

SIKKIM NATIONAL LAW UNIVERSITY

[Established under the provision of section 3 (1) of Sikkim National Law University Act, 2018 (Act 5 of 2018)]

REGULATIONS

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SIKKIM NATIONAL LAW UNIVERSITY
Regulation No. 1

Appointment, Promotion, terms & conditions of service of teachers & other academic staff in Sikkim National Law University

(Approved by the Executive Council vide item dated

1. SHORT TITLE AND COMMENCEMENT

1.1 These Regulations may be called “Sikkim National Law University, Regulations for appointment, promotion, terms & conditions of service of teachers & other academic staff, 2025.” These Regulations shall apply to the teachers and other academic staff in the University.

1.2 These Regulations shall come into force with effect from the date of approval or otherwise as decided by the Executive Council of the University.

2. DEFINITIONS

2.1 ‘University’ means the Sikkim National Law University

2.2 ‘Government’ means Govt. of Sikkim and/or Govt. of India as the case may be as per the context.

2.3. ‘UGC’ means University Grants Commission.

2.4. ‘BCI’ means Bar Council of India

3. CLASSIFICATION

3.1 The details of sanctioned academic posts and the Pay Band / Grade Pay attached there to, shall be as adopted/approved by the Executive Council from time to time in accordance with the UGC & BCI guidelines.

3.2 The Sikkim National Law University may create new posts/cadres as it deems fit.

4. RECRUITMENT & PROMOTION: PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR, LIBRARAIN, DEPUTY LIBRARAIN, ASSISTANT LIBRARAIN, DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS.

4.1 For recruitment & promotion of teaching & other academic staff, the University has adopted UGC regulations on “minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education 2010” and its amendments issued by UGC from time to time.

4.2 The appointing authority shall be as specified under Section 18 (2) (i) of the Sikkim National Law University Act 2018.

4.3 Service Agreement as per Annexure- A will be signed by the teachers & other academic staff.

5. MEDICAL FITNESS

5.1. On first appointment

Every person, on first appointment in the University through direct recruitment on regular basis shall be required to produce a medical certificate of fitness from the registered Medical Practitioner. In case the candidate is not declared fit by the registered Medical Practitioner, the candidate may prefer an appeal within a month against the findings of the Medical Practitioner examining him, to the Vice-Chancellor who, after considering the appeal of the candidate, may refer the candidate to the Medical Board of a Govt. of Sikkim Hospital for undergoing fresh Medical Examination and the decision of the Medical Board shall be final.

5.2 For efficient discharge of duties

The competent authority may require the person to appear before a medical board of a Govt. of Sikkim Hospital to test physical or mental fitness of the teacher necessary for the efficient discharge of the duties of his post, whenever it has reasons to believe that the teacher is not fit to perform his duties satisfactorily. The person shall have the right to appeal to the appellate medical board against the decision of the first medical board. Only such person shall be allowed to join the service who is declared medically fit to efficiently discharge the duties by the medical board.

6. JOINING TIME

The joining time shall be specified in the appointment letter. In exceptional cases, the Vice-Chancellor at his discretion may allow the extension of joining time, which shall in no-case shall be more than three-months.

7. DECLARATION OF AGE

The employee shall make a declaration of his age to the University at the time of his entry into service, based on his birth certificate/matriculation or equivalent certificate. After the declaration of the age and acceptance of the same by the University, it shall be legally binding on him and no revision of age shall be allowed to be made, at a later date for any purpose whatsoever.

8. WHOLE TIME EMPLOYEE

8.1 Unless other expressly provided for, the whole time employee shall be at the disposal of the University and he/she shall serve the University in such capacity and in such a manner and at such place/s as he/she may, from time to time, be directed by the University.

8.2. An employees of the University may be called upon to perform any duty as may be assigned to him/her in the interest of and for the purposes of the University.

9. PAY AND ALLOWANCES

9.1 The teachers appointed by the University shall be placed in the Pay Scales, Pay Band & Grade Pay as adopted/approved by the Executive Council from time to time in accordance with

the U.G.C. guidelines, if any. They shall draw Pay & allowances on such Pay Scales, Pay Band, Grade Pay as admissible from time to time.

9.2. Incentives for higher qualifications will be admissible as per UGC regulations.

10. ANNUAL INCREMENTS

10.1 An annual increment equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP shall be granted to each employee. The annual increment cycles are two - one is in the month of January and the other one is in the month of July, unless it is withheld. Accordingly, employees joined on or before 15th January get their increment in next January; and employees joined on or before 15th July will get it in next July. To ensure that there is no loss for the employees who have already joined in between increment cycles, arrears will be paid for those differential months till the next increment cycle (January/July).

10.2 That the University shall pay the said person Pay Band applicable for the post with the Academic Grade Pay besides other allowances admissible as per regulations from time to time.

Provided that increment may be withheld or postponed with or without commutative effects by a resolution of the Executive Council on a reference by the Vice-Chancellor. However, before withholding or postponing the increment, the teacher shall be given sufficient opportunity to make a representation in writing.

11. SENIORITY

The seniority of an employee shall be determined in accordance with the following principles:

- i) Where two or more employees are selected at the same time for appointment, seniority shall be based on the ranking given by the Selection Committee provided that the date of joining in case of a teacher who has been ranked higher is not later than 3 months from the date of issue of the appointment letter.
- ii) Where no ranking has been indicated by the Selection Committee and two or more employees join on one and the same date, their seniority will be decided in the following manner:
 - a) in case where employees are appointed from a lower post, according to their inter-se- seniority in the lower post, and
 - b) in any other case, according to the age of the persons joining, the older person being deemed senior
- iii) Save in the cases covered by sub-clauses (i) and (ii) above, seniority shall be determined according to the date of joining of the employee concerned.

12. PERMANENT POSITION

The Faculty Member shall be placed on a permanent position on regular appointment on successful completion of 1 year of probation period. During probation period a notice of one month and after confirmation a notice of three months will be required before termination of services can be effected on either side.

The Faculty Member may, at any time, terminate his engagement by giving the University three months" notice in writing or by payment of an amount equal to three months' salary in lieu of notice provided that the Vice-Chancellor may waive the notice period in exceptional

circumstances. Such an action of the Vice-Chancellor shall be reported to the Executive Council for information.

13. RESIGNATION

Subject to the acceptance of resignation by the competent authority, a teacher may, by giving notice of one month during probation and three months after confirmation in writing to the appointment authority, resign from the service of the University.

14. SUPERANNUATION

14.1. A teacher in the permanent whole time service of the University shall retire on superannuation on completing the age of 65 years. While teachers whose date of birth falls on any day other than the first day of the month, shall retire on superannuation on the last day of that month, one whose date of birth is the first day of the month, shall retire on superannuation on the last date of the previous month.

14.2 The age of superannuation for categories of Librarians and Directors of Physical Education shall be 62 years. The date of superannuation will be reckoned as prescribed in 14.1 above.

14.3 The superannuated teachers shall not be employed after the age of superannuation. However, the University may engage superannuated teachers as Guest Faculty on such terms and conditions as may be approved by the Executive Council from time to time.

14.4 The superannuation benefits shall be admissible to the employees as admissible to the employees of the University.

15. LEAVE RULES

15.1 The permanent employees are entitled for Leaves as indicated below:

Category of Leave	Entitlement (Per Annum)
Casual Leave (CL)	15
Sick Leave (SL)	10 Days on full pay (or) 20 Days on half pay
En-cashable Earned Leave (EEL)	15

15.2 Date of crediting the leaves:

- a. Leaves will be credited on a calendar year basis (January 01 to December 31) as detailed below. The leave entitlement shall be proportionate to the period of service completed during the corresponding period.
- b. Casual Leave will be credited @ 1 day per completed month of service. The un-availed Casual Leave shall not be carried forward to the next Calendar year.
- c. Sick Leave will be credited to the leave account of the employee @5 days (on full pay basis) on the 1st day of July and 1st day of January every year.
- d. En-cashable Earned Leaves Sick will be credited to the leave account of the employee @7.5 days (on full pay basis) on the 1st day of July and 1st day of

January every year. However, for encashment purpose, only Basic Pay will be considered.

15.3 Leave is only a privilege and not a right. Availing of leaves should be planned in advance (except in extreme unpredictable circumstances) and the Application of Leave should be submitted to the competent authority for approval. The leave sanctioned may be cancelled in case of exigency in the University.

