

**SREE NARAYANAGURU COLLEGE OF LEGAL STUDIES,
KOLLAM
PROSPECTUS – 2020-21**

INTRODUCTION

Sree Narayana Guru College of Legal Studies is a self financing Law college affiliated to the University of Kerala and managed by the Sree Narayana Trusts, Kollam. The Sree Narayana Trusts has been one of the highly esteemed educational agencies in Kerala having its own vision with great emphasis for achieving social justice. The Trusts was founded in 1952 in the name of Saint and great social reformer, Sree Narayana Guru, who is the embodiment of universal fraternity and love. The institutions under the Trusts follow the ideals of the Guru: to imbibe strength through organization and secure liberation through education. The Trusts, founded by the former Chief Minister of Kerala, Sri.R.Sankar, aims at realizing the high ideals of Guru who professed the welfare of all without any discrimination on the basis of caste, creed and religion. At present there are more than fifty educational institutions in Kerala run by the Trusts for the upliftment of the socially and educationally backward strata of the society. To achieve the above object Sree Narayana Guru College of Legal Studies was established in the year 2012. The college aims to be a premier academic institution in providing quality and affordable legal education. At present the courses offered by the College are five year integrated BA. LL.B., BBA. LL.B., B.Com. LL.B. and two year LL.M.

COURSE REGULATION

I. Five year BA. LL.B., BBA. LL.B. and B.Com. LL.B. (Semester System.)

Course Details

The course shall be of a double degree integrated course. The degree shall consists of regular course of study for a minimum period of ten semesters in five years.

BA LL.B

The course shall be of a double degree integrated course comprising of BA., LL.B. Degrees. The Degree in Arts and Law consist of 14 papers in BA. (English-8 + Economics-3 + Politics-3) and 30 papers in Law spread over 5 years duration consisting of 10 semesters.

BBA LL.B

The course shall be of a double degree integrated course comprising of BBA., LL.B Degrees. The Degree in Management and Law consists of 19 papers in BBA. (English-2+ Management-17) and 30 papers in Law spread over 5 years duration consisting of 10 semesters.

B.Com LL.B.

The course shall be of a double degree integrated course comprising of B.Com., LL.B. degrees. The Degree in commerce and Law consists of 19 papers in B.Com. (English-2 + Additional Language-1 + Commerce-16) and 30 papers in Law spread over 5 years duration consisting of 10 semesters.

Each semester shall consists of 90 instructional days having five hours per day for lectures, seminars, debates and test papers

Number of Seats

The maximum number of students to be admitted to each course shall be limited to sixty, out of which 50% seats will be filled from Kerala State Entrance Test and remaining 50% seats will be filled as per institutional norms based on merit, i.e. based on the marks obtained in the qualifying examination.

Rules Relating to Admission

Eligibility

Candidate seeking admission to the first semester of the 5 year integrated **LL.B.** course shall have passed any Higher secondary examination of the Govt. of Kerala or any other examination recognized as equivalent there to with not less than 45% of marks in aggregate, in the case of general category, 42% for SEBC and 40% marks in the case of the candidates belonging to Scheduled castes, Scheduled Tribes. **No rounding off of percentage of marks to the nearest higher integer is permitted.**

No candidate will be admitted to the college unless he/she produce the following documents at the time of admission.

- i) All mark lists of the Higher Secondary Examination,
- ii) Migration Certificate
- iii) Pass Certificate in the case of CBSE/ISE/VHSE students
- iv) Transfer Certificate from the institution last studied
- v) Conduct and Character Certificate. (validity period is six months only)
- vi) Eligibility Certificate: - Candidates who have passed the qualifying Higher Secondary Examination from any State other than the State of Kerala shall produce the Eligibility Certificate issued by the University of Kerala at the time of admission.
- vii) Two passport size recent photograph

The Principal may refuse to grant admission to any candidate without assigning any reason. Any student who has obtained admission to the college by means of false certificate or by false representation of any kind, or who may be found guilty of misconduct shall be summarily dismissed.

