs.
- If the instructor has prepared groups then each group can be given few minutes time to discuss and answer a question pertaining to the case and grades for participation can be given.
- For evaluation the cases can be either given to students individually or in groups and then be asked to present it along with a write up.
- The written submission should include the following:
 - Statement of the fact.
 - .Issues involved
 - Identifying relevant provisions of law
 - Application of law
 - Similar Cases
- Alternatively assessment can include test that will include case analysis and interpretation in specific time duration.

Marks Distribution

Class Discussion/Participation	15
Application of law	10
Analysis and Critical Thinking	15
Relevant case laws	10
Total Marks	50

(Notwithstanding anything contain in this clause, Dean-Faculty of Law, will be authorized to give relaxation in appropriate cases.)

Dr. Tarkesh Molia
Academic Coordinator

Prof. (Dr.) Purvi Pokhariyal
I/c Director -ILNU

**Nirma University
Institute of Law
Case Study Feedback Form**

Assessment Feedback Indicators:

A Extraordinary **B** Good **C** Satisfactory **D** requires Improvement

Roll Number of the student		
Semester	Course name	Course Code
Date of submission of memorial		
Date of orals		
Components	Indicators	Remarks
Intellectual content of work		
Ability to apply theory to practice		
Evidence based practice		
Appropriate Approach		
Logical flow of discussion		
Critical analysis		
Legal reasoning		

The Graduate attributes assessed by this assignment are:

Research Oriented Approach

Critical Thinking

Communication

**Signature of the Faculty
PW coordinator**

Project Policy

Nirma University Institute of Law

Project Policy

Introduction

Project work enables a student to learn to identify a problem pertaining to law and resolve it or gain a deeper insight into it. This practical work would contribute in developing the skill in the learner to determine which facts are legally important. This component of practical work will result in a transition from surface learning to deep learning.

Objectives

- To learn to develop a wide range of research skills and attributes relevant to legal profession.
- To provide them opportunities to apply theoretical knowledge to practical situations.
- To promote a deeper understanding of the knowledge acquired.

Learning Objectives

- Develop skills of critical analysis, synthesis, problem solving and evaluation.
- Develop ability of autonomous learning and managing information.

1. General Guidelines:

- Project to be carried out as per the Project Writing Guidelines of ILNU.
- Students shall maintain originality and time commitment throughout the course of project.
- The project should be original, self-explanatory and without plagiarism, otherwise, appropriate action shall be taken by concerned authority.
- A student who fails to submit the Introduction or first draft or final project or all the components on time, they will be given zero.
- 85% attendance is compulsory in PW classes for which separate attendance sheet will be maintained and it is essential component for keeping of the term.
- If any issue arises which has not been mentioned in the policy/guidelines, the decision of the Dean, faculty of Law, shall be final.

Project Process:

The entire project process will be in three phases.

1. Submission of Introduction
2. Submission of final project
3. Presentation and Viva Voce

2. Submission of Introduction:

- Introduction should include:
 1. Title
 2. Statement of problem
 3. Review of Literature
 4. Objectives
 5. Hypothesis
 6. Research Questions
 7. Methodology (including data collection method, if empirical)
 8. Tentative Chapterisation
 9. Footnotes/endnotes
 10. References/Bibliography

3. Submission of Final Project:

- After approval of the Introduction by the concerned faculty, the students will start working and finalization of the project.

Note: All Submission (Introduction and Final Project) shall be done in soft as well as hard copy

- **The students who fail to submit Introduction or Final Project within the stipulated time will be marked Absent in that particular component.**

4. Presentation and Viva Voce:

After the submission of the final project, Viva Voce will be conducted immediately as per project Time Table.

5. Evaluation Criteria:

Introduction Submission : **10 marks**

Title- 1 marks

Research Problem & Methodology- 6 marks

Review of Literature-3 marks

Final Project Submission : **25 marks**

Research Tools & Techniques- 5 marks

Citation- 5 marks

Analysis of Research Problem- 10 marks

Conclusion- 5 marks

Presentation & Viva Voce: **15 marks**

Content- 5 marks

Presentation Skill-5 marks

Viva Voce-5 marks

Total : 50 Marks

(Notwithstanding anything contain in this clause, Dean-Faculty of Law, will be authorized to give relaxation in appropriate cases.)

Dr. Tarkesh Molia
Academic Coordinator

Prof. (Dr.) Purvi Pokhariyal
I/c Director -ILNU

Nirma University Institute of Law

Project Assessment Feedback Form

Assessment Feedback Indicators:

A Extraordinary **B** Good **C** Satisfactory **D** requires Improvement

Roll Number of the student		
Semester	Course name	Course Code
Date of submission		
Components	Indicators	Remarks
Identification of problems		
Conceptual Framework		
Research Methodology		
Knowledge of Law		
Application of Law		
Analytical skill		
Language & flow		
Citation and authorities referred.		
Formatting style		
Research Skill		
Recommendations & Suggestions		
Identify future prospect of their work		

The Graduate attributes assessed by this assignment are:

Ethical Awareness
Global Outlook
Sensitivity towards Social Issues
Research Oriented Approach
Critical Thinking
Communication

**Signature of the Faculty
PW coordinator**

Practical Work – Moot Court

Policy

Nirma University Institute of Law

Practical Work-Moot Court Policy

Introduction

This activity includes discussion of a hypothetical case in form of a ordered presentation. This exercise focuses on skills of legal analysis, problem solving, legal research, communication, teamwork, strategy making, managing time and other resources etc. it also enables the students to develop and sharpen their advocacy skills.

Objectives

- To inculcate oral and written advocacy skills.
- To encourage the use of legal research by students.

Learning outcomes

Through Moot Court the students will be able to:

- Develop the skill of analyzing facts, applying relevant principles and plead the case from both sides.
- Develop the confidence to argue legal points in a courtroom environment.
- Develop the skill of persuasion and communication.

Rules for Conducting Moot Problem

- The moot problem can be based on the hypothetical problem or problem on which question of law is not settled.
- 10 to 12 moot problems will be prepared and distributed to the students. Each group will consist of 18 to 20 students (10 appellants and 10 respondents)
- Moot schedule will be given to the students within one week of the commencement of the academic session.

