

MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI

ACADEMIC & EXAMINATION REGULATIONS 2022 LL.M. PROGRAM FOR EXECUTIVES

These regulations have been drafted to comprehensively govern and regulate the conduct of LL.M. programme for Executives at the Maharashtra National Law University Mumbai.

This regulation shall supersede all the earlier regulations, rules, notifications and circulars with respect to the LL.M. Programme for Executives

1. Title and commencement

1.1 These regulations shall be called LL.M. Program for Executives Regulations 2022 [in short LLMRE 2022].

1.2 These regulations shall come into effect from the academic year 2022-23.

2. Definitions

- a. *Act* means the Maharashtra National Law University Act 2014 [Act No. VI of 2014]
- b. *Academic Council* is the Academic Council of the University under Section 21 of the Act
- c. *Board of Examination* means the Board of Examination constituted by the University
- d. *Ex-student* refers to one who has studied in the Faculty for at least one term (Semester/) preceding the date of the examination and has filled up the examination form but failed or has failed to appear in the examination, though otherwise eligible.
- e. *CPGLS* means and refers to the Centre for Post Graduate Legal Studies as specified under UGC Guidelines for introduction of One Year LL.M. Degree Programme, 2012.
- f. *Regular Student* is one who has pursued a regular course of study and obtained prescribed attendance mentioned in the ordinances and is eligible to appear in the examination.
- g. *University* means the Maharashtra National Law University Mumbai
- h. *Vice- Chancellor* means the Vice Chancellor of University
- i. *Registrar* means the Registrar of University
- j. *HoD* means Head of Department of Post Graduate Department

3. Centre for Post Graduate Legal Studies

There shall be a Centre for Post Graduate Legal Studies [CPGLS in short] constituted by the Vice Chancellor at the commencement of an academic session which shall be responsible for the general supervision of LL.M. for Executive Degree at the University. CPGLS shall perform the functions in accordance with this Regulation.

3.1 Powers & functions

- (i) The CPGLS shall have overall authority to supervise and conduct the academic administration of the LL.M. for Executive Programme. It shall make necessary recommendations on course content, syllabus design, conduct of examination and evaluation, Dissertation and such other related matters.
- (ii) The CPGLS shall maintain annual record on the conduct of course of admitted batch of students for the corresponding year, detailing the progress of the course and curriculum from the stage of admission to issuance of transcript to the students.

3.2 Composition

The CPGLS shall be constituted as follows:

- Chairperson [A senior faculty not below the rank of Associate Professor]
- Nine Members [Three Associate Professors & above, and other Assistant Professors out of whom one will be the Course Coordinator-PG]
- The CPGLS shall be constituted by the Vice Chancellor

3.3 Tenure

Each CPGLS shall function for the academic session for which it has been constituted.

4. LL.M. Programme

4.1 Course

The course offered is One Year LL.M. Degree for Executives or professionals in conformity with the UGC Guidelines for introduction of One Year LL.M. Programme for Executive, 2012. (Notification dated 18.01.2013)

The list of courses etc. to be offered by the University during any Semester shall be as approved by the Academic Council, as the case may be. Experts from the industry may also be invited to deliver courses in the Programme.

4.2 Duration

Duration of the course is one year, arranged in two Semester.

The intense academic activity during each Semester/ will be for at least 18 weeks of teaching/research/practical assignments/seminar presentations focusing on the specialization offered, in and outside the classroom. Classes shall be conducted including Weekends, holidays.

Students are allowed a maximum of two years from the date of admission to complete the requirements of the degree

4.3 Credits

The LL.M. programme for Executive shall be for 24 credits in a year and the same shall be divided in two semesters with 12 credits each. The Programme will be of Twenty-Four (24) Credits comprising of

- i. three (2) mandatory courses of three (3) credits each
- ii. six (6) optional courses with two (2) credits each
- iii. one Dissertation of three (3) credits.