Application form (Management quota) and Prospectus can be obtained from the college office on all working days on payment of Rs. 1000/-. It must be duly filled in and be submitted to the college office with the requisite documents. Application with incomplete entries will not be accepted. Application forms and prospectus can be downloaded from the college website www.sntrusts.org/Kollam and the filled-in application along with a DD of Rs.1000/- (in favour of – the Principal, Sree Narayanna Guru College of Legal Studies, payable at Kollam from any nationalised bank) as application fee shall be sent to the college office.

Tuition Fee and Other Fee

Tuition fee and other fee will be as prescribed by the Government/University from time to time. A fine of Rs.10/- per day will be levied for belated remittance of annual fee after the scheduled date of collection.

Examination rules

There shall be University Examination at the end of each semester. Each paper carrying 100 marks is divided into 80 marks for the written examination and 20 Marks for the internal assessment.

Paper IV in seventh, eighth, ninth, and tenth semester shall be evaluated internally. Internal viva shall be conducted by the board of examiners constituted by the Principal from among senior teachers.

Paper II in the tenth semester is optional.

Internship

Each student shall have completed a minimum of 20 weeks internship during the entire period of legal studies with NGOs, Trial and Appellate Advocates, Judiciary, Legal Regulatory Authorities, Legislative Bodies, Bank, Stock Exchanges, Law firms, Companies, Local Self Government and such other bodies. **As per the direction of the Bar Council of India, the students can do internship only during vacation.** Provided that internship in any particular year should not exceed a continuous period of more than four week and all students shall undergo internship at least once during the entire period of studies with trial and appellate advocates.

Each student shall keep an internship diary which shall be certified and evaluated by the person or authority with whom the student has interned and the same shall be submitted to the Faculty in charge for his evaluation. Viva-voce examination in the tenth semester shall be conducted by the board of examiners constituted by the university.

Internal Assessment

There shall be a component of internal assessment marks in all the semesters. The marks for internal assessment shall be awarded by the Course Teacher on the basis of the following guidelines.

A	Attendance	Five Marks. (2.5 marks for 75% of attendance. Additional 0.5 marks for every 5% of attendance above 75%)
B	Test Papers	Five Marks (Average of two Test Papers)
C	Assignment	Five Marks
D	Seminar / Debate	Five Marks

Grievance Cell

A college level monitoring committee comprising of the Principal as co-ordinator and three senior teachers as members has been constituted to look into the complaints of students on award of internal marks vide letter no: M&C.I.2/SC/2017 dated 03/04/2017 of the Controller of Examinations, University of Kerala.

Pass minimum and classification

A candidate who obtains not less than 50% of the marks in individual papers in the examination for a semester will be declared to have passed in the examination of that semester.

A candidate who obtains not less than 50% of the marks in more than one paper, but fails in other papers in a semester is exempted from appearing in the papers in which he/she has obtained pass mark.

A candidate who fails in paper IV of the seventh or eighth or ninth semester shall appear in that paper in the next academic year without obtaining readmission.

There shall be one chance to improve the internal assessment marks as per the regulations issued by the University. No chance to improve written examination.

Classification of marks

Distinction	80% and above
First Class	60% and above and below 80%
Second Class	50% and above and below 60%

Ranking shall be made on the basis of marks obtained by the candidate in the whole examination (Ten Semesters) passed in the first chance.

Working Hours

Classes will be from 9.45am to 3.30pm with an interval of forty five minutes from 12.45pm to 1.30pm.

Attendance

Attendance will be taken at the commencement of each hour, and the attendance slip will be sent to the Principal after 5minutes.

If a student is absent from the class without leave for more than 20 working days, his/her name will be removed from the rolls. He/she may however be re-admitted after furnishing sufficient reasons for the absence and on payment of re-admission fee. In the case of detention, they have to seek University Order for re-admission.