The following requirements for memorials must be strictly confirmed.

a. Each student shall prepare memorials from the side they have been assigned and shall **submit one copy**.

b. The memorials should be in 'ARIAL', font size 12 on A4 size paper with 1.5 spacing between lines, printed on one side and must contain:

1. Table of Contents
2. The index of authorities
3. The statements of Jurisdiction
4. The statement of Facts
5. The Statement of issues

6. The Summary of arguments
 7. The arguments advanced (Arguments must not exceed 20 pages).
 8. The Prayer
- c. Memorials should be spiral bound; other form of binding shall not be accepted
 - d. Memorials must have one inch margin on all sides of each page.
 - e. Page numbering should be at the bottom middle of each page. Roll number will only appear at the first page. Participants should note that they should not disclose their name anywhere else in memorial except the first page. **It should be duly signed by the student.**
 - f. **Participants shall carry their own separate copies of memorial**
 - g. Please note that cover page of the Appellant's memorial should be blue colour and cover page of the Respondent's memorial should be in Red Colour.
 - i. **Each memorial should be an original work of the student. If any memorial is found to be copied, it would be allotted zero mark and it would not be permitted for the oral arguments. So the student who has copied and who has facilitated in copying both will be marked with zero marks.**

The following guidelines must be followed for Oral Rounds

- The moot will be presented individually. Each student (mooter) will be provided a time of 7-10 minutes for arguments.
- The students will adhere to the dress code.
- The court manners should be followed.
- The mooter is not allowed to influence the judges in any manner. If he or she does so it would invite appropriate action as per the ILNU rules.
- Students must not remain absent during the moot court oral rounds. If in any case leave is required due to medical or other genuine and unavoidable reasons, prior permission for the same must be taken from the DIRECTOR ILNU.
- Students will be granted academic leave during the oral round only with the prior permission of the Director ILNU.

Discipline to be maintained during moot court sessions

- All the court manners should be followed in the moot court hall.

Failing obey to any of the above disciplinary rules, will be considered as contempt of Court

In absence of any rule for any act related moot court exercise, the Dean, faculty of Law has power to decide the matter.

Issuance of the books by the students from ILNU library will be closed during the memorial preparation schedule for the moot court in the concerned course.

(Notwithstanding anything contain in this clause, Dean-Faculty of Law, shall give relaxation in appropriate cases.)

Dr. Tarkesh Molia
Academic Coordinator

Prof. (Dr.) Purvi Pokhariyal
I/c Director -ILNU

5. Moot Assessment Criteria

The assessment criteria for moot court exercise will be as follows:

<u>A. ORAL PRESENTATION CRITERIA</u>	
Components	Marks
1. Knowledge of Law	05
222 2. Application of Law to Facts	05
3. Ingenuity and Ability to Answer	05
4. Style, Poise, Courtesy & Demeanor	05
5. Time Management & Organization	05
TOTAL= 25	

<u>B. MEMORIAL / WRITTEN SUBMISSION</u>	
Components	Marks
1. Knowledge of Facts & Law	05
2. Proper & Articulate Analysis	05
3. Extent & Use of Research	05
4. Clarity & Organization	03
5. Correct Format and Citation	04
6. Grammar & Style	03
TOTAL= 25	

Nirma University Institute of Law

Moot Court Assessment Feedback Form

Assessment Feedback Indicators:

A Extraordinary **B** Good **C** Satisfactory **D** requires Improvement

Roll Number of the student		
Semester	Course name	Course Code
Date of submission of memorial		
Date of orals		
Components	Indicators	Remarks
Knowledge of Law		
Application of Law		
Analytical skill		
Citation and authorities referred.		
Formatting style		
Time management and organization		
Extent of Research		
Mooting Skill		
Self confidence		
Court manners		

The Graduate attributes assessed by this assignment are:

- Research Oriented Approach
- Critical Thinking
- Communication

**Signature of the Faculty
PW coordinator**

Research Writing Policy

Nirma University
Institute of Law
Research Writing Policy

Introduction

Legal writing is used to express legal analysis and research skills and one of the methods used to prepare learners to be good practitioners. It will enable the learner to gain specialization in words and phrases unique to law. Students should possess research and writing skills and get a fairly good exposure to legal resources such as statutes, law reviews, reporters, and other materials. Through this practical work, students would be able to prepare a research path relative to the assignment.

Objectives:

- enhance the legal analysis and case synthesis abilities of the learner and help them to acquire the fundamentals of fact analysis.
- To refine their legal research skills and increase self dependency in legal research and analysis.

Learning Outcomes:

After going through article writing process the students would be able to:

- be able to synthesize case laws, etc to draw predictive conclusion about legal issue.
- Learn the basic of analytical reasoning and demonstrate a higher level of expertise in information collection and analysis.
- Present persuasive arguments of their own and critically analyze what others have written.

RULES OF CONDUCT:

1. Students should finalise the Title of the Research writing in consultation with the concern faculty.
2. Students should follow the guidelines structure provided in ILNU Journal.
3. Students shall maintain originality and time commitment throughout the course of Research Writing.
4. Students shall start working on Research only after getting approval of the abstract from the concern faculty.
5. The Research should be original, self-explanatory and without plagiarism, otherwise, appropriate action shall be taken by concerned authority.
6. A student who fails to submit the Abstract or final Research or both the components on time, they will be given zero.
7. All Submission (Abstract and Final Research) shall be done in soft as well as hard copy.

MODALITIES:

The entire Research writing process will be in two phases.

1. Submission of Title and Abstract
2. Submission of Final Research

1. Submission of Title and Abstract (200-250 words):

- Central theme
- Research question/proposition to be assessed in the Research
- References/Bibliography
- key words

2. Submission of Final Research:

- Title
- Abstract
- Keywords
- Introduction (Background, Conceptual development or conceptual framework)
- Methods
- Results (Findings)
- Discussion and conclusion (Summary of the findings, implications, limitations and recommendations for future research)
- References/Bibliography
- Footnotes and endnotes.

GUIDELINES:

Covering Page: All submissions must be accompanied by a covering letter stating the title, author's full name, Roll no., University, Institute and Course, Course Code and to whom submitted. Only the covering page should contain the above mentioned details and not the manuscript.

Submissions must be in MS Word/open office.

Main Text: Times New Roman, font size 12, 1.5 spacing, justified, with a margin left 1.5 inch and right 1.0 inch, top 1 inch and bottom 1 inch. The first line of the paragraph is not to be indented.

