



MAHARASHTRA NATIONAL  
LAW UNIVERSITY  
MUMBAI

# HANDBOOK 2015-16



## PROLOGUE

MNLU Mumbai affirms and adapts the 'zero tolerance policy towards discrimination and violation of dignity of fellow students or other members of the MNLU and TISS community on the basis of caste, religion, region, disability, gender, sexual orientation and race.

MNLU Mumbai cares its students and takes measures to ensure their safety and security.



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## **1. VICE CHANCELLOR'S MESSAGE**

Maharashtra National Law University Mumbai started its first academic journey on 1st August 2015. The courses of BA.,LL.B(Hons.) five years integrated program and one year LL.M program in Legal Pedagogy and Research are being offered. The first batch of 61 under graduate students and 08 post-graduate students were selected by a stringent admission test open to all India.

The University planned for a very intensive curriculum with a cooperative teaching in Law subjects, accordingly the classes are scheduled on a five day week basis at the temporarily arranged facility of Tata Institute of Social Sciences Campus in Deonar, Mumbai. Saturdays and Sundays are planned for guest and visiting faculty from Mumbai Bar, Bench and other legal academia. Fridays are utilised for conducting field visits and to undertake the project assignment field related work.

As per the BCI and UGC norms the courses, the teaching scheme and learning process are organised. The courses are designed on the CBCS model as well with the stipulation of minimum of 15 class and contact hours of teaching per credit. Efforts have been taken to always remain beyond compliance with regard to regulatory bodies of the University system. The teaching and learning process are integrated to a continuous system of test, assignments, examination and evaluation. The semester pattern of study has inbuilt with mandatory project assignment, mid-semester, snap test, and end-semester examinations. Each semester is grounded with at least 20credits. The courses are cushioned with guest faculty inputs to variants of pedagogy and lectures. The semester is scheduled to be complete by Second week of December 2015.

As a part of the academic programme the students after taking their first semester examination, will have to undergo internship for training with mutually organized offices of registered NGOs, for two weeks. After brief vacation, the students will join for the second semester with renewed zeal in the New Year 2016.

The calendar for the second semester is planned to commence on 18.01.2016. There will be total of 117 days semester, which includes 16 Sundays and 7 public holidays. There shall be mandatory 72 days classes, 09 days for guest lectures, 09 days for conduct of examinations and 4 days for student activities. The summer vacation commences from 15th May to 2nd

July 2016. During summer vacations the students will chose to go to another internship for about four weeks.

The hand book would provide firsthand information about its academic activities and the scheme of the student learning process. This is the first handbook with first batch of faculty and its first batch of students. Attempt has been made to reach to its users as transparently and user-friendly as possible.



**Prof. (Dr.) Bhavani Prasad Panda**

## **2. ABOUT MNLU MUMBAI**

The Maharashtra National Law University Act (ACT VI of 2014) was promulgated, after having received the assent of the Governor of Maharashtra, by a Notification in the Maharashtra Government Gazette, on 20 March 2014. As per the Schedule to the Act, there shall be three National Law Universities in Maharashtra, having headquarters at Mumbai, Aurangabad and Nagpur. Accordingly, the first of these Universities, namely Maharashtra National Law University Mumbai was established and the founding Vice-Chancellor was appointed, on 10 October 2014. The universities at Aurangabad and Nagpur will be established shortly.

Hon'ble Mr. Justice F M Ibrahim Kalifulla, Judge, Supreme Court of India is the Chancellor of the University. Professor (Dr.) Bhavani Prasad Panda is its first Vice-Chancellor.

The University currently offers two academic programmes, namely, Five-Year Integrated B.A., LL.B. (Hons.) and One-Year LL.M. in Legal Pedagogy and Research. First batch of students were selected through a national level admission test, MNLUAT 2015. Only the brightest among the 3000 odd applicants could secure admission to 61 undergraduate and 8 postgraduate seats.

Academic programmes of the University commenced from 1 August 2015 with the orientation of students. This was followed by regular classes from the very next day.

The University does not have a campus of its own yet. It is functioning from the prestigious Tata Institute of Social Sciences premises by availing the facilities on cost-sharing basis. Students of MNLU Mumbai have thus the added advantage of imbibing the strong academic culture of TISS Mumbai alongside promoting the good name of their own.

### **2.1 Object**

The object of the University is to advance and disseminate learning and knowledge of law and legal processes and their role in national development, to develop in the students and research scholars a sense of responsibility, to serve society in the field of law by developing skills in regard to advocacy, legal services, legislation, law reforms and the like, to organize lectures, seminars, symposia and conferences to promote legal knowledge and to make law and legal processes efficient instruments of social development, to hold examinations and confer degrees and other academic

distinctions, and to do all such things as are incidental, necessary or conducive to the attainment of all or any of the objects of the University.

## **2.2 Mission**

“Law is one of the cherished components of intellectual inheritance of civilization.” As such, our principal mission is to work for the perseverance of those vital tenets, inculcate a sense of belongingness to the enshrined values; and through the process of legal pedagogy contribute to the richness of the inheritance. In the endeavour, MNLU Mumbai shall strive to nurture the noble callings of justice and law reforms and to take positions as change-agents that India needs today and stay prepared for tomorrow and will stay alert to justice.

## **2.3 Vision**

Today and for tomorrow, India needs to garner a cadre of young intellects of law, with ethical commitments to justice, not only to administer, govern and minister but also to craft the envisioned trajectories of change converging into the valued harmony and purpose of human life and society in the scheme of global conglomerate.

## **2.4 Motto**

धर्मो रक्षति *Dharma Tatparta*

[Preparedness to Uphold Dharma]

## **3. AUTHORITIES OF THE UNIVERSITY**

- The General Council

The General Council is the chief advisory body of the University. The Council comprises of very distinguished jurists, eminent educationists and administrators at the national level. The Chancellor is the Chairman and the Vice-chancellor is the Secretary to the General Council. Details are available at Sections 11 to 14 of the MNLU Act 2014.

- The Executive Council

The Executive Council is the chief executive body of the University. The Vice-Chancellor is the Chairperson and senior members of the judiciary, administration

and academia are its members. For details, please refer to Sections 15 to 20 of the MNLU Act 2014.

