

**MAHATMA GANDHI UNIVERSITY**  
**SCHOOL OF INDIAN LEGAL THOUGHT**  
**(POST GRADUATE DEPARTMENT OF LAW)**

**REGULATIONS FOR THE ONE YEAR LL M PROGRAMME**  
**(C&SS)**

**with effect from 2020 admission**

**Objectives, Structure, and Duration:**

The One Year LL.M Degree Programme offered in School of Indian Legal Thought, Post Graduate Department of law, Mahatma Gandhi University is intended to produce law teachers and researchers. The courses and transaction are designed to achieve these objectives

**Duration and Scheme of One Year LL M Programme**

1. The LL.M course shall be of one year duration, full time, consisting of two semesters. Each semester will be of 20 weeks' duration including classroom teaching, library work, seminars and research. The Programme will be governed by the Credit and Semester system of the Mahatma Gandhi University.
  - (ii) A student may opt for courses as provided under the table in respect of First and Second Semesters given below.
  - (iii) A student for every Specialization shall, in the course of two semesters, undergo instruction in three Compulsory Courses, Five Specialization Courses, One Elective Course, apart from the Dissertation and Viva-Voce as per the scheme. Elective course may be chosen from the schedule of electives given below subject to the availability of teachers and other circumstances.

**2. Specializations:** The specializations offered in the School are the following ones:

1. Administrative Law
2. Contract Law
3. Criminal Law
4. Constitutional and Administrative Law
5. Environmental Law
6. Intellectual property Rights

**3. Number of Seats :**

One Year LL M Programme is designed in its content, depth, and transaction to suit to a small group of students. Number of students to be admitted to one specialization shall be limited to a maximum of SEVEN.

**4. Eligibility :**

A candidate who has passed LL B Examination of a University recognized as equivalent by Mahatma Gandhi University, securing not less than 50% of marks in the aggregate shall be eligible to be considered for admission. Relaxation of minimum marks and reservation of seats will be according to the reservation norms followed by Mahatma Gandhi University, Kottayam.

**5. Admission :**

Admission to the Programme shall be made as per the norms followed by Mahatma Gandhi University, Kottayam.

**6. Fees:**

The tuition fees, examination fees and other fees will be as prescribed by

Mahatma Gandhi University, from time to time.

## **7. Duration**

One full semester is equivalent to 18 – 20 weeks of teaching-learning-evaluation process. The minimum duration of a semester is 90 working days. A course may have lecture component (L) or practical component (P) or tutorial component (T) or combination of any two or all the three components. The total credits earned by a student at the end of a semester upon successful completion of a course are L + T + P or as the case may be. The credit pattern of a course is indicated as L: T: P.

**8. Course Code:** Each course shall have a unique code number with four abbreviated components:

1. Department/school/centre/institute – Three to Four Alphabets;
2. Programme - MP - for all Master programmes
3. Course type (C- for core course; E- for elective course; O- for open course)
4. Course number in Arabic numerals – two digit number.

## **9. Course Registration**

A student must register for the required number of courses as per specific curriculum of a programme, after the commencement of class of that semester. Each student shall have a registration card for each semester, wherein the title of the courses and corresponding course codes are entered and signed by the student, the faculty member offering the course and countersigned by Head, SILT.

Based on this, a consolidated statement of courses to which registration is granted for the semester is to be prepared by SILT. This statement must be

signed by the Head SILT and has to be submitted to the CSS section of the examination branch of the University within 20 days after the commencement of class of each semester.

#### **10. Credit Requirements:**

There shall be a minimum of 33 credits spread across 2 semesters

#### **11. Role of Faculty Council**

Faculty Council of SILT is responsible for the conduct and monitoring of all programmes offered in a Department. In the absence of regular Faculty Council, the Director/Coordinator along with the adjunct/approved faculties for the Centre/Institute shall constitute the council, and shall be competent to recommend the criteria of selection and to suggest regulations for admission to specific programmes conducted by such Centers/Institutes.