At the beginning of each academic year the Head of the Department shall notify the elective courses in which instruction will be available during the academic year. No regular student is permitted to opt for courses not so notified.

4.4 Attendance

Every student has to secure a minimum of 75% attendance in all the course taken individually in each semester to be eligible to appear in the end-Semester examination. Student, who falls short of requisite attendance, shall not be permitted to take the end of the course/ end Semester examination.

NOTE

Shortfall in attendance may be condoned on grounds of illness of the student and other special grounds of co-curricular / assigned University academic and administrative activities authorised by the CPGLS. The recommendation of the CPGLS on this behalf may be approved at the Vice-Chancellor on merit.

Provided that minimum attendance requirement prescribed by the UGC shall be maintained.

4.5 Evaluation Process

The evaluation of students in the course will be continuous.

4.5.1 Each course shall be evaluated as under-

Semester End Term examination – 40 Marks

Internal assessment – 35 Marks

4.5.1.1 Internal assessment

In each course internal assessment of 35 marks shall consist of the following –

- a. 10 Marks - Long Term Project (LTP)
- b. 10 Marks – Tutorial
- c. 10 Marks – Mid Term
- d. 05 Marks – Viva voce to be conducted jointly by course teacher and another teacher nominated by Head of the Department from the faculty of the department.

Provided that-

- i. While assigning the long term project topics, the last dates for^{Page 3 of 10}

submission of each component (Synopsis, first draft, final submission etc.) and presentation/viva shall have to be stipulated in the academic calendar. Viva/presentation shall be allowed only after final submission of the LTP.

4.5.2 All courses shall have uniform method of examination as above and evaluation pattern except dissertation. However, the CPGLS with prior approval of the Vice-Chancellor may introduce changes in the research component and evaluation process to adapt the best practice through continuous monitoring.

4.5.3 Repeat / Improvement examination will be held for students who were either absent with prior approval or had failed in the Semester examination or who wish to improve their grade provided a repeat examination on the course is conducted for other reasons in this clause.

4.5.4 The repeat examination shall be conducted only once (excluding the main examination) and grade secured at the repeat examination shall carry 'R' (Re-appear) at the top of the Grade secured. The same shall be recorded in the Grade Sheet.

4.6 *Question Papers*

4.6.1 The question paper setting for the written examination shall be prepared either by the teacher who instructed the course or by an expert from within or outside the University nominated by the Vice-Chancellor.

4.7 *Evaluation of Scripts*

The evaluation of answer scripts of the written examination shall be done by the concerned course teacher and/or the external examiner appointed by the Vice-Chancellor.

4.8 *Transparency*

- (iii) The CPGLS shall ensure that there is clear transparency in matters of academic supervision and evaluation process.
- (iv) Clarifications, if any, relating to evaluation and marks obtained in various components at the respective stage of examination and evaluation process must be cleared within 7 days of publication of results.
- (v) The examination committee may allow students to view their answer books in the presence of the concerned examiner and/or an expert nominated by the Vice-Chancellor.
- (vi) There shall be no scheme of re-evaluation of answer scripts.

4.9 *Dissertation*

4.9.1 Dissertation is an integral component of postgraduate programmes. Topics of Dissertation shall be proposed and submitted by students within six weeks of the commencement of the first Semester. The CPGLS will assign guide to students for their Dissertation. Each student shall ensure

finalization of their Dissertation proposal in consultation with the guide within 90 days of start of academic year or on the scheduled date as mentioned in the academic calendar notified by CPGLS.

4.9.2 The dissertation proposal shall contain -

- a. Brief elucidation about the research problem substantiated by literature survey, defined research objective, research questions, relevance of the study and scheme of chapters, the research design and the timeframe.
- b. It shall be within 3000 words.
- c. The students shall consult as intensively as possible with the guide course to the mutual time slots.
- d. The dissertation shall have to conform to the standards of a well-documented research thesis.
- e. The word limit for the Dissertation shall generally be between 15,000 to 18,000 words excluding table of contents, table of cases, table of statutes, abbreviations, foot notes, bibliography, appendix etc.
- f. The Cover page, Supervisor's Certificate, Student's Declaration and the preface shall be as prescribed in the annexure.
- g. The date of submission of dissertation shall be specified in the academic calendar, notified by CPGLS.