15.4 Submission of Leave Letter in Advance is mandatory

- a. Except in the case of an emergency, all the employees planning to avail any kind of leave should submit leave letter to the Sanctioning Authority in advance.
- b. The said advance notice is in the case of casual leave two (2) working days and in respect of other Leaves it is fifteen (15) working days.
- c. In case of any Emergency or Exigency of service in the University, the sanctioned leave can be revoked either before the employee proceeds on leave or even during the leave period of the employee, advising the employee to report back for duty.
- d. The employee going out of station (during holidays or leave period) should provide the contact details in advance to the Reporting Authority to contact the employee or to call back the employee to attend for duty in case of emergency or exigency of service in the Department.
- e. Non-compliance of any of the above will be considered as a breach of discipline and the employee is liable for suitable action as deemed fit and proper

15.5 Sick Leaves can be carry forward to the next year and can be accumulated up to 60 days.

15.6 En-cashable Earned Leaves can be carry forward to the next year and can be accumulated up to 180 days. Accumulated Earned Leaves can be used utilized for a maximum of 60 days at once.

15.7 Casual Leave & Sick Leave cannot be clubbed with any other leaves.

15.8 Casual leave is essentially intended for short periods. It shall not normally be granted for more than 5 days at any one time. Casual leave can be taken for half-day also. Sundays and Holidays falling during a period of casual leave are not counted as part of casual leave. Sundays/ public holidays/ weekly offs can be prefixed/ suffixed to casual leave. Casual leave will be credited proportionately for the Officials joining during the middle of a year. Casual leave cannot be carried over to the next calendar year. A person on probation will be entitled to only Casual Leaves.

15.9 Prefixed/ suffixed of leaves is not permitted during University on vacation.

15.10 Leave without pay will only be granted based on the merit of the case.

15.11 In case any employee remains absent from duty for more than seven consecutive days without prior intimation or approval from the competent authority, such absence shall be treated as abandonment of service, and the employee may forfeit his/her employment.

15.12 The date of increment shall be automatically postponed by the number of days of such leave without pay.

15.13 Maternity Leave

(1) A female University employee with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of 180 days from the date of its commencement.

(2) During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(3) Maternity leave not exceeding 45 days may also be granted to a female University employee (irrespective of the number of surviving children) during the entire service of that employee in case of miscarriage including abortion on production of medical certificate.

(4) Maternity leave may be combined with leave of any other kind.

(5) Leave in continuation of leave granted under clause 15.12 (1) may be granted on production of a medical certificate for the illness of the female employee. Such leave may also be granted in case of illness of a new born baby, subject to production of medical certificate to the effect that the condition of the ailing baby warrants mothers personal attention and that her presence by the baby's side is absolutely necessary.

(6) Maternity leave shall not be debited against the leave account.

15.14 Paternity Leave for 15 days

A male University employee with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife. During the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity leave shall not be debited against the leave account and may be combined with any other kind of leave (as in the case of Maternity leave). It may not normally be refused under any circumstances.

*** The above mentioned leaves are subject to any revision that may be made by the Executive Council from time to time.**

16. COMPENSATORY OFF

(i) Compulsory attendance on Sundays or other public holidays justifies the grant of compensatory leave in lieu of duty on Sundays etc., for the number of days an employee is required to attend the office unless it is imposed on him as a penalty or it is required to clear arrears for which he is personally responsible.

(ii) The attendance in such cases should be under the orders of the Vice Chancellor/Registrar/officer-in-charge.

(iii) The accumulation of compensatory leave will not be subject to any limit, but such leave should ordinarily be allowed within a month of its becoming due.

Provided that not more than two days" compensatory leave is allowed to be availed at a time.

17. LEAVE TRAVEL ALLOWANCE

Leave Travel Allowance (LTA) of maximum amount equivalent to one-month basic pay + AGP for teaching staff and one-month basic pay for non-teaching staff members once in a Block Period of two years. The employees can claim LTA in the second year in the Block Period along with the relevant Travel Bills. The employees should avail EEL to claim LTA. Unavailed LTA will lapse after the completion of the block period.

18. CODE OF CONDUCT AND PROFESSIONAL ETHICS

The code of conduct and professional ethics as laid down by the University shall be applicable to all the teachers of the University.

19. RECORD OF SERVICE

19.1 There shall be a personal file of every teacher in which all papers, records and other documents relating to service in the University shall be maintained.

19.2 In addition to the personal file, a service book shall also be maintained in respect of teachers in the prescribe form. This shall contain a history of his/her service from the date of appointment in the University including grant of increments, promotions, rewards, punishments, availing of L.T.C., Leave and other important events of his/her career.

19.3 The entries in the service book shall be authenticated by an officer authorized in this behalf by the Vice-Chancellor.

19.4 The person will be entitled for other benefits including L.T.C., Provident Fund, Medical Allowance/ Medical Insurance, Travelling Allowance, gratuity, pension etc., as admissible to the University employees as per rules.

20. APPOINTMENT ON CONTRACT BASIS

The Executive Council may, in special circumstances, appoint an eminent teacher contract for a period not exceeding three years, with a provision of renewal for further period. However, in case of immediate necessity, the Vice-Chancellor may exercise these powers and report such appointment in the next meeting of the Executive Council. The duration, terms and conditions shall be determined by the Vice-Chancellor. Provided, if the appointment is required to be continued beyond three years, it shall be made with the approval of the Executive Council.

21. HONORARY/DISGINGUISHED PROFESSOR

Any distinguished scholar, whose association with the University would help furtherance of the academic life and activities of the University may be invited by the Vice-Chancellor to function as Honorary/Distinguished Professor in the University for such period as may be determined. The matter may be reported to the Executive Council in the next meeting.

An Honorary/Distinguished Professor shall be associated with the academic activities of the University, and adequate facilities will be provided for the effective performance of these duties.

The University shall provide travel reimbursement and hospitality on such terms as may be determined by the Vice-Chancellor. Honorarium shall be provided on such terms & conditions as may be determined by the Vice-Chancellor and approved by the Executive Council.

22. VISITING PROFESSOR, ASSOCIATE PROFESSORS, ASSISTANT PROFESSORS

22.1 Distinguished/superannuated persons from India and abroad, having special competence in any field of study of relevance to the University may be invited by the Vice-Chancellor to function as Visiting Professors and their appointment shall be reported to the Executive Council in the next meeting.

22.2 According to the arrangement entered into in each individual case, such visiting Professors, Associate Professors, Assistant Professors will deliver a course of lectures or take seminars or participate in such other manner as may be deemed appropriate in the teaching and research work of the University

22.3 Persons invited as Visiting Professor, Associate Professors, Assistant Professors may be paid such travelling expenses and hospitality as may be decided in each case by the Vice-Chancellor. The honorarium to be paid to such faculty may be decided in each case by the Vice-Chancellor and placed before the Executive Council.

22.4 Subject to above, the Vice-Chancellor will determine at his discretion such other terms and conditions as may be required in the case of any Visiting Professor, Associate Professor, Assistant Professor, including the duration of the appointment.

23. RESEARCH ASSOCIATES

The posts of Research Associates will be temporary in nature and appointment shall be on contract basis only. The Vice-Chancellor shall be competent to appoint Research Associate(s) on contract basis on consolidated salary fixed by the Executive Council for a term of one year at a time which may be extended for further periods as per requirement of work. The terms & conditions of service will be as specified in contract appointment letter. The Research Associates will be entitled for vacations as admissible to the teachers and 15 days leave in a year. They will not be entitled for other kinds of leave admissible to regular teachers.

24. RESIDUARY CONDITIONS OF SERVICE & REMOVAL OF DOUBTS

Any matter relating to the conditions of service of teachers, for which no specific provision is made in these regulations, shall be determined by the Executive Council. Where a doubt arises as to the interpretation or application of any of the provision of these regulations, the matter will be referred to the Executive Council for a decision, which shall be final.

25. POWER TO RELAX

Where University is satisfied that the operation of any of these Regulations causes undue hardship in any particular case, the University, may by order, for reasons to be recorded in writing, dispense with or relax the requirement of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner with the concurrence of the Executive Council.

ANNEXURE – A

MEMORANDUM OF AGREEMENT

Memorandum of Agreement made this the day of between (herein after called the “Faculty Member”) of the First Part and the Sikkim National Law University being a body corporate constituted under the Act 5 of 2018 of Govt. of Sikkim (herein after called the University”) of the Second Part.