#### **12. Faculty Advisor:**

A Faculty Advisor will be assigned to each student admitted to a Programme. The Faculty Advisor shall advise the student on various academic matters.

#### **13. Course Teaching**

- a) Courses shall generally be taught by the faculty member who designed the course, though the Faculty Council is authorized under MGU C&SS regulations 2020 to assign the teaching of a course to more than one faculty member.
- b) A detailed time table shall be prepared and approved by the faculty council and shall be published at the start of each semester.

#### **14. End-Semester Examination:**

- a) Students who have secured a minimum of 80% of attendance in each Course are only eligible for registering End Semester Examinations. Where a student fails to secure 80% attendance in any of the courses in the semester, he/she is not eligible for registering the end semester examination in any of the courses of that semester.
- b) The End Semester Examinations shall be conducted by the School. There shall be double evaluation.
- c) The First evaluation of the End Semester Examination shall generally be done by the faculty who taught the course. The Second evaluation of the End Semester Examination shall be done by External Examiners from outside the University. For these purposes, the School may prepare a panel of External Examiners, to be approved by the Vice Chancellor of Mahatma Gandhi University.
- d) The final marks for End Semester Examinations shall be the average of the two. As double evaluation scheme is followed, there shall be no revaluation.

#### **15. Evaluation:**

##### **a. External & Internal Evaluation:**

- i. There shall be continuous internal assessment as well as end semester examinations for all the programmes run in SILT.
- ii. Evaluation of the first semester shall be done by the faculty members of the Department offering the courses of study.
- iii. End semester Examination of second will be based on the question paper set by External Examiners. Evaluation of the end semester examination of second shall be conducted by External Examiner and concerned faculty member.

- iv. Here External Examiner means a competent person in the specified subject from other Universities/ Institutes. A panel of External Examiners must be prepared based on recommendation of Faculty Council and approval of the same by Vice Chancellor.

**b. Methodology**

- i. Indirect Grading is employed for the evaluation of courses. The performance of a student in each course is evaluated in terms of percentage of marks converted to grade points. Students have to secure a minimum attendance of 75% to appear for the end semester examination. A separate minimum of 40% of marks is required in the Continuous Assessment (CA) as well as End semester examination for a pass in a course. Students who fail to obtain minimum of 40% mark in the in Continuous Assessment can request the Faculty council for a chance to improve the marks. The Faculty council may permit the student to secure the minimum mark in CA, by improving the written Tests. However, only one chance will be given to improve CA marks.

**c. Revaluation:**

- i. Revaluation or Scrutiny of answer scripts for the first is provided. There is no provision for revaluation or scrutiny of answer scripts for the end semester examinations of 2<sup>nd</sup> as double valuation is performed on the scripts.
- ii. The application for scrutiny and revaluation of answer scripts shall be submitted to the Head of the concerned School/ Department/ Centre within 15 days from the date of publication of the results.
- iii. The Head of the Department, in consultation with Faculty Council may entrust an external expert for revaluation.

**d. Question paper setting:**

- i. The Faculty Council of each Department shall prepare the panel of question paper setters for each programme and get it approved by the Vice Chancellor. The Head of the Department will make arrangements for getting the question papers set by external experts approved by the Vice Chancellor.
- ii. Questions for courses offered in the 1<sup>st</sup> semesters, will be set by faculty members of the Department and for 2<sup>nd</sup> semester by external examiners. The Faculty Council shall as far as possible recommend teachers of other Universities as external examiners for the purpose of preparing panel of question paper setters and examiners.

**e. Process of Evaluation:**

The internal assessment will be a continuous assessment (CA) that accounts for 40% of the evaluation in both theory and practical. The end semester examination will account for the remaining 60% of the evaluation.