4.9.3 Dissertation will be evaluated for 75 Marks.

4.9.4 The evaluation of the Dissertation shall be done by the guide and an external examiner who shall be appointed by the Vice-Chancellor from a panel of experts provided by the concerned guide. The dissertation will be evaluated both by the internal supervisor and the external examiner, and the average marks of the two shall be computed to arrive at the final mark.

4.10 Plagiarism, Unfair Means and Malpractices

Students shall submit their written seminar paper/ assignments and dissertations as original work. Plagiarism in seminar paper/ assignments and dissertations shall constitute a serious academic malpractice. Plagiarism, use of unfair means, malpractices and other such academic misconduct shall be dealt as per the University Academic Misconduct Regulations. Plagiarism shall mean and include as is defined in the University Academic Misconduct Regulations.

4.11 Unauthorised break

A student taking admission in LL.M programme for Executive shall not be allowed to pursue any other full-time programme / course in the University or elsewhere in the entire duration of the programme. Further, if a student leaves the programme after passing some of the Semester/s courses and takes up a part time/full-time programme/ course elsewhere, then he/she shall be debarred to continue the programme further in the University.

Note: Academic calendar shall be notified at the beginning of every academic year.

4.12 Delayed submission

The CPGLS will ensure that every student completes his/her academic assignments including Dissertation within the stipulated time. Failure to do so automatically disqualifies a student to obtain a degree. The CPGLS may, however, in extreme cases hardship and on circumstances beyond the control of the student concerned, recommend condonation of delay in submission of any assignment by a student on the following conditions:

- a. A written application shall be made by the defaulting student to the Chairman, CPGLS stating the facts leading to the delay in submission.
- b. The said application must be submitted before the last date of submission of the particular assignment is over.
- c. Defaulting student will commit the deadline by which the submission shall be made, with clear stipulation that if the permission is granted, it shall be once and final.
- d. The student concerned shall pay the delay fine @ Rs. 100/- (Rupees hundred) per day for the days permission is granted.
- e. Each case of recommendation for condonation by the CPGLS, approval of the Vice Chancellor will be sought.

4.13 *Minimum Qualifying marks and Re-evaluation*

- i. Every student is required to secure a minimum of 50 % of marks in the seminars/ LTP/ assignment/ mid-term examination and end-term examination. A student will need to secure the passing percentage of 50 percent separately in internal and end semester components in order to clear a course.
- ii. Until the minimum standard in seminar/project assignment etc. is achieved three options will be given to revise/ repeat and submit the component of the assignment/ examination.
- iii. The CPGLS will formally resolve on specific issues of repeat performances, and take necessary approval from the Vice-Chancellor.
- iv. The score cards will be declared in grades and credits only.
The score cards will be declared in grades and credits only.
- v. Re-evaluation:

The review of answer sheets shall be initiated in two stages. In the first stage, applicant students for the review would be allowed to go through the photocopies of their evaluated answer books by paying the requisite fees. Errors pertaining to totaling of marks or oversight in awarding of marks to answers/portions of answers, if any, shall be brought to the notice of the BoE and then may be corrected immediately by the concerned faculty member. The concerned course faculties may review the relevant answer scripts and if necessary, revise the marks within three days from dateline of receiving application. Thereafter, within a week, all the answer books along with the statement of marks shall be sent by the examiner to the Office of the Head of Examinations for declaration of the results. Once evaluated answer books are submitted to the Head of Examination there will be no review/re-totalling thereafter.

