

Excerpts from Regulations

NATIONAL LAW SCHOOL OF INDIA UNIVERSITY BENGALURU



REGULATIONS FOR MASTER'S PROGRAMME IN PUBLIC POLICY, 2016

REGULATIONS FOR MASTER'S PROGRAMME IN PUBLIC POLICY¹

I. NAME, SCOPE AND APPLICATION:

- (1)** These regulations may be called Regulations for Master's Programme in Public Policy, 2016 (MPPP Regulations in short) for the time being and renamed appropriately once the issue relating to the nomenclature of the post graduate degree issue is duly settled.²
- (2)** These regulations will apply to academic, administrative and examination governance and related matters concerning the MPPP.
- (3)** The said regulations shall apply to all students enrolled in the Master's programme for Public Policy (MPPP) and
- (4)** to all those who are engaged in administering, executing and implementing the programme including the concerned faculty, research staff, administrative staff and related departments of the University, including the Examination department.
- (5)** and also to the supporting faculty and staff of the Centre for the study of Social Exclusion and Inclusive Policy (CSSEIP), which is anchoring this programme.
- (6)** These regulations will replace the existing regulations of the two year LL.M programme which was made applicable in its modified form for the governance of the MPPP and come into force as soon as it is duly adopted by the Executive Council on the recommendation of the Academic Council.

¹ At present the MPPP has adopted regulations that were applicable to the old two year LL.M programme with appropriate modifications approved by the Vice-Chancellor from time to time. Based on three years of experience the faculty board after deliberations has come up with these new regulations and seeks approval of the university bodies for its adoption.

² Pending approval of the UGC we may use the nomenclature of M.A. (Public Policy) in lieu of MPP which is our preferred option for conferring the degree.

II. NATURE OF THE PROGRAMME AND ADMISSION OF STUDENTS:

- (1) The MPPP shall be a two year interdisciplinary course offered by full time and visiting faculty members drawn from multiple disciplines such as Economics, Political Science, Law, Sociology, Development studies, Planning, Administration and emerging disciplines that contribute to knowledge and skills in the dynamic area of public policy.
- (2) Admission will be open to students who have completed their Bachelor's degree in any discipline from a recognised university.
- (3) Applications for the programme will be invited through public advertisement and not more than forty students will be admitted in each academic year through a prescribed competitive examination, while providing for the richness of diversity in accordance with university norms.

III. COURSE CONTENT AND CREDITS:

- (1) The MPPP will be a two year residential programme carried out over six trimesters and will consist of 82 credits spread over class room teaching hours, field work, client led projects, seminars, optional courses, one credit courses and a research based dissertation carrying 12 credits. Core subjects and other academic details including disaggregated assignment of credits are indicated in **Schedule-I**. In the case of unforeseen substances the total no of credits offered by the University will not be less than 74 credits. This is subject to Section XIII.
- (2) The course will be taught by regular faculty, visiting faculty and subject experts invited by the university from a multi-disciplinary background with continuous effort to maximise the inter-disciplinary approach.
- (3) The teaching calendar will be as indicated in **Schedule-I**.

IV. PROJECT ASSIGNMENTS :

(1) Pedagogy:

Students are encouraged to undertake group projects which will carry marks for both the individual component and the group component.

(2) Announcements:

Students are required in a trimester to submit one project assignment. The faculty member concerned shall assign within 15 days of the commencement of the trimester, the project topics in the related course and a copy of the list of project topics shall be submitted to the Examination Department, which shall post it on the NLSIU/MPPP website.

(3) Submission:

- a) The project shall be submitted twenty days before the commencement of the end term examination of the trimester. The specific date will be notified by the Examination Department.
- b) All projects in hard copy along with TURNITIN Report shall be submitted to the Examination Department and an electronic soft copy of the same must be mailed to mppp.project@nls.ac.in within 24 hours of the submission of the project, failing which it will be deemed as non-submission of the project on that day.
- c) Students shall not be allowed to access their project once it has been submitted to the Examination Department. Students are therefore advised to keep a photocopy of the project before submitting it to the Examination Department.

(4) Marking Scheme:

- (a) All project assignments shall be marked for 20marks for written submission and 5marks for viva-voice. Any deviation from the same has to be approved by the MPPP Council. The project marks shall be announced along with the end term examination result by the Examination Department.
- (b) In case a student fails to submit the project by the deadline he/she will be awarded zero marks for the project including viva-voce/ presentation.

(5) Viva Voce:

- a) A faculty member may choose to have either project presentations or viva voce. Such presentations or viva-voce shall take place after class hours. The rescheduling of the viva-voce / presentation is subject to the discretion of the faculty member. All viva-voce / presentations shall carry 5marks. All viva-voce / presentations shall be conducted by the course teacher/course co-ordinator, if any, in the presence of a minimum of 5 students. All viva-voce / presentations shall be completed at least 7 days before the commencement of the end term examination.
- b) In case a student fails to attend a viva-voce / presentation on the scheduled day, without prior written permission of the course teacher, the student will be awarded zero marks for the viva-voce/ presentation in the concerned course.

- c) The schedule for the viva-voce shall be notified by email / class notice board by the concerned course teacher and a copy of the same shall be submitted to the Examination Department.