**f. End-Semester Examination:**

- i. The end semester examination will account for 60% of the evaluation.  
The evaluation of the end-semester examination of the first semester shall be done by the faculty who taught the course.
- ii. Evaluation of the 2<sup>nd</sup> semester courses based on questions set by external question paper setters shall be evaluated by two examiners; one, the external (as far as possible the question paper setter shall evaluate the examination paper as well) and the other, internal examiner.
- iii. The double valuation of answer scripts in the second semester course shall be done by external examiners and the concerned faculty respectively as approved by the Faculty Council.

iv. The Head of the School/Department/Centres/Institutes will make arrangements for the evaluation of the answer scripts. The dissertation shall be evaluated by two examiners, one of them the faculty member who supervised the project and the other an external examiner to be decided by the HOD from a panel recommended by faculty council and approved by the Vice Chancellor.

v. The comprehensive viva-voce, if any, must be carried out along with project evaluation.

**g. Continuous Assessment (CA):** The student's participation and classroom performance as well as the feedback received from tests, tutorials, assignments and term papers shall form the basis for continuous assessment (CA). It accounts for 40% of the evaluation in both theory and practical. This assessment shall be based on a predetermined transparent system involving periodic written tests, assignments and seminars in respect of theory courses and based on tests, lab skill, records/viva and attendance in respect of practical courses.

The percentage of marks assigned to various components for internal evaluation is as follows:

**a. Theory**

	Component	% of internal marks
i.	Test papers	50%
ii.	Assignments/Book review/debates	25%
iii.	Seminars/Presentation of case study	25%

For each course there shall be at least two class tests during a semester. Average of the best of the marks obtained in the two tests (in the case of more than two tests) or the average of the tests ( if there is only two tests)



will be counted as the internal test component of CA.

**Test Paper:** Valued answer scripts shall be made available to the students for perusal within 10 working days from the date of the tests.

**Assignments:** Each student shall be required to do 2 assignments/book reviews for each course. Assignments/book review after valuation must be returned to the students. The teacher shall define the expected quality of the above in terms of structure, content, presentation and the like, and inform the same to the students. Punctuality in submission of assignments/records is to be given a weightage in the internal evaluation.

**Seminar:** Every student shall deliver one seminar as an internal component of every course and must be evaluated by the respective course teacher in terms of structure, content, presentation and interaction. The soft and hard copies of the seminar report are to be submitted to the teacher in charge.

**Results of Continuous Assessment:**

The results of the CA counter-signed by Head, SILT shall be displayed on the notice board 5 days before the end semester examinations. The marks awarded for various components of the CA shall not be rounded off, if it has a decimal part. The total marks of the CA shall be rounded off to the nearest whole number. Relevant records of continuous assessment (CA) must be kept in the department and that must be made available for verification.

**Internal Assessment for Research Methods, Teaching Practicals, and Legal Writing**

However, for internal assessment in Research Methods, Teaching Practicals, and Legal Writing shall be assessed as follows. For Teaching Practical, the norms provided under will be followed.

## Teaching Practical

Written teaching plan and materials attached	5
Presentation	5
Response to questions and doubts	5
Methodology, Style, etc of teaching	5
Total	20

In Teaching Practical, the final evaluation shall be made by two teachers, one, the course teacher, and the other, the Head of the Department or a teacher nominated by Head of the Department.

The remaining marks shall be distributed as per the table given below.

Presentation of Assignments	05Marks
Test paper	10
Assignment	10
Total	20 marks

## Dissertation

There shall be a dissertation to be undertaken by all students. Dissertation shall be carried out under the supervision of a teacher in the parent School approved by Faculty Council. The dissertation submitted by the students shall be valued by two examiners, one by the teacher of the school who guided the dissertation and the other by an External Expert from a Law School, outside the University to be appointed by the Head of the Department from a panel approved by the Vice-Chancellor. The dissertation

must be guided by the teacher assigned by the Faculty Council of the School.

### **Viva-voce**

The viva voce at the end of the Programme, which accounts for **25** marks, shall be conducted by a Board of Examiners constituted by the Faculty Council of the School. The Board, in addition, will External Experts from a Law School, outside the University to be appointed by the Head of the Department from a panel approved by the Vice-Chancellor.