Footnotes: Times New Roman, font size 10. Substantive foot notes are accepted.

Citation: *The Bluebook: A Uniform Method of Citation*, 18th Edition should be strictly adhered to.

References: The style of referencing should be as follows:

- BOOKS- Robbins, Stephen P, and Coulter, Mary (2011). Law, New Delhi: Pearson Education.

- PAPERS IN JOURNAL- McGregor, D (1957), “Uneary Look at Performance Appraisal, Harvard Business Review, 35 (1) 89-94.

Length of the Research: The length of the paper including tables, diagrams, illustrations, etc, should not exceed 5500 words; however, the faculty reserves the right to make changes to this condition.

All tables, charts, graphs, figures etc. should be kept to the minimum. They should be given on separate sheets with sources indicated at the bottom.

The typescript should be along with a declaration that the paper has not been published or sent for publication elsewhere.

After approval of the Abstract by the concerned faculty, the students will start working on the **Final Research** shall be:

Title: 8-15 words,

Abstract: 200-250 words,

Keywords: 6-8 words,

Introduction (Background, Conceptual development or conceptual framework): 500-1000 words,

Results (Findings): 1000-1500 words,

Discussion and conclusion (Summary of the findings, implications, limitations and recommendations for future r esearch): 1000-1500 words

References/Bibliography

Footnotes and endnotes.

Note:

Total words: minimum 3500 words and maximum 5500 words excluding **References/Bibliography**

Students can consult faculty at any stage of Research writing.

If any rectification suggested by the concerned faculty, they need to incorporate it in the Final Research.

(For further deatils visit <http://www.nirmauni.ac.in/law/LawJournal.pdf>)

Evaluation Criteria:

1. Submission of Abstract: **10 marks**

Title: 2 marks

Central theme: 3 marks

Research questions/propositions: 3 marks

References/Bibliography: 1 mark

Key words: 1 mark

2. Submission of final Research: **40 marks**

Introduction: 10 marks

Results (Findings): 5 marks

Discussion and conclusion: 10 marks

References/Bibliography: 5 marks

Footnotes and endnotes: 5 marks

Flow and language: 5 marks

Total : 50 Marks

(Notwithstanding anything contained in this clause, Dean-Faculty of Law, shall give relaxation in appropriate cases.)

Dr. Tarkesh Molia
Academic Coordinator

Prof. (Dr.) Purvi Pokhariyal
I/c Director -ILNU

Nirma University Institute of Law

Research Writing Assessment Feedback Form Assessment Feedback Indicators:

A Extraordinary B Good C Satisfactory D Requires Improvement

Roll Number of the student		
Semester	Course name	Course Code
Date of submission		
Components	Indicators	Remarks
Identification of proper issues		
Conceptual Framework		
Knowledge of Law		
Application of Law		
Analytical skill		
Language & flow		
Citation and authorities referred		
Formatting style		
Research Skill		
Identify future prospect of their work		

The Graduate attributes assessed by this assignment are:

Ethical Awareness
Global Outlook
Sensitivity towards Social Issues
Research Oriented Approach
Critical Thinking
Communication

**Signature of the Faculty
PW coordinator**

Comprehensive and Continuous Evaluation Policy

Nirma University Institute of Law

Comprehensive and Continuous Evaluation Policy

- In all the courses, one of the component for CE (Continuous Evaluation) would be CCE (Comprehensive and Continuous Evaluation) containing minimum of 20 marks and maximum upto 30 marks.
- The CCE is to be conducted regularly in the class from predefined materials given to the students by the faculty, the current topic, prehands out materials, current issues etc.
- Minimum two written (4/5 marks each) and two oral tests (1/2 marks each) shall be conducted in the class during the session and the result is to be declared at the moment and the concerned faculty will maintain the records of evaluated marks of the students.
- Periodically consolidated marks of all the students will be declared by the respective faculty of the course.
- The concerned faculty will randomly select 5 to 7 students (without repetition) in every class and they CE test will be conducted for 10 minutes duration.
- Faculty shall utilise systematic standardized observations of the response, such as oral language, concepts, knowledge, flow and use of strategies in expression to assess and also applicabilty and practice of the response of the students.

(Notwithstanding anything contain in this clause, Dean-Faculty of Law, shall give relaxation in appropriate cases.)

Dr. Tarkesh Molia
Chairman, ADS

Prof. (Dr.) Purvi Pokhariyal
I/c Director

Attendance Policy

Institute of Law Nirma University

Attendance Policy

Guidelines for Faculty Members

- Attendance is to be recorded on daily basis electronically. Attendance should be first taken in class in the attendance sheet provided and the same is to be entered online on that day itself.
- Attendance should be recorded in the first 5 to 10 minutes.
- It is the responsibility of the faculty in charge of the class to maintain a list of absent numbers of all the classes conducted by them.
- Students who are present in the class before the faculty member enters will only be granted attendance.
- All academic leave and exemptions of the students are to be maintained by the Assistant Registrar and they shall be credited to the attendance of student during the final attendance review.
- It is also compulsory to attend the Project Work/Practical Work classes.
- In case of change, shuffling or swap of classes, the respective faculty member is supposed to inform the same to the Academic Delivery System so that necessary changes in attendance data can be effected / monitored.
- Attendance should be recorded by course coordinator/co-coordinator and should not be left to be taken by students or Class Representative (CR).
- Faculty members should be ready with attendance data (absent numbers)sheet till the last lecture on any given date and should be able to produce the same when asked by the Academic Delivery System (ADS)/Area Head/Assistant Registrar or HOI.
- Faculties are required to be in class and shall not leave class before the stipulated time as per the time table.
- Faculties are expected to follow the lesson plan as mentioned in the module. In case there is any discrepancy, it should be informed to the ADS.
- Under the new Performance Based Appraisal System (PBAS), it is required that attendance record is submitted as proof of lectures taken. The PBAS Performa also requires record of extra lectures / tutorials conducted by a faculty. It is advisable that the faculty in charge of a course shall keep the attendance record (in soft & hard copy) for a year's time.
- Faculty members are expected to attend weekly meetings called by ADS/Assistant Registrar or HOI. Absence without reason will be taken seriously.
- The faculty member teaching a course is required to maintain a record of instances where attendance was not granted to students due to indiscipline / misconduct. In all such instances faculty should inform students why not granting attendance. Under no circumstances action taken by the faculty can be reverted, i.e. attendance once taken

back cannot be re-instated. In all such cases, the answerability and response towards the stakeholders rests on the faculty member.