For the second stage, should the student have any grievance with regard to a valid answer being marked wrong, s/he must fill out a prescribed form stating her/his claim in detail and refer to authentic material (chapters/excerpts from recognised sources) substantiating the claim and pay a fee of rupees five hundred only. Subject to the approval of the request made to the Vice Chancellor, the same, along with the answer booklet, will then be channeled by the BoE to a third-party evaluator. The decision of the latter in such a scenario would be considered binding and final.

vi. The marks obtained after revaluation shall be accepted, if the marks assigned to a paper as a result of revaluation, increase or decrease in revaluation by ten percent (10 %) or more than the marks originally obtained by the candidate in the paper without any grace, and in such cases the marks originally obtained by the candidate in the paper shall be treated as null and void and the marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper. The fractions shall be ignored for the purpose of computing the ten percent (10%) difference in marks. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the University, if the candidate gets benefit of passing the subject/examination or change of class or grade in that paper or in the overall result at the said examination with or without grace marks under the provisions of relevant Ordinances or as resolved by the examiners in the said subject.

vii. The difference between the marks originally obtained by the candidate in the paper with corrections, if any, made during the process of revaluation without any grace marks and the marks obtained after revaluation will be accepted up to twenty five percent (25%) of the maximum marks assigned to that paper (Ignoring the fractions, if any). If the difference between the marks originally obtained by the candidate in the paper, if any, made during the process of revaluation without any grace marks, and marks obtained after revaluation increase or decrease by twenty five percent (25%) ignoring the fractions, if any, of the maximum marks assigned to that paper, a second revaluation of the said answer books be done by a third examiner from the panel of examiners for the said subject, in such an event the average marks of the first and second revaluations shall be accepted by the University as the final marks for the said subject.

viii. Additional fees of Rs. 1,000/- shall be charged per paper for students re-registering to appear for examinations in a subsequent academic year other courses in a given semester.

5. Semester/ Grade Point Average [SGPA/TGPA] & Cumulative Grade Point Average [CGPA]

5.1 Computation of SGPA/TGPA/ TGPA and CGPA

As per the UGC recommendations the following procedure to compute the Semester/Semester/ Grade Point Average (SGPA/TGPA/TGPA) and Cumulative Grade Point Average (CGPA) is considered:

- i. The SGPA/TGPA/TGPA is the ratio of sum of the product of the number of

credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$\text{SGPA/TGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

$$\text{TGPA (Ti)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

- i. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semester/Semester/s of a programme, i.e.

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i/T_i is the SGPA/TGPA/TGPA of the i th Semester/ and C_i is the total number of credits in that Semester/.

- ii. The SGPA/TGPA/TGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Illustration of Computation of SGPA/TGPA/TGPA and CGPA and Format for Transcripts

- i. Computation of SGPA/TGPA/TGPA and CGPA

Illustration for SGPA/TGPA/TGPA

Course	Credit	Grade letter	Grade Point	Credit Point (Credit x Grade)
Course 1	3	A	6.5	3 x 6.5 = 19.5
Course 2	3	A+	7.0	3 x 7.0 = 21.0
Course 3	3	B	5.5	3 x 5.5 = 16.5
Course 4	2	A	7.0	2 x 7.0 = 14.0
	11			71.0

Thus, SGPA/TGPA = 71/11 = 6.45

Illustration for

Semester/ 1	Semester/ 2
Credit : 11	Credit : 13

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SGPA/TGPA/TGPA : 6.45	SGPA/TGPA/TGPA: 6.96
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$$\text{Thus, CGPA} = \frac{11 \times 6.45 + 13 \times 6.96}{24} = 6.72$$

ii. Transcript (Format): Based on the above recommendations on Letter grades, grade points and SGPA/TGPA/TGPA and CCPA, the Board of Conducting Examinations may issue the transcript for each Semester/ and a consolidated transcript indicating the performance in all Semester/s.

