



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA
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No. 33-1/21-HPNLU(Estt.)-507

Dated:- 18/4/26

NOTIFICATION

On the approval of the Executive Council in its 23rd Meeting under Item No. 23.3, the Himachal Pradesh National Law University, Shimla, Academic and Examination Regulations, 2025 is hereby notified. The Regulation is enclosed with this notification.

Encls:

1. Himachal Pradesh National Law University, Shimla, Academic and Examination Regulations, 2025

This is issued with the approval of Competent Authority.

Alan Kerman
Registrar
HPNLU, Shimla

Copy to:-

1. O.S.D. to Hon'ble Vice-Chancellor, HPNLU, Shimla.
2. All Branches, HPNLU, Shimla.
3. All Teaching and Non-Teaching Staff, HPNLU, Shimla.
4. IT Section, HPNLU, Shimla.
5. Guard File.

Alan Kerman
Registrar
HPNLU, Shimla



**THE HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA,
ACADEMIC AND EXAMINATION REGULATIONS, 2025**

Atan
Registrar
H.P. National Law
University, Shimla

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Registrar
H.P National Law
University, Shimla

CHAPTER -1 PRELIMINARY

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- 1.1 These Regulations shall be called the Himachal Pradesh National Law University, Shimla (*herein after referred as 'HPNLU'*) Academic and Examination Regulations, 2025.
- 1.2 These Regulations shall come into force w.e.f., 31st December, 2025.
- 1.3 Admission to various programmes offered by the University and Examination conducted shall be regulated by these Regulations.
- 1.4 The provisions contained in these Regulations shall be applicable to all candidates registered for various programmes.

2. DEPARTMENTS

- 2.1 There shall be followings departments in the University:
 - 2.1.1 Center for Post-Graduate Legal Studies
 - 2.1.2 Department of Under-Graduate Legal Studies
 - 2.1.3 Department of Management
 - 2.1.4 Department of Social Science
 - 2.1.5 Department of Linguistics

3. DEAN ACADEMIC AFFAIRS: There shall be a Dean Academic Affairs who shall-

- i. maintain admissions related records;
- ii. co-ordinate and supervise teaching and research in the University;
- iii. allocate subjects to the teachers and prepare time table for the classes with the approval of the Vice Chancellor;
- iv. maintain Discipline in the classrooms through Head of the Departments;
- v. maintain the records of the Attendance of the Students;
- vi. convene and preside over the meeting of the Board of Studies and keep the minutes of the meetings;
- vii. perform such other duties as may be assigned by the Vice Chancellor.

4. DIRECTOR OF CENTER AND HEADS OF THE DEPARTMENTS

- 4.1 The Center and the Departments shall be headed by:
 - 4.1.1 Director of Center for Post-Graduate Legal Studies
 - 4.1.2 Head of Under-Graduate Legal Studies
 - 4.1.3 Head of Department of Social Science
 - 4.1.4 Head of Department of Management
 - 4.1.5 Head of Department of Linguistics
- 4.2 The Functions of the Director of Center/ Head of the Departments

shall be to:

- 4.2.1 Coordinate and supervise teaching and other academic activities of the Department and
- 4.2.2 Perform such other duties as may be assigned by the Dean Academic Affairs.

5. BOARD OF STUDIES (BOS) AND ITS CONSTITUTION

- 5.1 The Board of Studies shall consist of the following:
 - 5.1.1 The Dean Academic Affairs- Chairperson
 - 5.1.2 Three faculty members, Professor, Associate Professor and Assistant Professor, *inter-se* seniority and rotation basis, nominated by the Vice-Chancellor.
 - 5.1.3 Two external experts, not below the rank of a Professor, nominated by the Vice-Chancellor
 - 5.1.4 Director of Center for CGPLS/ Heads of Departments

6. TERM OF THE MEMBERS OF THE BOARD OF STUDIES (BOS) AND QUORUM

- 6.1 The term of the members of the Board of Studies (BOS) shall be two-years from the date of notification. One -half of the members shall constitute the quorum for the meeting of the Board of Studies.
- 6.2 Notice of the meetings:
 - 6.2.1 The Notice of the meeting of the Board of Studies shall be issued by the Dean Academic Affairs at least 15 days before the date fixed for the meeting.
 - 6.2.2 The Board of Studies shall meet at least twice in an Academic year.
 - 6.2.3 Special Meeting may be called by the Chairperson with the approval of the Vice-Chancellor.
- 6.3 Minutes of the Meetings: The Chairperson of the Board of Studies shall keep the minutes of the meetings and endorse a copy of the same to the Registrar.
- 6.4 Power and Functions of the Board of Studies (BOS): The Power and Functions of the Board shall be:
 - i. To frame, update, make and recommend the courses of study for UG, PG, and Ph.D. programmes;
 - ii. To add, delete Subjects/ Papers as per the guidelines of regulatory body;
 - iii. To frame and modify the structure of the Courses, Dissertations, thesis and question papers etc.;
 - iv. To recommend the resolution of the Board of Studies to the Academic Council for making necessary approvals;
 - v. Any other related item.

7. ADMISSION COMMITTEE: There shall be an Admission Committee-

- 7.1 The Admission Committee shall be headed by the Dean Academic Affairs or a senior faculty member.
- 7.2 The Committee shall consist of the Director/ Head of the concerned center/ departments and such other members as nominated by the Vice Chancellor.
- 7.3 The Admission to different Undergraduate/ Postgraduate Programme shall be done by Admission Committee.

CHAPTER-2

PROGRAMMES OF STUDY & ADMISSION

8. PROGRAMMES OF STUDY: The University shall institute the following Degrees/ Diplomas/ Certificates subject to the provisions of applicable Regulatory Bodies and the Regulations framed or amended by the University from time to time-

- 8.1 **Five Year Undergraduate Programme:** Five-Year B.A. LL. B (Hons.) integrated Programmes a B.B.A. LL.B. (Hons) integrated Programmes (FYIP)
- 8.2 **Three Year LL.B. Programme:** Three Year LL.B. Programme.
- 8.3 **Post Graduate Programme in Law:** One-Year LL.M. Programme as prescribed by UGC Regulations, 2013.
- 8.4 **Master of Business Administration and Master of Business Administration(Corporate Law) (Two-Year M.B.A. Programme):** As governed by the Regulatory Bodies.
- 8.5 **Doctor of Philosophy in Law, Management, Social Sciences and Language:** As governed by the Himachal Pradesh National Law University Doctor of Philosophy (Ph. D.) Regulations, 2025, as amended from time to time.
- 8.6 **Post-Doctoral Programme in Law (LL.D.)** As governed by Himachal Pradesh National Law University, Shimla LL.D. Regulations, 2025, as amended from time to time.
- 8.7 **Post Graduate Diploma:** One-year Program (with two semesters) such as Competition Law, Intellectual Property Law (IPR), Cyber Law & Security, Forensic Science, Natural Resource Law, Forest Management and Law, Energy Law, Science and Technology, Sports Law, Space Law, Marine Law, Family Law, Company Law etc.
- 8.8 **Certificate Course:** The University may offer Certificate Courses through its various Research Centers.
- 8.9 Any other programmes/ degrees/diplomas approved by the University.

9. ELIGIBILITY CRITERIA FOR ADMISSION TO DIFFERENT PROGRAMMES

- 9.1 **Five Year Integrated Programme (FYIP):** For B.A./ B.B.A. LL.B. (Hons.) (Five-Years Integrated Programmes), admission shall be on the basis of Common Law Admission Test (hereinafter referred as CLAT). Candidates should have passed 12th (10+2) examinations from any recognized board with a minimum of 45% marks or an equivalent grade and 40% marks or an equivalent grade for candidates belonging to Scheduled Castes/ Scheduled Tribes/ Person with Disability (SC/ST/PwD).
- 9.2 **Three Year LL.B. Programme:** Admission shall be on the basis of Entrance Test conducted by the HPNLU. Candidates should have a Bachelors` Degree in any discipline from a recognized University/Institution with a minimum of 45% marks or an equivalent grade, and 40% marks or an equivalent grade for candidates belonging to Scheduled Castes/ Scheduled Tribes/ Person with Disability (SC/ST/PwD).
- 9.3 **One Year LL.M. Programme:** Admission shall be on the basis of CLAT. Candidates should have passed LL.B. Degree (3 years or 5 years) from any recognized University/ Institution in India or Foreign University/ Institution recognized as equivalent under Indian Law with a minimum of 50% of marks or equivalent grade and 45% marks or an equivalent grade for candidates belonging to Scheduled Castes/ Scheduled Tribes/ Person with Disability (SC/ST/PwD).
- 9.4 **Master of Business Administration and Master of Business Administration (Corporate Law) (Two-Year Programme) :** A bachelor degree in any discipline from a recognized University/Institution. Candidates should have a minimum of 50% marks or an equivalent grade and 45% marks or an equivalent grade for candidates belonging to Scheduled Castes/ Scheduled Tribes/ Person with Disability (SC/ST/PwD).
- 9.5 **Doctor of Philosophy in Law, Management, Social Sciences and Language:** As governed by the Himachal Pradesh National Law University Doctor of Philosophy (Ph. D.) Regulations, 2025, and amended from time to time.
- 9.6 **Post-Doctoral Programme in Law (LL.D.):** As governed by Himachal Pradesh National Law University, Shimla LL.D. Regulations, 2025, and amended from time to time.
- 9.7 **Post Graduate Diploma:** Candidates should have passed Bachelors` Degree from any recognized University/ Institution in India or Foreign University/Institution recognized as equivalent under Indian Law.

- 9.8 **Certificate Course:** Candidates should have passed 12th (10+2) examinations from any recognized board.

Explanation 1: In determining equivalency, the University listed with Association of Indian Universities and any other nodal agency which is statutorily empowered to determine equivalency, will be considered.

Explanation 2: Candidates appearing in the qualifying examination shall also be eligible to apply.