It is hereby mutually agreed as follows:

1. That the University hereby appoints Mr./Ms./Dr. _____ as _____ in the University with effect from the date the said Faculty Member takes charge of the duties of his office and the said Faculty Member hereby accepts the engagement and undertakes to take such part and perform such duties in the University as may be required by and in accordance with Act, Schedule and Regulations, for the time being in force, of the University, whether the same relate to organization of instruction, or teaching or the examination of students or their discipline or their welfare and generally to act under the direction of the Officers and authorities of the University.
2. That the said person shall be placed on a permanent position after successful completion of probation period. During probation period a notice of one month and after confirmation a notice of three months will be required before termination of services can be effected on either side. The age of superannuation in the University for the teaching faculty is at present 65 years. This may be revised, if found necessary.
3. That the said person shall be a whole time teacher of the University and is liable to be transferred, if necessary, as per University Regulations in force from time to time.
4. That the University shall pay the said person Pay Band of Rs. _____ with the Academic Grade Pay of Rs. _____ besides other allowances admissible as per regulations from time to time.

Provided that increment may be withheld or postponed with or without commutative effects by a resolution of the Executive Council on a reference by the Vice-Chancellor. However, before withholding or postponing the increment, the teacher shall be given sufficient opportunity to make a representation in writing.

5. That the said Faculty Member agrees to be bound by the provisions of the Act and the Regulation in force from time to time in the University.
6. That the said Faculty Member shall devote his whole time to the service of the University, and shall not without the permission of the University engage, directly or indirectly, in any trade or business whatsoever or in any private tuition or other work to which whether any emolument or honorarium is attached, but this prohibition shall not apply to work undertaken with prior permission of the Vice-Chancellor, in connection with the examination of Universities, or Public Service Commission or any other examination or any other research work and publications thereof.

7. Every Faculty Member shall be subject to the Code of Conduct mutatis mutandis of Govt. of Sikkim and is liable to be proceeded against for any dereliction of the duty under the code in accordance with the procedures established by law/regulations.

8. The engagement under this agreement shall not be terminated, except by a resolution of two thirds of the Executive Council members present at the meeting.

Provided that the two third majority is not less than half the total number of members of the Executive Council. The resolution shall state the reason for the termination. Before a resolution under this clause is passed, the Executive Council shall give notice of not less than three weeks to the Faculty member of the proposal to terminate the engagements and to make such representation as the Faculty Member may like to make.

Every resolution terminating the services under this clause shall be passed only after consideration of representation of the Faculty Member, if any.

The Faculty member, whose services are terminated under this clause shall be given not less than three months" notice from the date on which he or she is informed of the resolution of the termination of service or not less than three months" salary in lieu of notice.

9. The Faculty Member may, at any time, terminate his engagement by giving the University three months" notice in writing or by payment of an amount equal to three months" salary in lieu of notice provided that the Vice-Chancellor may waive the notice period in exceptional circumstances. Such an action of the Vice-Chancellor shall be reported to the Executive Council for information.

10. On the termination of services under any of the aforesaid clauses/provisions the person shall deliver to the University all properties of the university including books, apparatus, records and such other articles belonging to the University as may be due from him. The faculty member shall be relieved from the university only on production "no dues" certificate from all branches.

11. The matters not covered in this agreement shall be decided as per regulations in force in the University from time to time.

REGISTRAR

NAME OF THE FACULTY MEMBER

SIKKIM NATIONAL LAW UNIVERSITY
Regulation No. 2

ADMISSION REGULATIONS TO THE B.A., LL.B. (Hons.) Course

(Approved by the Executive Council vide item dated

1. To be eligible for studying the B.A., LL.B. (Hons.) Course, the candidate should:

a) Have passed the Higher Secondary School Examination (10+2) system or an equivalent examination thereto securing in the aggregate not less than 45% of the total marks (40% in case of SC/ST/Persons with Disability). The Eligibility condition for admission of students under the Foreign Nationals Category shall be 65% marks in the Higher Secondary School Examination of (10+2) system or an equivalent examination. Candidates appearing/ awaiting results of the qualifying examination can also apply and appear in the Entrance Test. However, the eligibility by such candidates shall have to be obtained by the cut-off date which will be notified along with the Notification of Entrance Test result, and in case such candidate is placed in compartment in the year of the admission, would be treated as ineligible.

b) The admission of foreign nationals, however, shall be made based on satisfying the prescribed academic qualifications. The candidates who possess citizenship of a country other than India and hold valid passport shall be eligible to apply under this category. They are exempted from taking the admission test. The other regulations regarding the eligibility for admission will be the same as applicable to the other candidates. The merit of the Foreign National Category will be drawn on the basis of percentage of marks in the qualifying exam. The candidates belonging to Overseas Citizen of India (OCI)/Person of Indian Origin (PIO) category shall have the option to either apply under the Foreign National Category or Under the category of Indian students. In case the OCI/PIO candidate apply under the category of Indian National, they have to appear in the Entrance Test along with other students.

2. The Vice-Chancellor shall constitute an admission committee which shall be incharge of conducting the Entrance Test including the selection of centers, examiners, the mode of examination and allied aspects.

i. The total seats for B.A., LL.B (Hons) Course will be 120. Out of the 120 seats, 35 % seats are reserved for the students who are Bona fide residents of Sikkim. Ten seats are for Foreign Nationals. Out of existing 10 seats for Foreign Nationals further bifurcation may be made as under:

Residents of Sikkim:	42 Seats
Foreign Nationals:	5 Seats
OCI/PIO:	5 Seats

Provided that if the number of requisite number of students fail to apply for the above reserved seats, University shall be entitled to fill such seats on the basis of merit from the students residing anywhere in India.

Note: Definition of Foreign National: Foreign National candidates possessing the citizenship and valid passport of a country other than India. Definition of OCI/PIO: As notified by Govt. of India.

- ii. The selection shall be strictly on the basis of merit as determined by the Entrance Test conducted by the University.
- iii. If two or more candidates get the same marks at the Entrance Test, their merit will be determined on the basis of higher marks in the section on LOGICAL REASONING in the Entrance Test.
- iv. If the merit is still same, then the candidate senior in age shall get preference. If still there is no change in merit, then draw of lots be taken into consideration.
- v. The University may notify the counseling process for admission at the time of announcement of Entrance result.
 - a. Candidates who are selected shall be intimated about the selection immediately by the University through website notification/ registered email/SMS only. The candidates will be given stipulated time for getting admission failing which the admission shall be cancelled.
 - b. The same procedure shall be followed in the case of wait listed candidates.
- vi. The tuition fees payable and other deposits to be made by each candidate which shall be notified in the University website. The tuition fees shall be paid through crossed Demand Draft obtained in favour of “SNLU Rev” or through University website along with the consent letter of the candidate expressing willingness to join the course in the University.
- vii. The University reserves the right of admission to the subsequent year of the course on grounds of conduct and character.

viii. Entrance Exam Fee

General /OBC/EWS/Foreign Nationals/ Kashmiri Migrants/ Residents of Jammu & Kashmir 2,500.00 (INR)
SC/ST and Persons with Disability (PWD) 1,500.00 (INR)
Fee Exempted- Below Poverty Line (BPL) candidates of SC/ST Category only

SIKKIM NATIONAL LAW UNIVERSITY
Regulation No. 3

B.A. LL.B. (Hons.) Academic & Examination Regulations

(Approved by the Executive Council vide item dated)

1. Constitution of Examination Committee

An Examination Committee will be constituted by the Vice-Chancellor to look into the evaluation programs. The members of the Examination Committee will also function as class teachers.

The Examination is entirely internal. The teacher who offers the course shall frame the question paper and the same shall be moderated by a Committee constituted by the Vice-Chancellor for moderation. The teacher will look after the performance of the student on constant basis. If a course is offered by more than one teacher, the setting of question paper and evaluation will be done jointly.

2. Attendance

- i. Every student has to secure a minimum of 75% attendance in each course. However, in exceptional cases the attendance requirement may be relaxed, but not below the minimum of 65%, in the following cases only: -
 - a. Students who have participated in University sponsored/approved activities for which necessary attendance will be given for the days of absence (i.e., number of classes) and the attendance will be calculated accordingly. Note: Students are required to submit approved Academic Leave forms along with copy of invitation, abstract and copy of article within a week before the activity.
 - b. In cases where the student falls short of 75% attendance but secures more than 70% in a particular course, will be allowed to take the exam in the course, provided the student has secured more than 75% attendance on the average in all the courses put together but excluding the course(s) in which the student secured less than 70% attendance.
 - c. In case of serious ailments when a student has to be admitted as an in - patient in a clinic/hospital as recognized by the University. In such approved cases, the number of classes missed will be deducted from the total classes held and attendance calculated accordingly.