**External Evaluation of theory answer scripts:** The evaluation shall be done after the examination at the earliest, preferably in a centralized valuation. As far as possible bar coded answer books shall be used to ensure confidentiality. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation. End semester evaluation of theory answer scripts shall be conducted and evaluated by one internal examiner for odd semesters. For even semesters, one external and one internal examiner shall do the process of evaluation. That is, there shall be double valuation system of answer books in the 2<sup>nd</sup> Semester evaluation. The final marks awarded will be the average of two. If there is a variation of more than 10 % of the maximum marks, the answer books shall be valued by a third external examiner appointed by the Head of the Department. The final marks to be awarded shall be the average of mark obtained in third valuation and the highest of marks awarded by the other two examiners.

### **Process of evaluation of Dissertation**

The evaluation of the project will be done at two stages:

- i. Stage I Continuous Assessment: Supervising teacher/s will assess the project and award Marks.

- ii. Final evaluation: Final evaluation will be done by external examiner, based on the work done by the student and a viva voce.

There is no provision for improving the continuous assessment/ final evaluation of Dissertation

### 11. Grading System:

The grading system followed is that of relative grading on a ten-point scale.

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The following table indicates the performance range and the relative value of the grades (grade points) on the scale.

Letter grade	Performance	Grade point
O	Outstanding	10
A plus	Excellent Very	9
A only	good Good	8
B plus B	Above Average	7
only C	Average	6
P F	Pass Fail	5
Ab	Absent	4
		0

### Minimum grade for passing in a course or programme:

The minimum CGPA for a specific programme and the minimum credit point requirement for each programme are as per the table given below:

Programmes	Minimum CGPA
LLM	5

The HOD shall ensure the regular student feedback of courses, teachers and programme in the prescribed format towards the end of all semesters and the same shall be made available to teachers concerned.

**Publication of Results:** The results of the End Semester Examination (ESE) shall be published within 30 days from the date of the last examination.

**Conferment of the Degree:** A candidate shall be eligible for the conferment of the degree only after he/she has earned the minimum CGPA as specified in the scheme of the prescribed programme, within the stipulated period.

## **12. Reappearance and improvement Examinations**

A student who failed for a course in a semester can register for Reappearance in the forthcoming examination, subject to the conditions set forth in this regulation.

Improvement of marks/grades in the forthcoming examination can be done, subject to the conditions set forth in this regulation.

### **Registration for Improvement**

A candidate has to apply for registration for Improvement by paying the requisite fee. Candidates are not permitted to register for improvement of grades for Individual course.

Candidates in the 1<sup>st</sup> and 2nd semesters, who have secured SGPA letter grade 'P' or above in the end-semester examination can improve their grade by reappearing for all the semester courses along with the next immediate batch.

In such cases a candidate will be awarded a new grade only if there is an

improvement in grade in the new examination; otherwise, the candidate is eligible to retain the grade already awarded.

Candidates in the 3<sup>rd</sup> semester, who have secured the SGPA letter grade 'P' or above in the end-semester examination, can improve their grade by reappearing for all the semester courses, along with the 3<sup>rd</sup> semester supplementary examination being conducted for failed candidates immediately after the completion of end semester examination of Fourth semester. This provision is applicable only for third semester. Improvement of 4<sup>th</sup> semester can be done along with the immediate lower batch.

If the improvement is meant to obtain minimum CGPA requirement, a candidate has the option to decide which semester (3<sup>rd</sup> or 4<sup>th</sup>) is to be improved; however, the grade given to the candidate shall be that obtained for the entire semester improvement examination.

1<sup>st</sup> and 2<sup>nd</sup> semester SGPA cannot be improved after the completion of the 4<sup>th</sup> semester. Only 3<sup>rd</sup> and 4<sup>th</sup> semester SGPA can be improved after the completion of a programme. The marks/grades awarded for Continuous assessment and that for the Project/dissertation cannot be improved. SGPA secured in the 4<sup>th</sup> semester can be improved only for the purpose of fulfilling the minimum CGPA requirement.