Explanation 3: In case of equal marks in entrance exam, the admission shall be offered as per the following procedure and order:

- (i) Higher marks in qualifying degree;
- (ii) Older in age

10. INTAKE AND RESERVATION:

10.1 Intake to Academic Programmes shall be as under:

10.1.1 Five Year Integrated Programme: 120 seats for B.A. LL.B. Hons and 60 seats for B.B.A. LL.B. Hons

10.1.2 Three Year LL.B. Programme : 60 seats

10.1.3 One Year LL.M. Programme : 80 seats

10.1.4 Master of Business Administration: 20 seats

10.1.5 Master of Business Administration (Corporate Law): 20

seats

10.2 Reservations in admissions to Undergraduate Programme as well as Post-Graduate Programme shall be as under:

10.2.1 Within the Sanctioned Intake:

- i. 15% Reservation for Scheduled Castes;
- ii. 7.5% Reservation for Scheduled Tribes;
- iii. 5% Horizontal Reservation for Person with Disability;
- iv. 5% Horizontal Reservation for Wards of Serving/Retired Defence Personnel (WSRD);
- v. 25% seats in Under Graduate Programmes and Post Graduate Programme shall be horizontally reserved for Himachal Pradesh State Domicile Candidates;
- vi. Economically Weaker Sections (EWS): 10% over and above the intake;
- vii. Post Graduate Programme (LL.M.): 20 % seats shall be horizontally reserved for Women Candidates.
- viii. Ph.D. Programme: As per HPNLU Ph.D.

- Regulations 2025, as amended from time to time.
- ix. LL.D. Programme: As per HPNLU LL.D. Regulations 2025, as amended from time to time.

10.2.2 Supernumerary Seats. The reservations in the supernumerary seats (Kashmiri Migrants, J&K Residents, International Students, Non-Resident Indians and BC/OBC) shall be as notified by the Government/Regulatory bodies, as applicable.

11. PROMOTIONS TO SUBSEQUENT YEARS:

- 11.1 Promotion to subsequent Years shall be subject to qualifications as per these Regulations.
- 11.2 All admissions in subsequent year, as the case may be, shall be completed with the payment of fee, in two installments, and fine as per the time scheduled notified by the University.
Provided that student who fails to deposit fee within the period as notified, such students shall not be eligible for getting their name on the rolls/ attendance register and shall not be entitled to attend classes or hostel accommodation or any other benefits.
Provided further that the attendance, as prescribed in HPNLU Examinations Regulations, 2019, shall be counted from the date of commencement of the classes. The late payment of fee shall not make the student eligible for attendance relaxation.

12. RE-ADMISSION:

Subject to the maximum period for completion of Degree as per these Regulations, the Student shall be eligible for re-admission in the semester/year, if :

- i. Declared detained due to shortage of attendance;
- ii. Due to not qualifying requisite numbers of papers;
- iii. Due to not taking admission for any reason;
- iv. A student who has been declared 'detained' due to shortage of attendance, and has not been promoted to the next year of the programmes/programme, shall be required to take re-admission for the said programmes/programme in accordance with these Regulations, and as amended from time to time. Such student/s shall be evaluated as per the as per these Regulations and as amended from time to time.

Provided that when such student is declared 'detained' due to shortage of attendance in any even semester, he/she will be allowed to carry forward his programmes of odd semester.

Illustration:

- A student of B.A./B.B.A. LL.B. 3rd Semester (Academic Session 2026-2027) is declared 'detained' due to shortage of attendance. He/she is required to take re-admission to 2nd year (3rd semester) in the Academic Session 2027-2028.
- A student of B.A./B.B.A. LL.B. 4th Semester (Academic Session 2026-2027) is declared 'detained' due to shortage of attendance. He/she is required to take re-admission to 2nd year (4th semester again) in the Academic Session 2027-2028.

13. LATERAL ENTRY OR EARLY EXIT:

There shall be no lateral entry to or early exit from HPNLU, Shimla. There shall be no lateral entry on the plea of graduation in any subject or exit by way of awarding a degree splitting the integrated double degree programmes, at any intermediary stage of integrated double degree programmes or at any other integrated programme of study. The BCI Rules shall be applicable.

14. FEE STRUCTURE:

- 14.1 Fees structure for each programmes shall be as notified from time to time.
- 14.2 There shall be an annual increase of 5% in the Fee in every Academic Session of every Programme.
- 14.3 In case of cancellation/withdrawal of admission, the fees shall be refundable as per UGC Rules/ Guidelines.

15. GRANT OF FINANCIAL AID / SCHOLARSHIP ON MERIT-CUM-MEANS BASIS:

The UG and PG students of the University shall be eligible to receive financial aid/ scholarship (Merit -Cum- Means) as per the policy notified by the University.

16. MEDIUM OF INSTRUCTION:

Except in language course/s the medium of instruction in all the programmes shall be in English only.

17. DURATION OF THE PROGRAMMES:

The duration to complete the programmes shall be as under:

- 17.1 UG (Five Year Integrated Programme) shall be 8 years
- 17.2 LL.B. (Three Year Programme) shall be 5 years
- 17.3 PG (One Year LL.M. Programme) shall be 3 years
- 17.4 Two Year MBA shall be 4 years
- 17.5 Ph.D. & LL.D. as per the relevant Regulations

18. RESIDENCY:

HPNLU, Shimla shall be a residential University for UG Five Year Programme and One Year LL.M. Programme.

CHAPTER-3 CURRICULUM

19. CURRICULUM: Curriculum for all the Programmes (UG/PG/Ph.D. etc.) shall be as per the provisions of the Himachal Pradesh National Law University Act, 2016 and guidelines of regulatory bodies as applicable.

19.1 Undergraduate Programmes:

19.1.1 The Programme Structure/Curriculum for Five Year Integrated Programme B.A.LL.B. Hons & B.B.A.LL.B. Hons:

- i. Courses in discipline in Integrated Five Year Course -14+2
- ii. Law papers-24
- iii. Compulsory Clinical Courses-4
- iv. In case of specialization/ honours in any group-8

- a. Constitutional Law Group**
- b. Business Law Group**
- c. Crime & Criminology Group**
- d. International Law Group**

v. optional papers in other groups-6

19.1.2 Three Year LL.B. Programme (Syllabus as notified)

5 papers in each semester as per BCI

19.2 Post-Graduate Programmes:

19.2.1 One Year LL.M. Master of Laws (Syllabus as notified)

19.2.1 (a) The Centres for Post-Graduate Legal Studies: There shall be a Centre for Post-Graduate Legal Studies (CPGLS) consisting of minimum ten senior faculty members.

19.2.1 (b) Director of CPGLS: The Centre shall be headed by the Director, nominated by the Vice-Chancellor, for the period of three years.

19.2.1(c) Duration of Programme:

(1) The duration of the programme shall be One Year in two semesters, with minimum of 30 contact hours in each week and eighteen weeks for each semester, including class room teaching, library work, seminars and research.

(2) The entire programme shall be spread evenly for the duration of the programme, with 12 credits in each semester.

(3) Each of the semester shall be of a working duration of 18 weeks.

19.2.1 (d) The Programme Structure/Curriculum:

(1) The Programme Structure/Curriculum for One-Year LL.M. Programme shall the following components:

- i. Foundation/Compulsory Papers (3 papers of three credits each)

- ii. Optional/Specialization Papers (6 papers of two credits each)
- iii. Dissertation (three credits) Provided, in case the candidate takes a minimum of four specialization papers from any particular Group/Cluster only, then that Course can be called after the discipline the candidates select; the candidate can opt for remaining paper/papers of his/her choice in order to complete the number of courses/credits prescribed for the Programme.

(2) Foundation/Compulsory Papers: The Foundation Courses consist of the following two subjects/papers, which should be completed in the first Semester:

- i. Research Methods and Legal Writing
- ii. Law and Justice in a Globalizing World

(3) The Foundation Courses consist of the following two subjects/papers, which should be completed in the second Semester:

- i. Comparative Public Law
- ii. Dissertation and Viva-Voce

(4) **Optional/Specialization Papers:** The Centre shall offer one or more of the groups of specialization as approved by the Statutory Bodies of the University.

Each group of specialization shall consist of several papers from which the students can opt the number of required paper(s) to get the degree of that specialization.

(5) Dissertation & Viva Voce- The dissertation shall carry three credits and viva-voce shall carry one credit.

19.2.1 (e) Submission of topic/synopsis of dissertation and approval by a Post Graduate Research Committee of the University:

(1) **The Post Graduate Research Committee shall consist of:**

- i. **Dean Academic Affairs (Chairperson)**
- ii. **Director CPGLS**
- iii. **Concerned Supervisor**

Provided that in case of Dean Academic Affairs or Director CPGLS, one senior faculty shall be the invited member of the Research Committee.

(2) The student shall submit the topic of the Dissertation with the approval of the Supervisor as per the Academic Calendar to the office of Dean Academic Affairs.

(3) The student will submit the dissertation as notified in the Academic Calendar as per prescribed format and guidelines notified by the University.

(4) The student who fails to comply with the date of submissions of topic, synopsis and the final dissertation as per the notification in this regard, shall be marked 'Failed' and shall have to reappear in the said examination, by paying requisite fees.

(5) In case of exceptional circumstances and where timely application or intimation is given to the Controller of Examinations in this regard, the Vice-

Chancellor may, on the recommendation of the Controller of Examinations, grant relaxation for the final submission of the dissertation.

19.2.2 M.B.A & M.B.A. (Corporate Law) (Syllabus as notified)

19.2.2(a) Department of Management: There shall be a Department to run MBA and MBA (Corporate Law).

19.2.2 (b) Head of Department: The Department shall be headed by the Head, nominated by the Vice-Chancellor, for the period of three years.

19.2.2 (c) Duration of Programme:

(1) The duration of the programmes shall be Two Year in four semesters, with minimum of 30 contact hours in each week and eighteen weeks for each semester, including class room teaching, library work, seminars and research.

(2) The entire programme shall be spread evenly for the duration of the programme, with 30 credits in first and second semesters and 28 credits in third and fourth semesters *plus* 2 credit course through MOOC each in third and Fourth Semesters.

(3) Each of the semester shall be of a working duration of 18 weeks.

19.2.2 (d) The Programme Structure/Curriculum:

(1) The Programme Structure/Curriculum for shall have the following components:

- i. **Core Elective**
- ii. **General Elective**
- iii. **Special Elective**
- iv. **Project/Assignment**

(2) Students are required to complete a compulsory 2-credit MOOC course within the duration of their two-year degree program.