V. SEMINAR COURSES AND ONE-CREDIT COURSES:

- (1) Offering of Seminar Courses:** No less than 3 seminar courses in 3rd trimester and 6 seminar courses in 4th trimester shall ordinarily be made available to students. Seminar courses along with the respective course outlines shall be declared by the end of the trimester previous to the one in which they are to be offered.
- (2)** Seminar courses offered by MPPP. Programme may be made available to LL.M., and B.A. LL.B., (Hons.,) students and viva-voce, subject to the approval of the Council for Masters Programme in Public Policy, PG Council (LL.M.,) and UG Council.
- (3)** A student has to complete one seminar course in 3rd trimester and three seminar courses in 4th trimester.
- (4) Duration:** Unless otherwise approved by the MPPP Council, all seminar courses must cover a minimum of 40 class hours.
- (5) Submission:**
- (a)** The deadline for written submission of seminar course shall be one week before the commencement of the end trimester examination. The specific date for the submission shall be notified by the concerned subject teacher. Submission after the deadline shall be

awarded “Zero” marks.

- (b) The seminar papers in hard copy along with TURNITIN Report shall be submitted to the Examination Department and an electronic soft copy of the same must be mailed to mppproject@nls.ac.in within 24 hours of the deadline.
- (c) The results of the seminar courses including the written submission marks shall be announced along with the results of the regular courses.
- (d) Marking Scheme: The standard marking scheme for seminar courses shall be as follows:

a) Class participation	10 marks
b) Written submission / Seminar Paper	50 marks
c) Preliminary presentation	15 marks
d) Final presentation	25 marks

The said scheme, with the exception of 50 marks for written submission, which shall remain constant for all seminars, is subject to the discretion of the concerned subject teacher. Any change, shall be notified along with the course outline.

(6) Miscellaneous:

- a) All requirements for seminar courses, such as presentations and written exams, must be completed in the same trimester and cannot under any circumstances be deferred to the following trimester(s);
- b) Except in exceptional circumstances, the number of students in each

seminar course shall not be less than 10 and not more than 30.

(7) One Credit Courses:

- (a) One-credit courses shall have a minimum of 15 class hours;
- (b) To secure the full attendance mark, a student must attend 75% of classes;
- (c) No make-up in attendance will be provided
- (d) Once a student has enrolled in a one-credit course by signing the Register in the Examination Department, he/she can withdraw only before the commencement of the course;
- (e) Once the course commences, no enrolment or cancellation shall be permitted;
- (f) The grade secured in the one-credit course shall be mentioned in the Final Transcript;
- (g) Failure in a one-credit course will lead to an “F” grade in the Final Transcript in that course;
- (h) The grade obtained in the one-credit course shall not be used for calculation of a student’s CGPA or his/her eligibility for Gold Medals or other academic awards / purposes;
- (i) The provision relating to Plagiarism for projects given in **Section VIII (3)** shall apply to one-credit courses as well.
- (j) The MPPP students are also allowed, with prior permission of the faculty board to take one credit courses offered and available to all students at NLSIU, provided one credit course classes do not clash with regular courses.

(8) ‘Value Addition’ :

(a) Students may enrol for non-mandatory one credit value addition courses subject to a maximum of four per academic year, if and when offered. Transcript may record successful completion of such value added courses which will have nothing to do with the calculation of CGPA. Such courses will be notified by the Council for Masters Programme in Public Policy (MPPP.).

VI. CLINICAL COURSES AND CLIENT-LED (4 credits each)

1. **Fieldwork:** 4 weeks of stay in a community at the beginning of second trimester (Field Diary signed by the nodal agency to be submitted)
 - i) Activity 1: Proposed Action plan : 20 marks
 - ii) Activity 2: Studying a theme/Intervention – Oral presentation : 40 marks
 - iii) Activity 3: Written submission of the field work – 40 marks

2. **Client-Led Projects:** 4 weeks of stay with the client organization (Field diary to be submitted signed by the nodal agency)
 - i) Activity 1: Oral presentation of the project : 40 marks
 - ii) Activity 2: Written submission of the project – 60 marks

The end-term results shall be announced on the Class Notice Board and on the NLS Website/MPPP. website.

VII. DISSERTATION:

(1) In the second year of Masters Programme in Public Policy students are required to work on a research project and submit a dissertation. This dissertation is evaluated for 12 credits (300 marks).

(2) **The dissertation must demonstrate the following :**

- (a) That it is the outcome of original research;
- (b) capacity to identify a research problem in the particular domain of public policy chosen for the study;

- (c) familiarity with relevant research literature on the subject matter and to critically engage with it;
- (d) ability to design a research project and apply appropriate research methods to address the research question(s) raised;
- (e) ability to analyse the data to answer the research question(s) and to draw conclusions from such analysis; and
- (f) ability to apply conceptual tools and theories appropriate to examining, explaining, and understanding of the policy domain chosen.

(3) Dissertation Format :

- (a) The dissertation must be approximately 80 pages, and not more than 100 pages, inclusive of the text, footnotes/endnotes, illustrations (figures, charts, maps, and diagrams), tables, and bibliography/references. In addition, each dissertation may use up to 30 pages of appendix matter. The length of the dissertation is defined as follows: (a) Paper size: A4; (b) Margins: Top – 1”, Bottom – 1”, Left – 1.5”, and Right – 1”; (c) Font: Times New Roman 12 (excluding chapter titles and headings); and (d) Spacing: 1.5 lines. Detailed style sheet for the dissertation is attached in Appendix 2.
- (b) The dissertation must be processed using Microsoft Word and Excel programmes as a document file. The technical specifications concerning the layout, language, tables, citation, and presentation will be provided to students in advance.