The certificate of attendance required for admission to the University examination in each semester will in no case be granted unless the student has attended at least 75% of the total number of working days during the particular semester. The Bar Council of India insisted vide letter No: BCI:D:2131/2015(LE) dated 02/11/2015 that a student has to achieve 70% attendance for each subject. The relevant Rule 12 of BCI given below.

End Semester Test: No student of any of the degree program shall be allowed to take the end semester test in a subject if the student concerned has not attended minimum of 70% of the classes held in the subject concerned as also the moot court room exercises, tutorials and practical training conducted in the subject taken together.

Provided that if a student for any exceptional reasons fail to attend 70% of the classes held in any subject, the Dean of the University or the Principal of the Centre of Legal Education, as the case may be, may allow the student to take the test if the student concerned attended at least 65% of the classes held in the subject concerned attended 70% of classes in all the subjects taken together. The similar power shall rest with the

Vice Chancellor or Director of a National Law University, or his authorized representative in the absence of the Dean of Law.

II. Two Year LL.M Course (Semester System)

Course Structure and Duration

The LL.M course offered shall be of 2 years duration consisting of 4 semesters with specialisation in Constitutional Law.

Number of Seats

The maximum number of students to be admitted to LL.M Course shall be 10, out of which 5 seats will be filled from Kerala State Entrance Test and remaining 5 seats will be filled as per the institutional norms based on merit.

Rules Relating to Admission

Academic Eligibility for Admission

Candidates who have passed the LL.B examinations (5 year / 3 year course) with a minimum of 50% marks from the University of Kerala or any other Universities recognised by the University of Kerala as equivalent thereto are eligible for admission. **No rounding off of percentage of marks to the nearest higher integer is permitted.**

Eligibility Certificate

Candidate who has passed the qualifying examination from any other university other than university of Kerala shall produce the eligibility certificate of the University of Kerala at the time of admission.

Fee

Tuition fee and other fee will be as prescribed by the Government/University from time to time.

Management Seat Admission

Application form for admission under Management quota can be obtained from the college office on payment of Rs.1,000/- It must be duly filled in and be submitted to the college office with the requisite documents. Application form can be downloaded from the college website and the filled in application along with the D.D. for Rs.1,000/- (in favour of the Principal, Sree Narayana Guru College of Legal Studies, Kollam from any Nationalised Bank) as application fee shall be sent to the college office.

General Discipline.

- a. As discipline is highly essential for the smooth working of the college, each and every student shall maintain it at any cost.
- b. Students shall always behave, with dignity and courtesy.
- c. Absolute obedience is expected from every student. If anyone tries to defy the authority of the principal or any teacher he/she will be punished.
- d. Loitering through the corridors, hooting in the class rooms and other undesirable activities which disturb the calm and peaceful atmosphere of the college are strictly forbidden.

- e. Smoking is strictly prohibited in the college campus as per Cir.No.35362/G1/08/H&FWD. dated 22/09/08.
- f. Political activities are strictly banned in the college campus. No student of this college shall get himself/herself involved in any political activities or abet the said activity to be carried on by the fellow or other students inside the campus in any manner what so ever.
- g. No student in the college shall stage or indulge in any activity like strike, gherao, dharna, demonstrations, and agitations intended against the college authority. No meeting or entertainments shall be organized or any fund collected in the college without the permission of the Principal.
- h. No student shall shout slogans inside the campus.
- i. Taking part in any political activity by organizing students or compelling or threatening them to sign any paper or to cause gathering inside the college campus, inviting the outsiders to enter the campus with the intention to cause disruption of classes, mischief, damage to property shall constitute serious indiscipline.
- j. No student shall bring to the college campus any banners, pamphlets or distribute pamphlets or such other materials for the purpose of political activity.
- k. No student shall disfigure the walls, windows or furniture by writing or by affixing posters on it. If any student damages or destroys any college property he/she does so, they will have to pay the cost of repair/replacement.
- l. Students who have no class to attend at any particular hour, should remain in the reading room.

Dress code

- a. All students should strictly follow the dress code framed by the college authorities specifically mentioned below.

