

# ACADEMIC REGULATIONS

## Contents

1. **Definitions**
2. **General Admission Requirements**
3. **Admission**
4. **Registration**
5. **Academic Year and Semesters**
6. **Medium of Instruction and Assessment**
7. **Programme Structure**
8. **Maximum and Minimum Credit-Unit Load**
9. **Attendance and Leave of Absence**
10. **Assessment of Students Performance, Grading and CGPA**
11. **Illness and Other Extenuating Circumstances Affecting Students' Performance**
12. **Re-evaluation of exam papers/Retotaling of marks**
13. **Review of Course Grades of Students**
14. **Students' Academic Progress, Academic Standing and Course of Action**
15. **Conditions for the Award of University Degrees**
16. **Classification of Academic Awards**
17. **Termination of Studies**
18. **Review of Examination Board Decisions**
19. **Plagiarism**
20. **Visiting and Exchange Students**
21. **Promotion Policy**
22. **Academic Regulations**
23. **Safe Custody of Evaluated Answer Books**

## 1. Definitions

- (a) Academic award” means award of a Degree/Diploma/Certificate or equivalent by the university after successful completion of a programme of study under the university.
- (b) “Academic Council” means the Academic Council of the University.
- (c) “Academic Year” means a period of twelve months starting in August/September of each year.
- (d) “Assessment” means formative or summative assessment and includes tests, course work, project work, examinations and other methods employed to enhance or assess student learning.
- (e) “Assessment Panels” mean panels established by the respective School Boards of the University for assigning grades to students for courses undertaken by them.
- (f) “Bachelor's Degree” and “Master's Degree” Programmes mean programmes leading to the award of a Bachelor's Degree qualification such as, B.A., B.B.A., or B.A., LL.B. and a Master's Degree qualification such as M.A., LL.M. and M.B.A. respectively.
- (g) “Class Hour” means a time period of one hour duration in a class for the Jindal Global Law School (JGLS) and the Jindal School of International Affairs (JSIA), and one and a half hour for the Jindal Global Business School (JGBS).
- (h) “Classes” mean lectures, tutorials, seminars and other instructional activities in which attendance of students is required under a programme of study.
- (i) “Code of Student Conduct” means the Code of Conduct for students laid down by the Student Disciplinary Committee and approved by the University.
- (j) “Contact Hour” means five class hours of teaching a week per course.
- (k) “Convocation Dates” mean the dates set by the Academic Council each year for the convocation of students who have completed the requirements for academic awards.
- (l) “Course” means the basic unit of instruction within an academic programme for which grades may be assigned.
- (m) “Course Catalogue” means the official record of University courses, including courses that may not be offered in a particular semester or academic year.
- (n) Course Examiner” means an academic staff member responsible for coordinating the assessment and grading of the course. Course Examiners in a school shall be appointed by the Academic Council on the recommendation of the Dean concerned.
- (o) “Credit Unit” for JGLS programmes means a specific number of class hours prescribed for a course. One credit unit requires three contact hours or 15 class hours. A two-credit unit course requires six contact hours or 30 class hours and a four-credit unit course requires twelve contact hours or 60 class hours. For JSIA, all courses in the M.A. (DLB) programme will be of three-credit units each. A three-credit unit course at JSIA requires 3 class hours of teaching per week. For JGBS one credit unit course requires 15 class hours.