(4) Supervision

- (a)** For each student, a supervisor will be appointed in the beginning of second year. The supervisor will guide the student in the formulation of the research design, and in collection and analysis of requisite data. The supervisor is expected to ensure that the student's research work is based upon accepted ethical practices of social research.
- (b)** Every student is entitled to approximately 15 hours of face-to-face consultation with the supervisor, or the equivalent if part of the supervision is conducted via email. The supervisor in consultation with the student will define the ground rules of supervision.
- (c)** A student may also identify from outside an expert in the area of dissertation as co-supervisor, in consultation with the internal supervisor and with the prior approval of the faculty board. There shall not be any financial liabilities on the University.

(5) Timeline and Evaluation

- (a)** The course on 'research proposal writing' taught in the third trimester helps students to finalise her/his research proposal. Among other things, this proposal must delineate a study plan for the rest of the year (data collection, plan of analysis, resources required for study, etc.). The proposal must also contain a substantial portion of survey/review of literature that will go into a suitable chapter of the dissertation.

- (b)** In the fifth trimester, each student has to register for a ‘dissertation seminar’ which will be announced in the beginning of trimester four. Dissertation seminars will be group work under the guidance of a faculty member, and will be evaluated (for four credits) separately from dissertation.
- (c)** Each student has to make a presentation of her/his research proposal to a committee of two faculty members including the supervisor, who will evaluate the written proposal and its oral presentation. This evaluation carries 60 marks of dissertation. This evaluation of the proposal should be completed within the first three weeks before the commencement of fifth trimester.
- (d)** In the fifth trimester, students must finalise the protocols, details of sources of data and accessibility to the same, data collection tools if fieldwork is planned. Each student must give a progress seminar reporting these progresses prior to the commencement of sixth trimester. One week prior to the progress seminar, a write-up on the methodology adopted in the study and experiences in the field must be submitted. This write-up and its oral presentation will be evaluated by a committee of two faculty members including the supervisor. This evaluation carries 60 marks.
- (e)** Analysis of the data and preparation of the dissertation takes place in sixth trimester. The dissertation, complete in all respects, must be submitted at least one month prior to the close of the final year of the academic programme. The dissertation will be evaluated by a committee of two faculty members including the supervisor. This evaluation carries 120 marks. Further, each student must appear for the viva-voce to be conducted by the above committee. Performance of the student in the viva-voce is evaluated for 60 marks.

(6) Evaluation of Dissertation: Standard marking scheme for dissertation shall be ordinarily as follows:

- a. Research Proposal to be Evaluated by two internal faculty members, including the supervisor within three weeks after the commencement of fifth trimester - 60marks
- b. Progress Seminar after the data collection within the first week after the commencement of sixth trimester by two internal faculty members, including supervisor - 60 marks
- c. Evaluation of written dissertation (Average of the marks awarded by the supervisor and another faculty member) – 120 marks
- d. Viva for dissertation by two internal faculty members including supervisor - 60 marks

(7) Dissertation Submission- stages of revisions: The outcome of final evaluation of dissertation could be one of the following and students have to carry out the corresponding action to complete the dissertation process.

- i) Accepted without any revisions: Submit two bound copies of the dissertation and its soft copy on a compact disc.
- ii) Returned for minor revisions: Undertake the revisions and after approval from the supervisor submit two bound copies of the dissertation.
- iii) Returned for major revisions: Undertake the revisions with the help of the supervisor and submit the revised copy for approval by the examining committee. Upon approval, submit two bound copies of the dissertation.
- iv) However, all revisions and submission of the dissertation must be completed by the end of the academic year, on a specific date notified by the Examination Department.

- v) The final dissertation, after the approval by the examining committee, shall be submitted to the Examination Department in hard copy along with TURNITIN Report and electronic soft copy of the same must be mailed to mpppdissertation@nls.ac.in.

VIII. PLAGIARISM:

- (a) Any evidence of plagiarism, (For ex: in the form of non-citation of sources or copying from another student's project or from his / her own earlier project without acknowledgement of the same etc.), will result in the matter being referred to the faculty board Chairperson by the subject teacher in writing.
- (b) The teacher concerned shall give the student concerned an opportunity to make a representation regarding the alleged plagiarism before referring the matter to the faculty board (MPPP) Chairperson. The intimation to the student in this regard shall be in writing. If the concerned teacher finds that the incident of alleged plagiarism is the result of a genuine mistake and is satisfied with the response given by the student, he/ she may choose to close the complaint at this stage and take it no further.
- (c) If the matter is referred to the faculty board Chairperson by the teacher, the Chairperson, if satisfied about the plagiarism shall refer the matter to the Vice Chancellor immediately. The Vice Chancellor, in turn, shall look into the matter and decide whether to refer the matter to the Disciplinary Matters Advisory Review and Investigation Committee (hereinafter, "DARIC") for disciplinary action at the earliest. In the event that the Vice Chancellor decides not to refer the matter to the DARIC, he shall record his reasons in writing for the same.

(d) Pending the decision of the Vice Chancellor or the DARIC, if referred thereto, no viva voce for the project shall be conducted.

(e) If the student is found guilty of plagiarism, he / she shall be punished as per the DARIC Rules.

(f) These provisions relating to plagiarism shall apply equally to all written submissions of students of an academic nature.