5.2 *Cumulative Grade Point Average (CGPA)* is deduced at by dividing the sum of the Grade Values and the Course Credits in each course by the total number of credits in all the courses as per following table:

Grade	Grade Point	Percentage	Division
O	8	60 and above	Outstanding
D	7.5	56-59	Distinction
A+	7	52-55	Excellent
A	6.5	49-51	Higher First Division
B+	6	45-48	First Division
B	5.5	41-44	Higher Second Division
P	5	37.5-40	Second Division
F	0	Below -37.5	Failure

Explanation:

1. Letter grades O, D, A+, A, B+, B and P in a course mean that the candidate has passed that course.
2. The F grade denotes poor performance, i.e., failing in the course. A student has to appear at subsequent examination(s), if provided under the regulations in all courses in which he/she obtains "F" grade, until a passing grade is obtained.
3. Letters 'Ab' means Absent, 'UM' means Unfair Means, 'R' means Repeat and 'I' means improvement wherever used in the Score Sheet.

5.3 *Rules relating to the award of grace marks:* After tabulation the University shall award grace marks as per the following guidelines:

- i. A student shall be eligible for no more than 0.5% of the aggregate as grace in all subjects combined for a given semester
- ii. However, an additional 0.5% of the aggregate as grace mark may be awarded in special cases to enable such learners to cope up with the rest of the class.
- iii. The maximum grace mark awarded shall thus not exceed 1% of the aggregate under any circumstances.
- iv. Grace marks will not be awarded for making up shortfall in minimum SGPA/TGPA/TGPA/CGPA or improving the grade.

Provided that the SGPA/TGPA/TGPA and CGPA shall be computed up to 2 places of decimal.

6. Division

A candidate who has passed in all the papers/ courses of I & II Semester of the One Year LL.M (Executive) program taken together shall be declared as 'Passed'. Such passed candidates will be awarded with the division/grade according to the following performance criteria:

Grade	Grade Point	Percentage	Division
O	8	60 and above	Outstanding
D	7.5	56-59	Distinction
A+	7	52-55	Excellent
A	6.5	49-51	Higher First Division
B+	6	45-48	First Division
B	5.5	41-44	Higher Second Division
P	5	37.5-40	Second Division
F	0	Below -37.5	Failure

Marks below 54.5 will be reckoned as 54.0 while the marks 54.5 and above will be considered as 55. The same criteria will be applicable to 59, 64, 69, 74 and 79 as above percentage of marks as at column 3.

7. Ranking

- (1) Ranking shall be given to only those candidates who pass all the courses of the programme in one attempt, and without taking any extension for delayed submissions of dissertation etc.
- (2) Notwithstanding any provision in the Regulation to the contrary, the student who, having been duly admitted to a regular examination of the course, but was unable to take that examination in full or in part due to some cogent reasons, however completed the course with in the stipulated time period will be eligible for ranking. The marks obtained by him/her at the aforesaid examination shall be considered as the basis for the University ranking and other distinctions.
- (3) In order to get the benefit of this provision, the student should claim that he/she is eligible for this benefit and get a decision in writing from the examination department after proving his/her eligibility for ranking.

8. Award of Degree

Candidates who have completed all the courses cumulating to

requisite credits and Dissertation and obtained at least a 'P' grade in all courses and Dissertation and secured Cumulative Grade Point Average (CGPA) of 5 out of 8 shall be awarded the LL.M. (Master of Laws) Degree.

9. Removal of difficulty

The Vice Chancellor, on the recommendation of the Committee to be constituted by the Vice Chancellor, shall have power to make such modifications, alterations or amendments in this Regulation as may be necessary to remove any difficulties arising during a period of first five years from the date of commencement of this Regulation. The amendment so made will be reported to the Academic Council and the Executive Council in its next meeting.

10. Interpretations

In case of any doubt regarding any of the provisions of these Regulations, the matter shall be reported in writing to the CPGLS, who, upon receipt of such letter, shall forthwith clarify the matter. In case of further doubt, an appeal may be made to the Vice Chancellor, who, after having the matter examined by independent expert or experts, offer his interpretation, which shall be final and binding.