- Under no circumstances faculties should exchange or change the schedule of their lecture without prior permission of the ADS.
- Once the results of TA/ MSE are declared, faculties are not supposed to modify / change marks. If the faculty feels that the marks are to be changed; because of certain error on the part of faculty members while assessing, the same should be notified to the Director, IL-NU along with the specific reasons for change.
- All discussions / deliberations in meetings are a way to devise and strategize the functioning of the institute. Sharing the same with students and other stakeholders might not augur well with the Institute or ethical expectations of the profession. Faculty colleagues are requested to take note of this and do the needful.
- All the faculty members will be provided with a file containing various academic policies along with CCE Marksheet, Project/Practical Work Marksheet and Attendance Sheet. You are required to strictly adhere to all the policies in letter and spirit.

(Notwithstanding anything contain in this clause, Dean-Faculty of Law, shall give relaxation in appropriate cases.)

Dr. Tarkesh Molia
Chairman, ADS

Prof. (Dr.) Purvi Pokhariyal
I/c Director

INSTITUTE OF LAW NIRMA UNIVERSITY

Attendance Policy

Guidelines for Students

- The students are required to attend all the classes, seminars, PW Hours (Project / Practical work/Tutorials) conducted throughout the day.
- In every course, attendance will be taken by the course coordinator / faculty in-charge of the class. Mere attendance is not the objective but positive interaction and learning environment is a given expectation from the students.
- Attendance will be taken in the first 5 minutes of the class. Students have to be present in the class before the faculty enters. If students enter later then that they will not be granted attendance under any circumstances
- Students are required to seek prior permission from the Director/Assistant Registrar/Area Head for remaining absent from any of the classes, seminars, PW Hours (Project/Practical work/Tutorials). Absence without prior permission would be treated as indiscipline act and will be proceeded accordingly. In case of any emergency/ medical reasons, if students are not able to seek the prior permission, they are required to intimate to the Area Head the reasons for remaining absent through e-mail or SMS. In case of medical reasons, medical certificate is to be submitted within three days after the student resume the Institute.
- As per the University regulations, students are required to attend 85% of the classes conducted in each course. Leave taken on medical / social grounds are permissible to the extent of the rest of the 15% of total attendance. In case of deficit in attendance in respective course, term of the course will not be granted and the student concerned will not be able to appear in Semester End Examination (SEE) in such cases.
- It is also compulsory to attend the Project Work/Practical Work classes. A minimum of 85% attendance is also required in the Project Work/Practical Work classes. The attendance data of Project Work/Practical Work classes will be maintained separately and there will be separate attendance review of the same.
- During each lecture, absentees students will be identified and at the same time their parents will be intimated through SMS/mail everyday.
- At the end of each month, attendance review showing the percentage of attendance, each students have attended in every course will be placed on the notice board. The students who do not meet the minimum attendance criteria will be warned after this review and their parents will also be intimated regarding the attendance of their ward via SMS and email. In cases where there is persistent irregularity, parents will also be called for a meeting with the Area Head/ Course coordinator or HOI.
- At the end of the semester, final attendance review will be carried out. Students who do not meet the minimum attendance criteria must apply to Appeal Committee stating the reason(s) for the shortfall in attendance. On receiving of the application for an appeal, the Appeal Committee will hear the candidate and decide the case accordingly.

- During the semester students may avail the Academic Leave. Academic leave is defined as the leave that is taken for attending Moot Court Competitions, Conference / Seminars, Parliamentary Debates etc. and other events that are of academic nature. The Academic Leave may be of two types:
- In case the student represents the Institute, he/she has to face a selection cum screening committee scrutiny. After the due process, the selected students would be granted leave. All academic leaves granted for representing the Institute will be funded by the Institute as per rules.
- If the student by his own initiative wishes to attend a conference / seminar etc. he/she must apply in prescribed format. The Institute would look into the participative importance from students' and Institutes' point of view and after review of the paper to be presented in the conference/seminar the Institute will take decision about the leave. Paper may be reviewed by the concerned faculty member who is expert in the respective field. Mere participation will not be a ground for consideration. This type of academic leave can be availed by a student only ONCE in a semester.
- Notwithstanding anything prescribed in the above mentioned clauses the Head of the Institute may grant academic leave to any student if the HOI thinks that the reason for leave is of Academic nature and is in the interest of the institute and the student.
- Academic Leave form should be submitted to the Assistant Registrar and after scrutinizing it will be placed before HOI for approval. The record of the same will be maintained by the student section for the final review.
- Academic Leave will be credited to the attendance of the students at the time of final review
- In case of general/medical leave, students should submit filled up leave form to respective Area Head and after their approval. The record of the same will be maintained by the student section.
- Students of semester I & III need to apply Dr. Shalini S. (Area Head) general/medical leave and Students of semester V, VII & IX need to apply Dr. Tarkesh Molia (Area Head) general/medical leave.
- Academic leave is required to be duly authorized by Director, IL-NU.

(Notwithstanding anything contain in this clause, Dean-Faculty of Law, shall give relaxation in appropriate cases.)

Dr. Tarkesh Molia
Chairman, ADS

Prof. (Dr.) Purvi Pokhariyal
I/c Director

Internship Policy

NIRMA UNIVERSITY INSTITUTE OF LAW

Policy for Internship Program

Introduction:

Internship is a very important learning process for law students. It provides exposure to students with regards to practical aspects of law. It is very important for the students to know how law is applied which is many times quite different from the law taught in the class. It also helps the students in deciding their career goals, because without practical exposure to various institutions, it is not possible for the students to take an informed decision regarding their career goals. Therefore it is very essential to strengthen the existing Internship program and to provide a comprehensive framework for Internships at ILNU. The Bar Council of India has also made it mandatory for all law students to undergo internship training for a minimum period of 20 weeks for 5 year law course. Therefore we need to regularize the whole process of internship at ILNU.

The policy paper addresses the following aims and objectives:

1. To provide for a process for internship program with each semester
2. To provide minimum criteria for NGOs, Lawyers of High Court and Supreme Court and Law firms for internship training.
3. To conduct internship process.
4. To provide an objective evaluation criteria for internships
5. To provide a basic support services for students who take up internships
6. To designate a proper authority who will be responsible for the complete internship program.