IX. CLASS ROOM PARTICIPATION, DISCIPLINE AND INCENTIVE:

1. Students are required to put in a minimum of 75% attendance in all the courses offered. If, however students are unable to attend class for medical reasons, supported by a medical certificate as prescribed there may be a further relaxation of the minimum attendance requirement which does not go below 66%.
2. Students whose attendance goes below 66% will be required to re-register for the subject in which the said deficit occurs. Such students will have to put in attendance to make up for the attendance to the extent of deficiency by attending the required number of classes missed in consultation with the faculty concerned during the next trimester in which the relevant subject is offered.
3. Such students will have to take the examination in the next trimester after having put in enough attendance to make up for the deficit.
4. Students must observe strict punctuality while coming to class, seminars, meetings, workshops etc. Late comers must voluntarily avoid late entry and strictly observe a code of not disturbing others through their lack of

punctuality. Faculty concerned are required to shutout late comers to avoid disturbing others and also in order to foster and cultivate a culture of punctuality.

5. Attendance incentive ranging from 1 to 5 marks in the concerned subject is offered to those who attend more than 75% of classes as laid down in **Schedule-II.**
6. If a student has less than 75 % attendance in only one course, he/she will be promoted to the next higher class subject to other provisions herein with a requirement to attend required number of classes from previous year to redress the deficit attendance requirement. If the student has passed in the previous year, the marks obtained in the previous year will be carried forward.
7. Failure to put in minimum required attendance in more than one course in a single academic year will lead to compulsory re-admission to the same class. If a student has less than 75% attendance in two courses in the 1st year, the student shall be compulsorily readmitted to the 1st year and shall not be promoted to the 2nd year.
8. A student may claim attendance make-up by submitting the application in the given pro forma available with the Examination Department, within 6 working days from the last date of absence from class, duly signed by the Faculty Advisor of the concerned Activity Based Committee (hereinafter "ABC") and the Convenor or Joint-Convenor of the ABC. A perforated counter-foil will be provided for the make-up form submitted to the Examination Department.

9. The Faculty Advisor shall not sign the make-up form unless the said is counter-signed by the Convenor or the Joint-Convenor of the ABC. The Convenor/Joint-Convenor shall be personally responsible for and will be subject to disciplinary action if any make-up form is found to have been issued on false grounds.
10. **Grounds for make-up:** The make-up may be claimed on the following grounds:
 11. Duly approved conference presentation of papers in maximum of one conference per trimester not exceeding 3 days if it is within the country and 6 days if it is abroad unless otherwise approved by the Vice Chancellor.
 12. Representing the University in any inter-college, inter-university, local, national or international events;
 13. Organizing or participating in any ABC-related activity, University-authorized activity or University-related activity.
 14. If a particular activity does not fall within the grounds mentioned above, make-up may be given by the Vice Chancellor after the recommendations of the Council for Masters Programme in Public Policy (MAPP).
15. **Extent of make-up:** In no case shall the attendance make-up exceed 15% of the total number of classes held. However, in the case of teams representing the University in moot court competitions, client counselling competitions, negotiation competitions, or any other event approved by the Vice-Chancellor, they shall be entitled to make-up extending to a maximum of 20% of the total classes held, including travel

time.

16. **Condonation on Medical Grounds:** Subject to Regulation XI (b), shortage of attendance on medical grounds shall only be condoned when a student falls short of attending 75% of the classes in a particular course but, has still attended at least 66% of the classes in that same course. Students seeking condonation of shortage of attendance on medical grounds shall submit the application in the given medical pro forma, duly signed, sealed and supported by a Certificate from the Doctor, or in cases of hospitalisation - from the Hospital in question, along with the Discharge Summary and the same shall be attested by the NLSIU Resident Doctor. The condonation on medical grounds shall be granted only when the student is incapacitated, such that he/she cannot attend classes. The University shall verify the same. No condonation will be granted if the doctor / hospital fails to certify such illness. The application for condonation shall be submitted to the Examination Department within 6 days of resuming the classes.

17. **Access to Attendance Register:** The course teacher / course co-ordinator alone is authorized to take attendance in the class and not delegate to anyone else. She/he shall be the custodian of the attendance records and shall submit the completed attendance register to and collect a new register from Examination Department through MPPP. Programme Assistant.

18. Students shall be allowed to view the attendance register, as and when required, in the presence of the teacher to verify the number of classes they have missed.

- 19.
20. **Attendance Status:** The Examination Department, twice in a trimester– one in the mid-trimester and another one week before the commencement of the end-term examination- shall notify the attendance status of every student on NLSIU/MPPP. Website.
21. The use of cell phones, laptops, ipads and other similar gadgets during class hours is strictly prohibited and violation of this norm may lead to the confiscation of such equipment and to appropriate disciplinary action.

X. EXCHANGE PROGRAMME:

- (1) NLSIU offers a range of opportunities for exchange programmes. MPPP. students are eligible to apply for exchange programmes and could spend one or part of the trimester in a foreign or Indian university.
- (2) In the case of funded exchange programmes by NLSIU, students are required to apply through procedures notified by NLSIU Exchange Programme/ Committee. A separate Exchange Programme Committee is constituted by the Vice-Chancellor for specific programmes meant only for MPPP. students.
- (3) The Exchange Programme Coordinator shall coordinate the details of the exchange programmes (the files of which shall remain with the Examination Section of the University) before the end of the previous academic year in consultation with the Chairperson of the Council for Masters Programme in Public Policy (MPPP.) and the NLSIU Exchange Programme Co-ordinator as the case may be, in order to align the same with the academic programme of the Law School

- (4) Prior permission shall be obtained from Council for Masters Programme in Public Policy (MPPP.) for participating in the exchange programmes.
- (5) The grades obtained at the Foreign Universities/ Indian University, as well as the University where the grades were obtained, shall be indicated in the Official Transcript of the student at the time of graduation.
- (6) The grades obtained at a foreign University/Indian University shall not be included to calculate the CGPA.