Note:

- i. In exceptional genuine cases, where the hospitalization is not necessary, the Committee will accept Medical Certificate from a qualified Medical Practitioner. In such approved cases, the number of classes missed will be deducted from the total classes held and attendance calculated accordingly.
- ii. The decision of the Examination Committee on the acceptance or otherwise of the Medical Certificate produced by the student shall be final.

- iii. The eligibility for medical leave arises only in case the students have more than 65% of attendance but less than 75% of attendance.
- iv. Students are required to submit medical leave forms along with medical record within a week of the student returning from the leave. No medical leave will be considered subsequently.

In case it is found that any medical certificate submitted is false or not from the qualified authority / hospital, the matter will be referred to Disciplinary Committee. After all these exceptions, if any student falls short of attendance, he shall be 'NOT ALLOWED' for the End Semester Examination and he is required to Re-register for the course subsequently in the semester when the course is offered.

3. Academic Leave

3.1 Academic leave shall only be granted by the Vice Chancellor on the recommendation of the Class Teacher / Faculty Advisor. In applying for academic leave, the student shall specify the class hour/s that he/she may be absent for. Academic leave shall be given for a class hour/set of class hours, and not in terms of days.

3.2 Academic leave to a student shall be considered, subject to the prior approval of the Vice Chancellor, or any person designated by him, for participation in moot court competitions, seminars, conferences, or any other academic, co-curricular and extra-curricular activities. It is further clarified that academic leave shall not be granted for participation in Summer School programmes, internships, job interviews, passport/visa interviews etc under any circumstances.

3.3 Invitation for participation in any of the activities, for which a student may be granted academic leave, should have been received by the University or addressed to the University. Invitations addressed to individual students will not be considered for academic leave.

3.4 Academic leave in a given semester, shall not exceed 10 days of the classes in each subject. An exception can be made in circumstances where unscheduled classes are taken during the period when academic leave is sought. In case of moot court competitions, a student shall be entitled to academic leave for travel and participation, which shall not be for more than 15 working days.

3.5 No academic leave shall be granted for appearing in examinations.

3.6 It is clarified that in the event a student is unable to appear for an examination on any grounds whatsoever, including medical leave or academic leave, there shall not be any rescheduling of the said examination or special examination, or any proportionate enhancement of marks on the basis of marks secured in any other examination in the said course. No request from any student in this regard can be entertained by any authority.

4. Examination Pattern

a) Weightage of different evaluation components

Sl. No.	Evaluation Components	Weightage (%)
1	Mid-Term Examination	15
2	Project & Seminar	15
3	End-Term Examination	70
Total		100

b) Mid-Term Examination

Fifteen (15) marks shall be assigned for Mid-Semester Examination which shall be conducted on pen & paper mode only and as specified in the Academic Calendar.

Student who fails to take the Mid-Semester Examination for any reason will not ordinarily be given a chance for retake. However, if the Vice-Chancellor is convinced on the written request from the student, he/she may permit the student for retake in the course for which the request is made

c) Project & Seminar Submission

Fifteen (15) marks shall be assigned for project work, twenty (10) marks for written project and five (5) marks for presentation, in each course.

While assigning the project titles to the students, the teachers concerned will fix the last dates for submission of draft / final reports of the project and / or seminar papers.

For seminar papers the last date for submission and presentation shall be one week before the commencement of End-Semester examinations.

Submission after the last date is not permitted and the student will be awarded '0' (Zero) mark in project / seminar and the result will be declared as FAILED. Project and Seminar Evaluation and the Marks Requirement

Project and Seminar Evaluation and the Marks Requirement

- i. A student is required to secure a minimum of 5 marks against the prescribed 10 marks in the project writing;
- ii. A student is also required to secure a minimum of not less than $7\frac{1}{2}$ marks against 15 marks, both project writing and presentation put together.

The project presentations will be held only after submission of the final project / approved rough draft (this is to ensure the students are not awarded marks for presentation when they do not submit their final drafts. This will also ensure that the students who failed in their projects or have not submitted their projects will present their projects only on re-submission). No presentation should be allowed until the submission of final draft.

d) End-Semester / Repeat and Improvement Examination

Seventy (70) marks shall be assigned for End-Semester Examination. The duration of End-Semester examination shall be 2½ hours. The Repeat Examination will be held and results will be finalized within 15 days of the commencement of the next semester. The repeat examination is limited to a total of 70 marks and the marks obtained earlier for the remaining 30 marks will be taken into consideration while determining the grade at the reexamination. The repeat examination shall be conducted only once (excluding the main examination) and grade secured at the repeat examination shall carry letter 'R' at the top. The students can take an improvement exam on their end-semester examination only. In case of Improvement examination, the grade secured by the student in the improvement examination will be taken as the final grade and will carry the letter 'T' at the top indicating that the grade was obtained after 'Improvement Test' and will be recorded in the transcript. There is no opportunity for improvement in project.

e) Reevaluation of Answer Scripts

- i. A student seeking revaluation of an answer script of an end-semester examination (or Repeat) shall apply to the Controller of Examination. The applications so received shall be forwarded to the Vice-Chancellor for the approval of the panel of Examiners for revaluation.
- ii. An application for revaluation by student shall be made to the Controller of Examination by paying the prescribed fee within ten working days from the day of declaration of result
- iii. In case of revaluation being successful, the student shall be awarded the grade as per the revaluation. In case a student takes the Repeat Examination and also applies for revaluation, the higher grade obtained, shall be final.
- iv. If the difference between the original marks awarded and marks obtained in revaluation is more than 10 marks, the script shall be sent to a third evaluator, and the marks awarded by the third evaluator shall be final.
- v. The Students cannot apply for the Revaluation of Improvement Examination.
- vi. Students cannot seek for Revaluation in the Project and Presentation.

f) Unfair means and Malpractices in Examinations

Unfair means and other malpractices in relation to the examination shall include:

- i. Possession or use of material having potential to be used for unfair means, including cell phones.
- ii. Writing on any part of the body/furniture/walls.
- iii. Plagiarism in projects/seminar/assignments submitted for evaluation.
- iv. Seeking or extending help in the exam, in relation to the questions asked.

- v. Any boycott of exam
- vi. Disclosure of identity in the answer sheet in any form
- vii. Any threat/use of abusive language in exam or in the answer sheets
- viii. Refusal to surrender unfair means material or attempt to destroy.
- ix. Refusing to obey instructions of the Invigilator.
- x. Smuggling an answer book/additional answer book into or out of the Examination Hall. Inserting/substituting or removing any page from the answer book/additional answer book.
- xi. Impersonation in exam including interchanging of Roll Numbers and/or answer sheets. Any other similar malpractice, which in the opinion of the Undergraduate Council amounts to a use of unfair means.

Use of Unfair Means shall be inquired into by the Disciplinary Committee. The Disciplinary Committee shall submit a report to the Registrar who shall impose the penalty with reasons in writing. An appeal can be made to the Vice Chancellor who shall either uphold or reduce the penalty, or condone the same.

g) The performance of the students in all the courses shall be evaluated on seven point scale with the corresponding grade values as follows: For students admitted in the Academic Year: 2025 and onwards:

The performance of the students in all the courses shall be evaluated on seven point scale with the corresponding grade values as follows: For students admitted in the Academic Year: 2025.

(i) The official transcript of the University shall indicate the Grades and the Cumulative ten point Grade Point Average only. The interpretation of the Grade system followed by the University shall be printed at the back of the transcript itself.

(ii) The marks secured by the students shall be converted to the Grades as mentioned below:

Percentage of marks obtained	Grade	Grade Value
90 & above	O	10
80 to 89.99	A+	9
70 to 79.99	A	8
60 to 69.99	B+	7
50 to 59.99	B	6
40 to 49.99	C	5
Below 40	F	0

The following letters would be used in the grade-sheet:

Ab	- Absent (Student on Exchange program, Moot Court participation, absence on medical grounds and on compassionate grounds)
NA	- Not Allowed (Attendance Shortage)
R	- Repeat (Clearing the exam in Repeat/Re-registration/detention/Students who are not allowed due to attendance shortage)
F	- Failed (Failing in securing minimum aggregate marks including non-submission, failure in project / seminar, failure to appear in End Semester)
W	- Withheld (disciplinary action, fee dues, library dues)
I	- Improvement

A candidate, in order to be successful, has to obtain a minimum of 40% marks or the grade equivalent to that i.e., C in every course. However, the candidate who fails to obtain the minimum grade (i.e., C) shall be given one more chance (repeat- examination) to complete the course.