- (p) For JGLS programmes, one credit unit requires six contact hours or 20 class hours. A two-credit course requires twelve contact hours or 40 class hours.
- (q) “Cumulative Grade Point Average” (CGPA) means the total grade value achieved by a student in all courses divided by the number of courses taken.
- (r) “Dean, Vice-Dean and Assistant Deans” means the Dean, Vice-Dean and Assistant Deans appointed in each School in the University.
- (s) “Equivalent Course” means a course which has sufficient overlap in content with another course offered by a School. Students may be given approval to take such courses to meet a programme requirement to recover a failure or to improve grade in a course.
- (t) “Examination Board” means a committee established in each School for classifying students' academic awards, recommending to the Academic Council the conferment of awards, and terminating the studies of students on academic grounds.
- (u) “Exclusive Course” means a course which has sufficient overlap in content with another course completed by a student in the University in which case the student shall earn credit for only one of such courses. Students may be restricted from taking a course when they have earned credit units for an exclusive course.
- (v) “Exemption” means granting permission to a student not to complete a programme requirement. Exemption from a course means that no credit shall be earned for such a course.
- (w) “Formative Assessment” includes instructional assessment tools such as quizzes, class tests, and mock examinations and take-home tasks to prepare students for summative assessment. Such assessments through feedback and comments to students enhance student learning and inform the teacher the extent to which the student is progressing towards achieving course intended learning outcomes.
- (x) “Grade Point Average” (GPA) means the value of grades achieved, divided by the number of courses taken in a semester resulting in a Semester GPA or a Cumulative GPA including F grades but excluding courses graded S, IP, or P.
- (y) “JAT” means the Jindal Aptitude Assessment Test conducted in India by Jindal Global Business School to assess students for admission to the two-year MBA programme of the University.
- (z) “Learning Outcomes” means intended learning outcomes defined for each course and each programme.
  - (za) “LSAT-India” means the Law School Admission Test conducted in India by the Law School Admission Council of USA to assess students for admission to the Five-Year B.A., LL.B. and Three-Year LL.B. programmes of the University.
  - (zb) “Operational Grade” means grades I, IP, and S that are intended to assist in the management of student records and do not count in the calculation of students' GPAs.
    - (aa) “Plagiarism” includes copying of another's ideas, words or language without acknowledgment / attribution of the source and representing them as one's own.
    - (ab) “Postgraduate” means a student enrolled for a Postgraduate Programme or Master's Degree. The 3-year LL.B. programme, though a bachelor's degree programme, is a postgraduate programme for the purposes of these regulations. These regulations do not cover students enrolled for an M. Phil., Ph. D., or Professional Doctorate
    - (ac) “Prerequisite” means a requirement that must be fulfilled before a student is allowed to take a particular course.
    - (ad) “Programme” means a structured academic programme, comprising a number of courses leading to an award of the University.
    - (ae) “Registrar” means the Registrar of the University.
    - (af) “Registration” means enrolment of a student into a programme of study of the University and inclusion of the student in the list of courses within that programme.
    - (ag) “Regulatory Body” means regulatory body as defined under the Haryana Private Universities Act, 2006.
    - (ah) “Required Course” means a compulsory course that must be passed to complete a programme of study.
    - (ai) “Semester” means a period of not less than 15 weeks in an academic year for programmes offered by JGBS, JGLS and JSIA
    - (aj) “Semester GPA” (SGPA) means the GPA calculated for the courses taken in a semester, including F grades, but excluding courses graded S, IP, or P. “Trimester GPA (TGPA) means the GPA calculated for the courses taken in a trimester, including F grades, but excluding S, IP, or P.
    - (ak) “Substitute Course” means an alternate course taken by a student to complete the normal course requirements of a programme. An alternate course which a student may be allowed to take must be approved by the Dean of the concerned School.

- (al) “Summative Assessment” includes written assignments, case studies, portfolios, presentations, moot courts, debates, class tests, and written and oral examinations for which a grade is assigned.
- (am) “Taught Programme” means a programme of study comprising mainly of taught courses.
- (an) “Transcript” means the official academic record of a student's achievement in a programme, including grades achieved in various courses within that programme and the student's other successful co-curricular and extracurricular achievements.
- (ao) “Undergraduate Award” means an academic award of the University granted on successful completion of a programme approved by the Academic Council.
- (ap) “Postgraduate Award” means an academic award of the University granted on successful completion of a postgraduate programme approved by the Academic Council.
- (aq) “University” means O.P. Jindal Global University.
- (ar) “University Requirements” means requirements set by the Academic Council for the students which must be completed before students can graduate.
- (as) “Visiting Student” means an incoming student from another university, or an outgoing student to another university, with a formal letter of permission to undertake selected courses in the host university for a duration not exceeding one semester or trimester.
- (at) “Exchange Student” means an incoming student from another university, or an outgoing student to another university, under an exchange programme or a Memorandum of Understanding between the two universities to allow a student to undertake selected courses in the host university.

## 2. General Admission Requirements

- 2.1 The minimum entry qualification for admission to a bachelor's degree programme is a pass in 10+2 or 11+ 1 courses, as the case may be, or an equivalent course with at least 45% aggregate marks or as prescribed by the Academic Council from time to time in accordance with the requirement of the concerned regulatory body.
- 2.2 The minimum entry qualification for admission to a postgraduate programme, including the LL.B .and LL.M and the MBA is a pass in a bachelor's degree or an equivalent qualification with at least 45% (LL.B and LL.M) and 50% (MBA) aggregate marks or as prescribed by the Academic Council from time to time in accordance with the requirement of the concerned regulatory body. The minimum entry qualification requirement for admission to the M.A. (DLB) programme is a pass in a bachelor's degree.
- 2.3 In addition to the requirements noted in 2.1 and 2.2, above, the University may also set up other entry requirements for admission to a programme of study. The minimum requirement for admission in JGLS is the Law School Admission Test-India (LSAT –India) or other equivalent tests. The minimum requirement for admission in JGBS is the Jindal Aptitude Test (JAT) or other equivalent tests: CAT, XAT, GMAT or MAT. The minimum requirement for admission in JSIA is the JSIA Admission Test, which will be a timed essay exam administered via Email to applicants.
- 2.4 The minimum age requirement for admission to an O. P. Jindal Global University Programme of study is 16 years on or before 30 September in the year in which admission is sought. There is no upper age limit. However, if the regulatory bodies prescribe any mandatory lower or upper age limit the same shall be applicable.

## 3. Admission

- 3.1 Admission to any programme in the University is based on merit. The University's policy is to admit a diverse and exceptional group of students from India and abroad who are dedicated to studying at a high intellectual level.
- 3.2 Admissions will be open to all persons regardless of race, colour, ethnic origin, religion, place of birth, domicile, nationality, political or social affiliation and background, cast, creed, gender, sexual orientation or physical disability. Before admitting an applicant with physical disability, the University will consider whether its facilities are adequate.
- 3.3 To be eligible for admission to a University programme, the applicant must possess the minimum entry qualifications and programme specific requirements as specified by the Academic Council and in the programme documents.
- 3.4 Satisfying the admission requirements does not, in itself, entitle applicants for admission into a programme of study.
- 3.5 The University may at its discretion, where circumstances warrant, refuse admission to an applicant to a programme of study.
- 3.6 An applicant will be regarded as having been admitted to a programme of study after completing the registration process and paying the prescribed tuition fee.