Illustration: For a student who has completed 79 credits (21 courses) at NLSIU and 08 credits in a designated Foreign University/Indian University, the CGPA will be calculated on the basis of grades obtained in the 21 courses completed at NLSIU alone.

- (7) The Exchange programme is confined to the students of II year during V and VI trimester along with their dissertation work.
- (8) The exchange programme opportunity shall not in any way affect the fulfilment of the requirements of the Internship programme at NLSIU.

XI. EXAMINATION AND EVALUATION

(1) Examination Scheme:

a) Written examination shall be held at the end of each trimester.

- i) **Courses with projects:** written examination 50 marks; 20 marks for internal assessment and 25 marks for projects (20 marks written submission, 5 marks viva-voice); 5 marks for attendance.
- ii) **Courses without projects:** final written examination shall have minimum of 60 marks or maximum of 70 marks; internal assessment marks is maximum for 35 and 5 marks for attendance. The teacher shall, with the prior approval of the Council for Masters Programme in Public Policy Council

(MPPP), include in the course outline the scheme of internal assessment.

b) Clinical Courses / Field work (4 credits each)

The evaluation for the Clinical Courses are specified in VI (1) & (2).

c) The end-term results shall be announced on the Class Notice Board and on the NLS Website/MPPP website.

(2) Schedule of Examinations: Schedule of Examination for each trimester shall be announced at least one week before the commencement of the end term examination.

(3) Evaluation: The Examination Papers would be evaluated by the course teacher only.

(4) Passing in a course: In order to have passed a course, a student must secure a minimum of 50 marks (B grade). Securing a mark below 50 marks (F grade) will mean that a student has failed in the course.

(5) Malpractice: The examination malpractice shall include the following:

- a) Taking the examination answer script outside the examination hall at any time during and after the examination;
- b) Accessing mobile phones or any other electronic gadgets inside the examination hall;
- c) Carrying any other materials not permitted by the course teacher.
- d) Any other misconduct amounting to malpractice.
- e) If any student is found adopting any of the examination malpractices, the concerned invigilator shall report the matter immediately to the Council for Masters Programme in Public Policy Chairperson (MPPP.) through the Examination Department. After obtaining in the prescribed format, the statement by the concerned student and endorsed by the invigilator, the student will either be

suspended or allowed to write the exam pending the decision of the Vice-Chancellor.

- f) The course teacher shall inform in writing both the students as well as Chairperson, Council for Masters Programme in Public Policy (MPPP.) the pattern of question papers (For ex: duration of exams, open book exam/closed book exams) and kind of materials (For ex: Bare Acts/ reading material/ text books etc.,) allowed in the examination hall.

(6) Revaluation Mechanism:

(a) If any student is not satisfied with his or her results may apply in the prescribed pro-forma online or personally for revaluation within eight days from the date of announcements of results on payment of prescribed fee.

(b) The revaluation results shall be announced not later than fifteen days after the receipt of revaluation application by the students. Pending results of the revaluation, the student shall be permitted to write the Repeat examination. The students may choose either the marks scored in the Revaluation or the Repeat examination.

(c) Revaluation will be confined only to the written examination at the end of trimester.

(7) Repeat Examination:

- a) For students who obtain an “F” grade in a course, a Repeat examination shall be conducted on payment of prescribed fee. The repeat examination shall be for 50 marks or 70 marks as the case may be. For students who take the repeat examination, the

transcript shall carry the letter “R’ next to the grade obtained in the course.

Schedule: The schedule of the repeat examination shall be notified by the Examination Department.

- b) **Seminar courses:** In case a student fails in a seminar course, he / she may re-submit the seminar paper for 50 marks which is constant and repeat the examination if conducted, within the deadline specified by the Examination Department. There are two options for Re-submission of seminar papers:
- i. by improving upon the topic already given, without a fresh presentation;
 - ii. by submitting a fresh paper with a new topic and a fresh presentation;

Provided, re-submission will be permitted if the student has submitted the seminar paper originally within the last extended deadline. If the student has not submitted the paper within the stipulated time, such students will have to compulsorily re-register for a seminar course in the coming trimesters by paying the requisite fee.

- c) **Clinical Courses:** If a student secures F grade in the Field Work and Client-Led Projects, he/she shall have to complete all the requirements of the courses. Those students who do not fulfil the requirements within the stipulated period of two years, such students will have to compulsorily re-register for these courses in the coming year by paying the requisite fee.
- d) **Dissertation:** The dissertation is for 300 marks (12 credits). In case a student fails in the Dissertation, he / she may re-submit the Dissertation for 180 marks (120 marks for written submission and 60 marks for viva-voce), within 90 days of the declaration of

results. The following is the options for Re-submission of dissertation:

- i. by improving upon the topic already given and appearing for viva-voce ;

Provided, re-submission will be permitted if the student has submitted the dissertation originally within the last extended deadline. If the student has not submitted the same within the stipulated time, such students will have to compulsorily re-register for the same in the coming year by paying the requisite fee for dissertation period of six months. After successfully completing the requirements of the course students are eligible for provisional degree certificate.