(3) In MBA (Corporate Law) the following shall be the specialization groups:

- i. **Group A: Human Resource Management**
- ii. **Group B: Intellectual Property Rights**
- iii. **Group C: Marketing Management**
- iv. **Group D: International Business**
- v. **Group E: Financial Management**

CHAPTER-4 EXAMINATIONS AND EVALUATION

20. CONTROLLER OF EXAMINATIONS, APPOINTMENT AND RESPONSIBILITIES:

20.1 There shall be an office of Controller of Examinations.

20.2 The Vice-Chancellor shall appoint the Controller of Examination (hereinafter COE).

20.3 The Controller of Examination shall be responsible for implementation of the rules contained in these Regulations.

20.4 The Controller of Examinations (COE), in consultation with the Vice-Chancellor, shall plan, organize, supervise and take decisions in all examinations related matters.

20.5 The COE may make recommendations to the Vice-Chancellor for approval of procedures for maintenance of examinations and academic records by the Examination Branch.

20.6 The examination process, being confidential in nature, no person, students, faculty members, staff or outsiders, shall seek access to the secrecy branch of the office of COE for any reason whatsoever. Any query may be made at the enquiry counter of the Examination Branch.

21. ATTENDANCE TO APPEAR IN END SEMESTER EXAMINATIONS:

21.1 Attendance in Undergraduate Programmes: No student of any of the Undergraduate Programmes shall be allowed to appear in the End Semester Examinations in a subject if the student concerned has not attended minimum of 70% of the classes held in the subject concerned including the curricular moot court exercises, tutorials and practical training conducted in the subject taken together.

Provided that if a student for any exceptional reason(s) fails to attend 70% of the classes held in any subject, the Vice-Chancellor may allow the student to sit for the end semester examinations if the student concerned has attended at least 65% of the classes held in the subject concerned and attended 70% of classes in all the subjects taken together.

21.2 Attendance in Post Graduate Programmes: A minimum of 75% attendance, in aggregate, shall be compulsory to appear in the end semester examinations. A candidate who fails to obtain 75% of attendance shall not be allowed to sit in the examinations, however, the 5% attendance may be condoned by the Vice-Chancellor on the recommendation of the Attendance Committee.

21.3 Academic leave:

The Academic leave to a student shall be considered, subject to the recommendation of the Dean Academic Affairs and approval of the Vice Chancellor, or any person designated by him, for participation in any academic activities or events approved by the University, subject to not

more than 15% of the total classes held in any given semester.

Explanation: - The Academic leave shall include travel/journey period. While applying for academic leave, the student shall specify the class hour(s) that he/she may be absent. The academic leave shall be given for a class hour/set of class hours, and not in terms of days. An academic leave form shall accordingly be filled as notified by the Dean Academic Affairs.

21.4 In case a student is unable to appear, due to approved academic leave, in any examination, there shall not be any rescheduling of the said examination.

22. SETTING OF QUESTION PAPERS

22.1 Question Paper Setting and assessment of programmes/subjects, in End Semester examinations may be internal or external, by a panel of question paper setter/examiner, as recommended by the Controller of Examinations and approved by the Vice Chancellor.

22.2 The End Semester examinations for Under Graduate Programme shall be of 70 marks. The question papers shall cover entire syllabus, consisting of Sections A & B, carrying 20 & 50 marks respectively. In Section A, Question No. 1 shall consist of 06 questions. The student shall answer any 04 questions. In Section B, there shall be 06 questions. The student shall answer any 04 questions.

22.3 The End Semester examinations for Post Graduate Programme shall be of 70 marks. The question papers shall cover entire syllabus, consisting of Sections A & B, carrying 10 & 60 marks respectively. In Section A, Question No. 1 shall consist of 03 questions. The student shall answer any 02 questions. In Section B, there shall be 05 questions. The student shall answer any 04 questions.

22.4 The question papers in all programme, shall comprise of combination of theory and problem/application based designed to evaluate analytical skills of the students.

23. MODERATION COMMITTEE

23.1 There shall be a Moderation Committee consisting of the following, nominated by the Vice-Chancellor:

- i. One Professor -Chairperson
- ii. Three faculty members from Law- Members
- iii. Subject teacher other than Law- Special Invitee
- iv. Controller of Examinations, or his nominee- Convener

Provided that, if there is a single faculty in a non-Law subject, an external subject expert may be nominated by the Vice-Chancellor.

23.2 The Moderation Committee shall moderate the question papers, and shall finalize the question paper(s).

23.3 The Controller of Examinations shall get the results moderated, wherever required, with the prior approval of the Vice Chancellor.

24. EXAMINATION AND EVALUATION SYSTEM:

- 24.1 The University shall follow the Credit-Based Semester System (CBSS) with respect to examination, evaluation and award of degree/diploma/certificate in all the programmes/programmes.
- 24.2 The programmes run by the University may be examined internally as well as externally to ensure continuous assessment of performance of the students throughout the semester comprehensively.
- 24.3 The distribution of marks in the examination shall be as per the following table.

Sr. No.	Internal/External Assessment	Marks
Internal Assessment		
1	a. Surprise Class Test b. Moot Court Exercise c. Client Counselling d. Literature Review/Comments e. Quiz/Drafting f. Questionnaire g. Open Ended Question Test h. Any other as approved by the University	30
End Semester Examination		
2	End Semester Examination	70
	Total	100

- 24.4 Internal assessment shall be based on the policy notified by the University and shall have minimum two and maximum three components from a-h, mentioned under 24.3.1.
- 24.5 The schedules for the End Semester examinations and Internal Assessment shall be notified by the Controller of Examinations in consultation with the Vice-Chancellor, in advance, at least one week before the scheduled date of the examinations/assessment.
- 24.6 For the purposes of End Semester examinations, necessary directions shall be issued by the Controller of Examinations for submission of examination forms, issuance of admit cards, seating plans and other arrangements.
- 24.7 Subject to the applicable rules of Regulatory Bodies, the PwD students may be allowed additional time, 20 minutes per scheduled hour, and to use relevant assistive devices for specific papers where such devices are necessary. Such a candidate may be allowed to use services of a scribe.

Provided that the student who is unable to write the examination due to any physical injury, may ask for a scribe after filling up the prescribed form and submission of medical certificate.

24.8 No exemption from any scheduled examination or rescheduling of examination dates notified, shall be allowed on medical grounds or of examination dates with any other examination or competitions/events etc.

25. INVIGILATION:

- 25.1 There shall be a Centre Superintendent and Invigilators.
- 25.2 The Centre Superintendent shall communicate the schedule of examination duties to all the invigilators, prior to commencement of the examinations.
- 25.3 The Centre Superintendent shall ensure equitable distribution of examination duties, as far as possible in each paper on day-to-day basis.
- 25.4 Examination duty shall be compulsory for the faculty members. Whenever required the non-teaching staff shall also be deputed as invigilator.
- 25.5 Invigilator-examinee ratio shall be 1:25 for the conduct of End Semester examinations.

26. EVALUATION: GRADING & CREDIT SYSTEM

- 26.1 Credit connotes the unit that gives weight to the value level or time requirement of a programmes. 01 credit shall be equal to 15 teaching hours. If a programme has 6 papers in a semester, and each paper comprises of 4 credits, then the total credits of the paper of the Semester shall be calculated $4 \text{ (credits per paper)} * 6 \text{ (number of papers)} = 24 \text{ (Total credits of the subject)}$.
- 26.2 Grade value shall mean the value assigned to the marks obtained by a student in a paper. Grade value is based on 10-point scale.
- 26.3 Letter grade shall mean the alphabetical grade/s determined on the basis of Grade Value obtained by the student in a paper. The Grade value on 10-point scale, and the letter-grade to be given to the student, is on the basis of grade-value obtained by the student. The table given below shows the marks range, grade value and corresponding letter grade.

a) For Under Graduate Programmes

Sr. No.	Marks Range (Out of 100)	Grade Value (10-point Scale)	Letter Grade
1	90 and above	10	A+(Outstanding)
2	80 and above but below 90	09	A(Excellent)
3	70 and above but below 80	08	B+(Distinction)
4	60 and above but below	07	B (Good)

5	70 50 and above but below 60	06	C+ (Average)
6	45 and above but below 50	05	C (Pass)
7	00>45	00	F (Fail)

b) For Post Graduate Programmes

Sr. No.	Marks Range (Out of 100)	Grade Value (10-point Scale)	Letter Grade
1	90 and above	10	A+ (Outstanding)
2	80 and above but below 90	09	A (Excellent)
3	70 and above but below 80	08	B+ (Distinction)
4	60 and above but below 70	07	B (Good)
5	50 and above but below 60	06	C+ (Average)
6	00>50	00	F (Fail)

C) For Ph.D. Research Course Work

Sr. No.	Marks Range (Out of 100)	Grade Value (10-point Scale)	Letter Grade
1	95 and above	10	O (Outstanding)
2	85 and above but below 95	9.5	A+ (Excellent)
3	75 and above but below 85	8.5	A (Distinction)
4	65 and above but below 75	7.5	B+ (Good)
5	55 and above but below 65	6.5	B (Average)
6	00>55	00	F (Fail)

* No round off shall be allowed in calculating marks percentage.

For Example: In a paper, if a student secures marks in the range of 70-79, the grade value for that paper shall be 8, and the Letter Grade for that paper shall be B+ (Distinction).

26.4 Grade point shall be calculated by multiplying the grade value obtained by the student and the credits of that paper. For example,

if the student secures the grade value 08, and the credit of the paper is 04, then the grade point of the student in that paper shall be $8 \times 4 = 32$.

- 26.5 Semester Grade Point Average (SGPA) of a student shall be calculated as the sum total of the grade points secured by the student in all the papers of a semester divided by total credits (sum total of credits of all the papers in that semester) in a semester.

For Example: If there are 6 papers in a semester, and each paper is having 4Credits, total Credits of the Semester shall be calculated as $6 \times 4 = 24$.

If the student is securing grade points as 24 (GP1), 28 (GP2), 32 (GP3), 32 (GP4), 36 (GP5) and 40 (GP6) in Paper 1 (P1), Paper2 (P2), Paper 3 (P3), Paper 4 (P4), Paper 5 (P5), Paper 6 (P6), respectively, then the SGPA shall be calculated as (GP1) + (GP2) + (GP3) + (GP4) + (GP5) + (GP6) divided by the total credits.