## 4. Registration

- 4.1 On admission to the University, students are registered in a specific University programme of study.
- 4.2 To maintain their registration, students must conform to the University's Code of Student Conduct and its Statutes, Ordinances, and other rules and regulations and must pay all fees and charges owed to the University by the due date.

## 5. Academic Year and Semesters

The academic year is divided into two Semesters (Semesters A and Semesters B).

## 6. Medium of Instruction and Assessment

The medium of instruction and assessment at the University is English, unless the Academic Council determines otherwise for a specific course or programme.

## 7. Programme Structure

7.1 An academic programme leading to the award of a bachelor or master's degree shall consist of a collection of individual courses. Courses shall be offered under the credit unit system.

7.2 The minimum number of credit units required for completion of a master's degree programme over a period of 2 years in JGBS (MBA) will be 56. The minimum required for the integrated BBA/MBA programme will be 145.

7.2.1 The minimum number of credit units required for completion of a master's degree programme over a period of 2 years in JSIA (M.A. DLB) will be 48.

7.2.2 The minimum number of credit units required for completion of a bachelors degree programme in law over a period of 5 years in JGLS (BA LLB (Hons) or BBA LLB (Hons)) will be 208. The minimum number of credit units required for completion of a bachelors degree programme in law over a period of 3 years for LLB will be 120.

7.3 Credit units required for completion of other academic awards of the University will be prescribed when such programmes are offered.

## 8. Maximum and Minimum Credit-Unit Load

8.1 In each semester in JGLS, a student may register for not less than twenty (20) credit units and not more than twenty eight (28) credit units.

8.2 In each semester in JGBS, a student may register for up to eighteen (18) credit units. The minimum credit-unit requirement will be prescribed under the specific programme of study.

8.3 In each semester in JSIA, a student may register for up to twelve (12) credit units. The minimum credit-unit requirement will be as prescribed under the specific programme of study.

## 9. Attendance and Leave of Absence

9.1 Attendance - A student in JGLS shall follow and complete the requirements of the curriculum relating to attendance as prescribed by the Bar Council of India and to the satisfaction of the Dean, JGLS. However for LLM at least 90% attendance is required.

9.1.1 A student in JGBS shall be required to maintain an attendance level of 90% to complete the curriculum. Lower attendance shall lead to downgrading of GPA based on the actual level of attendance of a student subject to the recommendation of the Course Examiner and the approval of the Dean, JGBS.

9.1.2 A student in JSIA shall be required to maintain an attendance level of 75% as per UGC regulations to complete the curriculum. Lower attendance shall lead to downgrading of GPA based on the actual level of attendance of a student, subject to the recommendation of the Course Examiner and the approval of the Dean, JSIA.

9.1.3 A student in JSGP shall be required to maintain an attendance level of 75% as per UGC regulations to complete the curriculum. Lower attendance may lead to downgrading of GPA based on the actual level of attendance of a student, subject to the recommendation of the Course Examiner and the approval of the Dean, JSGP.

9.2 Absence - A student who cannot attend classes for three to seven days because of illness shall inform the Dean concerned in writing at the earliest opportunity. Where longer absence is necessary or when absence from examinations is in question, a student shall submit in writing an application for leave of absence to the Dean concerned together with a certificate signed by a registered medical practitioner.

9.3 A student who, during a semester or trimester, desires leave of absence for more than two full consecutive days for non-medical reasons shall apply to the Dean concerned in writing at the earliest opportunity, stating the reasons for the intended leave of absence.

9.4 A student who is suspended shall not be permitted to attend classes during the period of suspension.

9.5 A student who has been absent, whether leave has been granted under these regulations or not, for a period of such length as to make it impossible, in the opinion of the Dean concerned for the student to complete the semester's or trimester's work satisfactorily, shall not resume attendance in the same semester or trimester except with the permission of the concerned School Board. A student who is not permitted to resume attendance in the same semester shall be regarded as having withdrawn from the studies with effect from the first day of absence but may

be re-admitted at the commencement of the next semester or trimester unless in the opinion of the Dean concerned it is inappropriate to do so. The student may be required, before being re-admitted, to submit a certificate signed by a registered medical practitioner to the effect that the student's state of health will permit the student to resume and to complete the studies.

- 9.6 A student who is unable for reasons of health to attend classes for a period of more than twelve continuous months shall be regarded as having withdrawn from studies but may apply again for admission to the same or to another course or programme of study provided that the student submits a certificate signed by a registered medical practitioner to the effect that the student's state of health will permit the student to resume and to complete the studies.
- 9.7 In case a student submits a certificate signed by a registered medical practitioner, the University may seek a second opinion from another medical practitioner.