Boys

- Black formal pant.
- White full sleeve shirt tucked in (Inserted).
- Black shoe with black socks.
- College Identity card.

Girls

- Churidar – white top with 3/4th sleeve and black loose bottom.
- Black waist coat (will be issued from the college on payment)
- Black open shoe with black socks.
- College Identity card.

- b. Students should wear the uniform in a neat and professional way.
- c. Students not adhering to dress code will not be permitted to attend the classes.
- d. Students will not be entertained in the college premises for any requirement if they are not in their uniform.

Banning of Mobile Phones and other communicating Electronic Gadgets

Use of mobile phones is restricted in the campus. Students are not allowed to use the mobile phones in the campus. Those who violate this will have their phones confiscated as per GO. (Rt) No.1102/05H.Edn.dt.24/06/05 and circular No.30115/K3/09/H.Edn. dated 02/11/09.

Surprise Inspection Squad

On the basis of the decision of the Kerala High Court in WPC(C) No.23377/99 and circular No.30115/K3/09 of the Higher Education Department dated 10/02/2010, a surprise inspection squad headed by the principal has been constituted to confiscate and to prevent the use of mobile phones in the campus. Strict action will be taken against those students in possession of mobile phones and other communicating gadgets inside the campus.

Ragging.

Ragging is totally prohibited in the institution and anyone found guilty of ragging or abetting ragging, whether actively or passively, or being part of a conspiracy to promote ragging is liable to be punished in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 as well as under the provisions of any penal law for the time being in force. In pursuance of the decision of the Hon'ble Supreme Court in Civil Appeal No.887/2009, and the University of Kerala letter no. Ad.D.II/1/30206/09 dated 28/12/2009; an Anti-Ragging committee and an Anti-Ragging Squad have been constituted with the Principal as the head, for curbing ragging.

Women Grievance Cell

There is a women grievance cell in the college to look into the general welfare of the girl students in the college.

Moot Court Practice

The Moot Court Exercise is given as a compulsory routine in the final semester of the five year Integrated courses. However taking Account of the Merits involved in "Moot Court" for a Law Student, we are providing special screening and training to students who wish to participate in such competitions. The interested students are allowed to participate in Moot Court competitions representing the college in the state and National Levels.

National Service Scheme

A National Service Scheme unit has been sanctioned to this college by the University of Kerala.

Clinical Legal Education

There is a clinical legal education and service centre for administrating practical and Para legal education to student lawyers and to provide legal services and legal aid to the eligible people.

P.T.A.

Every student who seeks admission shall remit the prescribed contribution towards the P.T.A. fund. Every parent/ guardian will automatically become a member of P.T.A.

Library and Reading Room

The library and reading room shall be kept open from 9.30a.m. to 4.30p.m. on all working days and from 10.00 a.m. to 2.00 p.m. on Saturday. No issue and return on Saturdays.

1. Students shall maintain absolute silence in the Library.
2. LL.B student is permitted to take only 2 books at a time from the library.
3. **Books taken out by the students shall not be retained for more than a period of two weeks from the date of issue.** If the date falls on a holiday, the book must be returned on the next working day.
4. Books taken out before the commencement of a vacation other than summer vacation must be returned not later than the third working day of the re-opening of the college. If the books are not returned within the third day, fine will be levied from the actual date of return. **Failure to return a book on the due date entails the student to pay fine of Re. 1/- per day for each book.**
5. Generally books will not be renewed; but if there is no demand on a book it may be re- issued after return.
6. Any transfer or sub-lending of books taken out from the library is strictly prohibited.
7. **There shall be no transfer of Library card. The owner of the card will be responsible if detected. A fine of Rs.50/- will be levied for duplicate library card.**
8. Uncatalogued and unnumbered books, periodicals, books of reference, journals, bound volume of journals etc. will not be lent to the students.
9. Every student taking books out of the library and every reader within the library shall be responsible for the safe custody and preservation of the book. Borrowers are responsible for loss or damage to books taken out from the library. Marking of books with ink or pencil, soiling or damaging the covering, underlining of passages, writing of remarks etc., on the leaves of the book or on illustrations, tearing of pages etc. are serious offences.
10. If any book is lost, damaged or mutilated, the borrower shall be required to replace the book with fine or pay such compensation as may be fixed by the Principal as per the rules relating to the library.
11. Before leaving the counter, borrower shall examine the books taken by him/her and point out any mutilation or defect in any book, to the Librarian and have these defects etc., noted in the book and initialed by him, otherwise the borrower will be held responsible for any damage or mutilation at the time of return.
12. It shall be the duty of the Librarian and his staff to examine the books returned by the borrowers and take immediate action in all cases of mutilation or damage. The Librarian reserves the right to deny issue of books on reference basis to defaulters and can cancel the issue without prior notice, if such a need arise.
13. Any book may be recalled at any time even if the period of loan has not expired.