Internship Curriculum Structure:

The internship curriculum structure of the ILNU students will be the same as prescribed by the ILNU norms which are as under:

Course Title	Training Scheme Weeks/Semester)		Credit	Worksheet & Weekly Report	Final Report	Presentation/viva voce
Internship with NGOs	4	II	2	0.25	0.50	0.25
Internship with Trial Court - Phase I	3	III	2	0.25	0.50	0.25
Internship with Trial Court – Phase II	6	IV	3	0.25	0.50	0.25
Internship with High Court - Phase I	3	V	2	0.25	0.50	0.25
Internship with High Court - Phase II	6	VI	3	0.25	0.50	0.25
Internship with Law Firm	4	VII	2	0.25	0.50	0.25
Clerkship with Supreme Court	4	VIII	3	0.25	0.50	0.25
Placement Training at Corporate Firm/Sector	4	IX	2	0.25	0.50	0.25
Total	38		22			

Supervising Structure of the Internship Committee:

There shall be an Internship Committee headed by an Internship Coordinator and a team of other faculty members, student members and office superintendent. The Committee will be fully responsible for the internship program of ILNU.

Functions of the Internship Committee:

- The committee will also develop the evaluation and other forms as per the requirement.
- The committee will maintain a database of various organizations for internship purpose.
- The committee will act as a link between the students and organizations providing internships.
- The committee will be responsible for maintaining a relationship with the organization and the ILNU.
- The committee will be responsible for taking continues feedback from the organizations regarding the students interning.
- The internship committee will create the database of NGOs, public sector undertakings, multinational corporations and corporate law firms.
- The internship committee shall provide assistance in the placements of ILNU.
- All the correspondence with the organization will be the sole responsibility of the Internship Co-ordinator.

Dates of Internships:

The dates and period of Internships will be announced at the beginning of each academic year in the academic calendar, taking into consideration the need of the industry and also the academic scheduled.

Applying for the Internship:

Students will apply for the internship on their own depending on their preferences and location. It will be responsibility of the student to apply to the respective organizations well in advance as required by the organization so as to secure their internships.

In cases where students are not able to secure internships on their own, they have to apply to the Internship Committee well in advance as stipulated by the Internship Committee from time to time and the committee will facilitate those students in finding the internships.

While selecting an NGO, Advocate or a Law Firm, the following criteria should be taken care of by the students:

I. Minimum standards for NGOs:

- Should be registered as a Charitable organization and should be receiving tax benefits under Section 80 C of the Income Tax Act
- Should have been working for 5 years.
- The working should be in the area of providing Legal Aid, Social Cause, Poverty Issues or Developmental Issues.
- The NGO must have keen interest to their knowledge and expertise with the intern and thereby contribute for the cause of quality legal education in Country.

II. Minimum Standards for Trial Court Lawyers:

1. Any Advocate on the role of Bar Council of India and of respective State Bar Council having minimum 10 years of practice at trial court level and deals with the cases at trial stage at present.
2. Who has keen interest to share his/her knowledge and expertise with the intern and thereby contribute for the cause of quality legal education in country.

III. Minimum Standards for High Court Lawyers:

- 1 Any Advocate on the role of Bar Council of India and of respective State Bar Council having minimum 10 years of practice at high court level and deals with the cases at appeals stage at present.
- 2 Who has keen interest to share his/her knowledge and expertise with the intern and thereby contribute for the cause of quality legal education in the country.

IV. Minimum Standards for Law Firms:

1. A law firm must be in the business for at least 5 years, and it may be litigating or non-litigating firm.

2. Who has keen interest to share his/her knowledge and expertise with the intern and thereby contribute for the cause of quality legal education in the country.

V. Minimum Standards for Supreme Court Lawyers:

1. Any Advocate on the role of Bar Council of India having minimum 10 years of practice at Supreme Court India and deals with the cases at appeals stage at present.
2. Who has keen interest to share his/her knowledge and expertise with the intern and thereby contribute for the cause of quality legal education in the country.

Internship Process:

I. Internship Orientation Date:

The Internship Orientation shall be conducted in the third week of the month when the semester commences.

II. Confirmation of Internships:

Once the internship is finalized, the students have to inform the Internship Committee in writing regarding the same along with a letter from the organization confirming the internship.

The Internship Committee will issue a letter of recommendation to all the organizations through the respective students informing them about the internship program and the evaluation criteria. The letter should be signed by the Director or any other person authorized by the Director. The students have to carry that letter to the organization and submit the same to the concerned authority.

III. Commencement of Internships:

At the commencement of the internship the students have to inform the Internship Committee about their commencement in a prescribed format which will be countersigned by the Authorized person of the Organization confirming that the student has joined the internship program.

The Internship Committee will give a personal phone call to the concerned persons in all organization, thanking them for providing the opportunity to our students and informing them the academic records and their specialization.

IV. During the Internship tenure:

The Internship committee will monitor each student about how they are performing during their internships. The committee will distribute students among faculty members and the faculty members will be the contact person for the students to send their weekly reports and other official communications. The following steps are to be taken by Internship committee for the same:

1. Regular contact with the organization by way of mails asking them about the performance of the students
2. Personal phone calls to be made to the concerned person at the organization getting feedback of the students

3. A weekly report to be submitted by students to the concerned faculty members regularly.
4. A midterm evaluation form which will be prepared by the internship committee to be sent to all organizations which will be returned to the committee. This report will be confidential.
5. Student will submit a mid term report by mail or any other means to the committee in a format prepared by the committee.

V. End of Internships:

At the end of internships the students will submit in the format prescribed by the Internship Committee the following:

1. A detailed report of the internship
2. A weekly report which they have regularly updated during their internship
3. Confidential report and evaluation sheet of the organization in a sealed envelope.
4. Final Report of the Internship within ten days.
5. Any other information as and when prescribed by the internship committee.
6. An internship viva will be conducted thereafter.

The Internship Committee will facilitate the Director to write a letter to all the organization thanking them for providing opportunity to the students of ILNU.

VI. Evaluation Process:

Internship program has 22 credits spread across 9 internships a student will undergo during his studies at ILNU.

