

Nirma University
Institute of Law
Academic year 2022-2023
Policy on preparation on
Course Conduct Module (CCM)

“Most Excellent Instructor..... Plan very seriously, fully aware that alternative base of organizing class sessions are available, which go beyond the mere presentation of materials to the promotion of active higher order learning and motivation” . – Lowman.

Preamble

Course Conduct Module is a blueprint of the vision and planning of the teacher concerned for his or her course. It reflects the skills of a teacher of making facilitating plans of students’ learning. CCM is to be prepared compulsorily as per this policy document and it is to be presented in the faculty meeting chaired by the Dean. The suggestions offered in the meeting are to be incorporated in the final CCM which is to be submitted by each faculty before he or she goes for semester break.

Prerequisite

- (1) Each faculty members of the Institute has to prepare CCM after having thorough consultation with practicing advocates, alumni, people from legal industries, existing students so that after incorporating an appropriate feedback, a faculty may be able to cater the needs of the course as per the expectations of the stakeholders.
- (2) Faculty must interact with senior legal professionals from the field. It will help faculty members to identify core topics and core skills relevant to the concerned course.
- (3) While preparing CCM, each faculty members has to keep in mind Programme Learning Outcome, Programme Educational Objectives and Graduate Attributes of the programme which Institute envisions in its OBE policy.
- (4) The mapping of the respective course with PLO PEO and GA is to be kept in focus while designing assessment Scheme under CCM.
- (5) While designing CCM, kindly also keep in mind the integration of the course concern and congruence of the topics of your course with the other courses in order to develop cross disciplinary understanding.
- (6) A thorough research for teaching and preparation of CCM is quintessential. **CCM must consist of all the components and then only it will be ready to submit and the presentation in the faculty meeting.**

Components of CCM

- A. Course Title / Course Code / Teaching and Examination Schemes
- B. Course Learning Outcomes (CLO)
- C. Course Syllabus
- D. List of Books / Reference books / E-books
- E. Course related Important Web-links
- F. Video Lectures, if available (like NPTEL, MOOC, IMP You-tube Lecture.)
- G. List of International / National Journals related to the Course
- H. Unit / sub-unit wise content of the syllabus and list of case law and research articles etc.
- I. List of advanced topics (seminar topics) related to the course
- J. Course related own blog and other such blogs (address)
- K. Micro Teaching Plan
- L. Lesson Plan (as per Format)
- M. Structured Tutorial/Seminar/Clinical planning with design of clinical exercise and problems (wherever applicable – as per the format mentioned hereinafter)
- N. Formative Assessment Scheme (As per Format)
- O. Self Study Material
- P. List of world leading PSUs Law firms, organizations / working on the course related areas
- Q. List of world leading Law Experts / Academicians working on the course related areas
- R. Suggested text book (standard one title)
- S ERM and RRM
- T Ten Commandments for students.

All components of CCM to be uploaded on course website.

Formats

(A) Course Title / Course Code / Teaching and Examination Schemes

Course Title / Course Code:

Course Name (Note: a. the Font style shall be “Times New Roman” b. the font Size shall be as under: i. All headings– 14, Bold, ii. Unit title– 12, Bold, iii. Contents of syllabus– 11, Normal)	Course Code (Font name: Times New Roman, Font Size 14)
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Teaching and Examination Schemes:

Course Code	Course Title	Teaching Scheme (Hrs./Week)			Credit C	Evaluation Scheme			
		L	T	PW		Examination Hours SEE	Component Weightage		
							CE	SEE	PW

(B) Course Learning Outcomes (CLO)

After completion of the course, the students will be able to:-

- (1)
- (2)
- (3)

(C) Course Syllabus:-

Notified copy of the syllabus to be put here

(D) List of Books / Reference books / E-books

(as per APA reference style)

- (1)
- (2)
- (3)

(E) Course related Important Web-links

- (1)
- (2)
- (3)

(F) Video Lectures, if available (like NPTEL, MOOC, IMP You-tube Lecture.)

- (1)
- (2)
- (3)

(G) List of International / National Journals related to the Course

- (1)
- (2)
- (3)

(H) Unit / sub-unit wise content of the syllabus and list of case law and research articles etc.

- (1)
- (2)
- (3)

(I) List of advanced topics (seminar topics) related to the course

(J) Course related own blog and other such blogs (address)

- (1)

(K) Micro Teaching Plan format

Micro Teaching plan is to be designed keeping in mind the type of courses you are handling viz.