(8)Improvement

If a student has secured `B` Grade in any of the courses, the student will be permitted to take the Repeat Examination to improve their grades. The better grade of the two examinations will be considered. For such students, the transcript shall carry the letter "I" next to the grade obtained in the course.

(9)First Attempts

(a) A First attempt for an examination shall be granted on one of the following grounds:

- i) Representing the University in various events or competitions and any University sponsored event which coincides with end-term examinations.
- ii) The student shall submit a written application for a first attempt to the Chairperson, Council for Masters Programme in Public Policy (MPPP.) along with the supporting documents. The student shall submit a written application for a first attempt to the Chairperson, Council for Masters Programme in

Public Policy (MPPP.). The same must be accompanied by a detailed travel plan including official communications regarding dates of participation. All applications must be considered by the Chairperson, Council for Masters Programme in Public Policy (MPPP.) and reasons for grant or refusal of the application must be recorded. The Vice Chancellor shall be the appellate authority in this regard.

Illustration: A student has been selected by the University to be a member of the Government of India Youth Delegation to China. The dates of the delegation coincide with end-term examinations. The student will be entitled to a first attempt examination.

- iii) For medical reasons, subject to the procedure outlined in Section XI (1). Students seeking first attempt on medical grounds shall, within 6 days after reopening of the next trimester, submit the application in the given medical pro forma, duly signed, sealed and supported by a Certificate from the Doctor, or in cases of hospitalisation - from the Hospital in question, along with the Discharge Summary and the same shall be attested by the NLSIU Resident Doctor. The first attempt on medical grounds shall be granted only when the student is incapacitated.

(b) Transcript reference:

- i) Students who take the Repeat Examination, the Transcript shall carry the letter “R’ next to the grade obtained in the course.
- ii) Students, who take the Improvement Examination, the transcript shall carry the letter “I” next to the grade obtained in the course.

- iii) Students, who take the Special Repeat Examination, the transcript shall carry the letter “SR” next to the grade obtained in the course.
 - iv) A first attempt examination on medical grounds shall contain the letters “MFA” in the transcript, which reads as “Medical First Attempt”;
 - v) A first attempt examination on any other grounds shall not bear any reference in the transcript;
 - vi) In case of re-registration, the grade must carry “RR”;
 - vii) In case a student repeats the course / repeats the same year more than once, the grade must carry as many Repeats as he / she repeats.
- (c) No repeat examination fees shall have to be paid for students who are taking the repeat examination as a first attempt.
- (10) Special Repeat Examinations:** If a student cannot graduate for failure of only one course at the end of the programme a Special Repeat Exam shall be held in that course;
- (11) Discussion of papers:** Students may make a request for discussing their answer scripts to the examination department and facilitate the same with the examiner concerned. Grievance in this regard, if any, may be taken to the faculty board.
- (12) Declaration of Results:** The end term and repeat exam results shall be notified on the Class Notice Board as well as on the NLSIU/MPPP website. The internal assessment / assignment marks shall be announced only along with the end term results.
- (13) Communication of Transcripts:** Transcripts shall be sent to the parents of students within one week of the announcement of results.
- (14) Evaluation:** Students shall be evaluated on grades in a seven point scale with the corresponding grade values as shown in **Schedule-III**. The method of calculating the grade point average is also indicated in the said schedule.

XII. PROMOTION

- (1)** A student shall be eligible for promotion to the next higher class in the second year provided he / she has secured at least a “B” grade in all but three courses at the end of the academic year in the first year. Non-clearance maybe due to failure or shortage of attendance in a given course. Students who have failed in more than three courses shall seek readmission to the same class. In case a revaluation is pending in any of the courses in which the student has failed, he / she will be provisionally permitted to attend the higher class. On the declaration of the revaluation results, if the student has to seek re-admission to the previous class, the attendance will be calculated from the date of attending the classes.
- (2)** For courses where a student has failed to secure a minimum “B” grade, the student shall carry over the courses to the next academic year, along with regular courses of that year. He / she must compulsorily re-register for the same within one week of the commencement of the next trimester on payment of requisite fee. Failure to secure the minimum “B” grade in the next academic year in the carried over courses will result in the student being ineligible for award of degree.
- (3)** Subject to Section XI (g) for carried over courses, Projects, Viva-voce, Internal Assessment and written examinations shall be conducted afresh.
- (4)** A student shall pass the prescribed and optional courses with a minimum CGPA of 3.00 within the maximum period of 4 years to be awarded the M.A. in Public Policy (MPPP.) Degree.

Provided, in exceptional circumstances, the Academic Council may extend the period of 4 years.

XIII. AWARD OF DEGREE AND ACADEMIC HONOURS:

Students who successfully complete all the requirements of the course as laid down in relevant provisions above will be awarded a Master's degree carrying an appropriate nomenclature as duly approved by the university bodies from time to time. The said degree along with academic honours, as may be instituted by the University may be conferred in person or in absentia during the annual convocation.