- The Academic Council

All academic matters of the University are regulated by the Academic council headed by the Vice-Chancellor. It is empowered with the control and maintenance of standards of instruction, education and examination of the University. Details regarding the Academic council are in Sections 21 to 24.

- The Finance Committee

The Finance Committee is authorized to control and monitor the financial affairs of the University. It oversees the incoming and outgo of University funds and keeps strict vigil over proper custody of public money. The Vice-Chancellor is the Chairperson of the Finance Committee. Other details are available at Sections 25 of MNLU Act 2014.

#### **4. OFFICERS OF THE UNIVERSITY**

Following are the officers of the University:

- The Vice-Chancellor
- The Registrar
- The Head of Departments
- The Finance & Accounts Officer

The Vice-Chancellor exercises all powers of the Executive Council and performs all acts as may be considered necessary to give effect to the provisions of MNLU Act 2014. The Registrar is the ex-officio secretary to the Executive Council, the Academic Council and the Finance Committee and is the custodian of the property of the University.

#### **5. ACADEMIC PROGRAMMES**

MNLU Mumbai for the year 2015-16 has started with B.A., LL.B (Hons.) at UG Level with 60 seats and One Year LL.M. Programme with 10 seats.

### 5.1 B.A., LL.B. (Hons.) Integrated 5 Years Course

In order to obtain the degree, a student of B.A., LL.B. (Hons.) is required to score 200 credits by pursuing the mandatory courses prescribed by the Bar Council of India and other elective courses offered by the University. Students are also required to pursue foundational mandatory courses from humanities curriculum. After each semester, students have to undergo mandatory internship.

<b>B.A., LL.B (Hons.)</b>			
<b>First Semester (22 Credits)</b>		<b>Second Semester (22 Credits)</b>	
COURSE	CREDIT	COURSE	CREDIT
Legal Methods	4	Legal and Constitutional History	4
Law of Torts	4	Contract-I	4
Political Science-I	4	Sociology-II	3
Economics-I	4	Political Science-II	4
Sociology	4	English Literature & Law	2
Statistics	2	Foreign Language	1
		Family Law-I	4

Note:

- MNLU Mumbai is also exploring possibilities to impart foreign language courses such as German, French and Chinese. The courses shall be extra and optional.
- As the courses will advance depending upon the availability of the resources such as teachers and expertise and basing on the best interest of the students additional elective courses will be considered with flexibility of credit transferability.
- The elective course will be announced with minimum of 15hours duration for one credit program as and when the eminent teachers are available to design, conduct and evaluate the course in wholesome.

## 5.2 LL.M. with Specialization in Legal Pedagogy and Research (One Year Course)

The course is basically aimed to develop in campus quality legal education and research for the purpose of creating a team of dedicated, focused law teachers to fulfil the special academic needs of the MNLU Mumbai in particular and national law universities and other lead law centers of the country. The idea is to muster serious academics by preparing prospective teachers and researchers in law. The course is loaded with curriculum planning, pedagogy, law library accession, legal editing, e-learning and teleconferencing, team building in project studies, creative knowledge tests, skill quizzing, examination, evaluation, admission and law school administration.

This course is exclusively in accordance with the mandates of UGC guidelines 2012. The Centre for Post-Graduate Legal Studies (CGPLS) of the MNLU Mumbai will garner a team of dedicated senior teachers from across the country to guide the post-graduate and law researchers.

The course will be imparted under a semester system with minimum of 18 weeks of teaching/ research /practical exercises/ seminar and research in and outside the classroom. Each week will have at the least 30contact hours. The one-year LL.M Programme is 24 credit based with three mandatory courses of three credit each and six optional courses with two credits each plus a dissertation of three credits. MNLU Mumbai for the year 2015-16 offers a specialized LL.M Programme in Legal Pedagogy and Research.

### Foundation Courses:

Sr. No.	Course Name	Credits
1	Research Method and Legal Writing	3 Credits
2	Comparative Public Law / Systems of Governance	3 Credits
3	Law and Justice in Globalizing World	3 Credits

### Specialization: (Any Six)

Sr. No.	Course Name	Credits
1	Law and Development	2 Credits
2	Idea of Justice and Justice Education	2 Credits
3	Educational Psychology and Adult learning	2 Credits

4	Curriculum Planning and Teaching Plan Development	2 Credits
5	Legal Clinics and Clinical Methodology	2 Credits
6	Supervision and Evaluation of Student Performances	2 Credits
7	Co-curricular Programme & Law School Management	2 Credits
8	Legal Research and Writing	2 Credits
9	Copyright Law and Promotion of Scholarship	2 Credits
10	Science, Technology and Law	2 Credits
11	Law, Religion and Culture	2 Credits
12	Legal Profession and Social Justice	2 Credits
13	Education Law	2 Credits
14	Law Reporting and Legal Editing	2 Credits
15	Use of Information Technology in Legal Scholarship	2 Credits

Each of these courses will have a practical training and research component for students to perform on which evaluation for grades is determined.

## 6. FEE STRUCTURE

### Fee Structure 2015-16

<b>Particulars</b>	<b>B.A.,LL.B (Hons.) (Rs.) per annum</b>	<b>LL.M (Rs.) per annum</b>
Tuition Fees	1,05,000.00 [USD 15,000/- for additional 10 seats for NRI/ Foreign nationals]	33,000.00 [USD 09,000/- for additional 2 seats for NRI / Foreign nationals]
Admission Fees	03,000.00	03,000.00
Academic support Services	06,000.00	----
Student Welfare Fund	03,000.00	-----
Examination Fees	06,000.00	12,000.00
Reading Material Fees	06,000.00	-----
Library Fees	06,000.00	06,000.00
Journal Fees	06,000.00	06,000.00
SBA, Moot Court, Seminar & Co-Curricular Activities Fund, sports and student events	09,000.00	----

Outsourced Services	18,000.00	18,000.00
University Development Fees	09,000.00	09,000.00
Internet Charges	03,000.00	03,000.00
<b>REFUNDABLE DEPOSITS</b>		
Library	05,000.00	05,000.00
Mess Deposits	05,000.00	05,000.00
<b>Total Payables</b>	<b>1,90,000.00</b>	<b>1,00,000.00</b>

Note:

1. Residential arrangements will be facilitated by MNLU, to the students in groups, in the nearby vicinity. The system followed by TISS Mumbai will be followed. The students will have to bear the cost of accommodation on their own. The accommodation charges will be approximately between Rs.8,000/- to Rs.10,000/- per month.
2. There shall be an increase of Rs.5,000.00 per annum in the Tuition fees for Indian National every academic year of the five-year B.A.,LL.B (Hons.)Degree Programme.
3. Payment towards Mess shall be made separately by the students themselves as per TISS dining hall rules. TISS Canteen facilities are being arranged on understanding of good gesture.
4. The fees / charges are provisional and are subject to revision as per the decision of the University Bodies.