Therefore, $SGPA = (24 + 28 + 32 + 32 + 36 + 40) \div 24$ So, the $SGPA = 192 \div 24$

$$SGPA = 8$$

- 26.6 Quality points (QP) is the sum total of all the grade points obtained in semester.

For Example: $GP1 + GP2 + GP3 + GP4 + GP5 + GP6 =$ Quality Points. There for, QP is: $24 + 28 + 32 + 32 + 36 + 40 = 192$

- 26.7 Cumulative Grade Point Average (CGPA) shall be the sum total of quality points of all the semesters of a programmes till date divided by Total credits of the Programmes till date. CGPA shall be considered up to two decimal places.

$CGPA = \text{Total Quality Points in a Programmes} \div \text{Total Credits of the Programmes}$

- 26.8 The calculation of CGPA in the second semester and the consecutive semesters shall be done according to the following formula:

$CGPA \text{ of semester II} = \text{QPI} + \text{QP II} \div \text{Total Credits of Semester I} + \text{II}$ Similarly,

$CGPA \text{ of semester III} = \text{QP I} + \text{QP II} + \text{QP III} \div \text{Total Credits of Semester I} + \text{II} + \text{III}$

Other semester's CGPA shall be calculated in the like manner.

- 26.9 The Division obtained shall be calculated on the basis given below:

Sr. No.	CGPA	Division
1	8.45 and above	First Division with Distinction
2	6.45 and above, but below	First Division

	8.45	
3	5.6 and above, but below	Second Division
	6.45	

26.10 University degree shall be awarded to the students securing C or above grade in all of its papers, and an overall CGPA of not less than 5.6.

26.11 The Conversion formula for converting CGPA to the corresponding percentage of marks shall be as follows:

$$X = 10Y - 4.5$$

where, X = Percentage of Marks; Y = CGPA; 10 is 10-point scale, and 4.5 is the mean value of Class Interval of marks range.

27. PASSING AND GRACE MARKS:

27.1 A student of the Under Graduate programme shall have to secure 45% marks to pass the paper(s)

27.2 A student of the Post Graduate programme shall have to secure 50% marks to pass the paper(s)

27.3 The research scholar of Ph.D. Course Work shall have to secure 55% marks to pass the paper(s).

27.4 A student who fails in any subject, may get grace marks not more than 6 marks to clear his paper(s). However, a student may be allowed to get the benefit of grace marks in maximum two subjects.

28. SCRUTINY:

28.1 Scrutiny shall mean the evaluation of un-checked answers and retotaling of marks in any given paper.

28.2 A student, who is not satisfied with the marks secured in the end-semester examinations may apply for scrutiny on the prescribed format after payment of scrutiny fee as prescribed.

28.3 The student is free to apply for scrutiny only once in any number of papers in a given semester.

28.4 For scrutiny, a student shall submit the duly filled prescribed Scrutiny Form within 10 days from the date of declaration of results.

28.5 If there is any change in the marks of the student after the scrutiny, the revised mark sheet shall be issued to the student on the submission of his/her original mark sheet.

28.6 If a failed student secures passing marks after scrutiny, he/she shall be entitled for promotion to the subsequent semester without depositing any late fee.

29. RE-EVALUATION OF ANSWER SCRIPTS

29.1 A student seeking reevaluation of an answer script of End-Semester Examinations or Reappear Exam, may apply to the Controller of

Examination within 20 days from the date of declaration of results in the prescribed Revaluation Form after payment of the prescribed fee.

Provided that if the result is declared during vacations, the request shall be made within 15 days from the date of re-opening of the University.

- 29.2 The Controller of Examination shall get the answer script revaluated by an external expert approved of the Vice Chancellor.
- 29.3 The student shall be awarded the grade as per the marks obtained in revaluation. However, if the difference between the original marks awarded and marks obtained after revaluation is more than 10 marks, the average of the both shall be treated as final award.

30. RE-APPEAR AND IMPROVEMENT OF GRADE

- 30.1 A student of the Ph.D. course work/Postgraduate/Undergraduate Programmes may appear in End Semester examination.
- 30.2 If a student fails to appear in Internal Assessment or End Semester examination, the student shall be declared as 'failed' in that component. Such student shall be eligible to reappear in the Internal Assessment and/or End Semester examinations, as the case may be.
- 30.3 If the student passes the paper in the reappear examination the grade obtained shall have ® mentioned against subject in the marksheet.
- 30.4 A student who has already passed paper(s) shall be eligible to appear in the re-appear examination for improvement of marks. Marks obtained by such student in the reappear examination shall be awarded for the subject. ® shall not be marked in the marksheet, if the student improves marks.
- 30.5 The Reappear Examination shall ordinarily be conducted with regular Semester Examinations i.e. with Internal Assessment as well as End Semester Examinations. However, with the approval of the Vice Chancellor, special Repeat/Improvement Examination(s) may be conducted for students of Final Year in each Programme.
- 30.6 The students shall be allowed to appear for reappear/improvement examinations after paying the prescribed fee.
- 30.7 In Improvement Exam the marks originally obtained by the student(s) at the End of the Semester Examination shall be cancelled and the marks obtained in Improvement Examinations shall be final. However, if student fails to appear in the Improvement Examination, the original marks shall remain unchanged.

31. MEDIUM AND DURATION OF EXAMINATION

- 31.1 Except for language paper(s), the medium of examination shall be English only.
- 31.2 The duration of End Semester examination shall be Three Hours.
- 31.3 The written examination for PwD students shall be conducted as per the applicable rules of the Regulatory Bodies.

32. PROMOTION TO SUBSEQUENT YEAR:

32.1 Promotion Scheme to subsequent years for Undergraduate Programme shall be based on the following rules:

A. Five year integrated programme (FYIP) B.A./B.B.A. LL.B.-Hons.

- i. *For promotion to 2nd year* – A student shall have to pass 70% paper(s) in 1st year (e.g., 08 out of 12 papers in 1st year).
- ii. *For promotion to 3rd year* - A student shall have to pass all papers of the 1st year and 70% papers in 2nd year.
- iii. *For promotion to 4th year*- A student shall have to pass all paper(s) of the 1st and 2nd years and 70% papers of 3rd year.
- iv. *For promotion to 5th year*- A student shall have to pass all programmes of the 1st, 2nd and 3rd years and passed 70% of all papers.

B. Three Year LL.B. programme:

- i. *For promotion to 2nd year* – A student shall have to pass 70% paper(s) in 1st year (e.g., 07 out of 10 papers in 1st year).
- ii. *For promotion to 3rd year* - A student shall have to pass all papers of the 1st year and 70% papers in 2nd year.

32.2 After declaration of results, examination section shall mention in the result that the student is promoted to next Semester/Year.

32.3 Re-Registration:

The student who is not promoted to subsequent year of the programmes, shall be required to re-register as per these Regulations by paying the prescribed fees.

33. AWARD OF DEGREE

33.1 A PG and UG Student securing the following CGPA shall be eligible for the award of degree and Ph.D. Student to continue the Ph.D. Programme:

- | | |
|------------------------------|----------------------|
| i. Under Graduate Programme: | 5.00 CGPA (C Grade) |
| ii. Post Graduate Programme: | 6.00 CGPA (C+ Grade) |
| iii. Ph.D. Course Work | 6.50 CGPA (B Grade) |

33.2 If a UG/PG student has secured 'C'/C+ Grade in all papers, but

fails to secure 5.00/6.00 CGPA, as the case may be, the student(s) shall not be eligible for the award of degree and shall have to improve the CGPA by reappearing in papers of choice.

33.3 A Ph.D. student who has secured B Grade in all papers of One Semester Research Course Work Exam but fails to secure 6.50 CGPA has to reappear in Research Course Work Exam again to continue Ph.D. Programme. However, if again the student fails his/her Ph.D. registration shall be cancelled.

34. RULES AGAINST 'UNFAIR MEANS' AND COMMITTEE AGAINST USE OF UNFAIR MEANS IN EXAMINATIONS

34.1 There shall be a Committee for adjudicating the cases involving Use of Unfair Means in examinations. The Committee shall consist of the following:

- i. One Professor -Chairperson
- ii. Two faculty members (one of them shall be female faculty) - Members
- iii. An official of Examination Branch-Convener

34.2 The Committee shall follow the guidelines as under:

34.2.1 A student who uses unfair means or indulge in disorderly conduct at or in connection with examinations shall be shall be liable in accordance with the rules given below.

34.2.2 The Unfair Means shall include the following:

A. During examination, having in possession or access to:

- i. Any paper, book, note or any other unauthorized material which has relevance to the syllabus of the examination concerned.
- ii. Mobile Phones or any electronic gadget which can potentially be used for communication or copying. However, use of calculator (not scientific calculator), as per the express instructions in the question paper may be allowed.
- iii. Anything written on any other instrument or any kind of literature or any other thing which may have relevance to the syllabus of the examination of the course/paper concerned.
- iv. Anything written or signs made on the body of the candidate or his/her clothes/garments, handkerchief etc. which may have relevance to the syllabus of the examination of the course/paper concerned.

- v. Anything written on the question paper which may have relevance to the syllabus of the examination of the course/paper concerned.
- B. Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall/premises during the examination hours.
- C. Talking to another candidate or any unauthorized person inside or outside the examination room during the examination hours without the permission of the invigilators.
- D. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
- E. Impersonating any student or getting impersonated by any person for taking the examination.

34.3 NORMS OF PUNISHMENT:

The following shall be the norms of punishment:

- i. If the student is found having in his/her possession of any material relevant to the syllabus of the examination paper concerned but has not copied from or used it. The punishment shall be the cancellation of the examination of that particular paper and he/she shall be awarded F grade in that paper with all the consequences to follow.
- ii. If the student is found in his/her possession of the material and has copied from such material. The punishment shall be the cancellation of the present semester examinations and he/she shall be awarded 'F' grade in all the papers of that semester with all the consequences to follow.
- iii. If the student is found talking to another student or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the invigilator his/her examination in that paper may be cancelled and 'F' grade shall be awarded in that paper with all the consequences to follow.
- iv. If the student is found reading or possess some incriminating material relevant to the syllabus of the paper in Examination Premises, his/her examination in that particular paper or his whole semester examination depending on the gravity of the offence shall be cancelled.