**Reappearance:**

Candidates in the 1<sup>st</sup> and 2<sup>nd</sup> semesters who have secured a letter grade of 'F' or 'Ab' in any of the courses can avail two immediate consecutive chances to reappear for examination, course wise, provided the candidate has applied for the same and paid the required fee.

Candidate in the 3<sup>rd</sup> semester who has secured letter grade of 'F' or 'Ab' in any of the courses can reappear for exams course-wise in the 3<sup>rd</sup> semester supplementary examination, which will be conducted immediately after the completion of End semester examination of Fourth semester, provided the candidate has applied for the same and paid the required fee (fee for supplementary examination of any course shall be full semester examination fee irrespective of number of courses involved).

Candidates who secured the grade of only 'F' or 'Ab' in a course in the 4<sup>th</sup> semester examination can reappear course wise, along with the immediate lower batch.

Candidates who secured the grade of only 'F' or 'Ab' in a course in the 3<sup>rd</sup> /4<sup>th</sup> semester examinations will be given two additional chances for course-wise reappearance even after the completion of the programme; but it has to be done within a period of two years after the completion. In such cases a candidate has to apply for the same as a supplementary exam and pay the required fee (Fee for supplementary examination of any course shall be full semester examination fee irrespective of number of courses involved).

Scholars undergoing M.Phil Programme shall be permitted to submit dissertation, only after clearing the courses in the First semester. Scholars who fail to clear all or any one of the courses shall be permitted to appear for a supplementary examination during the second semester. Supplementary examination will be conducted within two months of publication of first semester results.

### **13. Re-admission**

No students shall be readmitted to the 1<sup>st</sup> semester. Readmission to other

semesters of the programme will have to be recommended by the Head of the Department. The student has to apply for Readmission paying the prescribed fee. The student may be permitted to complete the programme by taking the required number of courses within a maximum period of eight continuous semesters, including the period of his/her programme, provided an amount equivalent to the semester fees for all the intervening semesters have been regularly paid and provided he/she has not been removed from the rolls by issuing a Transfer Certificate.

In all cases of discontinuation and readmissions, candidates must submit applications countersigned by the HOD to the Registrar and obtain the required statutory order for the same. Candidates who are readmitted to repeat a course must follow the then existing syllabus for the said programme. They need to attend classes along with new batch of students and should obtain the required percentage of attendance as usual.

**14. Grade Card:** Grade cards will be issued to the student after the publication of results of each End Semester Examination. The Grade Card will indicate the grades obtained for the courses as well as the semester grade point average (SGPA) which is the weighted average of the numerical value (grade point) obtained by the student in the semester. Weighted average is calculated by dividing the sum of the product of the grade point or numerical value obtained for each course and the credits that it carries by the total number of credits earned. The Cumulative Grade Point Average (CGPA) for the whole programme will be calculated in the same way, which will also be indicated in the Grade Card issued for the Final Semester examinations of the programme. *Minimum SGPA in all semesters is not an assurance to minimum CGPA for the entire programme.*



### Percentage Equivalence of Grade:

Range of % of Marks	Grade Letter	Grade Point
95 - ≤100	O	10
85 - <95	A plus	9
75 - <85	A only	8
65 - <75	B plus	7
55 - <65	B only	6
45 - <55	C	5
40 - <45	P	4
<40	F	0
Absent	Ab	0

### Calculation of Semester Grade Point Average (SGPA) :

Credit Points for the Course = Credits assigned for the Course X Grade Point secured for the Course.

SGPA indicates the performance of a student in a given Semester. SGPA is based on the total Credit Points earned by a student in all the courses divided by the total credits assigned to the Semester.