	<b>FEE STRUCTURE (2016-17)</b>	<b>BA LL B (Hons)</b>	<b>LL M</b>
<b>A</b>	<b>ONE-TIME FEE[payable at the time of admission]</b>		
	<b>Admission Fee</b>	3000	3000
	<b>Refundable Deposits</b>		
	Library Caution Money	5000	5000
	Hostel Caution Money	10000	10000
	Dining Hall Caution Money	5000	5000

<b>B</b>	<b>ANNUAL [payable before commence of academic session]</b>		
	<b>Tuition Fee</b>		
	Foreign national / NRI category	USD 15000 or equivalent in INR	USD 9000 or equivalent in INR
	Maharashtra domiciled Students	82500	24750
	Others	110000	33000
	<b>Academic Support Services</b>	6000	0
	<b>Student Welfare</b>	3000	0
	<b>Library Services</b>	6000	6000
	<b>Journal fees</b>	6000	6000
	<b>SBA, Moot Court, Seminar &amp; other co-curricular activities</b>	9000	0
	<b>University Development Fund</b>	9000	9000
	<b>Internet charges</b>	3000	3000
<b>C</b>	<b>SEMESTER [payable before commencement of each semester]</b>		
	<b>Reading materials</b>	3000	3000
	<b>Outsourced services</b>	9000	9000
	<b>Examination fee</b>	3000	6000
	<b>Residential charges [for boarders only]</b>		
	Hostel accommodation	60000	60000
	Dining Hall	15000	15000

1. Fees are payable by credit to designated account of the University via payment gateway devised for the purpose.
2. The payment gateway will be open for specified period as notified in the University website

3. Receipts for each payment shall be generated as soon as the credit of amount paid is recorded in the bank account. It will be available either in hard format or soft copy may be sent via email.
4. One-time Convocation Fee of Rs. 5000 will be payable on Tenth semester

## **7. ACADEMIC PROGRESSION**

### **7.1 Rules regarding Attendance**

1. Every student shall be required to attend minimum 85% lectures in each subject during the semester.
2. If any student falls short of attendance he/she shall not be allowed to appear the semester examination. Such student may be allowed to appear in repeat/ supplementary examination on attending deficit lectures through special classes arranged for detained students on payment of prescribe fee.
3. Benefit of additional lectures shall be given to those participating in Moot Courts, Debates, Quiz Competitions, Co-curricular Activities, Blood Donation Camps, Other Competitions/ Functions representing the University.

Provided that such students must have actually attended minimum 65% lectures delivered to that class.

4. In case of serious ailments when a student is admitted as an in-patient in a clinic/hospital or otherwise confined to bed the number of classes missed will be deducted from the total classes held and attendance shall be calculated accordingly.

Provided such student must have actually attended at least 50% of the lectures delivered to that class without the aforesaid relaxation.

(ii) The students are required to submit their medical certificate, issued by a qualified doctor who administrated the treatment, immediately on joining University after their illness/ confinement, to be duly countersigned by the University Medical Officer.

(iii) Subsequent submission of medical certificate shall not be considered for medical leave.

5. The Vice-Chancellor shall constitute a Condonation Committee to recommend condonation/ addition of attendance as per rules.
6. The student who has 70% or above attendance but less than 85% may be allowed to appear in the examination by the Vice-Chancellor on the recommendation of the

aforesaid Committee subject to payment of fine @ Rs. 50 per percentage of shortage from 85% of aggregate attendance of all subjects taken together.

7. Subject to the provisions in rules 5.3 and 5.4 above, a student with less than 70% per cent of attendance shall not be allowed to appear in the End-Term Examination.

Provided that the Vice-Chancellor may consider extreme cases of hardship on the recommendation of the Condonation Committee referred to rule 5.5 and allow a student to appear in the examination. Cases so allowed are to be put before the Executive Council at its next meeting for information.

8. In case of late admission the attendance shall be counted as under:

i. From the date of admission for the first year class.

ii. For other classes a student shall be deemed to have been admitted from the scheduled date of commencement of classes or one week of the date when he/she becomes eligible for admission, whichever is later, irrespective of date of deposit of fee.

NOTE :

(i) In exceptional and genuine cases, where the hospitalization is not necessary, the Committee will accept Medical Certificate from a qualified Medical Practitioner and the same must be endorsed by the Medical Officer of the University.

(ii) The decision of the Committee on the acceptance or otherwise of the Medical Certificate produced by the student shall be final.

(iii) In case it is found that any medical certificate submitted by a student is false, disciplinary action shall be taken.

## **7.2 Rules regarding Internship**

1. Internship programme forms an integral part of our Course Curriculum and the Bar Council of India norms which aims to provide students an enriching and profound learning experience.

2. The students at the very first step need to gain the first-hand knowledge of social realities attended by NGO(s) in tandem with broader value mandates addressing to the humanity.

3. An Internship & Placement Cell will be formed with one Teacher In-charge and two student members. This cell will facilitate the students in getting internships.
4. After each semester 4 week internship break shall be given during which the students have to undergo internship.
5. For the first year, students have to intern at Social Action groups.
6. No stipend or any financial assistance will be provided to the students by MNLU for internship purpose. However, some NGO's may give stipend to the students.
7. The student intern has to follow the guidelines and instructions given by the organization without fail. The intern is also expected to conduct himself/herself in the most disciplined manner possible during the internship.
8. The student intern has to maintain a record of the daily work he/she has done during his/her internship period. An internship report has to be submitted to the University after completion of the internship.
9. All students before interning at any organization should seek prior authorization of Internship Cell of MNLU Mumbai.