- v. If the student is found giving or receiving assistance in answering the question papers to or from any other student/person in the examination hall or outside during the examination hours, his/her examination in that particular paper shall be cancelled and 'F' grade will be awarded in that paper with all the consequences to follow.
- vi. If the behavior of the student on being caught is unsatisfactory or the student uses resistance/violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offence as deemed fit by the Committee.

34.4 PUNISHMENT:

34.4.1 A student found using unfair means or involved in disorderly conduct or disturbing other students, at or in connection with an examination shall be referred to the Committee.

34.4.2 The Committee shall consider the UFM cases as referred to it by the Controller of Examinations. The Committee may recommend for awarding one or more of the following punishments:

- i. cancellation of the examination of the paper in respect of which the student is found to have been guilty; and/or
- ii. cancellation of the examination of the entire semester for which he/she was a student and/or
- iii. debarring from examination for future semester(s).
- iv. Any other punishment as deemed suitable by the Committee.

34.5 The Committee shall submit report/recommendations to the Controller of Examinations who shall impose the penalty with reasons in writing.

34.6 An appeal can be made to the Vice- Chancellor who may uphold/reduce/condone the penalty.

CHAPTER-5

MISCELLANEOUS

35. REMOVAL OF DIFFICULTIES

If any difficulty arises in giving effect to the provisions of these Regulations, the Vice-Chancellor may by an order remove such difficulties. Such an action shall be reported in the subsequent meetings of the Statutory Bodies of the University.

36. REPEAL

From the date when these Regulations come into operation all previous Regulations on the subject shall cease to have effect.

Provided that this revocation shall not affect the previous Regulations so revoked or anything done or suffered under any previous Regulations, so revoked or affects any right, privilege, obligation or liability acquired, arrived or incurred under any Regulations so revoked. Anything done or any action taken under the previous Regulations shall be deemed to have been done or taken under the corresponding provisions of this Regulations.

Schedule I
CONVOCATION FOR CONFERRING DEGREES

1. Preliminary:

1.1 Sections 4(h), 5(d) and 5 (e) of the HPNLU, Shimla Act, 2016 (hereafter referred as HPNLU Act) provide to institute degrees, titles, diplomas, certificates and other distinctions and to hold examinations and confer degrees, titles, diplomas, certificates and other academic distinctions.

Further, Section 44 read with Section 5 (zj) of the HPNLU Act of 2016 empowers the University "to confer honorary degrees and other distinctions in the manner laid down in the Regulations."

1.2. The HPNLU Academic Council has power "...to make recommendations regarding the conferment or grant of degrees, honours, diplomas, certificates, titles and marks of honour." and also "to recommend and to award medals and prizes and to make other awards in accordance with the regulations and such other conditions, as may be attached to the awards."

1.3. HPNLU is running Under-Graduate Programme (B.A./B.B.A. LL.B. (Hons.) Five Year Integrated programmes, LL.B. Three Year), Post-Graduate Programme in Law (LL.M. One Year Programme), MBA and also Ph.D. (Law, Management and Social Science Subjects) and LL.D. (Post-Doctorate in Law).

1.4 Degrees and other distinctions are to be conferred on the students of the Graduate Programme, Post-Graduate Programme and Ph.D. and LL.D. Programme who have become eligible to get their respective degrees and awards on successful completion of their respective programme as per HPNLU Act and Regulations.

2. Holding of Convocation:

2.1 Date and Place of holding the Convocation

The University shall hold Convocation, as far as possible, once in a year and can hold special Convocation at other times. The date of Convocation shall be fixed by the Visitor/ Chancellor. Ordinarily the Convocation shall be at the HPNLU Campus or at any other location to be decided by the Vice-Chancellor.

2.2 A Convocation Committee shall be constituted with the approval of Competent Authority for the smooth conduct of the Convocation.

2.3 Degrees/Diplomas Certificate to be conferred on candidates found eligible after examination

The degrees, diplomas, certificates, awards, medals and other distinctions shall be conferred on the candidates who have been found eligible for the same through examination on successful completion of their respective programmes as per Regulations. Certificates shall be awarded at the Convocation

only for those certificate programme where the duration of the programme is one year or more.

2.4 The degrees shall bear the signatures of the Registrar, Vice-Chancellor, Chancellor and on back side the Associate Controller of Examinations and Controller of Examinations.

3 Conferment of *Honoris Causa* Degree:

3.1 The University may also confer Honorary Degree (*Honoris Causa*) or academic distinction at the convocation on any person for his/her attainment of eminence and position, as per Section 44 of the HPNLU Act.

3.2 The Academic Council may through a resolution passed by minimum two third of its members recommend that Honorary Degree of Doctor of Laws (LL.D.) or in any other related faculty (*Honoris Causa*) or academic distinction may be conferred on any person on the ground that he/she in its opinion is a fit and proper person to receive such degree or academic distinction by reason of eminent attainment and position in the field of law or other related faculty.

Provided that no honorary degree (*Honoris Causa*) or academic distinction shall be conferred on any person unless the Governing Council by a resolution decide that the same may be conferred on the person recommended by the Academic Council.

3.3 The Vice-Chancellor may put a list of persons who have attained eminence or position for consideration by the Academic Council at its meeting with an authentic biodata or other material regarding the persons to be considered for Honorary Degree (*Honoris causa*) or academic distinction for recommendation to the Governing Council.

3.4 The Academic Council may consider the name(s) of person(s) from the list submitted by the Vice-Chancellor or recommend the name(s) of any other person(s) suggested by its members.

3.5 The Governing Council may consider the names of the persons recommended by the Academic Council and decide through resolution that the Doctor of Laws (LL.D.) (*Honoris causa*) or any other related faculty academic distinction may be conferred on the person(s) so recommended.

4 List of eligible candidates to be considered and approved by the Executive Council on the recommendation of the Academic Council:

4.1 Prior to the convocation the Academic Council shall consider the list of the candidates who have been found eligible after the examination, to receive their respective degrees/diplomas/certificate and recommend to the Executive Council for approval of the same.

4.2 The Academic Council may also recommend to the Executive

Council for approval of the award of honours, medals, and prizes to the eligible candidates.

- 4.3 The Executive Council, after consideration of the list of candidates so recommended, may accord approval for conferring of respective degrees/diplomas/certificate and other awards to the eligible candidates at the convocation.

5 Notice of Convocation:

The convocation shall be called through notification by the Registrar indicating the place, date, and time of the convocation at least four weeks before the date fixed for Convocation.

6 Calling upon students to confirm receiving degrees/diplomas/certificate 'in person' or 'in absentia':

6.1 The Registrar shall call upon the eligible candidates to confirm, whether they are intending to receive their degrees/diplomas/certificate 'in person' or 'in absentia', in the prescribed form along with the prescribed fee. **(Form 'I')**

6.2 A candidate intending to receive degree/diplomas/certificate 'in absentia' shall send to the Registrar an application in prescribed form along with the prescribed fee. **(Form 'II')**

6.3 No candidate shall be admitted at the convocation who has not sent his name to the Registrar within the scheduled time except with the permission of the Vice-Chancellor in exceptional circumstances.

7 Programme and Procedure of Convocation:

The detail of the programme and procedure to be followed at the Convocation shall be as per the ceremonial sheet to be prepared separately by the University for each Convocation in conformity as given in model format of Ceremonial Sheet.

It shall include the following:

7.1 Ceremonial Costumes for the Convocation

(i) The Visitor, the Chancellor, the Chief Guest, the Vice-Chancellor, the Registrar and members of the Governing Council, the Executive Council and the Academic Council shall wear Himachal Caps and Shawl/Stole as described for them in rule 15.

(ii) Every candidate attending the Convocation shall wear the Himachal Cap and Scarf/Muffler/Stole for respective degrees/diplomas/certificates or other conferment.

7.2 The Convocation Procession

(i) The Visitor, the Chancellor, the Chief Guest, the Vice-Chancellor, the members of the Governing Council, Executive Council, Academic Council, Registrar, and Controller of Examinations shall proceed in procession, in pair, to the venue of Convocation in the following order:

- a) The Registrar
 - b) The Members of the Academic Council;
 - c) The Members of the Executive Council;
 - d) The Members of the Governing Council;
 - e) Vice-Chancellor;
 - f) The Chancellor and Guest of Honors;
 - g) The Visitor
 - h) The Chief Guest;
 - i) The Controller of Examination
- (ii) On entering the Academic Procession in the convocation hall/venue the candidates and other invitees shall rise from their seats and remain standing until all the members of the convocation procession have taken their respective seats at the dais.
- 7.3 Presiding over the Convocation**
The Visitor when present will preside over the convocation. In the absence of the Visitor, the Chancellor will preside over the convocation.
- 7.4 Welcome Speech by the Vice-Chancellor**
The Vice-Chancellor will give a brief welcome speech and then read a report on salient features and of the activities of the University.
- 7.5 To Declare Convocation Open**
- (i) The Vice-Chancellor will request the Chancellor to declare the convocation open in the prescribed format given in the Ceremonial Sheet.
 - (ii) The Chancellor will declare the convocation open in the prescribed format given in the ceremonial sheet.
- 7.6 Conferring of Honorary Degree (*Honoris Causa*)**
- (i) For the award of Honorary Degree (*Honoris Causa*)/Academic Distinction the Vice-Chancellor will present the eminent personality approved by the Governing Council to the Chancellor.
 - (ii) The Vice-Chancellor will read out the citation of the person highlighting his/her achievements/contribution towards the developments of law/justice/society.
 - (iii) The Vice-Chancellor will request the Chancellor to bestow upon him/her the Honorary Degree of *Honoris Causa*/Academic Distinction.
 - (iv) The Chancellor will admit the person to Honorary Degree (*Honoris Causa*)/Academic Distinction of the University by following the procedure laid in the ceremonial sheets.
- 7.7 Administering Oath on the Recipient of Degrees/Diplomas/Certificate**

The Chancellor will administer oath through a question as given in the ceremonial sheet to the candidates present 'in person' seeking promise and declaration for conduct in their daily life, befitting the degree/diploma/certificate for which they are candidates. All present candidates shall answer promising the same.

