



MAR GREGORIOS COLLEGE OF LAW

MAR IVANIOS VIDYANAGAR, THIRUVANANTHAPURAM

Affiliated to the University of Kerala & Approved by the Bar Council of India

GUIDELINES ON CONTINUOUS ASSESSMENT

1. The aim of the continuous assessment is to assess the performance of the student throughout the semester. The assessment will be done by the course teachers.
2. The continuous assessment shall be based on a predetermined transparent system involving tests, assignments, seminars, and attendance for all the subjects for the courses. The continuous assessment for each subject is as per the regulations given by the University.
3. Appearance for Continuous Assessment (CA) is compulsory.
4. The component of Continuous Assessment includes

For UG Courses (BA LLB/BBA LLB/BCom LLB)

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|-------|----------------|---|--|
| (i) | Attendance | - | 5 Marks (2.5 Marks for 75% of attendance and additional 0.5 Marks for every 5% attendance above 75%) |
| (ii) | Test Paper | - | 5 Marks (Average) |
| (iii) | Assignment | - | 5 Marks |
| (iv) | Seminar/Debate | - | 5 Marks |
| | Total | - | 20 Marks |

For PG Course (LLM)

- | | | | |
|-------|-------------------------------------|---|-----------------|
| (i) | Attendance | - | 5 Marks |
| (ii) | Assignment | - | 10 Marks |
| (iii) | Tests | - | 10 Marks |
| (iv) | Seminar | - | 5 Marks |
| (v) | Book review/ Case comment / Article | - | 5 Marks |
| (vi) | Group discussion/ Debate | - | 5 Marks |
| | Total | - | 40 Marks |

5. For the Undergraduate and Post Graduate Courses the detailed internal assessment process will be as follows. The following guidelines are issued to secure fairness, objectivity and transparency in continuous assessment.

6. Continuous Assessment for BA/ BBA/ BCom LLB (UG) Course

- (i) Attendance – For each subject attendance shall be taken in the class and recorded in a register maintained by the teacher. A statement of attendance shall be prepared every month which shall be available for inspection by the students. Complaints, if any, shall be brought to the notice of the teacher and the Principal before the seventh working day of the publication of the monthly statement. Students representing the College/University in Sports/Games, Arts/Cultural events or Moot Courts, Client Counselling competitions, Academic activities may, with the prior permission of the Principal, take part in such competitions or activities and be given attendance as directed by the Principal for such participation, subject to a maximum of 10 days in a

semester. The participation certificate duly counter signed by the Principal has to be submitted to the subject teacher in the same month itself. The allotment of marks for attendance is as follows

Attendance less than 75% - 0 mark

75% - 2.5 Marks

76% - upto 80% - 3 marks

81% - upto 85% - 3.5 marks

86% - upto 90% - 4 marks

91% - upto 95% - 4.5 marks

96% and above - 5 marks

Note: Moot Competitions – If a team is representing the College for an external moot, they may be granted a maximum of seven working days for research immediately before the final date for submission of memorial and one working day for trial presentations immediately before the date of the competition. Attendance will be given only on submission of participation certificate duly endorsed by the faculty in charge and approved by the Principal. Teachers cannot use their discretion in the matter giving attendance.

Students are not eligible for leave on Medical Ground, death of close relatives, or any other grounds.

- (ii) Test Paper – Two test papers shall be conducted for each subject in a semester and average marks of the two test papers shall be taken. The marks obtained by each student in the test paper shall be announced by the teacher within ten days from the date of the test paper and shall also be recorded in a register maintained by the teacher.

Students should be present on time for all their internal examinations. Students shall not be permitted to enter the exam hall if they arrive 10 minutes after commencement of the internal examination.

- (iii) Assignment – Every student shall write one assignment for each paper, on a subject chosen in consultation with the teacher. The assignment should reflect the ability of the student to identify and use materials and his/her capacity for original thinking, critical analysis and evaluation. Each student shall be assigned the topic of assignment before the beginning of the semester. The assignment shall be submitted before a date prescribed by the teacher. If the assignment submitted by a student is found to be unsatisfactory by the teacher, the student shall be given an option to revise the assignment or write an assignment on another subject chosen in consultation with the teacher. The marks obtained by each student and the criteria adopted for evaluation of assignments shall be announced by the teacher within 10 days from the date of submission of the assignment. The marks shall also be recorded in a register maintained by the teacher.