## 10. Assessment of Student Performance, Grading and CGPA

- 10.1 Assessment of student performance shall be related to programme and course learning outcomes. The criteria for assessment of course learning outcomes shall be stated clearly in the University programme and course documents.
- 10.2 Assessment shall be both formative and summative. The purpose of formative assessment is to provide feedback to students on their work to enhance their learning and to help them achieve course intended learning outcomes. The purpose of summative assessment is to allocate appropriate grades.
- 10.3 Students' performance in each course in a programme offered by JGLS shall be expressed in terms of the following system:

Letter Grade	Percentage of marks	Grade Value	Grade Definitions
O	80% and above	8	<b>Outstanding:</b> Exceptional knowledge of the subject matter, thorough understanding of issues; ability to synthesize ideas, rules and principles and extraordinary critical and analytical ability
A+	75%–79%	7.5	<b>Excellent:</b> Sound knowledge of the subject matter, thorough understanding of issues; ability to synthesize ideas, rules and principles and critical and analytical ability
A	70%–74%	7	<b>Very Good:</b> Sound knowledge of the subject matter, excellent organizational capacity, ability to synthesize ideas, rules and principles, critically analyse existing materials and originality in thinking and presentation
A-	65%–69%	6	<b>Good:</b> Good understanding of the subject matter, ability to identify issues and provide balanced solutions to problems and good critical and analytical skills
B+	60%–64%	5	<b>Fair:</b> Average understanding of the subject matter, limited ability to identify issues and provide solutions to problems and reasonable critical and analytical skills Average understanding of the subject matter, limited ability to identify issues and provide solutions to problems and reasonable critical and analytical skills
B	55%–59%	4	<b>Acceptable:</b> Adequate knowledge of the subject matter to go to the next level of study and reasonable critical and analytical skills.
B-	50%–54%	3	<b>Marginal:</b> Limited knowledge of the subject matter and irrelevant use of materials and, poor critical and analytical skills
F	Below 50%	0	<b>Fail:</b> Poor comprehension of the subject matter; poor critical and analytical skills and marginal use of the relevant materials. Will require repeating the course

10.3.1 Students' performance in each course in a programme offered by JGBS shall be expressed in terms of the following system:

Letter Grade	Sub Grades	Percentage of Marks	Grade Point	Grade Definitions
A	A	>75%	4.000	Excellent, Outstanding
	A-	71.5% - 75%	3.667	
B	B+	68% - 71.5%	3.333	Good
	B	64.5% - 68%	3.000	
	B-	61% - 64.5%	2.667	
C	C+	57.5% - 61%	2.333	Fair
	C	54% - 57.5%	2.000	
	C-	50.5% - 54%	1.6667	
D	D+	47% - 50.5%	1.333	Marginal
	D	43.5% - 47%	1.000	
	D-	40% - 43.5%	0.6667	
F		<40%	0.000	Fail

10.3.2 Students' performance in each course in a programme offered by JSIA & JSGP shall be expressed in terms of the following system:

Letter Grade	Percentage of Marks	Grade Points	Grade Definition
O	75% and above	4	Outstanding
A+	70% - 74.99%	3.6	Excellent
A	65% - 69.99%	3.2	Very good
B+	60% - 64.99%	2.8	Good
B	55% - 59.99%	2.4	Adequate
B-	50% - 54.99%	2	Marginal
F	Below 50%	0	Fail

#### Operational Grades and Consequences

IP	In Progress	Assessment will be completed in the subsequent or another Semester.
I	Incomplete	Extenuating circumstances preventing the student from completing course work assessment, or taking the examination; or where the Assessment Panel at its discretion assigns this grade. If an "I" grade is assigned, the Assessment Panel will suggest a schedule for the completion of work, or a supplementary examination
S	Dissertation Submitted	An "S" grade is assigned when a student's dissertation has been submitted for assessment

#### 10.3.3 Assessment System

**Core Courses:** 50 % marks would be for internal assessment and 50 % for the external assessment (written end term exam). The minimum passing marks in the final/written exam will be 30%. Overall, passing mark (Internal + External) shall be 50 marks out of 100 marks.

**Electives Courses:** It is desirable to have 50:50; however internal marks can go up to 70% maximum with 30% for end of semester examinations conducted by the Controller of Examinations. For Clinical Courses (Compulsory and Elective) which have practical component, may have no written exam.

**For Masters Programme:** The evaluation of students will be broadly based on continuous evaluation by the faculty of the course and it may include an end term examination.

In the case of Masters Programme, Internal assessment ratio can go up to 70% maximum out of 100. Remaining part will be end term exam conducted by COE. The minimum passing marks in the End term written exam will be 30%. Overall, passing mark (Internal + External) will be 50 marks out of 100.

### 11. Illness and other Extenuating Circumstances Affecting Students' Performance

Where a student's performance has been affected by illness or any other extenuating circumstances to attend an examination or during the course of an examination or to complete a required course work, the student must inform the Course Examiner accordingly in writing, within five days of the scheduled date to complete the assessment of the course.