### 7.3 Examination and Evaluation

Each subject will be of 100 Marks and the marks will be divided in the following scheme:

COMPONENTS	DIVISION OF MARKS
Project	Synopsis = 5 Collection of Material = 5  First Draft = 5 Final Project = 10  Viva Voce = 5 <i>M.M. in Project = 30</i>
Snap -Test	5
Mid-Term	10
End -Term	50
Class Participation	5
<b>Total Marks</b>	<b>100</b>

## **End Term Examination**

1. The Faculty Members are required to submit two set of question papers.
2. End Term Examination in all courses shall be of 50% weightage as mentioned above.
3. All End Term Question Papers must be of 50 Marks.
4. All End Term Question Papers must be of TwoHours Duration with appropriate instructions like: Bare Acts allowed or not allowed, Calculators allowed or not allowed, Log tables etc allowed or not allowed.
5. The question papers of End Term Examination must be submitted after moderation by the concerned Head of Department.
6. The Question Papers of End Term Examination must be submitted on or before the due date in a properly sealed envelope provided by the Office of the Controller of Examination.
7. The marks of End Term Examination must not be disclosed to any student under any circumstances and it should be directly submitted to the Office of Controller of Examination.

### **7.4 Curricular and Extra-Curricular Activities**

MNLU Mumbai is committed to providing an atmosphere in which academic excellence is the foremost priority for students. But the university also believes that what is learned from participation in extra-curricular activities is a necessary complement of academic training. In line with this view MNLU Mumbai promotes extra-curricular participation and has constituted various committees under the aiges of Student Bar Council. These committees enable students to pursue individual interests and take part in various literary, cultural and recreational activities throughout the academic year.

Moot Courts, Debates, Model United Nation, Conferences, Guest Lectures etc. are a routine activity at MNLU Mumbai. We are not stopping here, our students also participate in various cultural activities and sport competitions.

### **7.5 Remedial Coaching**

In order to make sure that learning is happening and all the students understand what is taught in the classes, the university has kept one Remedial Class each

working day. The attendance is optional in these classes. The previous course work is revised in a simple and lucid language so that a students understands it with ease.

## **8. HOSTEL FACILITY**

MNLU Mumbai is a fully residential university. We have rented accommodation at Building No.2 Apna Vatan Colony and Paras Building, Green Acres, Nr. Deonar Bus Depot, Chembur. The hostels are separate for both boys and girls with all the facilities required. The Dining Halls facility is being shared with TISS Campus which is at a5 min walking distance from the hostel. Security guards have also been provided. ApnaVatan (First Floor) and Paras Building is meant for Boys only. There is one caretaker to look after the premises and needs of the students. Two male superintendents are also there to supervise the boys hostel.

ApnaVatan (Second and Third Floor) is restricted for Girls only. A female caretaker has been appointed to take care of the premises and needs of the students. Two female superintendents are also there to supervise the girls hostel.

### **8.1 Hostel General Guidelines and Rules for Stay in Hostel**

1. Ensuring safety of personal belongings will be that of residents. MNLU will not be responsible for any loss, damage, theft, etc. Residents are advised to keep their belonging under lock and key.
2. Students are not allowed to change the room allotted to them except with the permission of the Warden and/or Superintendent of Hostels. Rooms should be kept clean and will be subjected to regular inspections. No pets are allowed in hostel rooms.
3. Walls, doors and furniture should not be disfigured in any way including by driving in nails or sticking pictures on them. If any damage is noticed, the walls or the furniture will be repainted/ polished and the expenses for the same will be recovered from the students.
4. Students room will not be opened in their absence expect in case of emergency, or occasions when students have violated the rules of hostel as specified here and amended from time to time. The University reserves the right to lock any room and/or force open any room if required.
5. Permission from the Warden/Superintendent of Hostels must be produced in writing if the student is going out of the hostel for any overnight stay.

6. In the interest of the privacy, safety and well-being of all hostel residents, only bona-fide hostel residents and authorized visitors are permitted inside the hostel rooms. Accommodating or entertaining unauthorized persons or guests in the hostel is an offence and the University reserves the right to take necessary disciplinary and legal actions against the unauthorized persons, and the hostel residents entertaining such persons, including asking them to leave the hostel within 24 hours with or without penalty.
7. Hostel residents are not permitted to entertain visitors in their rooms. Hostel residents may meet their visitors in the lounge on the ground floor of the hostels. Visitors will not be allowed in the hostel after 10.00pm and before 8.00am.
8. Male students are not allowed entry in the hostels meant for women, including hostel rooms and floors. Similarly, female students are not allowed entry in the hostels meant for male students.
9. In the interests of residents' privacy, external/internal personnel attending to the repairs of personal computers in residents' room will be permitted between 10.00am to 7.00 pm only. Any such male personnel will be permitted into the Ladies hostel only in the presence of a women hostel attendant.
10. Students are required to hand over charge of their room keys and furniture to the wardens or Superintendents of Hostel, before leaving for vacation. Otherwise, they will be charged Rs.100/- per day for the entire duration of vacation.
11. Similarly, the cupboards in the room are provided with key. This key has to be returned at the time of vacating the hostel. If a key is lost and/or if the lock is replaced with a new one, the cost of replacement or repair will be recovered from the student. The cupboard and locker keys lost by the hostel residents in Hostel will be charged Rs. 500/- for each key and any cupboard or drawer keys lost in the hostels will be charged Rs.150/- per key.
12. If a student is expecting to be absent from the hostel for more than three days due to internship, Block Field Work, Data Collection etc. the Superintendent of Hostels should be informed before proceeding. The students' lien on their rooms will be maintained in such cases during the period of their absence, i.e., they will be re-allocated the same room on their return.
13. During vacations, students are required to store their belonging in the place reserved for the purpose and hand over keys to Superintendents of Hostels or other officials concerned before proceeding on vacation. The room may be allotted to

guest/ seminar participants or used for other Institute purposes during the vacation period. If the room is found locked during vacations it will be forcibly opened, if needed, and the cost will be recovered from the student concerned along with a penalty of Rs.250/-

14. If students do not vacate room during vacations and do not store belongings as per instructions in the place reserved for this purpose, the university reserves the right to levy the charges as applicable or move the belongings and store the same in a safe place to make the room usable for other purposes and University will not be responsible for any inadvertent damage, breakage or loss.