7.8 Presentation of Candidates

- (i) Thereafter, the Chancellor will give permission to present the candidates to take degrees/diplomas/certificates in person.
- (ii) The candidates shall be presented separately to the Chancellor by the Registrar in the following order:
 - a) LL.D.
 - b) Ph.D.
 - c) Master of Laws [LL.M.]
 - d) Master of Business Administration [MBA, (Corporate Law)]
 - e) Master of Business Administration [MBA]
 - f) Bachelor of Arts and Law [B.A.LL.B. (Hons.)]
 - g) Bachelor of Business Administration and Law [B.B.A.LL.B. (Hons.)]
 - h) Bachelor of Law [LL.B. Three Years]
 - i) Diploma
 - j) Certificate Programmes

7.9 Admission of Candidates to their respective Degrees/Diplomas/Certificate

- (i) On presentation of all the candidates of all the programmes, the Chancellor will admit the candidates present 'in person' as also the candidates 'in absentia' to their respective Degree/Diploma/Certificate for each programmes by following the procedure given in the Ceremonial Sheet.
- (ii) The candidates present 'in person' shall then receive the degrees one by one from the Chancellor on their names being called out by the Registrar.

7.10 Signing of Records of Degrees/Diplomas/Certificate

Once all the candidates are presented before the Chancellor and have received their respective degrees the Registrar shall lay the record of the Degrees/Diplomas/Certificate for the signature of the Chancellor.

7.11 Presentation of Medals and Prizes

The names of the candidates selected by the University for award of medal/prizes/other distinction shall be announced by the Registrar one by one. Each candidate will proceed to the Chief Guest/Visitor/Chancellor/other dignitaries at the dais to receive

the Medal/Prize/other distinction.

7.12 Convocation Address

The Chief Guest shall be requested by the Vice-Chancellor to deliver the Convocation Address.

7.13 Close of Convocation

The Vice-Chancellor shall request the Chancellor to declare the Convocation close and the Chancellor will accordingly declare the Convocation close.

7.14 National Anthem

The National Anthem shall be played/sung immediately after the declaration by the Chancellor for the close of Convocation.

7.15 Retreat of Convocation Procession

The Convocation procession will retreat in the reverse order in which it entered the Convocation Hall. All persons in the Convocation shall remain standing while the Convocation Procession will move out.

7.16 Photograph with Degree Holders

Group photographs shall be taken with dignitaries and degree holders/award winners at the place where prior arrangements shall be made.

8 Invitation to Alumni:

The *alumni* may be called to the Convocation through invitation. Those who intend to attend the Convocation shall inform in writing by the scheduled date to the University of their intention to be present at the Convocation.

9 Invitation to Parents/Guardians:

The University may allow the candidates called at the Convocation to be accompanied by their parents/guardian. (Not more than two in number, with prior intimation to the University by the scheduled date.)

10 Security and General Instructions:

The candidates and their parents/guardians shall abide by the security and general instructions issued by the University for the smooth conduct of the Convocation.

11 Rules regarding Award of Medals/Prizes:

11.1 General Rules and Conditions for Award of Medals

- (i) That during the entire Programmes/Course of Study a student should not have incurred any of the following disqualifications:
 - a) Passed the paper(s) through any Re-Appear/Repeat examination.
 - b) Have not passed all the examinations in the first attempt in one and the same sitting.
 - c) Have been involved in any indiscipline amounting to misconduct or use of unfair means.
 - d) Have been detained for shortage of attendance.

- e) Have passed the examination in any subject with grace marks.
- (ii) That the University reserves the right to withdraw the medal if it is found to have been awarded wrongly.
- (iii) That the University reserves the right to withhold any medal if no student is found eligible.

11.2 Rules for Award of University Gold Medal

- (i) University Gold Medal shall be awarded to the students of B.A.LL.B. (Hons.)/B.B.A.LL.B. (Hons.)/LL.B./LL.M.
- (ii) University Gold Medal shall be awarded to the topper of the respective programme on the basis of academic performance.
- (iii) All general rules for the award of medals shall apply to the award of the University Gold Medal.
- (iv) University may institute Academic Medal/Prize for any other degree/diploma/certificate programmes of the University.

Explanation-

- (1) In case the student who has scored the highest marks but found ineligible under these regulations, the next candidate in the order of merit shall be deemed to have scored the first position.
- (2) The rule (1) above shall also be applicable to any other medal to be awarded on the basis of the highest rank in the merit list.

11.3 Rules for Award of "Founder Chancellor's Fellowship"

- (i) Founder Chancellor's Fellowship shall be awarded to the topper in five years of law from the candidates of the Himachal Pradesh State. The overall performance in academics and other activities listed hereinafter shall be the criteria for the award of Founder Chancellor's Fellowship Medal subject to the following pre-conditions:
 - a) All general rules shall be applicable for the grant of "Founder Chancellor's Fellowship."
 - b) Student should have consistently secured not less than 60% marks in all the ten semesters.
 - c) In each batch first ten students i.e., those who have consistently secured not less than 60% marks in each semester and do not entail any of the disqualifications in clause 11.1 shall be eligible for evaluation on the basis of the criteria mentioned herein.

11.4 Rules for Award of Founder Vice-Chancellor's "Gold Medal" to the toppers in Undergraduate and Post Graduate Programme

- (i) Founder Vice-Chancellor's Gold Medal is instituted to the overall topper
 - a) Undergraduate Programmes

- b) Post Graduate Programme
- (ii) The criteria and procedure for adjudging Founder Chancellor's Fellowship for overall best performance shall apply for adjudging students for Founder Vice-Chancellor's Gold Medal.

11.5 Rules for Award of Medal in Specialisation Group [OTHER MEDALS]

- (i) All general rules applicable for award of medals shall be applicable to grant of specialisation medals as well.
- (ii) There should be not less than five students enrolled in concerned specialization. If there were less than five students enrolled in a specialization, no medal shall be awarded.
- (iii) Overall aggregate marks of a student from Eighth to Tenth Semester (including core papers in previous semesters) shall be the criteria for award of medal in specialization group.
- (iv) That in case of a tie, the criteria for the award of the medal shall be as under:
 - a) The student having higher academic marks in all ten semesters shall be given the medal.
 - b) If the score remains the same after considering the academic score as given above then the student elder in age shall be considered for award of the medal.

11.6 Rules for Award of Sponsored Medals

- (i) The sponsored medals shall be awarded to the students as per the conditions of the person/trust etc. and in case there is no such condition the University may decide in accordance with the requirements.
- (ii) All general rules applicable for award of Medals shall be applicable for award of sponsored medals.

12 Rules regarding Printing/Preparation of Degrees/Diplomas/Certificates:

The University shall observe the following procedure for printing/preparation of Degree/Diploma/Certificates before holding the Convocation.

- 12.1 The Controller of Examination shall get printed/prepare the Degree/Diploma/Certificates in the approved formats.
- 12.2 Each Degree/Diploma/Certificates shall bear the seal of the University in printed and engraved form.
- 12.3 The Degree/Diploma/Certificate shall bear the nomenclature of the respective programme, name of the recipient, his/her father's and mother's name, division and CGPA score with grade scale (if applicable).
- 12.4 The Degree of B.A.LL.B. (Hons.)/B.B.A.LL.B. (Hons.)/LL.B. Programme shall conform to the requirement of the Bar Council

of India.

- 12.5 The Degree/Diploma/Certificate shall be authenticated by the Asso./Deputy Controller of Examination and Controller of Examination on the reverse.
- 12.6 The Degree shall be signed by the Chancellor, Vice-Chancellor and the Registrar. The Diploma/Certificate shall be signed by the Registrar and the Controller of Examinations.
- 12.7 The following security measures must be taken to maintain the authenticity of the Degree/Diploma/Certificate:
- (i) The leaf when got printed must bear a serial number at the reverse of the Degree/Diploma/Certificate.
 - (ii) Number of leaves printed and received from the printer shall be entered in a permanent register to be maintained by the Examination Cell of the University and each leaf so received shall be duly accounted for.
 - (iii) The printer shall give a certificate that, 'he has not printed any other leaf except those delivered to the University.
 - (iv) The issued Degree/Diploma/Certificate shall bear serial number marked by the Examination Cell of the University along with the Roll Number and Registration Number of the student. The record of this shall be entered in the permanent register to be maintained by the Examination Cell of the University.
 - (v) Degrees/Diplomas/Certificate shall bear the University hologram sticker and photograph of the candidate.
 - (vi) The Degrees/Diplomas/Certificates shall be issued by the University after lamination.

13. Model format of Ceremonial Sheet:

13.1 At the Convocation of the University the following procedure shall be followed

- i. Arrival of Members of the Academic Council, Executive Council, Governing Council, the former Chancellors, the Chancellor, the Visitor and other dignitaries.
- ii. Wearing of Ceremonial Dress by the Chief Guest, Visitor, former

- Chancellors, Chancellor, Vice-Chancellor, Registrar, Guests of Honours and Members of University Statutory Bodies.
- iii. As the marching tune is played, the Academic Procession shall move.
 - iv. The procession will forward in pairs in the following order:
 1. Registrar
 2. Members of Samadhan Committee
 3. Members of Finance Committee
 4. Members of Academic Council
 5. Members of Executive Council
 6. Members of the Governing Council
 7. Vice-Chancellor
 8. Chancellor
 9. Visitor and Guest(s)
 10. Chief Guest
 11. Controller of Examination
 - v. As the procession enters the Convocation Hall/Venue, all the candidates and invitees in the Hall will rise and keep standing.
 - vi. At the foot of the dais, the REGISTRAR will stand to the right of the central steps facing the procession.
 - vii. The members of the Committees and Councils will part near the central steps. Members on the right go up to the dais by the steps to the right and members on the left by the steps to the left.
 - viii. The Chief Guest and other dignitaries will proceed to their respective seats on the dais by the central steps.
 - ix. The Registrar and Controller of

Examination will proceed to their seat,
after the dignitaries take their seats.

- x. National Anthem shall be played/sung.