### 12. Re-evaluation of exam papers/Retotaling of marks

The university shall provide opportunity to students for reevaluation of exam papers and retotaling of marks of end term exams where ever student feels that there is any error in totaling of marks or checking of his/her paper. The Controller of Examinations after announcement of end term exam results will notify students giving minimum 5 days' (maximum 7 days) notice to submit Application Form along with the requisite fee as per the university policy from time to time. The COE on receipt of the application will process for retotaling of marks/ reevaluation of papers and inform the revised marks to students. The COE with permission of V C, may extend/reduce the time limit for review/ reevaluation of papers in special circumstances if any.

### 13. Review of Course Grades of Students

13.1 Where a student is of the view that an error has been made in the calculation of marks or the student's performance was affected by illness or other extenuating circumstances, the student must inform the COE/Course Examiner within 7 days of the announcement of the assessment results and may informally seek a revision of marks or grade.

13.2 Where a Course Examiner decides that the student's course marks or grade needs revision, the Course Examiner shall accordingly make a recommendation to the Chairman of the Assessment Panel for a decision.

13.3 Where the matter of the revision of a student's course marks or grades remains unresolved, the student may make a formal request to the Dean concerned in writing within one month of the announcement of the student's results.

13.4 Such written requests should:

(a) Outline the informal actions taken to resolve the matter

(b) Describe the reasons for requesting a review and submit evidence to support the request.

13.5 On receipt of a formal request for the review of course grades, the Dean concerned shall determine whether there was any breach of these regulations or the prescribed assessment arrangements. If so, the student's request shall be considered further but no requests for review of academic judgment of the Course Examiner shall be entertained.

13.6 A review of course grades following the procedure noted above, shall be conducted by a Review Committee appointed by the Dean concerned. The Committee shall consist of an Assistant Dean and the two other faculty members not related to the teaching of the course concerned. The Committee shall interview the student and the course examiners concerned and if considered appropriate, seek an external opinion of the student's work. The procedure and the decision of the Committee shall be properly recorded and a copy of the record shall be given to the Registrar promptly.

13.7 If the Review Committee recommends a revision of the course grade, the Chairman of the Assessment Panel shall make a decision accordingly. The decision of the Chairman of the Panel shall be final and shall be communicated to the student within one month from the date of receipt of the request for review.

### 14. Students' Academic Progress, Academic Standing and Course of Action Academic Standing

14.1 Students' academic progress in their studies is indicated by the following levels of academic standing:

14.2 A decision on academic standing shall be made for all students at the end of each semester or trimester by the relevant Assessment Panel and endorsed by the Dean concerned.

Standing	Definitions
Good	Standing Satisfactory progress.
Warning	Performance below minimum requirements. Students must seek the advice of their course tutors.
Probation	Performance unsatisfactory, academic average below minimum requirements for graduation. Students to be assigned a faculty member as an advisor to provide guidance and advice. Such students may not be permitted to proceed to take courses in the next semester without the approval of the advisor.
Suspension	Performance extremely unsatisfactory. Students may be suspended for a period of not less than one year. Upon return from suspension, a student shall be required to repeat the failed courses or take other equivalent courses in lieu of failed courses.

### Re-sit/Improvement Examinations

All re-sit examinations will be held along with the end term exams

## Law School

### 14.3.1 Re-sit Examinations

- 14.3.1.1 Students fulfilling the minimum required attendance as prescribed by the Academic Regulations shall be allowed to take the end-of-semester examinations.
- 14.3.1.2 A student is deemed to have failed a course when he/she gets less than 50% marks or overall in any examination.

**Re-sit Examination – General:** Students who score less than fifty (50) marks out of the total of hundred (100) marks at the end of the semester (i.e., after adding the internal evaluation marks and the marks scored in the end-semester examination) in any Compulsory course, shall be declared 'fail' in that paper. A 'fail' shall also be declared for students who have not appeared in the end-semester examination due to reasons related to health etc. with or without the permission of the Dean, Academic Affairs. Students will be given one and two opportunities (for Elective and Compulsory courses respectively) to clear such courses (“Repeat Examinations”).

A student who scores fifty (50) marks or more cumulatively after having appeared in a Repeat Examination shall have an ® appear at the top of the marks statement for that course. However, ® shall not be indicated in case of those candidates who have been permitted by the University to not appear in the end-semester examination in order to participate in co-curricular activities such as moot courts, conferences, seminars and exchange programs or on account of serious medical grounds.

All Repeat Examinations shall be marked out of one hundred (100) marks. Students must obtain atleast fifty (50) marks to clear the paper in a Repeat Examination. Appearing in Repeat Examinations is compulsory and not subject to the discretion of students. In order to appear in a Repeat Examination, the student must submit the appropriate form available with the Examinations Office and pay the requisite fee prior to the examination. The fees for Repeat Examination will not be refunded if a student does not appear at Repeat Examination after depositing the fee and submitting the form.

**Re-sit Examinations for Compulsory Courses:** The first Repeat Examination will be offered in the same semester of the academic year following the year in which the course was failed. In the event students do not clear the first Repeat Examination, a second Repeat Examination will be offered in the same semester of the academic year following the year in which the first Repeat Examination was failed.