14. No member of the staff is permitted to have with him more than 4 books at a time from the library and should return the books after one month from the date of issue. If not returned in time a fine of rupee one will be levied from the faculty members from the actual date of return.
15. Staff members and students shall affix their signature in the issue registers when they take out book.
16. Books will be issued from 10.00a.m. to 03.45 p.m. only on all working days.(Monday to Friday)
17. The Librarian shall send to the Principal every month a list of students who have incurred library fine during that month together with a statement of books overdue from students for necessary action.
18. Smoking within the library is strictly prohibited. No shifting or moving of furniture from their respective places is permitted.
19. Hand bags, books, files and personal belongings should be kept outside the library.
20. The Principal shall have absolute discretion regarding the administration and modification of the rules.
21. Discussions for moot purpose shall be allowed only if there is no disturbance to the other readers. Photocopying facility is available from 12.45 p.m. to 1.30p.m (Monday to Friday). The Rates for photocopying is Re.1/- per page for text books, Bound volumes, periodicals etc.
22. Internet facility is also available in the Library from 10a.m. to 1.30 p.m. and 2.30p.m. to 3.30 p.m.(Monday to Friday)
23. Library will remain closed for a short interval from 2.00p.m. to 2.30p.m. (Monday to Friday).
24. Books for the next semester will not be issued to the students who have not returned the books taken by them in the previous semester.

Rules for Issue of Transfer / Course Certificate

Inter-University transfer of law students has been prohibited as per letter No. ACAD A.111/2/99 dated 19-7-1999 of University of Kerala, Thiruvananthapuram.

1. Transfer Certificate shall not be issued to students who have dues in the college. If a student leaves the college in the midst of the course during II to V year, has to pay the annual fee for the particular current year.
2. No fee will be levied from those who apply for the Transfer Certificate either at the time of leaving on completion of the course from the college or within one year after leaving the college.
3. A late of fee of Rs.100/- (rupees one hundred only) will be levied from those who apply for the Transfer Certificate one year after leaving the college.
4. An additional fee of Rs.200/- (rupees two hundred only) will be levied from those who apply for duplicate of Transfer Certificate as per the procedure.

5. No fee will be levied for the issue of Course and Conduct Certificate.
6. Students shall obtain their transfer Certificate at the end of their Course and produce it when they are admitted for the next Course.
7. T.C, Course and Conduct Certificates will be issued after 3 days of the receipt of application for the same.
8. Application for issue of T.C. should be in the prescribed form.

Refund of Caution deposit / Refundable deposit

Refund of caution deposit / refundable deposit in ordinary case will be made on receipt of application in prescribed form from the student together with the original receipt. Refund will be made only after adjusting the dues if any on account of loss of library books, recovery of fine towards breakage or any other loss caused to the property or any other fine imposed by the college authority. An amount of Rs.50/- will be levied from those who have failed to produce original receipts of caution deposit / refundable deposit towards search fee.

S.N.G.C.L.S., Kollam

Date: 16/03/2020

Sd/-

Principal

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