

**Guidelines for Online Classes, Projects and Examination
Scheme for the Odd Semesters of B.A.LL.B.(Hons.)
Programme (August to December, 2021)**

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NATIONAL LAW UNIVERSITY, DELHI

**Guidelines for Online Classes, Projects and Examination Scheme for
the Odd Semesters of B.A.LL.B.(Hons.) Programme (August to
December, 2021)**

1. The entire academic semester (August- December, 2021) will be conducted online on the TCS platform. All the classes, projects as well as examinations will be conducted online. The TCS back-end support is available at [Nitin Kalra <nitin.kalra@tcs.com>]. In case of emergencies, please contact Mr. Kalra at 9911503931.
2. The platform for the online classes will be exclusively through TCS. The TCS platform has been pre-integrated with Zoom live meetings. The faculty log-in requirements as per the timetable and conducting the classes shall be the responsibility of the concerned faculty. The TCS back-end support will provide initial training to individual faculty members to log-in, start the class as per the time table and synchronise the attendance. However, the faculty members will proactively follow this up with the TCS back-end support to avoid the last minute issues.
3. The classes will be held according to the Time-Table circulated by the Examination Department. This is particularly important since classes on TCS cannot be held outside the scope of the timetable.
4. The exchange of classes shall ordinarily be avoided *inter alia*, on account of the presence of bridge course students. In case of unavoidable urgencies, this must be done with the prior intimation and approval of the competent authority. Upon approval of the competent authority, the same information shall be passed to the TCS back-end support for making necessary reallocation of slots.
5. The attendance is automatically synchronised on TCS. Faculty members/host (i.e. TCS backend support) will have to click the synchronise button.
6. Students will log-in to their respective classes only through TCS. The attendance is mandatory for all the students (minimum attendance requirement as per the Bar Council of India is 70%). All the students who have 70% and above will get 05 marks for attendance.
7. For the efficient conduct of classes, a special monitoring mechanism of the classes is being envisaged where the Vice-Chancellor may like to know the progress of the classes. It is, therefore, insisted that the synchronisation of attendance with the TCS portal should be done on a daily basis.
8. In the beginning of the semester, the teacher should send their teaching plans to all the students relating to the syllabus, prescribed readings and allotted hours for each topic etc.
9. The reading material should be provided at the beginning of the semester only. It must be uploaded on TCS as a course structure. Faculty members may take assistance from TCS backend support in understanding how to upload the course structure and course materials.
10. The posting of the recorded lectures and materials may be done by the subject teacher at the end of every class through TCS. Faculty members may take assistance from TCS backend support in understanding how to make the lectures available to the class, including for a limited number of days (e.g. 20 days or a month or for the entire duration at the discretion of the faculty).
11. The faculty members depending upon the requirements may schedule mandatory revision and doubt-clearing classes. Kindly schedule the same with TCS if they are beyond the current timetable.

12. In this semester also, the project reduction policy as Even Semester (February to July, 2020) can be reinforced and there should be a shift in project methodology from in-depth research to studying a limited set of material, for example, book reviews, review of committee reports or law commission reports etc. The Project Submission and Evaluation Policy is as mentioned below:

1. The reduction of the number of Projects:

- a. Students of II and III Year will submit only 3 projects out of total 5 projects as per their choice of three subjects.
- b. Students of IV Year will submit only 2 projects out of total 4 projects as per their choice of 2 subjects.
- c. Students of V Year will submit 02 projects (of V Year, IX Semester) in which 9.3 Clinic-III project is mandatory.

2. Evaluation Scheme:

- a. The evaluation scheme for projects will remain the same. 20 marks for written project and 05 marks for viva.
- b. The average marks of 3 submitted projects for I, II- and III-year students will be considered as marks for other 2 subjects projects, for which the students choose not to submit the project. Similar process will be applicable for IV year students.

3. Moot Court Project Exemption:

Under the project reduction policy, a student's exemption marks will be added for the two reduced subjects in which he/she is not submitting projects, instead of the averaging marks.

4. Research Project:

Same as Moot Court Project Exemption policy.

13. There will be only one examination at the end of the semester i.e. End-Semester Examinations of 70 Marks. Project will be 25 Marks and Attendance will be of 5 Marks.
14. The mode of project submission or end-term examinations will be through Turnitin or through TCS. In case it is done through TCS, fresh guidelines for project submission or end-term examination will be circulated before the dates of project submission or end-term examinations.
15. The Monitoring Committee shall be the overall in-charge for smooth conduct of online classes. All the communication pertaining to Online Classes shall be addressed by the students and faculty to this committee only. The email address of the committee is: onlineclasses@nludelhi.ac.in

The Monitoring Committee has the following functions:

- (i) To coordinate the delivery of classes with the students, faculty members and the University Administration.
- (ii) To address and resolve the issues and concerns that may arise in the delivery of online classes. (iii) To monitor and supervise the progress of online classes and report the same to the University administration.
- (iii) To deal with any unforeseen situation or issues relating to the execution of online classes. This is issued with the approval of the Vice Chancellor.

(Prof. Anupama Goel)
Registrar