XIV. COUNCIL FOR MASTERS PROGRAMME IN PUBLIC POLICY:

- (1) The Vice-chancellor shall constitute a council for the Masters programme in public policy in charge of administering, executing, implementing and monitoring the said programme. The council shall consist of a Chairperson who shall be a Professor or Associate Professor at the Centre for the Study of Social Exclusion and Inclusive Policy (CSSEIP) which is anchoring the programme or a visiting professor who is teaching the MPPP in on a full time basis and not more than three members from the faculty teaching the programme. Chairpersons of the P.G council (LL.M) and the U.G. council (B.A.LL.B.-Hons.) shall be ex-officio members of this council.
- (2) The term of office of the said council shall ordinarily be two years.
- (3) The council shall meet at least once in a trimester and submit a report of its work to the Vice-Chancellor after each such meeting.

XV. FACULTY BOARD FOR MPPP:

- (1) Vice-Chancellor shall every year constitute a faculty board for the MPPP consisting of faculty teaching this Programme. A senior faculty shall be appointed as the Chairperson.

- (2)** This board shall co-ordinate, supervise, monitor and implement the MPPP in accordance with the Regulations.
- (3)** The various Committees constituted under the regulations shall present before Faculty Board all matters discussed and decided by them.
- (4)** The Faculty Board shall conduct Mid-Review, End Trimester Review and Annual Review of the MPPP Programme and shall submit the reports to the Vice-Chancellor who may forward the same to the Chairman of the MPPP Council.
- (5)** The Faculty Board shall in consultation with the Vice-Chancellor organize an annual review meeting of the MPPP programme inviting one other NLSIU faculty. The Vice-Chancellor shall preside over the annual review meeting of the academic year. The report of the review meetings shall be submitted to the Vice-Chancellor.
- (6)** The Faculty Board shall meet with Student Academic Council for MPPP at least once in a month during the trimester and submit the report to the Council for MPPP.
- (7)** The Faculty Board shall address the grievances / suggestions made by the Faculty Class Council and Student Academic Council (Section XXVI).
- (8)** It shall recommend to the Vice-Chancellor, any necessary amendments to the Academic Regulations.
- (9)** It shall meet at least once in 15 days and invite as and when necessary the concerned staff of Examination Department and the staff of CSSEIP which is anchoring the programme, for better co-ordination and communication.
- (10)** The Faculty Board shall identify the need and the requirement of Visiting Faculty to teach courses - compulsory / electives / one credit courses – and invite them with prior approval of the Vice-Chancellor.

- (11)** Various Committees constituted under the regulations shall maintain the minutes of the proceedings and submit to the Vice-Chancellor and Council for Masters Programme in Public Policy Council as and when necessary. The concerned Co-ordinators shall maintain files /documents of the proceedings and present them as and when they are required by the authorities. The concerned files and documents of the proceedings in hard copy shall be kept in a separate filing cabinet under the custody of MPPP Programme Co-ordinator and the soft copy of the same can be mailed to mpppcordinationcommitte@nls.ac.in. The movement of the files shall be recorded in a ledger maintained by programme co-ordinator and transferred to the next person appointed or in-charge of the committees.
- (12)** The Faculty Board Convenor shall on rotation entrust to a faculty the responsibility of preparing periodical and annual reports of the MPPP which shall be submitted to the Vice-Chancellor and the Council for MPPP as and when necessary.
- (13)** The Faculty Board shall prepare a comprehensive annual report on all matters related to the programme to be submitted to the Academic Council and Executive Council through the Vice-Chancellor.
- (14)** The Faculty Board shall ensure that each faculty and staff of the MPPP submits trimester - wise - work report that will be submitted at the end of the trimester to the Vice-Chancellor.
- (15)** The Faculty Board and the CSSEIP staff shall work together to mutually promote and strengthen the mandate of the centre and MPPP. Policies and decisions that may affect each other, must be discussed and consensus arrived at among the concerned faculty and staff and the same should be brought in writing to the attention of the concerned authorities for consensus and the same shall be approved by the Vice-Chancellor.

- (16) Faculty shall not, excepting in emergency circumstances, neither cancel nor let off classes. However, they can exchange classes with their co-faculty and the same shall be intimated in writing to the Chairperson of the MPPP.
- (17) Faculty may, with prior permission obtained in the prescribed pro-forma, invite experts in the concerned subjects being taught in the trimester. However, it shall not be more than 10marks of the total classes held in the trimester and the experts are entitled for remuneration and local conveyance as per University norms.
- (18) The Vice-Chancellor shall, in consultation with Chairperson of the Council for MPPP and the Faculty Board, and the CSSEIP faculty/research staff, assign faculty for teaching courses in the concerned academic year.
- (19) In the case of visiting faculty teaching a module or part of the course, the Vice-Chancellor shall appoint an internal faculty as the course co-ordinator.

Note: The various committees constituted may co-opt MPPP students to assist in their work and for better co-ordination and communication between faculty and students.

XV. MISCELLANEOUS

- 1) **Mobile Phones:** A compulsory fine of Rs. 2000/- shall be imposed on any student found using a mobile phone or any other electronic device in any manner in the classroom. In case the above act is repeated by a particular student, the matter will be referred to the DARIC.
- 2) **Laptops:** Laptops may be used in the classroom, if permitted by the concerned teacher. A compulsory fine of Rs. 5000/- shall be imposed on a student found using the laptop for non-academic purposes.