- Foundation Course (e.g. Political Science, Sociology, Accounting which helps students to develop holistic understanding of law courses in action.)
- Core Law Courses (e.g. Contract Law, Criminal Law, Corporate Law etc.)
- Core Clinical Courses (e.g. Cr.PC., CPC, Evidence, ADR etc.)
- Advanced courses) (e.g. Human Rights, Conflict of Laws, all Honours courses etc.)

- General Skill Based courses (English, Communication Skills Legal Research, Debate, Drafting, etc.

Pedagogy	Weightage (%)	Specific Mode	Description	Allocated Units
Experiential Learning				
Self-Study				
*Expert Lecture / Cooperative Teaching / Video Sessions				
Core Teaching				

* Details of Expert Lecture

Name of Expert	Designation / Teaching Mode	Topic / portion of the syllabus covered	Deliverables	Total number of sessions	Date of Expert session

(L) Lesson Planning format:

Lesson Plan is to be designed as per the following format keeping in mind the credit hours of your course, academic calendar, time table, your anticipated leave, even calendar etc.

Session No.	Topic	Pedagogy	Mapped CLO	Pre-class reading (ERM No.)

(L-a) Clinical Pedagogy

Clinical Pedagogy

Session No.	Session Plan and Objectives	Topic covered	Description	Reference	Outcome

(L-b) Tutorial Planning

Tutorial Plan

Tutorial No.	Week	Teaching Method	Description	Reference	Outcome
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(M) Structured Tutorial / Seminar/ Clinical planning format (Clinical planning for the clinical course, seminar planning for the advanced courses, tutorial / practical work planning for the core courses)

Note:

For the core courses faculty can also prepare work book / exercise book for thorough preparation of the fundamental understanding of the concepts and its application.

Sr. No	Week	Clinical Exercise / Tutorial / practical work	Reading Material / work book / exercise book	Method of Conducting the Exercise (in brief)
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Note:-

- Preparation of the Clinical Exercise / Practical Work / Seminar should be done well in advance and students are to oriented accordingly.
- Clinical Exercise / Practical Work / Seminar should be of such a nature that students should be able to understand the practical implications of the subject matter.
- The exercise should also be of such a kind that all students can get involved equally.
- The need of Advanced and Slow Learners should be kept in mind while allotting the material or involving them in different activities.

(N) Continuous Comprehensive Evaluation Format (60% weightage of total course evaluation)-

Details of C.E.	Description	Assessment Criteria	Marks assigned	Date	Date of Declaration of Result	Mapped CLO
Continuous Evaluation I	Written Test		40			
Continuous	Activity		40			

Evaluation II*	based C.E.					
Continuous Evaluation III	M.C.Q.		20			

* Detailed description of C.E. II – conduct – criteria and schedule.

(O) Self Study Material

This is to be prepared based upon identified self-study topics.

Course website: Course module, Reading materials and other information like academic calendar, attendance review, notice etc. related to the course in complete is to be made available at the specified course website.

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. (Refer Blog Policy).

(P) List of world leading PSUs Law firms, organizations / working on the course related areas

- (1)
- (2)
- (3)

(Q) List of world leading Law Experts / Academicians working on the course related areas

(R) Suggested text book (standard one title)

- (1)

(S) Essential Reading Material (ERM) and Reference Reading Material (RRM) (not a part to be included in course module but to be provided separately)

This may include the following:-

Reading material should be prepared for whole course. Faculty should provide all relevant form of references as per following:-

1. Research Articles
2. Essays
3. Chapters from books
4. Cases
5. Ted Talk
6. Moot Court
7. Video Links
8. Blogs
9. Website
10. Report etc.

Note:

The reading material can be sub divided into Essential Reading Material (ERM) and Reference Reading Material (RRM). The entire ERM is to be compiled and spiral bound and should be kept in the library so that students can access it as per their requirement. (for this you need to submit ERM in softcopy to Assistant Registrar, ILNU before you go for Semester break.)

The same should be uploaded on the Course Website.

(T) Ten Commandments for law students

(excerpts from Andrew J. Mc. Clurg - University of Arkansas at Little Rock School of Law)

1. Thou shalt be prepared for class.
2. Thou shalt be on time.
3. Thou shalt not be afraid to ask questions.
4. Thou shalt not be afraid to voice your opinion, even when it is believed to be contrary to the professor's.
5. Thou shalt tolerate the professor's offbeat sense of humor.
6. Thou shalt respect thy classmates.
7. Thou shalt understand that there is method in the madness.
8. Thou shalt not be afraid to seek out the professor's office.
9. Thou shalt regularly attend class.
10. Thou shalt take a deep breath and prepare for a long, hard semester.

Date: 05/07/2022

Dr. Madhuri Parikh
Director & Dean (I/c.)