No Student shall be allowed to absent himself/herself from taking any examination on the completion of the course excepting reasons for which prior written permission shall have to be obtained from the Vice-Chancellor on a written request giving the reasons. Once a student is declared as failed (F) for whatever reason, his/her grade will carry with the grade obtained later. In the same way, the student who is not allowed to take the End Semester Examinations for Shortage of attendance and has been asked to reregister, the grade obtained subsequently will carry automatically.

h) Promotion Scheme:

No candidate shall be promoted to the next higher class unless he/she has completed all the courses in a given year. However, a candidate who has failed in not more than two courses in a year may be promoted to the next higher class. Under such circumstances, the candidate has to re-register for the failed courses.

The prescribed amount of fee will be collected from such candidates along with the application. No candidate will be promoted to the Third Year without passing all the First-Year courses. Similarly, this rule shall apply to all other promotions to higher classes as well. For promotion to the next higher class, candidate must pass in:

- ◆ Not less than 8 papers of I Year, to be promoted to the II Year
- ◆ 10 papers of I Year and not less than 8 papers of II Year, to be promoted to III Year

- ◆ All papers of I and II Year and not less than 8 papers of III Year, to be promoted to IV Year
- ◆ All papers of I, II and III Year and not less than 8 papers of IV Year, to be promoted to V Year

i) Award of Degrees

- i. A student shall be eligible for the award of B.A., LL.B. (Hons.) degree after successful completion of all the 67 prescribed courses with a total of 254 credits and if he/she has obtained a minimum of CGPA of 4.00 out of 10.00, as the case may be, within the maximum period of eight years from the year of admission to B.A.LL.B.(Hons.) course.
- ii. The Degree Certificates shall be signed by the Chancellor as well as the Vice Chancellor.
- iii. Along with the Degree, all the students shall be provided with a consolidated Transcript, indicating the courses, course credits, grades obtained, CGPA as well as interpretation of these features on the reverse of the Transcript.
- iv. The Official Transcript shall be signed by the Registrar.
- v. The Records of all the certificates issued by the University shall be maintained by the Examination Department/Section, in consultation with the Registrar.
- vi. All students shall be required to complete the B.A., LL.B (Hons.) programme within eight years of enrolment.

j) Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) is arrived at by dividing the sum of the products of Grade Values and the Course Credits in each course by the total number of credits in all the courses.

5. Award of Gold Medals

- i. Gold Medal(s) shall be awarded on the basis of the criteria fixed for the said Gold medal. For Gold medals based on certain streams of study, they shall be awarded on the basis of the highest average of grades obtained in the courses of that stream.
- ii. If two or more students have secured the same grade or grade average, then the marks secured by the students in the course/s shall be taken into consideration in awarding the Gold medals.
- iii. If two or more students also secure the same marks, then the Gold Medal shall be awarded to the student who has higher grades overall. In case the two

contenders have equal overall grades, then the grades in the compulsory courses, and performance in co-curricular activities shall be taken into account. In case of Cash Prize, the prize can be shared among the students.

- iv. Along with the Gold Medals in the individual streams, the rank holders on the basis of CGPA shall be awarded the University Gold medal for being First and Second Rank holders.
- v. The University shall also issue Certificates indicating the name of the Medal awarded to the students. The University may also consider issuing other Certificates of Merit or overall conduct at any convocation organized by the University.
- vi. A student who has been fined or has been expelled from the Hostel / University for any act of indiscipline shall not be eligible for the award of gold medal(s). A student who has failed in any course and has cleared the course in a Repeat Examination shall not be eligible for award of gold medals. If a student has taken an Improvement Examination then also he/she shall not be considered for the said gold medal.

SIKKIM NATIONAL LAW UNIVERSITY
Regulation No. 4

Admission Regulations to the One (01) year LL.M. Course

1. CONSTITUTION OF CENTRE FOR POST-GRADUATE LEGAL STUDIES (CPGLS): The Vice Chancellor shall constitute a Centre for Post Graduate Legal Studies consisting of the faculty members competent to guide Post Graduate scholars including a Ph.D. Students.
2. ELIGIBILITY FOR ADMISSION:
 - a) To be eligible to appear for admission to One year- LL.M. Programme, a candidate should have passed the LL.B or an equivalent degree from a recognised University with not less than 50% marks in aggregate (45% in case of SC/ST/Persons with Disability category).
 - b) The admission for Foreign Nationals shall be made on the basis of:
 - i. academic record of LL.B. or equivalent Degree recognized by UGC/ Association of Indian Universities with not less than 55% marks or equivalent grade.
 - ii. assessment of necessary communication skills in written and spoken English and performance at the interview in terms of aptitude and capacity.
3. ADMISSION PROCEDURE:
 - i. Admission to one year- LL.M. Degree shall be done through an entrance test conducted by the University.
 - ii. Candidates appearing/ awaiting results of the qualifying examination can also apply and appear in the Entrance Test. However, the eligibility by such candidates shall have to be obtained by the cut-off date which will be notified along with the Notification of Entrance Test result, and in case such candidate is placed in compartment in the year of the admission, would be treated as ineligible. If two or more candidates get the same marks at the Entrance Test, their merit will be determined on the basis of higher marks in the section on LOGICAL REASONING in the Entrance Test.

4. The total seats for LL.M. Course will be 60. Out of the 60 seats, 35 % seats are reserved for the students who are Bonafide residents of Sikkim. Ten seats are for Foreign Nationals. Out of existing 10 seats for Foreign Nationals further bifurcation may be made as under:

Residents of Sikkim:	21 Seats
Foreign Nationals:	5 Seats
OCI/PIO:	5 Seats

Provided that if the number of requisite number of students fail to apply for the above reserved seats, University shall be entitled to fill such seats on the basis of merit from the students residing anywhere in India.

Note: Definition of Foreign National: Foreign National candidates possessing the citizenship and valid passport of a country other than India. Definition of OCI/PIO: As notified by Govt. of India.

5. The University may notify the counseling process for admission at the time of announcement of Entrance result.

- Candidates who are selected shall be intimated about the selection immediately by the University through website notification/ registered email/SMS only. The candidates will be given stipulated time for getting admission failing which the admission shall be cancelled.
- The same procedure shall be followed in the case of wait listed candidates.

6. The tuition fees payable and other deposits to be made by each candidate which shall be notified in the University website. The tuition fees shall be paid through crossed Demand Draft obtained in favour of “SNLU Rev” or through University website along with the consent letter of the candidate expressing willingness to join the course in the University.

7. The University reserves the right of admission to the subsequent year of the course on grounds of conduct and character.

8. Entrance Exam Fee
General /OBC/EWS/Foreign Nationals/ Kashmiri Migrants/ Residents of Jammu & Kashmir 2,500.00 (INR)

SIKKIM NATIONAL LAW UNIVERSITY
Regulation No. 5

LL.M. (One Year) Academic & Examination Regulations

(Approved by the Executive Council vide item dated)

1. CONSTITUTION OF CENTRE FOR POST-GRADUATE LEGAL STUDIES (CPGLS): The Vice Chancellor shall constitute a Centre for Post Graduate Legal Studies consisting of the faculty members competent to guide Post Graduate scholars including a Ph.D. Students. 2.

2. ELIGIBILITY FOR ADMISSION:

- a) To be eligible to appear for admission to One year- LL.M. Programme, a candidate should have passed the LL.B or an equivalent degree from a recognised University with not less than 50% marks in aggregate (45% in case of SC/ST/Persons with Disability category)
- b) The admission for Foreign Nationals shall be made on the basis of:
 - i. academic record of LL.B. or equivalent Degree recognized by UGC/ Association of Indian Universities with not less than 55% marks or equivalent grade.
 - ii. assessment of necessary communication skills in written and spoken English and performance at the interview in terms of aptitude and capacity.

3. Attendance

Every student has to secure a minimum of 75% attendance in each course. However, in exceptional cases the attendance requirement may be relaxed, but not below the minimum of 65%, in the following cases only: -

- a. Students who have participated in University sponsored/approved activities for which necessary attendance will be given for the days of absence (i.e., number of classes) and the attendance will be calculated accordingly. Note: Students are required to submit approved Academic Leave forms along with copy of invitation, abstract and copy of article within a week before the activity.
- b. In cases where the student falls short of 75% attendance but secures more than 70% in a particular course, will be allowed to take the exam in the course, provided the student has secured more than 75% attendance on the average in all the courses put together but excluding the course(s) in which the student secured less than 70% attendance.
- c. In case of serious ailments when a student has to be admitted as an in - patient in a clinic/hospital as recognized by the University. In such approved cases, the number of classes missed will be deducted from the total classes held and attendance calculated accordingly.