- 3) Any other behaviour of students not in keeping with the discipline and decorum of the class shall be brought to the notice of the Council for Masters Programme in Public Policy (MPPP.) in writing by the subject teacher. The Council for Masters Programme in Public Policy (MPPP.) shall refer the matter to the Vice Chancellor for appropriate disciplinary action.
- 4) If any student on health grounds seeks extra time for writing an examination, he/she may be granted a maximum of 30 minutes only. The concerned student shall submit an application seeking permission for the same to the Chairperson, Council for Masters Programme in Public Policy (MPPP.) with the necessary documents.
- 5) A student may ask for the assistance of a scribe in case of a disability or health reasons. The concerned student shall submit an application seeking permission for the same to the Chairperson, Council for Masters Programme in Public Policy (MPPP.) with the necessary documents. The University shall make arrangements for the scribe who shall be from a class junior to the student requiring the scribe.

XVI. ADOPTION OF REGULATIONS AND PROCEDURE FOR AMENDMENTS

1. The faculty concerned in consultation with the Vice-Chancellor may initiate discussion to adopt regulations for the MPPP and make suitable recommendations to the Vice-Chancellor who may then place it before the Academic council for its consideration in accordance with Section 13(2) of the National Law School of India Act, 1986, for appropriate action thereon.
2. Once the first set of regulations come into force, further amendments, if any, may be initiated by the Faculty Board/Council for MPPP in consultation with the Vice-Chancellor who may then place it before the Academic Council.
3. The Academic Council may propose adoption of new regulations or amendments thereof to the Executive Council for its appropriate action in accordance with section 13(1) of the said Act.

4. The new Regulations or the amended regulations shall come into force with effect from the date on which the same is adopted by the Executive Council.

5. Removal of difficulties: If any unforeseen difficulty arises in the implementation of these regulations, the same may be resolved using the discretionary power of the Vice-Chancellor in accordance with para. 18(5) of the schedule to the Act.

Schedule I: Course Structure and Content

(Total Credits: 82) See: Para III (1), (3)

Trimester 1 (1 July - 30 September)	
1.	Introduction to Public Policy (2 credits)
2.	Introduction to Law (2 credits)
3.	Constitutionalism: Rights and Institutions (3 credits)
4.	Political Economy of India (3 credits)
5.	Economics (4 credits)
6.	Reading and Writing Skills (1 credit)
Vacation (1 October -10 October)	
Trimester 2 (10 October - 20 January)	
<i>Fieldwork (10 October-30 October) (4 credits)</i> - Out of classroom learning	
7.	Policy Analysis and Clinic (3 credits)
8.	Economic Analysis for Development (4 credits)
9.	Development Policies and Law (3 credits)
10.	Public Administration (2 credits)
11.	Research Methods (4 credits)
Vacation: January 20-31 January	
<i>Client-led projects (1 February - 9 March) (4 credits)</i> - Out of classroom learning	
Trimester 3 (9 March - 15 June)	
12.	Research Proposal Writing
13.	Group Inequality and Inclusive Policy (2 credits)
14.	Regulatory Governance and Sectoral Policy Workshops (4 credits)
15.	Public Finance and Budgeting (3 credits)
16.	<i>Optional Courses (4 credits)</i>
Trimester 4 (1 July -30 September)	
17	Leadership for Public Policy (2 credits)
18, 19, 20	<i>Optional courses (3 courses x 4 credits = 12 credits)</i>
Preparatory seminars for dissertation work	
Vacation (1 October -30 October)	
Trimester 5 (1 November - 30 January)	
Dissertation Seminars (4 credits)	Students will be grouped into smaller groups depending on the theme of their dissertation under the guidance of a faculty member. This group will meet once in a week to read scholarly papers, visit government and civil society.
Vacation (1 February -9 March)	
Trimester 6 (9 March - 15 June)	
Dissertation submission and viva (12 credits)	

1 credit = 15 hours

Schedule II: Award of Marks for Attendance

See: Para IX (e)

76% to 80%	1 mark
81% to 85%	2 marks
86% to 90%	3 marks
91% to 95%	4 marks
96% to 100%	5 marks

Schedule III: Grades in a Seven Point Scale

Students shall be evaluated on grades in a seven point scale with the corresponding grade values given below:

Sl. No.	Marks obtained	Grade	Grade value*
1	70marks and above	O	7
2	65marksto 69.99 marks	A+	6
3	60marksto 64.99 marks	A	5
4	55marksto 59.99 marks	B+	4
5	50marksto 54.99 marks	B	3
6	Below 50 marks	F	0 (Zero)

*Grade Value (0 to 7scale) corresponds to one credit

For ex: if one course is of 2 credits and a student secures 'O' grade in that course which is equal to 7 grade value, the total grade value will be 14 (7x2).

If a student is falling short by one mark to the next grade it may be rounded off by the Examination Department with prior approval of the M.P.P.P PG Council Chairperson.

The Cumulative Grade Point Average (CGPA) shall be calculated as follows: (Grade Value x Course Credits) ÷ Total Course Credits

Illustration: CGPA Calculation for 1st trimester

Course	Grade obtained	Grade value	Course Credits	Grade Value X Course Credits
Political Economy of India	O	7	2	14
Introduction to Public Policy	A+	6	2	12
Constitutionalism: Rights and Institutions	A	5	3	15
Research Methodology	B+	4	4	16
Economics	B	3	4	12
		Total	15	69

$$\text{Cumulative Grade Point Average (CGPA)} = \frac{\text{Grade Value} \times \text{Course Credits}}{\text{Total Course Credits}} = \frac{[(7 \times 2) + (6 \times 2) + (5 \times 3) + (4 \times 4) + (3 \times 4)]}{15} = 4.6$$