13.2 Welcome Address by the Vice-Chancellor
and brief report about the University

13.3 At the conclusion of the address, the Vice-
Chancellor will request the Chancellor,
HPNLU to declare the Convocation open in
the following words:

- **"Hon'ble Chancellor, Himachal Pradesh National Law University, Shimla I have the honour to request you, Sir, to declare the HPNLU Convocation open."**
- The Chancellor declares the Convocation open in the following words:
 - **"I declare the Convocation Open."**
- The Vice-Chancellor, would request to the Chancellor,
 - **"Hon'ble Chancellor this Convocation of the Himachal Pradesh National Law University, Shimla has been called to confer the Degrees upon the persons whose names have been approved by the Executive Council for the Degree of Doctor of Laws (LL.D.) (*honoris causa*) and also the candidates who, after respective examinations held for the purpose, have been found eligible for receiving their respective degrees."**
- The Vice-Chancellor
 - **Sir, may I have the honour to read the citation for.....who has been found fit and proper person(s) by the Executive Council to receive degree of Doctor of Laws (*honoris causa*)."**
- The Chancellor would say
 - **"Let the citation be read"**

- The Vice-Chancellor would read the citation in the presence of the person to whom the Honorary Degree is to be conferred.
- Then the Vice-Chancellor would request the Chancellor.
- **"Sir, I pray the degree of Doctor of Laws (*honoris causa*) may be bestowed upon_**
- Chancellor would say
- **"By the virtue of the authority vested in me as Chancellor of this University I confer the degree of Doctor of Philosophy of Laws (*honoris causa*) on you and authorize you to wear the costumes and insignia thereof."**
- The Vice-Chancellor will take permission from the Chancellor in the same manner for any other *honoris causa* degree, if any, to be bestowed.
- Then the Registrar would request the Chancellor for permission to present the candidates for Doctor of Laws (LL.D.): Doctor of Philosophy (Ph.D.): Master of Laws (LL.M.): Master of Business Administration (MBA): Master of Business Administration Corporate Law: [B.A.LL.B. (Hons.)]: [B.B.A. LL.B. (Hons)]: and LL.B. Degree by saying
- **"Hon'ble Chancellor, I have the honour to bring before you the candidates who have qualified for the award of degree of Doctor of Laws (LL.D.), Doctor of Philosophy (Ph.D.), Master of Laws, Masters of Business Administration, Masters of Business Administration (Corporate Law), Bachelor of Laws**

(Honours) and Bachelor of Laws.

- **Let the candidates for degree stand forward."**
- All the candidates standing, the Chancellor puts to them the following question:
- **"Do you sincerely promise and declare that, if admitted to the Degree for which you are candidates, and for which you have been recommended, you will in your professional as well as personal life and conversation conduct yourself as befits members of this University; that you will to the utmost of your capacity and opportunity, support the cause of justice, fairness and peace; and that you will uphold and advance the social order constitutionally established and well-being of all human beings everywhere and rule of law within the country and outside.**
- All the candidates will collectively answer:
- **"I do promise."**
- With this, the candidates resume their seats.
- Then the Chancellor would say:
- **"Let the candidates be now presented."**

LL.D. (DOCTOR OF LAWS)

- The Registrar will then present to the Chancellor, the candidate/s taking the Degree of Doctor of Laws (LL.D.) 'in person' in the following words:
- **"Sir, I have the honour to present to you the candidate for the Degree of Doctor of Laws. S/he has been found qualified for the Degree of Doctor of Laws to which I pray S/he may be admitted.**
- Candidate taking the Degree of Doctor of Laws (LL.D.) please stand forward."
- The candidate taking the Degree of LL.D. will stand at her seat, bow to the Chancellor and remain standing.
- When the candidates are so presented, the Chancellor shall say to the

candidates:

- "By virtue of the authority vested in me as the Chancellor, Himachal Pradesh National Law University, Shimla, I admit you, to the Degree of Doctor of Laws in this University and authorize you to wear the approved costumes and insignia thereof."
- The Registrar would say
- "I call upon Ms/Mr. _ to receive her degree from the Chancellor."
- The candidate whose name is announced by the Registrar will then proceed to the Chancellor by the central steps, to receive the degree, bow and return to her seat.

Ph.D. (DOCTOR OF PHILOSOPHY)

- The Registrar will then present to the Chancellor, the candidate/s taking the Degree of Doctor of Philosophy (Ph.D.) 'in person' in the following words:
- **"Sir, I have the honour to present to you the candidate for the Degree of Doctor of Philosophy. S/he has been found qualified for the Degree of Doctor of Philosophy to which I pray she may be admitted.**
- **Candidate taking the Degree of Doctor of Philosophy (Ph.D.) please stand forward."**
- The candidate taking the Degree of Ph.D. will stand at his/her seat, bow to the Chancellor and remain standing.
- When the candidates are so presented, the Chancellor shall say to the candidates:
- **"By virtue of the authority vested in me as the Chancellor, Himachal Pradesh National Law University, Shimla, I admit you, to the Degree of Doctor of Philosophy in this University and authorize you to wear the approved costumes and insignia thereof."**
- The Registrar would say
- **"I call upon Ms/Mr. to receive his/her degree from the Chancellor."**
- The candidate whose name is announced by the Registrar will then proceed to the Chancellor by the central steps, to receive the degree, bow and return to his/her seat.

LL.M. (MASTER OF LAWS)

- The Registrar then present to the Chancellor the candidates taking the Degree of Master of Laws (LL.M.) 'in person' as well as '*in absentia*' in the following words:
- **"Sir, I have the honour to present to you the candidates for the Degree of Master of Laws whose names are set out in the list. They**

have been found qualified for the Degree of Master of Laws (LL.M.) to which I pray they may be admitted.

- **Candidates taking the Degree of Master of Laws 'in person' will please stand forward."**
- The candidates taking the Degree of LL.M. 'in person' will stand at their seats, bow to the Chancellor and remain standing.
- When the candidates are so presented, the Chancellor will say to the candidates:
- **"By virtue of the authority vested in me as the Chancellor, Himachal Pradesh national law university, Shimla, I admit you, as also the candidates *in absentia* to the Degree of Master of Laws in this University and authorize you to wear the approved costumes and insignia thereof."**
- The candidates receiving the degree 'in person' will then proceed to the Chancellor by the central steps, one by one, as their names are called by the Registrar, receive the degree, bow and return to their seat.
- Thereafter the Registrar will also read out the names of the candidates receiving the degree '*in absentia*'.

**MASTER OF BUSINESS
ADMINISTRATION IN CORPORATE
LAW (M.B.A IN CORPORATE LAW)
&
MASTER OF BUSINESS
ADMINISTRATION (M.B.A)**

- The Registrar then present to the Chancellor the candidates taking the Degree of Master of Business Administration in Corporate Law (MBA) & Master of Business Administration (MBA) 'in person' as well as '*in absentia*' in the following words:
- **"Sir, I have the honour to present to you the candidates for the Degree of Master of Business Administration whose names are set out in the list. They have been found qualified for the Degree of Master of Business Administration in Corporate Law (MBA) & Master of Business Administration (MBA) to which I pray they may be admitted.**
- **Candidates taking the Degree of Master of Business Administration in Corporate Law & Master of Business Administration 'in person' will please stand forward."**
- The candidates taking the Degree of MBA in Corporate Law and MBA 'in person' will stand at their seats, bow to the Chancellor and remain standing.
- When the candidates are so presented, the Chancellor will say to the

candidates:

- **"By virtue of the authority vested in me as the Chancellor, Himachal Pradesh National Law University, Shimla, I admit you, as also the candidates *in absentia* to the Degree of Master of Business Administration in Corporate Law & Master of Business Administration in this University and authorize you to wear the approved costumes and insignia thereof."**
- The candidates receiving the degree 'in person' will then proceed to the Chancellor by the central steps, one by one, as their names are called by the Registrar, receive the degree, bow and return to their seat.
- Thereafter the Registrar will also read out the names of the candidates receiving the degree '*in absentia*'.

**B.A.LL.B. (HONS.)
[BACHELOR OF ARTS AND LAWS
(HONOURS)]**

- The Registrar then presents to the Chancellor, the candidates taking the Degree of Bachelor of Arts and Laws (Honours) [B.A.LL.B. (Hons.)] 'in person' as well as 'in absentia' in the following words:
- **"Sir, I have the honour to present to you the candidates for the Degree of Bachelor of Laws (Honours) whose names are set out in the list. They have been found qualified for Bachelor of Laws (Honours) to which I pray they may be admitted."**
- The candidates taking the Degree of B.A.LL.B. (Hons.) in person please stand forward."
- The candidates taking the Degree of B.A.LL.B. (Hons.) in person will stand at their seats, bow to the Chancellor and remain standing.
- When the candidates are so presented, the Chancellor shall say to the candidates:
- **"By virtue of the authority vested in me as the Chancellor, Himachal Pradesh national law university, Shimla, I admit you, as also the candidates '*in absentia*' to the Degree of Bachelor of Laws (Honours) in this University and authorize you to wear the approved costumes and insignia thereof."**
- The candidates receiving the degree 'in person' will then proceed to the Chancellor, by the central steps, one by one, as their names are called by the Registrar, receive the degree, bow and return to their seats.
- Thereafter the Registrar will also read out the names of candidates receiving the degree '*in absentia*'.

**B.B.A.LL.B. (HONS.)
[BACHELOR OF BUSINESS
ADMINISTRATION AND LAWS
(HONOURS)]**

- The Registrar then presents to the Chancellor, the candidates taking the Degree of Bachelor of Business Administration and Laws (Honours) [B.B.A.LL.B. (Hons.)] 'in person' as well as 'in absentia' in the following words:
- **"Sir, I have the honour to present to you the candidates for the Degree of Bachelor of Laws (Honours) whose names are set out in the list. They have been found qualified for Bachelor of Laws (Honours) to which I pray they may be admitted.**
- **The candidates taking the Degree of B.B.A.LL.B. (Hons.) in person please stand forward."**
- The candidates taking the Degree of B.B.A.LL.B. (Hons.) in person will stand at their seats, bow to the Chancellor and remain standing.
- When the candidates are so presented, the Chancellor shall say to the candidates
- **"By virtue of the authority vested in me as the Chancellor, Himachal Pradesh National Law University, Shimla, I admit you, as also the candidates 'in absentia' to the Degree of Bachelor of Laws (Honours) in this University and authorize you to wear the approved costumes and insignia thereof."**
- The candidates receiving the degree 'in person' will then proceed to the Chancellor, by the central steps, one by one, as their names are called by the Registrar, receive the degree, bow and return to their seats.
- Thereafter the Registrar will also read out the names of candidates receiving the degree '*in absentia*'.