Note:

- i. In exceptional genuine cases, where the hospitalization is not necessary, the Committee will accept Medical Certificate from a qualified Medical Practitioner. In such approved cases, the number of classes missed will be deducted from the total classes held and attendance calculated accordingly.
- ii. The decision of the Examination Committee on the acceptance or otherwise of the Medical Certificate produced by the student shall be final.
- iii. The eligibility for medical leave arises only in case the students have more than 65% of attendance but less than 75% of attendance.
- iv. Students are required to submit medical leave forms along with medical record within a week of the student returning from the leave. No medical leave will be considered subsequently.

In case it is found that any medical certificate submitted is false or not from the qualified authority / hospital, the matter will be referred to Disciplinary Committee. After all these exceptions, if any student falls short of attendance, he shall be 'NOT ALLOWED' for the End Semester Examination and he is required to Re-register for the course subsequently in the semester when the course is offered.

4. Academic Leave

4.1 Academic leave shall only be granted by the Vice Chancellor on the recommendation of the Class Teacher / Faculty Advisor. In applying for academic leave, the student shall specify the class hour/s that he/she may be absent for. Academic leave shall be given for a class hour/set of class hours, and not in terms of days.

4.2 Academic leave to a student shall be considered, subject to the prior approval of the Vice Chancellor, or any person designated by him, for participation in moot court competitions, seminars, conferences, or any other academic, co-curricular and extra-curricular activities. It is further clarified that academic leave shall not be granted for participation in Summer School programmes, internships, job interviews, passport/visa interviews etc under any circumstances.

4.3 Invitation for participation in any of the activities, for which a student may be granted academic leave, should have been received by the University or addressed to the University. Invitations addressed to individual students will not be considered for academic leave.

4.4 Academic leave in a given semester, shall not exceed 10 days of the classes in each subject. An exception can be made in circumstances where unscheduled classes are taken during the period when academic leave is sought. In case of moot court competitions, a student shall be entitled to academic leave for travel and participation, which shall not be for more than 15 working days.

4.5 No academic leave shall be granted for appearing in examinations.

4.6 It is clarified that in the event a student is unable to appear for an examination on any grounds whatsoever, including medical leave or academic leave, there shall not be

any rescheduling of the said examination or special examination, or any proportionate enhancement of marks on the basis of marks secured in any other examination in the said course. No request from any student in this regard can be entertained by any authority.

5. Examination Pattern

a) Weightage of different evaluation components

Sl. No.	Evaluation Components	Weightage (%)
1	Mid-Term Examination	15
2	Project & Seminar	15
3	End-Term Examination	70
Total		100

b) Mid-Term Examination

Fifteen (15) marks shall be assigned for Mid-Semester Examination which shall be conducted on pen & paper mode only and as specified in the Academic Calendar.

Student who fails to take the Mid-Semester Examination for any reason will not ordinarily be given a chance for retake. However, if the Vice-Chancellor is convinced on the written request from the student, he/she may permit the student for retake in the course for which the request is made

c) Project & Seminar Submission

Fifteen (15) marks shall be assigned for project work, twenty (10) marks for written project and five (5) marks for presentation, in each course.

While assigning the project titles to the students, the teachers concerned will fix the last dates for submission of draft / final reports of the project and / or seminar papers.

For seminar papers the last date for submission and presentation shall be one week before the commencement of End-Semester examinations.

Submission after the last date is not permitted and the student will be awarded '0' (Zero) mark in project / seminar and the result will be declared as FAILED. Project and Seminar Evaluation and the Marks Requirement

Project and Seminar Evaluation and the Marks Requirement

- i. A student is required to secure a minimum of 5 marks against the prescribed 00 marks in the project writing;
- ii. A student is also required to secure a minimum of not less than 7½ marks against 15 marks, both project writing and presentation put together.

The project presentations will be held only after submission of the final project / approved rough draft (this is to ensure the students are not awarded marks for presentation when they do not submit their final drafts. This will also ensure that the students who failed in their projects or have not submitted their projects will present their projects only on re-submission). No presentation should be allowed until the submission of final draft.

d) End-Semester / Repeat and Improvement Examination

Seventy (70) marks shall be assigned for End-Semester Examination. The duration of End-Semester examination shall be 2½ hours. The Repeat Examination will be held and results will be finalized within 15 days of the commencement of the next semester. The repeat examination is limited to a total of 70 marks and the marks obtained earlier for the remaining 30 marks will be taken into consideration while determining the grade at the reexamination. The repeat examination shall be conducted only once (excluding the main examination) and grade secured at the repeat examination shall carry letter 'R' at the top. The students can take an improvement exam on their end-semester examination only. In case of Improvement examination, the grade secured by the student in the improvement examination will be taken as the final grade and will carry the letter 'I' at the top indicating that the grade was obtained after 'Improvement Test' and will be recorded in the transcript. There is no opportunity for improvement in project.

The Dissertation will be evaluated out of a maximum of 100 marks out of which 75 marks shall be for the dissertation and 25 marks for the Viva-voce. The dissertation shall be evaluated by the supervisor appointed for the candidate. The Viva-Voce will be conducted by a panel of faculty members identified for the purpose, who will award the 25 marks meant for the same.

e) Reevaluation of Answer Scripts

- i. A student seeking revaluation of an answer script of an end-semester examination (or Repeat) shall apply to the Controller of Examination. The applications so received shall be forwarded to the Vice-Chancellor for the approval of the panel of Examiners for revaluation.
- ii. An application for revaluation by student shall be made to the Controller of Examination by paying the prescribed fee within ten working days from the day of declaration of result
- iii. In case of revaluation being successful, the student shall be awarded the grade as per the revaluation. In case a student takes the Repeat Examination and also applies for revaluation, the higher grade obtained, shall be final.
- iv. If the difference between the original marks awarded and marks obtained in revaluation is more than 10 marks, the script shall be sent to a third evaluator, and the marks awarded by the third evaluator shall be final.
- v. The Students cannot apply for the Revaluation of Improvement Examination.

vi. Students cannot seek for Revaluation in the Project and Presentation.

f) Unfair means and Malpractices in Examinations

Unfair means and other malpractices in relation to the examination shall include:

- i. Possession or use of material having potential to be used for unfair means, including cell phones.
- ii. Writing on any part of the body/furniture/walls.
- iii. Plagiarism in projects/seminar/assignments submitted for evaluation.
- iv. Seeking or extending help in the exam, in relation to the questions asked.
- v. Any boycott of exam
- vi. Disclosure of identity in the answer sheet in any form
- vii. Any threat/use of abusive language in exam or in the answer sheets
- viii. Refusal to surrender unfair means material or attempt to destroy.
- ix. Refusing to obey instructions of the Invigilator.
- x. Smuggling an answer book/additional answer book into or out of the Examination Hall. Inserting/substituting or removing any page from the answer book/additional answer book.
- xi. Impersonation in exam including interchanging of Roll Numbers and/or answer sheets. Any other similar malpractice, which in the opinion of the Undergraduate Council amounts to a use of unfair means.

Use of Unfair Means shall be inquired into by the Disciplinary Committee. The Disciplinary Committee shall submit a report to the Registrar who shall impose the penalty with reasons in writing. An appeal can be made to the Vice Chancellor who shall either uphold or reduce the penalty, or condone the same.

g) The performance of the students in all the courses shall be evaluated on six point scale with the corresponding grade values as follows: For students admitted in the Academic Year: 2025.

(a) The official transcript of the University shall indicate the Grades and the Cumulative Seven point Grade Point Average only. The interpretation of the Grade system followed by the University shall be printed at the back of the transcript itself.

(b) The marks secured by the students shall be converted to the Grades as mentioned below:

Percentage of marks obtained	Grade	Grade Value
70 and above	O (Excellent/Outstanding)	7
65-69	A+	6
60-64	A	5
55-59	B+	4
50-54	B	3
Below 50	F	0

A candidate to be declared successful has to obtain a minimum of 50% marks or the grade equivalent to that i.e. B in every paper.