15. If any resident is expected to be absent from the hostel for an entire semester for internship, fieldwork, etc. he/she is required to pay the hostel charges for the semester in order to retain the hostel seat.

16. No tenancy shall be created by occupation or sue of hostel rooms, which is merely allotted by the university under the rules and regulations and it reserves the right to allot the rooms to any one during vacations as per requirement and the students will not be consulted for the same.

17. Lights and fan should be switched off when not required and when leaving the room. If the fans and lights are found switched on, the master switch outside the room will be switched off. In multi-seated rooms, the lights in the room should be switched off by 11.00 pm and anyone studying can use table lamps, so as not disturb others.

18. Electric appliances such a tea kettle, electric heater, induction cooker, electric iron, etc. are NOT allowed in the hostel rooms. Only keeping a reading lamp is allowed. If any hostel resident is found to be using such appliances in his/her room, strict disciplinary action will be taken, including confiscation of the appliances, levying penalty, expulsion from Hostel, or combination thereof.

19. Cooking in hostel rooms is strictly prohibited. If found, strict disciplinary action will be taken against the hostel resident, including levying a penalty or expulsion from the hostel or a combination of both.

20. Smoking, storing or consuming alcohol including beer, narcotics/intoxicating substances and other items prohibited by law within the campus are serious offence, which attracts penalty, expulsion from hostel/ university or other disciplinary or legal actions as per the recommendations of the Empowered Committee.

21. If empty bottles of alcoholic drinks, remnants of any other intoxicating substances or cigarettes are found in the hostel rooms, all the members in the room will be exonerated for the first time offence. Repeated offences will lead to expulsion from the hostel. Thus, it is in the interest of all occupying the hostel rooms and to ensure that all residents follow these rules and any violation by others should be reported to the Superintendent of hostels immediately.

22. Shoe rack or any other furniture should not be kept in the corridor. If this is done, the hostel resident will be asked to keep it back in his/her room or else will be removed by the Hostel staff. No plants/flower pots should be kept in the room or corridors.

23. University/Hostel authorities reserve the right to conduct surprise checks of all areas in the hostels to ensure compliance to the hostel rules.

24. Disciplinary action will be taken against those entering the campus after having consumed any alcoholic drinks or other narcotic substances and behaving in a disorderly manner.

25. All the rules above are to be seriously observed and those students found violating these rules will be expelled from the hostel immediately in case of hostel residence and appropriate disciplinary action will be taken against non-residents, which may include expulsion from the university. On recommendation of the Empowered Committee, the university reserves the right to inform the parents of the student concerned about the offences / violations and the resultant disciplinary action taken.

### **Avoiding Disturbance to Others and Observance of Quiet Period**

The time from 10.00pm to 6.00am is maintained as quiet period in the hostels to facilitate private study or rest. Students should not play loud music on mobiles, computers, laptops, other gadgets or talk loudly, shout, sing, or make any other noise during this period. Quiet period will also be maintained on the campus. Even at other times, students are advised to play musical instruments at low volume or not to play them at all if others object to it due to disturbance caused to them. Those who occupy multi-and double-seated rooms are particularly advised not to cause disturbance to other occupants in the room.

### **Valuable Articles**

Students are advised not to keep large amounts of money and/ or valuable articles in their rooms. The University will not take responsibility for the loss of money and/ or

property lost due to the negligence of the hostel residents. All students are provided with cupboard and keys for safekeeping of their belongings in the room/hall.

Any loss or theft of any belongings should be reported to the Superintendent of hostels and at the earliest. If any hostel residents are found guilty of theft, they will be asked to leave the hostel immediately and other disciplinary or legal measures will be initiated against them.

### **Rules related to Late Night Movement**

Your safety is of prime concern to the University. It is important to be aware of the safety hazards of movement outside the campus late in the night and thus, as far as possible try to get back to your place of residence at the earliest. It is advisable to move in groups rather than alone for your own safety. Following rules for movement outside the campus at night have been formulated for your safety and all are required to strictly follow the same.

All Hostel residents should return to Hostels before 11.00pm. No hostel resident will leave the campus between 11.00pm and 6.00am, except for travelling out of Mumbai with prior permission or for medical emergencies. In case of travel outside Mumbai, it is essential to inform the Superintendent/Warden and Dining Hall at least 2 days in advance.

- All students residing in off campus hostels are expected to leave the campus before 11pm. You must complete your studies, group work and other activities prior to 11pm. You will be able to access online library resources from your place of residence.
- The University reserves all rights to regulate night movement of the students for their safety and security.

### **Students may approach Superintendents/ Warden for**

- Sanction of leave of absence from the hostel.
- Problems and issues related to the allotted room and hostel amenities and those related to room-mates or other hostel residents.
- Disciplinary issues.
- Permission to conduct any group celebration in the hostel such as Hostel Day, etc.
- Personal issues and to seek advise/ guidance to address those issues.
- Illness and health related issues.

Please keep in mind that your Superintendents/Warden is busy teacher and researcher and has got a family of her/his own. So please visit/ call the Superintendents warden to seek permission/ advice during office hours, and not in the middle of the night.

Students may approach the Superintendents of Hostels for support related to

1. Maintenance problems/issues related to allotted rooms and common facilities.
2. Allotment of room during vacation and other non-academic periods.
3. Approval to bring in and take out computers.
4. Make any charges, within the allotted rooms, fix electrical. Electric gadgets.
5. Health problems, Hospitalization and related support.
6. Any other issues of the students that require urgent attention.

**Hostel Attendants will provide the following services:**

1. Maintain cleanliness of hostel rooms and facilities.
2. Keep vigil on hostel and students' property, and support guests and visitors.
3. Daily cleaning activities will be carried out at the time fixed in consultation with hostel representatives.
4. Maintain daily cleaning chart signed by students representatives for the hostel/ floor
5. Monitor the entry of Visitors, including outside computer repairing persons into hostels and keep the Superintendents of Hostels informed.

Student Hostel Representatives are expected to:

- Represent and interact with Superintendents/Warden of Hostels on hostel matters in consultation with other students, including day to day maintenance, students concerns, emergencies keeping rooms in good condition, use of electricity, computer facilities, etc.
- Monitor the floor wise monthly cleaning schedule, which will be displayed on the hostel notice boards.
- Maintain the first aid kit. Keep the Superintendents of Hostels informed about issues that require urgent attention.