**LL.B.
[BACHELOR OF LAWS]**

- The Registrar then presents to the Chancellor, the candidates taking the Degree of Bachelor of Laws (Honours) [LL.B.] 'in person' as well as 'in absentia' in the following words:
- **"Sir, I have the honour to present to you the candidates for the Degree of Bachelor of Laws [LL.B.] whose names are set out in the list. They have been found qualified for Bachelor of Laws to which I pray they may be admitted.**
- **The candidates taking the Degree of LL.B. in person please stand forward."**
- The candidates taking the Degree of LL.B. in person will stand at their seats, bow to the Chancellor and remain standing.
- When the candidates are so presented, the Chancellor shall say to the

candidates

- **"By virtue of the authority vested in me as the Chancellor, Himachal Pradesh National Law University, Shimla, I admit you, as also the candidates 'in absentia' to the Degree of Bachelor of Laws in this University and authorize you to wear the approved costumes and insignia thereof."**
- The candidates receiving the degree 'in person' will then proceed to the Chancellor, by the central steps, one by one, as their names are called by the Registrar, receive the degree, bow and return to their seats.
- Thereafter the Registrar will also read out the names of candidates receiving the degree 'in absentia'.
- The REGISTRAR will then place the record of the Degrees that have been awarded before the Chancellor, who will sign the same.

Award of Gold Medals

- Then the **Gold Medals** are awarded to the candidates in the order in which the names are called by the Registrar. The candidate so presented will proceed to the dais, bow, receive the Medals, from the Chancellor/other dignitary as announced, bow again and return to the seat.
- Then other medals/prizes shall be awarded by calling upon the candidates at the dais.
- Then the Chancellor and the Vice-Chancellor medals shall be awarded by the Chancellor and the Vice-Chancellor.
- **The Vice-Chancellor will invite the Visitor**
- Hon'ble Mr. Justice... ., Supreme Court of India to deliver the Visitor's address in the following words:
- **"Hon'ble Mr. Justice... . Judge Supreme Court of India and the Visitor, HPNLU Sir, I have the honour to request you to deliver the Visitor's Address."**
- Address by the Hon'ble Mr. Justice... ., Judge, Supreme Court of India and Visitor, Himachal Pradesh National Law University, Shimla.
- **The Vice-Chancellor will invite the Chancellor**
- Hon'ble Chief Justice High Court of Himachal Pradesh to deliver the Chancellor's address in the following words:
- **"Hon'ble Mr. Justice, the Chief.....Justice, High Court of Himachal Pradesh and the Chancellor, HPNLU Sir, I have the honour to request you to deliver the Chancellor's Address."**
- Address by the Hon'ble Mr. Justice... ., Chief Justice, High Court of Himachal Pradesh and Chancellor, Himachal Pradesh National

Law University, Shimla.

- The Vice-Chancellor will then invite Hon'ble Chief Guest ____ to deliver the Convocation Address in the following words:
- "Hon'ble ____ Sir/Madam, I have the honour to request you to deliver the Convocation Address."
- Address by Hon'ble Chief Guest....
- The Vice-Chancellor shall request the Chancellor to declare the convocation close.
- "Hon'ble Chancellor Himachal Pradesh National Law University, Shimla, Sir, I have the honour to request you to declare the Convocation closed."

- The Chancellor declares
- "I declare the Convocation closed."
- National Anthem
- All the persons in the convocation shall remain standing at attention till the National Anthem is over.
- At the end of the National Anthem, while others remain standing, the Academic Procession returns in the reverse order as entered, as the band plays the marching tune.
- After the Academic Procession leaves the Convocation Hall the Dignitaries and the graduates assemble outside the Hall for group photograph.

14. The application formats for attending convocation and getting degree in *absentia*

14.1 Application form for attending convocation:



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA
 [Established by Himachal Pradesh Act 16 of 2016]
 Recognized by BCI, & UGC u/s 12(B) & 2(f) of the UGC Act, 1956

**APPLICATION FORM FOR REGISTRATION FOR
 ATTENDING CONVOCATION**

Photograph

Name of the Student _____

Father's Name _____

Degree/Diploma/Certificate

LL.D.

LL.M.

B.B.A.LL.B.

MBA

Certificate Course

Ph.D.

B.A.LL.B.

LL.B.

MBA

(Corporate Law)

Diploma

Batch _____

Registration No. _____

Roll No. _____

Contact No. _____

Email ID _____

Latest Postal Address _____

Date and time of arrival _____

Date and time of departure _____

Number of accompanying persons (Not more than two, only parents/spouse)

I hereby confirm that I shall attend the rehearsal and convocation on

(Signature of the Student)

Declaration:

1. I hereby solemnly declare and promise that if admitted to the Degree of _____ for which I have been recommended, I shall in my professional as well as personal life and conversation conduct myself as befits members of this University; that I shall, to the utmost of my capacity and opportunity, support the cause of justice, fairness and peace; and that I shall uphold and advance the social order constitutionally established and wellbeing of all human beings everywhere and rule of law within the country and outside.

(Signature of the Student)

For Office Use

Particulars:

1. Checked _____

Signature

14.2 The application form for getting degree in *absentia*:



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA
[Established by Himachal Pradesh Act 16 of 2016]
Recognized by BCI, & UGC u/s 12(B) & 2(f) of the UGC Act, 1956

**APPLICATION FORM FOR GETTING
THE DEGREE IN ABSENTIA**

Photograph

Name of the Student _____

Father's Name _____

Degree/Diploma/Certificate	LL.D.	<input type="checkbox"/>	Ph.D.	<input type="checkbox"/>
	LL.M.	<input type="checkbox"/>	B.A.LL.B.	<input type="checkbox"/>
	B.B.A.LL.B.	<input type="checkbox"/>	LL.B.	<input type="checkbox"/>
	MBA	<input type="checkbox"/>	MBA	<input type="checkbox"/>
			(Corporate Law)	<input type="checkbox"/>
	Certificate Course	<input type="checkbox"/>	Diploma	<input type="checkbox"/>

Batch _____

Registration No. _____

Roll No. _____

Contact No. _____

Email ID _____

Latest Postal Address at
which the degree is to be dispatched _____

Declaration:

I. I hereby solemnly declare and promise that if admitted to the Degree of _____ for which I have been recommended, I shall in my professional as well as personal life and conversation conduct myself as befits members of this University; that I shall, to the utmost of my capacity and opportunity, support the cause of justice, fairness and peace; and that I shall uphold and advance the social order constitutionally established and wellbeing of all human beings everywhere and rule of law within the country and outside.

(Signature of the Student)

For Office Use

Particulars:

Checked _____

Signature

Ala
Registrar
H.P National Law
University, Shimla

15. The Convocation Dresses:

Sr. No.	Category	Dignitaries / Designations	Dress Specifications
1	VIPs	1. Chief Guest 2. Visitor 3. Chancellor 4. Guest of Honor(s) 5. Members of HPNLU Statutory Council/Committees 6. Vice-Chancellor 7. Registrar 8. Controller of Examination	<i>Himachali Cap & Shawl (Colours to be decided by Convocation Committee)</i>
2	<i>honoris causa</i> Doctor of Laws	<i>honoris causa</i> degrees recipients	<i>Himachali Cap & Shawl (Colours to be decided by Convocation Committee)</i>
3	Doctor of Laws (LL.D.)	Post-Doctoral Degree candidate(s)	<i>Himachali Cap & Muffler (Colours to be decided by Convocation Committee)</i>
4	Ph.D. Degree	Doctoral Degree candidate(s)	<i>Himachali Cap & Muffler (Colours to be decided by Convocation Committee)</i>
5	LL.M. Degree	Post-Graduate students	<i>Himachali Cap & Muffler (Colours to be decided by Convocation Committee)</i>
6	Master of Business Administration (MBA)	Post-Graduate students	<i>Himachali Cap & Muffler (Colours to be decided by Convocation Committee)</i>
7	Master of Business Administration Corporate Law	Post-Graduate students	<i>Himachali Cap & Muffler (Colours to be decided by Convocation Committee)</i>
8	B.A.LL.B. (Hons.) Degree	Graduate Degree students	<i>Himachali Cap & Muffler (Colours to be decided by Convocation Committee)</i>
9	B.B.A.LL.B. (Hons.) Degree	Graduate Degree students	<i>Himachali Cap & Muffler (Colours to be decided by Convocation Committee)</i>
10	LL.B. Degree	Graduate Degree students	<i>Himachali Cap & Muffler (Colours to be decided by Convocation Committee)</i>
11	Diploma and Certificate		<i>Himachali Cap & Muffler (Colours to be decided by Convocation Committee)</i>

Schedule II
SCALE OF REMUNERATION

For University General Examinations				
Sr. No	Title	UG	PG	Ph.D.
1.	Paper Setting (external)	1250	1500	1875
Evaluation				
2.	Paper (External)	63	75	125
3.	Dissertation (LL.M)		1250	
4.	Ph.D. Thesis evaluation			2500
5.	Viva Voce Expert			1875
6.	Scribe/Writer (External)	375 (per day)		
7.	Re-evaluation of Answer Script (Subject specific, i.e., scripts of more than one subject shall be counted separately)	Rs. 625/- (Rs. 125 per answer script, subject to a minimum of Rs. 625/-) for re-evaluation up to five answer scripts. Rs. 125/- per answer script for re-evaluation beyond five answer scripts		
Special Examinations such as Written Examinations/Skill Tests, etc., for recruitment or promotion				
8.	Question Paper Setting and Evaluation of Subjective Written Examinations	As per the Seating Fees prescribed for Assistant / Associate/Professors for any academic work/session, per sitting shall be payable.		
9.	Typing Test, Shorthand Test, Transcription, Evaluation of Scripts of these tests, including setting of question paper, etc. by the instructor/expert	On the basis of the number of Seating decided by the Controlling Authority / COE, the Fees prescribed for Assistant / Associate / Professors for any academic work/session shall be payable.		