The following letters would be used in the grade-sheet:

Ab	- Absent (Student on Exchange program, Moot Court participation, absence on medical grounds and on compassionate grounds)
NA	- Not Allowed (Attendance Shortage)
R	- Repeat (Clearing the exam in Repeat/Re-registration/detention/Students who are not allowed due to attendance shortage)
F	- Failed (Failing in securing minimum aggregate marks including non-submission, failure in project / seminar, failure to appear in End Semester)
W	- Withheld (disciplinary action, fee dues, library dues)
I	- Improvement

A candidate, in order to be successful, has to obtain a minimum of 50% marks or the grade equivalent to that i.e., B in every course. However, the candidate who fails to obtain the minimum grade (i.e., B) shall be given one more chance (repeat- examination) to complete the course.

No Student shall be allowed to absent himself/herself from taking any examination on the completion of the course excepting reasons for which prior written permission shall have to be obtained from the Vice-Chancellor on a written request giving the reasons. Once a student is declared as failed (F) for whatever reason, his/her grade will carry with the grade obtained later. In the same way, the student who is not allowed to take the End Semester Examinations for Shortage of attendance and has been asked to reregister, the grade obtained subsequently will carry automatically.

h) Award of Degrees

- i. A student shall be eligible for the award of LL.M. degree after successful completion of all the 10 prescribed courses with a total of 31 credits and if he/she has obtained a minimum of CGPA of 3.00 out of 7.00.

- ii. The Degree Certificates shall be signed by the Chancellor as well as the Vice Chancellor.
- iii. Along with the Degree, all the students shall be provided with a consolidated Transcript, indicating the courses, course credits, grades obtained, CGPA as well as interpretation of these features on the reverse of the Transcript.
- iv. The Official Transcript shall be signed by the Registrar.
- v. The Records of all the certificates issued by the University shall be maintained by the Examination Department/Section, in consultation with the Registrar.

i) Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) is arrived at by dividing the sum of the products of Grade Values and the Course Credits in each course by the total number of credits in all the courses.

j) Conditions for Pass and Re-examination

To be declared successful in any Course / Dissertation, a candidate must secure at least 'B' Grade. Those who secure 'F' Grade shall be declared as failed.

Candidates who fail to appear for the examination in a Course or fail to obtain at least 'B' Grade must take the respective examination again, including presentation of fresh Assignments/ Research Papers, in the corresponding Semester.

If a candidate secures 'F' Grade in the Dissertation or fails to submit the Dissertation within the time permitted he/she will be given one more chance to submit a revised Dissertation or Dissertation as the case may be within such time as the Faculty Committee decides.

A student admitted to the One year- LL.M. Degree Programme must complete all the prescribed requirements within a maximum period of 2 years from and including the year of admission in order to be eligible for the award of the Degree.

6. Award of Gold Medal

- a) Gold Medal(s) shall be awarded on the basis of the criteria fixed for the said Gold medal. For Gold medals based on certain streams of study, they shall be awarded on the basis of the highest average of grades obtained in the courses of that stream.
- b) If two or more students have secured the same grade or grade average, then the marks secured by the students in the course/s shall be taken into consideration in awarding the Gold medals.

- c) If two or more students also secure the same marks, then the Gold Medal shall be awarded to the student who has higher grades overall. In case the two contenders have equal overall grades, then the grades in the compulsory courses, and performance in co-curricular activities shall be taken into account.
- d) A student who has been fined or has been expelled from the Hostel / University for any act of indiscipline shall not be eligible for the award of gold medal(s). A student who has failed in any course and has cleared the course in a Repeat Examination shall not be eligible for award of gold medals.

SIKKIM NATIONAL LAW UNIVERSITY
Regulation No. 6

Library Rules & Regulations

(Approved by the Executive Council vide item dated)

1. Mission of the Library

The **Library** at Sikkim National Law University is committed to supporting the teaching, learning, and research goals of the University. The library aims to provide seamless access to legal and interdisciplinary information by organizing and disseminating resources in print and electronic formats. In its formative years, the library endeavours to become a knowledge hub that nurtures academic excellence and legal scholarship.

2. Library Resources

The library currently houses a growing collection of:

- Text books and reference materials
- Academic journals and periodicals
- Bare acts, statutes, and legislative materials

The collection is carefully curated to complement course syllabi and facilitate academic research in the field of law and related disciplines.

3. Services Offered

The library currently provides the following core services:

- **Circulation Services:** Lending of books and materials to eligible members.
- **Reference Services:** Assistance in locating resources, citation help, and research guidance.

4. Library Hours

Day	Timings
Monday to Saturday	10:00 AM – 4:00 PM
Sunday & Holidays	Closed

Note: The library may revise its hours based on academic needs and administrative approval.

5. Membership and Access

Library membership is extended to:

- Students (Undergraduate and Postgraduate)
- Teaching and Academic Staff
- Non-Teaching/Administrative Staff
- Visiting Scholars and Special Members (with approval from competent authority)

All users are required to carry their **Library Card** while accessing library facilities.

6. Circulation Policy

User Category	Maximum Books	Loan Period
Faculty	3 books	30 days
UG Students	2 books	7 days
PG Students	2 books	7 days
Administrative Staff	3 books	15 days

- Users must inspect library materials before borrowing. Any damage must be reported at the time of issue.
- Borrowers will be held responsible for any damage found upon return if not previously reported.
- Renewal and recall policies will be implemented once automated systems are in place.

7. Digital Development & Automation

As part of its developmental phase, the library is in the process of:

- **Implementing full automation** for cataloguing, circulation, and resource management.
- **Expanding digital holdings** including e-books, e-journals, and databases.
- **Integrating OPAC and digital library services** to facilitate seamless access.

These steps are aimed at building a modern, technology-enabled academic library ecosystem.

8. Open Access E-Resources

SNLU Library encourages the use of open access academic platforms to supplement learning and research. Below is a curated list of freely accessible digital repositories:

Open Access E-Books

Resource	Description	Access Link
DOAB (Directory of Open Access Books)	Peer-reviewed academic e-books.	doabooks.org
Hathi Trust	Digitized books managed by academic institutions.	hathitrust.org

Resource	Description	Access Link
Project Gutenberg	Classic literature and out-of-copyright works.	gutenberg.org
Free E-Books	Fiction, non-fiction, business, and more.	free-ebooks.net
Shakespeare Online	Complete works of William Shakespeare.	shakespeare.mit.edu
OAPEN	Academic e-books in humanities and social sciences.	oopen.org

E-Thesis and Dissertations

SL. No	Description	Link
1.	Networked Digital Library of Thesis and Dissertations-NDLTD Contains metadata & full text of more than one million electronic theses and dissertations contributed by 125+ member universities & consortia.	http://www.ndltd.org/resources/find-etds
2.	Open access thesis and dissertations- OPATD is an indexes theses and dissertations from well-known sources and provide direct link to the full text ETD.OATD.org aims to be the best possible resource for finding open access graduate theses and dissertations published around the world.	https://oatd.org/
3.	EBSCO - OpenDissertations.org is a collaboration between EBSCO and BiblioLabs that brings an innovative approach to increasing traffic and discoverability of ETD research.	https://biblioboard.com/opendissertations/

9. Online Legal Resources & Databases

Below are selected open-access portals valuable for legal research and study:

Legal Studies and Law Portals

- International treaties- UNTC- <https://treaties.un.org>
- Indian treaties- <https://mea.gov.in/treaty.htm>
- Law commission of India- <https://lawcommissionofindia.nic.in>
- Legislation India- <https://www.lawsofindia.org>
- Legislation research India- <https://www.prssindia.org>

- Indian code- <https://indiacode.nic.in>
- Constitutional documents- <https://www.constituteproject.org>
- Parliamentary debates- Lok sabha- <https://164.100.47.194/lok Sabha/debates/debate-lok.aspx>
- Rajya Sabha- <https://rsdebate.nic.in>
- Indian courts Judgment- www.indiancourts.nic.in, www.judis.nic.in

Case Study and Legal Learning Platforms

Platform	Description
Indian Kanoon	Search engine for Indian laws and judgments. indiankanoon.org
LiveLaw	Legal news and updates platform.
Vakil No.1	Legal articles and advisory content.
Lawctopus	Internships, career, and law school resources.
Bar & Bench	Legal journalism and judiciary updates.
Path Legal	Legal services, training, and consultancy.
Law Times Journal	Legal education and article repository.

10. Code of Conduct in the Library

All members are expected to adhere to the following guidelines:

- Maintain **silence and decorum** within the library premises.
- **Mobile phones** must be kept on silent or turned off.
- **Food and beverages** are not allowed inside the library.
- Personal belongings (bags, books, laptops) may be subject to inspection.
- Any **damage, marking, or defacement** of library materials is strictly prohibited.
- Disciplinary action may be initiated in cases of violation of library policies.