## **9. HEALTH CARE FACILITIES**

A student falling ill should inform the concerned Warden/Superintendent (Hostels) immediately. The University shares the services of three doctors who attend to the students six days a week in association with TISS. In case of an emergency, the Hostel Warden may telephone the Doctor and request him/her to attend the student, provided that the student is not under the treatment of another medical practitioner. The student will pay for any out of turn visit made by the Doctor. In case of infectious diseases and other medical emergencies, the University may admit the student to a hospital on the recommendation of the University/TISS Doctor. A first-aid kit is available with all the Hostel Representatives, Wardens, Security (Main Gate) and Facility Services. The students are expected to contact the above in the case of an emergency. In case of medical emergency/necessity, students will contact the Warden/Section Officer (Hostels)/ Security/person in-charge of vehicle who will arrange for a University vehicle. Students will not leave on their own without information.

### **9.1 TISS Health Centre**

Three Medical Officers visit the TISS Campus where MNLU Mumbai is located – one every Monday, Wednesday and Friday from 4.00-6.00 p.m., the second every Tuesday, Thursday and Saturday from 4.30-6.30 p.m., and the third every Tuesday, Thursday and Saturday from 11.00 am-1.00 pm. Two medical officers are General Physicians and the third is a Gynaecologist. The Institute provides free medical consultation services only. The programme is coordinated by the Coordinator (Medical and Counselling Services), who is a faculty member of the Institute.

### **9.2 Health Insurance**

MNLU Mumbai has obtained Medical Insurance for Students. This will cover Hospitalisation cover uptoRs 1 lac (cashless facility) and Accidental death. The policy shall pay for hospitalisation expenses for medical/surgical treatment at designated Nursing Home/Hospitals in India as an In-patient. In-patient means Hospitalisation is a must for 24 hours. Out-patient department (OPD) cover is also available for Rs 2500/-. The preferred hospitals in close proximity to TISS campus are Joy Hospital-Chembur and Sethia Hospital-Chembur. Even otherwise, students can avail the Medical Centre in TISS for free consultation with doctor.

### **9.3 Counselling Services**

The services of one full-time counsellor and four part-time counsellors are provided by the TISS and can be shared by MNLU Mumbai students also. The full-time counsellor is available between 12.00-8.00 p.m. from Monday to Friday. The part-time counsellors are available between 4.00-8.00 p.m. on all days, except Sundays. They can be contacted at 5612 (ext.). The counsellors help the students in their day-to-day concerns and also enhance their overall functioning. A senior faculty member from TISS coordinates the Medical and Counselling services.

## **10. DISCIPLINE**

Students admitted to the hostels will abide by the hostel rules. Failure to abide by the rules will result in the expulsion of such students from the hostel. Students/Day Scholars/ hostellers found smoking, loitering, misbehaving and/or breaking any rule of the Hostel/ MNLU Mumbai/ TISS in any way shall invite strict disciplinary action against him/her. The authorities will also inform the parents about the same.

To maintain the discipline, University authorities can conduct surprise checks of all areas in the hostel to ensure no alcohol and addictive narcotics or any incriminating substance are stored on hostel premises.

### **10.1 Identity Card**

In one's own best interest, everyone must carry the University's Identity Card at all times. It is mandatory for the students and scholars to carry the identity cards and produce whenever requested for the same by any authority of the University/ TISS. One must show the identity card to the Security at the gate, while entering the campus and whenever requested for. Loss of identity card should be reported to the concerned authorities and an application for a duplicate must be made to the Academic Section. A duplicate Identity Card will be issued on payment of Rs. 100/-.

### **10.2 Anti-Ragging Policy**

The UGC framed Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009, in order to prohibit, prevent and eliminate the scourge of ragging in Indian Universities/ Colleges/Institutions.

Ragging in any form is not allowed in the hostels. Students who infringe this rule will be expelled from the hostel immediately. Teasing and physical assault will result in the expulsion of the students from the hostel. The Institute reserves the right to ask a

hostel resident to vacate the hostel with a notice of 24 hours for serious infringement of the above rules.

It is to be noted that the MNLU, Mumbai follows the orders of the Supreme Court of India with regard to curbing of ragging in the educational institutions. Any incidents are to be immediately brought to the attention of the Wardens, the Officer (Hostels) and the Chairman Students' Affairs. The telephone numbers of all the above are displayed on the Hostel Notice board.

An Anti-Ragging Committee shall be constituted as per the UGC mandates, to address the issues of Ragging. The names and contact numbers of all the committee members are also mentioned in the Circular issued on Anti-Ragging. The members of the committee (2015-16) will be constituted and notified soon after the academic session commences. The Anti-Ragging Committee will also make surprise visits of the hostels and the places where students stay outside the campus so as to curb ragging.

The Security in the TISS and MNLU Mumbai are instructed to keep a close watch on any kind of misconduct taking place in the campus and are directed to report to the Wardens/ Chairman, Students' Affairs/ Vice-Chancellor in case of any such event.

### 10.3 Committee Against Sexual Harassment

With regard to the Supreme Court Judgment in the matter of Vishaka and others v. State of Rajasthan & others and the guidelines issued in 1997 following which the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges.

Following is the composition of CASH.

S.No.	Name	Designation	Cell No.	Email id:
1.	Ms. Madhuri Meelee	Chairperson	845206416 4	<a href="mailto:madhuri.meelee@gmail.com">madhuri.meelee@gmail.com</a>
2.	Prof. Sasmita Palo	Member (External)	981924020 2	<a href="mailto:spalo@tiss.edu">spalo@tiss.edu</a>
3.	Ms. DishaAtri	Member	882847686 1	<a href="mailto:dishaatri@gmail.com">dishaatri@gmail.com</a>

4.	Ms.NehaGamre	Member	8655316656 959490927 3	neha.gamre750@gmail.com
5.	Ms. Natasha JelsonKavalakkat	Member (Student)	9757162631	natasha.kavalakkat@gmail.com
6.	Ms.Samiksha PremdasRathod	Member (Student)	774380633 7	samikshar108@gmail.com
7.	Prof.Dr. L K Deb	Member	703983485 6 9437322271	lkdeb_llc@yahoo.co.in
8.	Prof.Sajid Sheikh	Member	955096527 5	sajidsheikh77@gmail.com

**Terms of reference:**

The Committee will ensure implementation of Sexual Harassment of Women at work place (Prevention, Prohibition & Redressal) Act 2013 and rules made thereunder as well as any other law for the time being in force.