- (iv) Seminar/Debate – Every student shall participate in one seminar or debate for each paper. A synopsis of not more than one page shall be submitted by each participant to the teacher before the seminar/debate. In the evaluation, 50% credit shall be given to the content and 50% for presentation. The topic of the seminar/debate shall be selected by the student in consultation with the teacher before the 20th working day of the semester. The marks awarded for the seminar/debate shall be announced by the teacher at the end of the

seminar/debate and shall also be recorded in a register maintained by the teacher.

7. Continuous Assessment for LLM Course (PG):

- (a) There shall be continuous assessment for dissertation and project.
- (b) Attendance : The minimum attendance required for each subject shall be 75% of the total number of classes conducted for that semester. Those who secure the minimum attendance in a semester alone will be allowed to register for the End Semester Assessment for the semester. The allotment of marks for attendance shall be as follows :

Attendance less than 75% - 0 mark

75% - 2.5 Marks

76% - upto 80% - 3 marks

81% - upto 85% - 3.5 marks

86% - upto 90% - 4 marks

91% - upto 95% - 4.5 marks

96% and above - 5 marks

- (c) Assignments: Each student shall be required to do a minimum of not more than 2 assignments for each paper.
- (d) Tests: For each paper there shall be an internal mid-semester examination in a semester. The probable date of test shall be announced at the beginning of each semester. Marks for the component shall be awarded on the basis of the marks secured for the examination. Valued answer scripts must be made available to the students for perusal.
Students should be present on time for all their internal examinations. Students shall not be permitted to enter the exam hall if they arrive 10 minutes after commencement of the internal examination.
- (e) Seminar: Students shall be required to present a seminar on a selected topic in each paper. A maximum of 5 marks shall be awarded for the seminar. The evaluation of the seminar will be done by the teachers concerned based on the presentation, seminar paper and participation in discussion.
- (f) Book review/ case comment/ Article : Students shall be required to prepare and submit a book review /case comment/ article in each paper. A maximum of 5 marks shall be awarded on the basis of evaluation of the work done by the student.
- (g) Group discussion/ Debate: Each student is required to take part in Group discussion/Debate and a maximum of 5 marks shall be awarded on the basis of presentation and participation in the Group discussion/Debate.

- 8. Practical Papers: The Continuous assessment of UG for the Practical papers I, II, III, and IV shall be as per the University regulation issued from time to time. The students shall submit the record books for the evaluation to the academic office on the deadline date notified.
- 9. Project: The project for the VIII semester BCom/BBA LLB students shall be evaluated as per the regulations issued by the University.
- 10. All the records of the continuous assessment must be submitted within 14 days from the last day of the semester to the Academic Office, along with the marks awarded for the components of the continuous assessment by the subject teacher.

11. The academic office shall publish the continuous assessment marks in the notice board, for addressing the grievances if any. If no grievances are received within 7 days of the publishing the continuous assessment marks, or if any grievances are received then the same shall be redressed within 7 days, and thereafter the marks shall be finalised and submitted in the University portal. Once the marks are finalised no grievances will be entertained by the College.
12. Late submissions:
 - (a) The academic office shall not receive any late submission of the assignments/projects/record books, unless permitted by the Principal/HoD.
 - (b) The students who have a valid reason for the late submission shall submit a late submission application form which can be collected from the academic office approved by the Principal/HoD along with the requisite document for stating reason.
 - (c) If there are no valid reason for the late submission, the students shall pay a fine and the same shall be remitted in the administrative office and receipt to be produced along with the application.
 - (d) The academic office shall mark on the project late submission and collect the assignments/projects/record books along with the application and hand over the same to the subject teacher for valuation.
 - (e) The fine amount shall be as follows:
 - Assignments – Rs. 100/- for first 5 days from the due date; thereafter the amount doubles for every five days till the end of the semester.
 - Projects – Rs.200/- for first 5 days from the due date; thereafter the amount doubles for every five days till the end of the semester.
 - Record Book – Rs. 250/- for first 5 days from the due date; thereafter the amount doubles for every five days till the end of the semester.
13. The College may conduct an additional internal test apart from the two tests. The students who wish to improve their marks for the internal tests or absentees of the internal test, can appear for this test by applying in the prescribed application form which can be collected from the Academic Office and paying an amount of Rs.50/- per subject.
14. Teachers should make all possible efforts to grant eligible marks to students avoiding omissions and errors.
15. Marks awarded for assignment, presentation/viva-voce and internal examination shall be communicated to each student.
16. The students can approach the internal assessment grievance committee for redressal of their grievance.