**Re-sit Examination for Elective courses:** Students will be given one opportunity to clear such Elective courses. The Repeat Examination will be offered in the same semester of the academic year following the year in which the course was failed. Failure to clear a Repeat Examination for an Elective course will result in no credits being awarded for the course. Any student who fails to clear an Elective course even after the Repeat Examination shall be required to take that elective course again or another elective course of equal credits if the original elective course is not offered again.

### Promotion

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

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

### Improvement Examination

The students are permitted to appear in an examination to improve upon the score of the end-semester examination of Compulsory papers only conducted in the previous year by paying an additional fee (an "Improvement Examination"). This facility is not available for Elective courses. Improvement examination fee will not be refunded if a student does not appear at improvement examination after depositing the fee and submitting the form. If opted for, the student must appear for the Improvement Examination in the academic year immediately succeeding the year in which the Compulsory paper was taught to the student. The score secured by the student in the improvement examination shall be considered in determining the final grade of the student, irrespective of whether it is more or less than the previous grade received. The final grade secured shall appear with an ('Im') notation in the grade sheet of the student to indicate that the grade was secured by the student after having appeared in an Improvement Examination. Students may appear for only one Improvement Examination. A student who scores less than fifty marks cumulatively in a course after having appeared in an Improvement Examination for that course shall be considered 'fail' in that course and would be required to appear in the end-semester examination for that course in the next academic year. A maximum of one Improvement Examination would be permitted per student per course.

## Business School

### 14.3.2 Re-sit Examinations

- 14.3.2.1 The option of Re-sit examination shall be available to students upon failure to meet minimum academic performance standards at the discretion of the Dean, JGBS.
- 14.3.2.2 Students may be required to pay a fee on per paper basis as approved by the University from time to time for any re-sit examination.
- 14.3.2.3 Courses completed through re-sit examinations would be identified clearly in the academic transcripts.

### 14.3.3 Improvement Examinations

- 14.3.3.1 Student shall not be permitted to take re-sit examinations in JGBS to improve their grades, except as noted in 19.1.

#### 14.3.4 Compensatory Examinations

- 14.3.4.1 In case a student misses end-of-trimester examinations, on grounds approved by the Dean, he/she shall be given permission to take a compensatory examination and may apply for the same to the Assistant Dean (Academic) in writing within 7 days from the date of announcement end-of-trimester results.
- 14.3.4.2 A compensatory examination will not entail payment of examination fee.
- 14.3.4.3 If the compensatory examination cannot be scheduled within the time frame for the announcement of end-of-trimester examinations results, the student shall be given a temporary 'I' grade for the course which shall be converted to a letter grade upon completion of grading formalities of the compensatory examination as approved by the Dean, JGBS.

#### School of International Affairs

##### 14.3.5 Re-sit Examinations

- 14.3.5.1 Students fulfilling the minimum required attendance of 75% shall be allowed to take the end of the semester examinations. Medical Leave shall be counted towards this attendance requirement.
- 14.3.5.2 A student is deemed to have failed a course when he/she gets less than 50% marks in total (internal + external) out of 100 marks in any examination.
- 14.3.5.3 Students who have failed a course shall be allowed to take re-sit examinations as per the university policy.
- 14.3.5.4 A student who does attain adequate score in the Re-sit, or does not receive a high enough grades on resubmitted work, and whose overall point or percentage value is subsequently computed as less than a total of 50% shall receive an "F" for the course.  
Students who Re-sit or Re-Submit shall have an 'R' (to indicate re-submission/re-sit) on transcript for the course in addition to whatever passing grade.
- 14.3.5.5 Maximum two attempts shall be allowed for Re-sit in a course.
- 14.3.5.6 There shall be no re-sits in in the fourth semester.
- 14.3.5.7 Grades shall be listed as an "F" for those who have less than a 50% grade until they re-sit for exam or resubmit course work. For final degree student must pass in all courses of the programme.

#### School of Government and Public Policy

##### 14.3.6 Re-sit Examinations:

- 14.3.6.1 Students fulfilling the minimum required attendance of 75% shall be allowed to take the end of the semester examinations. Medical Leave shall be counted towards this attendance requirement.
- 14.3.6.2 A studentsis deemed to have failed a course when he/she gets less than 50% marks in total (internal + external) out of 100 marks in any examination.
- 14.3.6.3 Students who have failed a course shall be allowed to take re-sit examinations as per the university policy.
- 14.3.6.4 A student who does not score high enough on the Re-sit, or does not receive a high enough grades on resubmitted work, and whose overall point or percentage value is subsequently computed as less than a total of 50% shall receive an "F" for the course.  
Students that Re-Sit or Re-Submit shall have an 'R' (to indicate re-submission/re-sit) on transcript for the course in addition to whatever passing grade.
- 14.3.6.5 Maximum two attempts shall be allowed for Re-sit in a course.
- 14.3.6.6 There shall be no re-sits in in the fourth semester.
- 14.3.6.7 Grades shall be listed as an "F" for those who have less than a 50% grade until they re-sit for exam or resubmit course work. For final degree student must pass in all courses of the programme.

#### Academic Honours

At the end of each semester or trimester, students' GPAs shall be calculated. Students with high GPAs shall be placed on the Dean's List on the basis of rules determined by the Dean concerned and published in the University.