- a) Maintain detailed record of all cases of complaints, their nature and remedies and redressal provided.
- b) Conduct sensitisation programmes at regular intervals.
- c) Forward in prescribed format a report on the activities of the Committee by 15<sup>th</sup> every month.

**Meetings**

Committee will meet as often as it considers necessary.

**Procedure:**

The Committee will evolve its own procedure for the most expedition disposal of complaints of harassment.

**10.4 Grievance Redressal Committee**

In accordance with University Grants Commission Regulations 2012 (The Gazette of India, March 23- 29, 2013), a Grievances Redressal Committee will be constituted. The GRC shall deal with complaints of grievances referred to it. It may also suo motu take up such matters of general resentment that may come to its notice. It may include matters of functional deficiency as well as campus discipline. The GRC will

have powers to summon and record statements. The GRC will forward its recommendations to the Vice-Chancellor on all cases referred to it with utmost promptitude.

### **Composition**

Shri. D Kanunjna,	Registrar(Chairperson) (ex officio)
Prof (Dr.) L K Deb,	Head UG Deptt. Member
Prof (Dr.) Sasmita Palo	Member

The Committee has the authority to co-opt any other person in the committee as Special Invitee.

## **11. LIBRARY FACILITY**

MNLU Mumbai has its own In-house library which is improving and expanding day by day. The library is located at ApnaVatan Hostel and will be shifted to MNLU Mumbai new campus (New TISS Campus) which is at its final stage by end of November 2015.

MNLU Students are allowed share the TISS Library. This library established along with the institute way back in 1936 is one of the leading social science libraries in the country and is named as "Sir Dorabji Tata Memorial Library" It is geared to meet the academic and research information needs of the user community. It provides a conducive environment for intellectual enquiry by providing user-focused services to obtain and evaluate scholarly information and knowledge. Since the library specializes in the field of applied social sciences, it has become most sought after library for the social scientists in India.

### **TISS Library Collections**

Sir Dorabji Tata Memorial Library develops and provides essential and specialized information resources and services to meet the growing information needs by; i) developing user-based resources, ii) organising information resources iii) providing human and technologically moderated access to information; and iv) aiding users to identify, locate, obtain and evaluate information.

### **TISS Books and Journals:**

Print Resources still continue to be primary learning resources. Library has a specialized collection of resources taking into consideration the course contents and research needs of all the departments and centres of the Institute. Library employs a

strong collection development policy and on an average, three thousand books are added to the collection every year. As on date it has a stock of about 1,02,958 volumes.

Library subscribes to over 290 scholarly print journals and receives another 80 journals on exchange and gratis. It has acquired about 1600 audio-visual materials. It also has in possession a small collection of rare and out of print books on social reform movements and biographies of Social Reformers. Library provides a host of information services to its users.

### **TISS E-Journals and Online Databases:**

SDTM Library is one of the leading social science libraries in the country to provide access to e-journals and e-books in the field of social sciences. As on today, more than 7500 full text online journals are available for access. It is one of the first institutes to be part of the UGC-Infonet Digital Library Consortium initiated by UGC in 2003 to provide electronic access over the Internet to scholarly literature in all areas of learning to the university sector in India.

- e-Resources under UGC-Infonet Digital Consortium:
- Project Muse (389 journals)
- Wiley InterScience (503 journals)
- Oxford University Press (202 journals)
- JSTOR (729 journals)
- Springer Link (1236 journals)
- Taylor & Francis (1076 journals)
- Cambridge Journals Online (279 journals)
- JCCC (Gateway Portal)
- ISID (Industrial Development Bibliographic Database)
- e-Resources Subscribed by SDTM Library:
- Sage Publications (388 journals)
- Emerald Management Xtra (160 journals)
- ABI/INFORM Complete™ (2950 journals)
- indiastat.com (statistical database)
- Manupatra.com (Indian Legal Information database)
- World Bank Databases (WDI+GDF+e-Library)
- India Business Insight Database – IBID (bibliographic database)

- GALE Virtual Reference Library (e-Books-30 titles)
- OCLC NetLibrary (e-Books-111 titles)

### **11.1 Library Rules and Regulations**

The following shall be the rules of the library, to be observed strictly.

- Complete silence is to be maintained.
- Talking, discussion or using mobile phones is not allowed.
- Eatables and drinks (tea and soft drinks) are not allowed.
- Sleeping inside the library is strictly prohibited.
- Earphones, headphones and I-pods etc are not allowed.
- Library computer is not for non-academic uses.
- Violation of library rules will result in strict disciplinary action.
- Mutilation of Books is a serious misconduct and the student found mutilating the books shall personally be liable for replacement, repair or renovation of the books or periodicals and can also be fined by an appropriate authority.
- Any default in return of the books and bare Acts will be subjected to a fine of Rs. 10/- per day.
- Personal books and other belongings are not allowed inside the library, except notebook, laptop or certain papers, with the permission of the librarian.
- Librarian is the final authority to maintain order and discipline in the library. The librarian can designate a particular act as an act of indiscipline in the library and ask the student concerned to leave the library and/or impose any other appropriate punishment.

### **11.2 Internet and Photocopying Facilities**

MNLU Mumbai has 24 Hours Wi-Fi connection at its hostels. Moreover, students are allowed to use internet facility of TISS in the campus. TISS has a Cyber Lab with more than 100 Computers which MNLU Mumbai students are free to use. Besides that, students have also been provided with Photostat facilities at TISS Campus itself.

### 11.3 Regulations on use of IT Services

These rules cover access to the Internet by users, in any way and at any time, wherever University facilities (or TISS IT Facilities), equipment or connections are involved, including access from any part of the campus network.