A student will be evaluated from a total of 100 marks for an internship. The marks will be sub divided as:

Report and Viva	:	50 Marks
Weekly Report	:	25 marks
Evaluation by Organization	:	25 marks

VII. Evaluation of Report:

A committee of 3 faculty members will be constituted and the evaluation of the students will be done by the committee. All reports will be distributed equally among committees randomly. The concerned committee will take viva of the students allotted to them. Based on viva performance and report the committee will evaluate the student. While taking viva, committee will concentrate on making sure that the students have actually participated and worked properly during internship.

The evaluation criteria will be decided by the Internship Committee based on the need and improvements from time to time.

VIII. Evaluation of Weekly Report:

Weekly report will be evaluated by the faculty nominated by the Internship Committee for evaluation of Reports. Criteria for evaluation will be decided by the internship committee based on the organization.

IX. Evaluation by Organization:

The host organization will evaluate the students on the criteria decided by the internship committee from time to time. They shall submit the same along with the confidential report to the Internship Committee in a sealed envelope.

Miscellaneous

Along with the functions described above, the Internship Committee shall also:

1. Search for new internship opportunities for the students.
2. Organize training for students regarding internships
3. Shall work as a mediator in cases where students have some issues with the host organization.
4. Organize workshops, seminars etc that are focused on field training of students.

Enclosures:

- Letter
- Acceptance letter
- Confidential Report
- Weekly Report
- Final Report

(Notwithstanding anything contain in this clause, Dean-Faculty of Law, shall give relaxation in appropriate cases.)

Dr. Tarkesh Molia
Chairman, ADS

Prof. (Dr.) Purvi Pokhariyal
I/c Director

Soft Skills Training Policy

**Nirma University
Institute of Law**

Soft Skills Training Policy

Objective: This training programme is designed to give the students of IL NU the necessary exposure to specialized soft skills which are essential in today's corporate environment, in order to help them transition easily from the campus to the corporate world.

Methodology:

- General Discussions
- Interactive Sessions
- Presentations
- Role Plays
- Management Games
- Group Exercises
- Audio/Video exercises

Trainers: Dr. Shalini S, Ms. Nandini Sinha, Dr. Harmik Vaishnav, Ms. Sharita Sharma, Ms Nirmala Menon, faculty from IM NU and guest faculty.

Expected Learning Outcome: After undergoing these trainings, the students would be able to:

- Develop skills to face interview and group discussion processes
- Develop a thorough understanding of how to portray themselves as thorough professionals.
- Develop industrial relevant competencies to help them perform well in their respective stream of work.

(Notwithstanding anything contain in this clause, Dean-Faculty of Law, shall give relaxation in appropriate cases.)

Dr. Tarkesh Molia
Academic Coordinator

Prof. (Dr.) Purvi Pokhariyal
I/c Director

Students Grievance **Redressal Policy**

INSTITUTE OF LAW , NIRMA UNIVERSITY

Grievance Redressal Policy

INTRODUCTION

A Grievance is any discontent or dissatisfaction, whether expressed or not, whether valid or not, arising out of anything connected with the Institute that a student thinks, believes, or even feels, is unfair, unjust or inequitable.

1) Objective :

- a) Linking with a well defined Disciplinary System to make it acceptable to all.
- b) All actions should be prompt for better redressal of Grievance.
- c) To make the redressal process fair, impartial, consistent, with prior warnings and commensurate with gravity of misconduct.
- d) Aim should be on prevention of misconduct rather than controlling through punitive measures.

Scope:-

The cell deals with Grievances received in writing from the students about any of the following matters:-

- Academic Matters : a) Related to timely issue of duplicate Mark-sheet/ Duplicate Mark-sheet, Transfer Certificates, Conduct Certificates or other examination related matters.
b) Related Solely to teaching & Learning.
- Financial Matters : Related to dues and payments for various items i.e. fees, fines, hostel, library, etc.
- Other Matters : Related to certain misgivings about conditions of sanitation, a

Constitution:

The Disciplinary & Grievance Redressal Committee will constitute of HOD/Area Head, Assistant Registrar, two other faculties as appointed by the Director, Faculty of Law, Nirma University & Director working as Chairperson.

Functions:

The Disciplinary & Grievance Redressal Committee will have the following function:

- Redressal of students Grievances.
- To coordinate between students & department to redress the grievances.

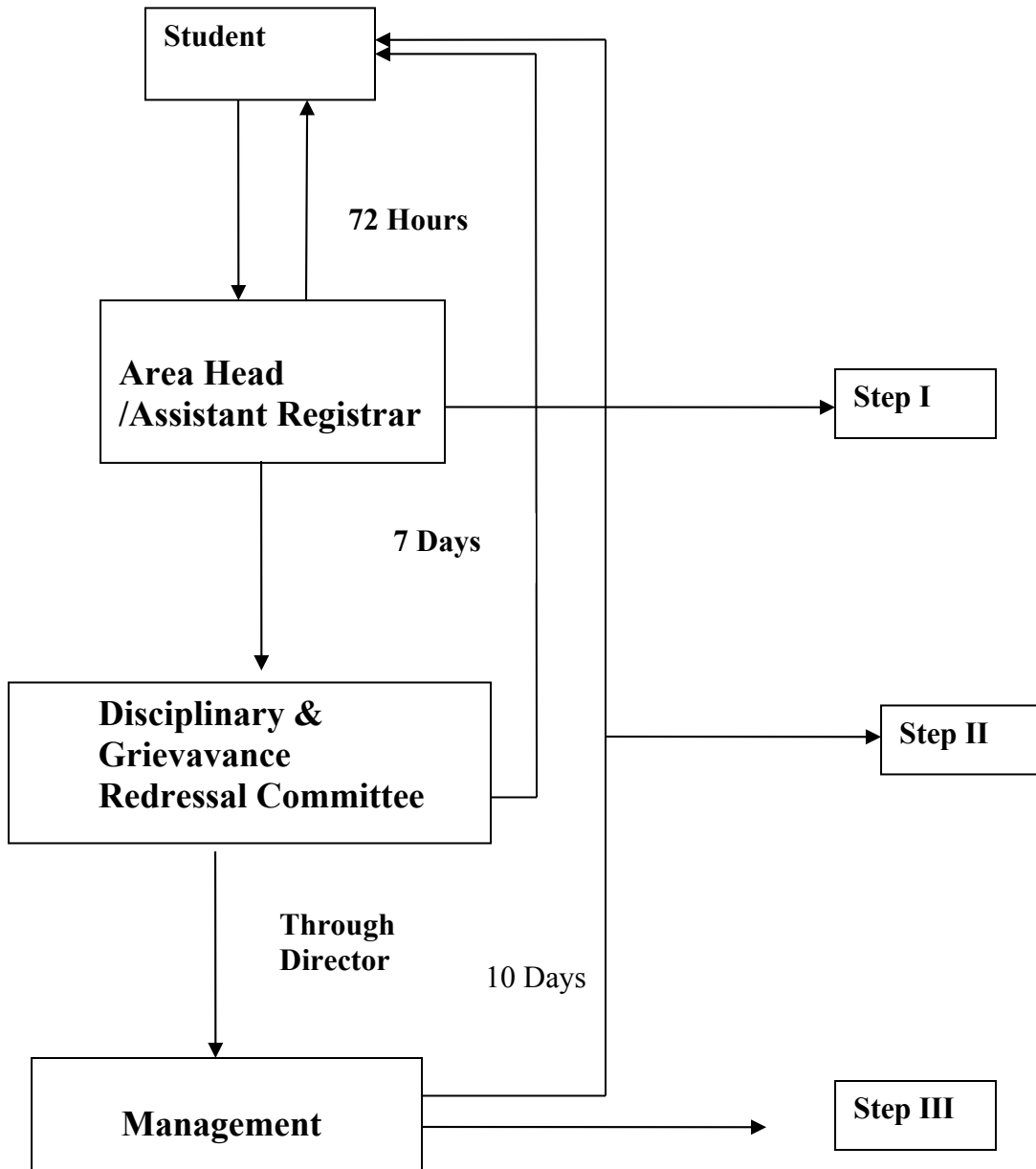
- The cell formally meets to review all cases, prepares a statistical reports about the number of cases received, attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities

Exclusions:

The Disciplinary & Grievance Redressal Committee shall not entertain the following issues:

- Policy matters framed by the University/ Statutory Committee
- Decisions made by the University with regard to disciplinary matters and misconduct.
- Decisions by competent authority on assessment and examination result.

3) Grievance Flowchart (for Students):



4) Grievance Redressal Procedure:

a) Students informally drop in the Assistant Registrar/ Area Head room and talk informally over their grievance. They may even present the grievance through the official contact numbers of the said officers.

b) **E-mails:** Through separate e-mails to Area Head, Assistant Registrar directly. (grievance.il@nirmauni.ac.in).

c) An aggrieved student shall first present his/her grievance Verbally or in writing to the Assistant Registrar –ILNU. If the Grievance solely pertains to Teaching & Learning then to the Concerned Area Head. The Assistant Registrar/Area Head is required to furnish the solution within 3 working days of the presentation of grievance.

If the Assistant Registrar/Area Head feels the grievance required to be referred to the Disciplinary and Grievance Redressal Committee”, the same should be forwarded within 2 working days of the receipt of the Grievance.

d) If the student is not satisfied with the answer, he/she can approach to the “Disciplinary and Grievance Redressal Committee” in writing which shall evaluate the case and make its recommendations to Director within seven days of presentation of the case. The student would be communicated the recommendation within 3 days.

e) If the committee fails to take the decision within the stipulated time or the student is not satisfied with the decision, he/she can an appeal for revision to management within five Working days. Management is supposed to communicate its decision within ten days of student’s revised petition.

**Students Disciplinary & Grievance Redressal Committee at the
Institute(Academic Year 2012-2014)**

Sl. No	Name	Position	Mail-Id	Contact Number
1	Dr.(Prof) Purvi Pokhriyal, Director	Chairman	director.il@nirmauni.ac.in	9879609678
	Dr. Tarkesh Molia, Area Head cum Academic Coordinator	Member	tarkesh.molia@nirmauni.ac.in	9724569210
3	Dr. Shalini.S, Area Head	Member	shalini.s@nirmauni.ac.in	9409576220
4	Dr. Madhuri Parikh,Assistant Professor	Member	map.il@nirmauni.ac.in	9998344819
5	Mr. Nitesh Chowdhury, Assistant Professor	Member	nitesh.chaudhry@nirmauni.ac.in	9825490894
6	Mr. Manoj Singh, Assistant Registrar	Secretary	manoj.singh@nirmauni.ac.in	8401502257

(Notwithstanding anything contain in this clause, Dean-Faculty of Law, shall give relaxation in appropriate cases.)

Dr. Tarkesh Molia
Chairman, ADS

Prof. (Dr.) Purvi Pokhariyal
I/c Director

Mentoring Policy

Nirma University

Mentoring Policy

Preamble:

The experience of the university life is commonly identified as move away from family and home. For many students, it may be the first instance to stay away from family restrictions and living independent life. It is a transitional period in terms of economic status wherein, students are financially dependent on the family, but they learn to manage their expenses by staying away from home. These factors contribute tremendous changes in the behavioral aspects of the students. Also, during this period, they are introduced wide range of technical /professional courses under the programmes offered to them. At times, this adds to the stress and anxiety factors amongst the students. If all these issues of students' life appraised effectively and mentored properly, raw teenagers may be chiseled out as the sound professionals as per the demand of the society.

Objectives:

- To provide the platform to the students for sharing their problems related to academic and non-academic matters
- To monitor the academic progress of the students
- To identify the slow learners, fast learners and the weak students and to provide them suitable environment to grow and prosper
- To provide an intervention and assistance to the students to grab the opportunity for their growth and development
- To cultivate higher degree of professional responsibilities and imbibe the values amongst the young students
- To provide an opportunity for overall development to all the students

Procedure for Mentoring:

Step-I: Orientation of the Mentors

Prior to the commencement of the academic semester, the faculty members are to be oriented and sensitized regarding the importance and objectives of the mentoring process. They need to be realized that mentoring of the students at the university is part of their professional duty.

During the orientation session, the faculty members need to be oriented with the do's and don'ts of the mentoring process. The senior faculty member of the institute / department may coordinate and act as resource person for this orientation session.

Step-II: Allocation of students to the Mentors

The Head of the Institute will appoint a senior faculty member of concerned institute as Faculty Coordinator for mentoring process. The concerned HoD/ Section Head will assign a group of 20-25 students to an individual faculty member. Preferably, the same faculty member should remain as the mentor for the same group during the group's entire tenure at NU.