#### 15. Conditions for the Award of University Degrees

- 15.1 A student shall be eligible for an academic award where the student has successfully completed an academic programme of the University and has satisfied all the requirements for the award. The requirements for conferring awards for different schools are set out below.

#### Law School

- a) **Five-Year Bachelor of Arts and Bachelor of Laws (B.A., LL.B.) Degree:** In order to be awarded a B.A., LL.B. (Hons) degree, students must be awarded no less than 208 credits in total, distributed as follows: **(i)** Two courses in English, worth 8 credits in aggregate **(ii)** Atleast 12 compulsory courses in the arts and humanities subjects, worth 48 credits in aggregate; **(iii)** Atleast 20 compulsory courses in law, worth 80 credits in aggregate; **(iv)** Atleast 14 elective courses (including 8 courses undertaken in pursuance of an honours degree), worth 56 credits in aggregate; **(v)** 4 Compulsory Clinical Courses, worth 16 credits in aggregate. **(vi)** Meeting other requirements including attendance which the University or Bar Council of India may specify from time to time.
- b) **Bachelor of Business Administration and Bachelor of Laws (Hons.) B.B.A., LL.B. Degree:** In order to be awarded a B.B.A., LL.B. (Hons) degree, students must be awarded no less than 208 credits in total, distributed as follows: **(i)** Two courses in English, worth 8 credits in aggregate **(ii)** Atleast 12 compulsory courses in the commerce and social science subjects, worth 48 credits in aggregate; **(iii)** Atleast 20 compulsory courses in law, worth 80 credits in aggregate; **(iv)** Atleast 14 elective courses (including 8 courses undertaken in pursuance of an honours degree), worth 56 credits in aggregate; **(v)** 4 Compulsory Clinical Courses, worth 16 credits in aggregate. **(vi)** Meeting other requirements including attendance which the University or Bar Council of India may specify from time to time.

- c) **Three-Year Bachelor of Laws (LL.B.) Degree:** (i) Minimum attendance of 75% in each of the courses in the programme of study. (ii) Completion of the Course of Instruction for the study of law specified by the Bar Council of India Rules. (iii) Completion of three or more subjects chosen by the student from the list under the Bar Council of India Rules. (iv) Meeting other requirements which the University or Bar Council of India may specify from time to time. (v) In order to be awarded an LL.B. degree, students must be awarded no less than 120 credits in total, distributed as follows: • At least 20 compulsory courses in law, worth 80 credits in aggregate; • At least 6 elective courses, worth 24 credits in aggregate; • 4 Compulsory Clinical Courses, worth 16 credits in aggregate.
- d) **Master of Laws (LL.M.) Degree:** (i) Completion of the course of instruction for the LL.M. Programme as stipulated by the University Grants Commission (UGC) or any other regulatory agency, as the case may be. (ii) Students may be granted an undergraduate award only if they have achieved a CGPA of 3.5 or above. (iii) Students may be granted a postgraduate award only if they have achieved a CGPA of 3.5 or above.

### Business School

#### Master of Business Administration (MBA and Integrated BBA-MBA)

(i) Minimum attendance of 75% in each course of the programme, unless a student has been given special permission by the Dean of Business or the Dean's nominee. (ii) Satisfactory completion of the programme requirements and credits for the MBA degree. (iii) In order to graduate with the MBA degree, students must have no more than 1 F and 2 Ds, on their final transcript. Students shall be required to repeat the required/core courses with F grades to obtain a pass in all such courses. Failure to meet these requirements may lead to a repeat of the entire year as determined by the Board of Studies. (iv) Satisfactory Completion of two months of business internship (v) Meeting such other requirements as the University or other regulatory bodies may prescribe from time to time.

#### School of International Affairs

(i) Minimum attendance of 75% in each of the courses in the programme of study, unless a student has been given special permission by the Dean of JSIA or the Dean's nominee. (ii) Satisfactory completion of 48 credit units as per the programme requirements for the M.A. (DLB) degree. (iii) Completion of credit requirements, Foreign Language component and the Guided Internship component, as per the programme requirements of the M.A. (DLB) degree. The latter two requirements can be waived by the Dean of JSIA for students who demonstrate prior experience of foreign languages and of professional work in international affairs. (iv) 12 of the 48 credits must be obtained through 4 mandatory courses taken in Year 1 of the programme. The remaining can be obtained through electives courses offered at all four schools of JGU and/or an optional masters dissertation equivalent to 12 credits.

#### School of Government and Public Policy

(i) Minimum attendance of 75% in each of the courses in the programme of study, unless a student has been given special permission by the Dean of JSGP or the Dean's nominee. (ii) Satisfactory completion of 18 credit units as per the programme requirements for the M.A. in Public Policy degree. (iii) Completion of the Master's thesis (3 credits) and the Guided Internship component, as per the programme requirements of the M.A. in Public Policy degree. The latter two requirements can be waived by the Dean of JSGP for students who demonstrate prior experience of professional work in the development sector.