1. The networking / internet facilities are provided for the use of users in undertaking their academic coursework or research. The University monitors usage of IT facilities to the extent necessary for the efficient operation and management of these facilities, to ensure compliance with its obligations, and to ensure that the rules and policies governing use are adhered to;
2. Such use shall not interfere with the legitimate use of the facilities by others;
3. Such use shall not infringe any other University policy or rules;
4. No user shall access, download, retain, distribute or disseminate any images, text, materials or software which
  - a. are or might be considered to be indecent or obscene
  - b. are or might be offensive or abusive in that its content is or may be considered to be a personal attack, rude or personally critical, sexist, racist or personally harassing or which could bring the university into disrepute.
5. The content of all Sent e-mail messages shall be lawful, and not include defamatory or libelous statements. Care should be taken to ensure that it is clear whether the views expressed are those of the university, or whether the author is representing his/her personal views, where this could have implications for the university.
6. The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, images, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, religious or political beliefs.
7. Such use will be limited by the laws of intellectual property rights.
8. The Internet shall not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.

The following are strictly prohibited:

- a) Visiting /downloading material/video of a pornographic or unlawful nature;
- b) Sending or posting discriminatory harassing, or threatening messages or images;

- c) Using the networking resources for personal commercial gain;
  - d) Stealing, using, or disclosing someone else's code or password without authorization;
  - e) Sending or posting messages or material that could damage the university's image or reputation;
  - f) Participating in the viewing or exchange of pornography or obscene materials;
  - g) Sending or posting messages that defame or slander other individuals;
  - h) Attempting to break into the computer system of another organization or person;
  - i) Refusing to cooperate with a security investigation;
  - j) Using the Internet for political causes or activities or any sort of gambling;
  - k) Passing off personal views as representing those of the university; l. Sending anonymous e-mail messages
  - l) Playing LAN based games which may reduce the efficiency of network transmission
  - m) Hacking / attempt to hack a computer system
  - n) Unauthorized attempt to destroy, delete, alter any information residing in a computer resource which diminishes its value or utility or affects it injuriously by any means
  - o) All Phishing activities
  - p) Bypassing the server
  - q) Using proxy tools
  - r) Downloading using P2P tools
9. Users shall not misbehave with InfoTech committee support staff.
  10. Users shall not install their own Wi-Fi switches / access points
  11. Users shall not attempt to damage/damage any active/passive devices/components used for establishing networking services in the university

*Violation of any of these rules shall be treated as gross misconduct which could attract disciplinary action. Serious or repeated violation will lead to disciplinary proceedings being initiated, and may lead to disciplinary action under the terms of the relevant disciplinary procedure. Such disciplinary actions may include withdrawal of access to networking facilities, and even suspension or expulsion from University when there has been a serious or repeated breach.*

## **12. STUDENT AFFAIRS**

MNLU Mumbai through student elections has constituted a student body named as Student Bar Council. Student Bar Council (“SBC”) is the student body at the Maharashtra National Law University Mumbai and is comprised of four members i.e. The President, The Vice President, The Secretary and The Deputy Secretary. SBC represents student interests and serves as the liaison between student body, administration, and faculty. SBC performs various tasks related to student life, both social and academic, such as orientation, appointment of students to various faculty committees, intramural athletics and several social functions throughout the year. More generally, the officers attempt to represent student interests in any matter of sufficient importance.

The SBC works through a variety of committees and through individual initiatives to make positive changes to campus policy, engage in dialogue with members of the faculty and administration, and host events for the University.

### **12.1 Subsidiary Committees of SBC**

1. Cultural Committee
2. Academic and Literary Committee
3. Debating and MUN Society
4. Recreational Committee
5. Sports Committee
6. Event Management Committee
7. Student Disciplinary Committee
8. Residential Committee
9. Financial Committee
10. Sexual Harassment Committee
11. Internship Cell
12. Moot Court Society

## **13. MNLU FAMILY**

### **13.1 List of Faculty Members**

● Prof. (Dr.) Bhavani Prasad Panda ● Prof. (Dr.) Lalit Kumar Deb ● Prof. (Dr.) R.Y. Naidu ● Prof. (Dr.) Anil G. Variath ● Chirag Balyan ● Anand N. Raut ● Varada Sambhus ● Madhuri Meelee ● Bobby George ● Sajid Sheikh ● Deepika Bohra ● Nikhita Patil ● Ishnoor Arora ● Disha Atri

### **13.2 List of pioneer batch of B.A., LL.B. Hons. Students**

• Natasha Jelson Kavalakkat • Vrindam Nagpal • Aditya Nandakumar • Niveditha Rajeev Menon • Aman D Sharma • Kaustubh Shailesh Bam • Akshal Agarwal • Shambhavi Rai • Ritika Gusain • Sara Jain • Bhanukaran Singh Jodha • Neelabh Kumar Bist • Sakshi Jeevtani • Arnav Madhav • Sairaj Sunil Dable • Krishnakant Ashok Vishwakarma • Apurva Chandrakant Gudewar • Komal Jitendra Sinha • Rohan Prakash Kharche • Vidit Rajesh Harsulkar • Amisha Sunil Lolusare • Gatha Shivhare • Riya Sunil Thakare • Parul Meena • Sikander Hyaat Khan • Rutuja N • Reaa Mehta • Mitali Agarwal • Praharsh Verma • Karan Suresh Shelke • Yashraj Samant • Kopal Garg • Shantanu Sharma • Chinmay M. Rajvanshi • Mihir Deshmukh • Aditya Gupta • Ayush Verma • Pragya Agarwal • Varun Mehta • Jashan Merchant • Sankeerth Prakash • Sreenidhi G. S. • Shobhit Reen • Kunal Ashok Paleja • Aditya Tandon • Swapnil Singh • Avani Gupta • Shivam Sonkar • Abhisar Vidyarthi • Pranay Beejal Desai • Manan Goenka • Mrinal Dave • Sohil Sankalp • Saisha Singh • Snehal Kanzarkar • Suwendu Samal • Tathagat Bharti • Rishabh Meena • Aanchal Karma • Samiksha Premdas Rathod • Muskan Badhoria

### **13.3 List of pioneer batch of LL.M. Students**

• Yogesh Dixena • Monika Charan • Utkarsh Ravi • Abhinav Kumar • Apurupa Vatsalya Patibandla • Abhijeet Uttam Yadav • Abhishek Srivastava • Rashi Jyotishi



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