11. Contact Information

Sikkim National Law University
Email: library@sikkimnlu.ac.in

SIKKIM NATIONAL LAW UNIVERSITY
Regulation No. 7

Regulations for the Award of Gold Medal

(Approved by the Executive Council vide item dated

1. The selection for the award of the Gold Medals shall be made on the basis of recommendations made by a Committee and approved by the Vice-Chancellor.
2. The Committee shall be appointed by the Vice-Chancellor from time to time. It shall comprise of five members to be nominated by the Vice-Chancellor.
3. Ineligibility: The Students who have failed at any time in any course and taken the Repeat Examination or who have been given punishment of any nature as a disciplinary measure shall be excluded from consideration for the award of the Medal.
4. In respect of Gold Medals in individual subjects, the student securing highest marks in that subject will receive the medal. In case, two or more students receiving the same marks, the committee will consider their performance in academic and co-curricular activities.
5. In respect of the Gold Medal to be awarded to the First Position in the annual examination/Best Student or overall excellence/Best Woman Student of Final Year/Best All Round Boy Student and Best All Round Girl Student, a list of top five students among the eligible candidates who have secured the highest CGPA shall be furnished to the Committee. From out of the short listed five students, the Committee shall collectively recommend the Best Student who deserves the award of the concerned Gold Medal. The decision of the Vice-Chancellor shall be final. The norms on which the selection is finally made is to be determined by the Committee itself. However, all round involvement in academic, co-curricular, S.B.C., Hostel and related activities and the time devoted thereon shall be a legitimate consideration if that student comes in the five selected on CGPA basis. Conduct, character and disciplinary behavior will also govern the final choice.
6. The Committee while deciding medal for Overall Excellence and Best Student/Student of the Year will give proper weightage to various factors such as Marks Scored in All the Subjects, International Moots, National Moots, and Literary Debates etc.

Regulation No. 8

Regulation on student Code of Conduct and Ethics

(Approved by the Executive Council vide item dated

Preamble

In exercise of the powers conferred under the provisions of the Sikkim National Law University Act, 2018, and with the approval of the Academic Council and the Executive Council, the following Regulation on *Student Code of Conduct and Ethics* is hereby notified.

This Regulation seeks to uphold the core values of Sikkim National Law University by promoting integrity, discipline, respect, and accountability among its students, and by ensuring a conducive academic and social environment within the University.

PART I – GENERAL PRINCIPLES

1. Acts of Indiscipline and Misconduct

Any act of misconduct committed by a student shall constitute a violation of discipline of the University. Without prejudice to the generality of this provision, violations of discipline shall include, but are not limited to, the following acts:

(i) Disruption of University Activities

Disruption of teaching, examinations, research, administrative work, curricular or co-curricular activities, or any attempt to prevent a member of the University from carrying out their duties.

(ii) Unfair Means or Malpractices in Examinations

The use or attempt to use unfair means during examinations shall constitute a serious misconduct, including but not limited to:

- a. Possession of unauthorized material (notes, slips, cell phones, purses, etc.), whether used or not.
- b. Copying or allowing others to copy.
- c. Communicating with others during the examination.
- d. Referring to unauthorized sources in the washroom.
- e. Indiscipline or disruptive conduct.
- f. Resorting to any other unfair means to obtain undue advantage.

(iii) Damage or Defacement

Damaging or defacing University property within or outside the campus.

(iv) Wrongful Confinement

Engaging in or attempting wrongful confinement of teachers, officers, employees or students, or creating nuisance near their residences.

(v) Use of Abusive or Intimidating Language

Use of abusive slogans, derogatory language, incitement of hatred or violence.

(vi) Cyber Misconduct

Committing cybercrimes, including but not limited to hacking, impersonation, defamation, obscene messaging, or any act punishable under the Information Technology Act, 2000 (as amended).

(vii) Ragging

Ragging in any form is strictly prohibited and shall invite disciplinary action including expulsion, in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009

(viii) Sexual Harassment

Sexual harassment in any form is strictly prohibited and shall attract disciplinary action under the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015

(ix) Discrimination

Discrimination on the basis of race, sex, gender identity, religion, caste, color, nationality, disability, or any other protected category is strictly prohibited.

(x) Assault or Intimidation

Any act of assault, intimidation, or insult towards a teacher, officer, employee, student, or any person.

(xi) Unauthorized Entry

Unauthorized entry or trespass into University premises, including hostels or restricted areas.

(xii) Simultaneous Enrolment

Getting enrolled in more than one course of study in violation of University rules.

(xiii) Forgery or Misuse of Documents

Committing forgery or tampering with University records, ID cards, or certificates.

(xiv) Furnishing False Information

Submitting false documents or information to any University office.

(xv) Substance Use

a. Possession, distribution, or consumption of tobacco, cigarettes, or alcohol on campus, or entering the campus in an inebriated condition, shall constitute misconduct. A fine of ₹500 shall be imposed for smoking within campus.

b. Possession, distribution, or use of narcotic drugs shall invite permanent expulsion and criminal proceedings under the NDPS Act, 1985.

(xvi) Gambling or Prohibited Items

Indulging in gambling or bringing unsealed beverages onto the University premises.

(xvii) Possession of Weapons

Carrying or using weapons, explosives, or any offensive materials.

(xviii) Promoting Disharmony

Arousing communal, caste, or regional feelings or creating disharmony among students.

(xix) Failure to Identify

Refusal to disclose identity when requested by an authorized University official.

(xx) Library Misconduct

Defacing, tearing, or destroying library books or seminar materials.

(xxi) Acts of Moral Turpitude

Engaging in conduct that brings disrepute to the University.

(xxii) Offences under Law

Commission of any offence under law.

(xxiii) Misconduct on Tour

Improper behaviour while on study tour or excursion.

(xxiv) Posters and Pamphlets

Pasting posters or distributing objectionable pamphlets, or defacing University buildings.

(xxv) Violation of Research Integrity

Fabrication or falsification of data, plagiarism, or other unethical research practices.

(xxvi) Other Acts

Any other act deemed by the Vice-Chancellor or authorized officer as a violation of discipline.

PART II – AUTHORITIES AUTHORIZED TO TAKE DISCIPLINARY ACTION

1. The Vice-Chancellor shall be the final authority in all disciplinary matters.
2. The Registrar/Director of the concerned Faculty shall be authorized to take disciplinary action in academic matters, and the Registrar (Administration) shall be authorized to act in non-academic matters, based on the findings of the Disciplinary Committee.
3. Examination-related offences shall be dealt with by the relevant examination bodies.

PART III – PENALTIES

1. Nature of Penalties

Depending on the gravity of misconduct, the following penalties may be imposed:

- i) Written warning and intimation to parents/guardians.
- ii) Fine of ₹500 up to ₹10,000.
- iii) Suspension from classes, departments, hostels, mess, library, or laboratories.
- iv) Suspension or cancellation of scholarships or financial assistance.
- v) Recovery of loss/damage caused to University property.
- vi) Disqualification from placement or holding representative positions.
- vii) Expulsion from hostels, clubs, or departments for a specified period.
- viii) Cancellation of examination registration in case of malpractice.
- ix) Permanent expulsion from the University for grave misconduct.
- x) Disqualification from further admission or re-admission.

- xi) Mandatory counselling sessions with University psychologist/psychiatrist.
- xii) Immediate expulsion for offences under the Narcotic Drugs and Psychotropic Substances Act, 1985.

2. Intimation to Guardians

All serious cases of indiscipline shall be communicated to the parents/guardians via email or letter at the earliest opportunity.

3. Discretionary Powers

The Registrar/Director/Dean may impose one or more penalties depending on the severity and circumstances of the case.

PART IV – DISCIPLINARY COMMITTEE AND PROCEDURE

- i) A University Disciplinary Committee (UDC) shall be constituted by the Vice-Chancellor to inquire into complaints of misconduct.
- ii) The UDC shall complete its inquiry and submit a report within 15 working days to the Registrar/Dean concerned.
- iii) The Registrar/Dean shall, based on the report, take appropriate action within 7 working days and submit the decision to the Vice-Chancellor's Office.
- iv) An appeal may be made to the Vice-Chancellor, whose decision shall be final. The appeal must be filed within 10 days from the date of the order.

Additional Committees

- a. Caste-Based Discrimination Committee: All students shall refrain from any act of caste-based discrimination. Any reported incident shall attract strict action against the offenders.