Step-III: Filing the Mentoring Form and Preliminary Round of Mentoring

After group allocation, the mentor will plan for a preliminary round of mentoring. This round should be organized in the first week of the semester. All the students will be informed about the mentoring session through e-mail and notice (day/date/time/venue/etc.). The mentor will get the forms filled up by the students under him/ her mentorship and will maintain proper record of the same. During the orientation session, the mentor will make the students comfortable and try to develop a rapport with them, so that the students can easily approach the mentor in future.

After primary briefing and form filling, the mentor will interact with each individual student and will make necessary remarks in form-D. While, filling form-D, the academic progress, behavioral aspects, attendance related issues and participation in all-round development activities should be taken into consideration. Based on all such details, the mentor will identify the academic category of the students, i.e. slow learner, advanced learner or weak in studies. Depending upon the academic category of the students, he/she should be guided to grow and develop. Especially, for the advanced / fast learners, the necessary environment, encouragement should be provided to excel.

Step-IV: Next Round of Mentoring

The next round of mentoring should be arranged after the MSE/Sessional Examination (preferably after declaration of results). The main purpose of this mentoring session is to monitor the academic performance of the students, to review the attendance, to review the progress in TA/LPW, etc. The mentor will also observe the improvements in the students after the first round of mentoring.

Thus, in a semester, minimum two mentoring sessions should be arranged. However, for the special cases, where continuous monitoring and follow-ups are required, series of mentoring sessions can be arranged.

The mentor will maintain a separate file for all the students assigned to him/her. They will keep all the updated details of the students under him/her, provide them mentoring time to time and report the outcome to HoD/Section Head regularly.

Step-V: Analysis

All the mentoring reports (only summary) are submitted to the concerned HoD/Section Head. The HoD/Section Head will take necessary actions, wherever required and may inform the concerned HoI.

For all the cases where improvement is not seen / difficult to mentor, should be immediately reported to the concerned higher authority.

Step-VI: Assessment of mentors by mentees

The feedback of mentors will be taken in every semester. The Mentor Feedback Form is attached at Annexure-I.

Step-VII: Review and revision of Policy

The mentoring policy will be reviewed after a period of one year. The Institute Coordinator of the Mentoring policy will present the mentoring report in the IQAC meeting of the concerned institute. Subsequently, the suggestions will be placed before the Steering Committee of ADR Cell and if required, the policy/process will be revised.

Step-VIII: Roles and responsibilities of Coordinator and Head of Institution

The responsibilities would be as follows:


Responsibilities of Coordinator:

1. To be in constant touch with all the Mentors.
2. Collecting the reviews/feedback from all the mentors and to prepare a summary report.
3. Present the mentoring report in the IQAC Meeting of the concerned institute.
4. In case of any special case, the Coordinator, in consultation with concerned HOI, will guide the mentor.
5. To organize training programme for the mentors at regular interval.

Responsibilities of Head of Institution:

1. To monitor the effectiveness of mentoring across all the programmes
2. To ensure that any issues arising are appropriately managed by Coordinator
3. To review the policy from time to time

The above policy is of general nature and it can be modified according to needs and requirements of concerned Institute.

		Nirma University <u>Student Mentoring Form</u>		Paste your Photograph
A	BASIC INFORMATION			
1	Name <i>(Surname- Student's Name- Father's Name)</i>			
2	Sex (Male / Female)			
3	Date of Birth			
4	Roll Number			
5	Current Course of Study <i>(For Exa. B. Tech. EC or M. Tech. EC (VLSI Design))</i>			
6	Current Semester of Study			
7	E-mail			
8	Phone Number (Personal)			
8	Phone Number (Parents / Guardian)			
9	Address of Present Residence			
10	Permanent (Parent) Address			
11	Student's first Language			
12	Medium of instruction till 10+2			
13	Last School / College Attended			
14	JEE Rank / AIEEE / GATE			
15	% obtained in HSCE / Diploma Exam			
16	Hobbies / Interest			
17	Awards / Achievements			

B	ACADEMIC RECORD							
1.	Semester wise SPI							
	Sem. I	Sem. II	Sem. III	Sem. IV	Sem. V	Sem. VI	Sem. VII	Sem. VIII
2.	Semester wise Failure / NT in no. of course							
	Sem. I	Sem. II	Sem. III	Sem. IV	Sem. V	Sem. VI	Sem. VII	Sem. VIII

C	TYPE OF DIFFICULTY FACED (Tick the most relevant)	
1	Poor Performance in Exams	
2	Attendance Related	
3	Course Registration	
4	Subject Difficulties	
5	Study <i>(Assignments / Tutorial / Lab / Special Assignment)</i>	
6	Communication (Language) Problem	
7	Misbehavior	
8	Exam UFM	
9	Career Choice / Placement / Competitive Exams	
10	Personal <i>(Stress / Depression / Health / Financial / Friendship / Peer Pressure / Competition / Social – emotional, Home Sickness, etc.)</i>	

11	Any Other	
D 1.1	MENTOR'S REMARK(S) (Note: To be filled by the concerned mentor and not to be shown to the student)	
1	Name of the Mentor	
2	Date Mentoring	
3	Mentoring / Meeting Number	
4	Academic Category of a Student (A. Slow Learner, B. Fast Learner, C. Weak)	
5	General Findings (Attendance record / appearance / attitude)	
6	According to you, what is the exact problem of a student? (Describe the findings here)	
7	Problem Category (Psychological / Academic /Career Choice /Any Other)	
8	Suggestions to the Student	
9	Date of Next Meeting	
10	Sign of Mentor	

Mentor Feedback Form

Mentor's Name _____

Please tick (✓) one relevant response against each question. Please do not mark questions, if (a) you are not clear about your response, or (b) the question is not relevant or unclear.

Mentor Evaluation						
Sr. No.	Description	Please Tick				
		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
		5	4	3	2	1
1	The Mentor took active interest in mentoring process.					
2	The mentor contributed to our development.					
3	The mentor helped us enhance our employability skills.					
4	The Mentor supported us in adjusting at the Institute.					
5	The mentor gave us helpful feedback.					
6	The mentor provided individual attention to each one of us.					
7	The mentor was always available in case of an urgent requirement.					
8	The mentor makes us feel comfortable with them.					
9	The mentor coached us.					
10	What should be the frequency of mentee-mentor meeting?					
11	Please write your open ended comments about the mentoring process here.					