**Note: SGPA is computed only if the candidate passes in all the required courses (gets a minimum required grade for a pass in all the required courses as per the specific curriculum). Securing of SGPA in all semesters may not enable students to secure minimum required CGPA for a pass in the programme.**

$$\text{SGPA} = \frac{\text{Total credit points earned by the student from all the required courses of a Semester}}{\text{Total credits of all courses required in a semester}}$$

### Calculation of Cumulative Grade Point Average (CGPA)

CGPA refers to the Cumulative Grade Point Average weighted across all the semesters (4 Semesters). CGPA is obtained by dividing the total number of credit points earned by the student in all the semesters by the total number of required credits of all the Semesters as per curriculum.

**CGPA = (Sum of the Credit Points secured by the student for each semester) ÷ (Sum of the Credits assigned to each Semester of the Programme)**

$$\text{CGPA} = \frac{\text{Total Credit Points of Semester- } S1 + 2 + 3 + 4}{\text{Total Credits of Semester- } S1 + 2 + 3 + 4}$$

This formula shall be printed on the Grade Card issued to the student with a note that it could be used to convert the grades into mark-percentages. (The details of the grading system as indicated above shall also be printed on the Grade Card).

**Conversion of SGPA/CGPA to Grade**

10	O
9.0 - <10	A plus
8.0 - <9	A only
7.0 - <8	B plus
6.0 - <7	B only
5.0 - <6	C
4.0 - <5	P
<4	F
Absent	Ab

## **Conversion of CGPA to percentage**

$$\text{Equivalent Percentage} = \frac{(\text{CGPA obtained}) \times 100}{\text{Maximum CGPA (=10)}}$$

The equivalent percentage shall be represented in a numeric format rounded to two decimal digits accuracy (“99.99”) and will not be rounded to the nearest integer.

**15. Rank/ Position Certificate:** Rank Certificate shall be issued to the first three positions only. The position certificate shall be given for the 1<sup>st</sup> ten positions based on the CGPA secured by the students.

Students who have completed the course by availing the opportunity of reappearance for a course will not be eligible for Rank certificate.

If Rank certificate/Position certificate in a prescribed format is demanded by institutions for awarding a specific fellowship/scholarship such as for DST Inspire Fellowship etc, the same may be given for such students as a special case in the prescribed format.

**16. Registration with CSS:** The list of students registered for each semester programme should be forwarded to the CSS along with original certificates (Degree Certificate + SSLC) immediately after closing of admissions to the programme.

### **17. Consolidation and Declaration of Results:**

All work pertaining to the examinations shall be held in the Departments under the direct control and supervision of the Heads of the departments. The Head of each Department in consultation with the Faculty Council shall monitor the Continuous Assessment/ End Semester Examinations and

evaluations or nominate a teacher as the chief examiner who will assist him/her in the matter. The marks awarded for internal assessment will be displayed in the Department's notice board / published in the Department Website at the end of each semester.

Complaints from students regarding the marks awarded in internal assessment should be reported to the concerned faculty member within 3 working days from the date of publication of the same on the notice board/Website. Thereafter, complaints against internal marks will not be entertained under any circumstance. The pass board of a Department will consist of selected teachers/ the entire faculty of the Department concerned and will be constituted by the Head of the Department in consultation with the Faculty Council. The tabulated grade sheets will be forwarded after each end-semester examination to the office of the Controller of Examinations.

The CSS section in the Controller's office will check the Grade card forwarded from the Department/School/Centre/Institute and notify the results after consolidating them and issue statement of credits. On completion of the final semester a consolidated Grade Card showing the details of all the courses taken will be prepared. The consolidated Grade Card containing the details of all the courses with their titles, credits, grades obtained, the total credits earned, the SGPA and the CGPA will be issued to students.

**18. All other aspects will be governed by norms followed by Mahatma Gandhi University, Kottayam.**

**Distribution of Courses:** The Core Courses of each of the specializations are given in appropriate places in the tables given below. The Elective Courses

are provided under the Schedule of Elective Courses given below. The tables given below provide for details regarding internal and external marks, respective credits, and annexure numbers. The syllabus and other details of the courses are provided in respective annexure as indicated below in the Syllabus Annexure.