#### School of Liberal Arts & Humanities

1. **Attendance policy:** A student in JSLH shall be required to maintain an attendance level of 75% as per UGC regulations to complete the curriculum. Lower attendance shall lead to downgrading of GPA based on the actual level of attendance of a student, subject to the recommendation of the Course Examiner and the approval of the Dean, JSLH.
2. **Re-sit policy : how many attempts allowed?:** The option of Re-sit examination shall be available to students upon failure to meet minimum academic performance standards at the discretion of the Dean, JSLH. Students may be required to pay a fee on per paper basis as approved by the University from time to time for any re-sit examination. Courses completed through re-sit examinations would be identified clearly in the academic transcripts. A student is deemed to have failed a course when he/she gets less than 50% marks in total (internal + external) out of 100 marks in any examination
3. **Promotion policy:** Completion of 7 core courses in term one and 7 in term two.
4. **Total credits required to complete the programme:** The B.A. (Hons.) degree requires the completion of 24 three credit courses. These 24 courses are broken down into 19 core courses and 5 courses in a concentration area of study. Students intending study abroad must complete the SAT while maintaining a minimal GPA of 2.8.
5. **Grading structure:** Assessment of student performance shall be related to programme and course learning outcomes disseminated by JSLH Faculty. Classification of awards  
 First Class Honours: 60% or more  
 Upper Second Class Honours 55% but less than 60 %  
 Lower Second Class Honours 50% but less than 55 %

Other rules applicable as per law school

## Other Schools

The conditions for award of degrees by other schools in the University shall be provided when other schools are established.

- 15.2 Students completing the requirements for an academic award will be conferred the award at Convocation on a date which will be announced by the Registrar.

## 16. Classification of Academic Awards

- 16.1 University awards shall be classified by the relevant School Examination Board, which shall make a recommendation to the Academic Council for the conferment of those awards.
- 16.2 The School Examination Board's classification of awards may not necessarily be in strict conformity with a student's CGPA. Extenuating circumstances or other reasons given by a student or the track record of the student may in exceptional cases result in the Examination Board using its discretion.
- 16.3 The University shall grant academic awards with classifications as noted below:

**Bachelor's Degrees in JGLS:** • First Class Honours: 60% or more • Upper Second Class Honours 55% but less than 60 %  
• Lower Second Class Honours 50% but less than 55 %

**Master's Degrees in JGLS:** • First Class Honours: 60% or more • Upper Second Class Honours 55% but less than 60 %  
• Lower Second Class Honours 50% but less than 55 %

**Master's Degrees in JGBS:** • First Class Honours – DGPA of 3.52 or more • First Class: DGPA of 2.57 – 3.52 • Second Class: DGPA of 1.62–2.57

**Master's Degrees in JSIA:** • First Class Honours: 60% or more • Upper Second Class Honours: 55% but less than 60%  
• Lower Second Class Honours: 50% but less than 55%

**Master's Degrees in JSJP:** • First Class Honours: 60% or more • Upper Second Class Honours: 55% but less than 60%  
• Lower Second Class Honours: 50% but less than 55%

## 17. Termination of Studies

- 17.1 Where the relevant School Examination Board is satisfied that a student cannot reasonably expect to complete the programme successfully, the Board shall terminate the student's studies. On termination, the student will not be entitled to claim any refund of the fees already paid, except any payments made by the student in the form of refundable advances/deposits.
- 17.2 After termination of studies, students may not be allowed to continue their studies at the University unless readmitted. Re-admission to any programme shall not be earlier than one academic year after the termination of studies of the student.

## 18. Review of Examination Board Decisions

- 18.1 Where a student is of the view that there were data errors or extenuating circumstances affecting the student's academic performance and the student was given an unfavorable academic standing by the Examination Board, the student shall first attempt to resolve the matter informally by contacting the relevant faculty member.
- 18.2 Where the Assistant Dean (Academic) wishes to recommend an amendment to the student's academic standing or award classification, this recommendation shall be forwarded to the Chairman of the Examination Board for approval.
- 18.3 Where the student's concerns regarding the Examination Board's decision have not been resolved satisfactorily by informal means, the student may in writing, make a formal request to the Dean concerned within one month of the publication of the Examination Board's decision seeking a review of the Examination Board's Decision.
- 18.4 The procedure for dealing with such requests shall be the same as set out in clause 13 of these regulations.
- 18.5 The decision of the Review Committee constituted under these procedures shall be final.

**19. Plagiarism:** Plagiarism is academic dishonesty and may result in a student failing a course, being suspended or expelled from the University.

**20. Visiting and Exchange Students:** The University shall accept visiting and exchange students, both incoming and outgoing, under Guidelines approved by the Academic Council. The University shall publish the Guidelines appropriately and such Guidelines shall be subject to amendments from time to time.

**21. Promotion Policy:** A student who fails in 15 credits or more in an academic year shall be deemed to have failed the year and must repeat the year with the next batch of the programme. In such cases, they shall pay only 25% of the annual fee due.

**22. Academic Regulations:** Academic Regulations are subject to change from time to time.

**23. Safe Custody of Evaluated Answer Books:** Evaluated main answer books of end term examinations shall be kept in safe custody by the University for a maximum period of 365 days from the date of Assessment Panel Meeting. (except practical, moot court, internal evaluation papers, class works, research paper presentation, course work, take home, essay, field study etc.). Thereafter evaluated answer books shall be disposed of by a Disposal Committee headed by the COE.