

RGNUL Student Academic Assistance and Support Policy (RSAASP)

Objective

RGNUL Student Academic Assistance and Support Policy (RSAASP) offers an opportunity for the academic growth of the students. The aim of RSAASP is to enhance the efficacy of the learning environment for students from diverse educational background. RSAASP is assisted by committees comprising faculty and student assistants. RSAASP encompasses a broad array of academic activities- access to support for resolving academic queries, acquaintance with the contours and requirements of the course, extra-tutorial assistance, comprehension of Project Work, aid for non-English medium/language related issues, guidance for research and practical exposure/training-throughout the five-year B.A.LL.B.(Hons.) Programme. The Policy reflects the collaborative spirit at RGNUL as student faculty coordinate for the management of activities. RSAASP ensures productive assistance to new students, facilitates initial transition to University studies, encourages inter-batch association and extends another avenue of learning in integration with the classroom environment.

Overview and Scope

1. RGNUL Student Academic Assistance and Support Policy (RSAASP) (hereinafter referred to as Policy) shall commence from Academic Session 2021-22.
2. Policy shall be reviewed, revised and updated annually or at such intervals as may be deemed necessary.
3. Competent authorities of the University shall notify the list of subjects, for which academic assistance would be offered under the Policy, prior to commencement of the semester.
4. Students enrolled at RGNUL shall have the right to seek academic assistance and support in accordance with and subject to the terms of this policy.

Definition of Terms

5. The words and phrases used in this Policy shall mean as follows unless a contrary intention appears from the context :

- a) 'Academic Assistance and Support' means academic assistance for drafting of projects/assignments and classroom support for clarifying the academic doubts related to the concerned subject for which academic assistance and support is being offered;
- b) 'Academic Assistance Committee' refers to a committee of faculty members nominated by the Vice-Chancellor from time to time for the implementation of the Policy and for coordination of various activities under the Policy;
- c) 'Academic Committee' include a committee of students constituted by RGNUL from time to time;
- d) 'Competent Authority' denotes the Vice-Chancellor, Registrar and other authorities/committees of the University as would be notified from time to time;
- e) RGNUL Regulations include Regulations framed by the competent bodies of the University and all rules in force at the relevant time.
- f) 'Student Assistant' means and includes students of fourth and fifth year of B.A.LL.B.(Hons.) Course selected in accordance with the procedure laid down in the Policy;
- g) 'Student Assistant Evaluation Report' means the report prepared on the basis of feedback regarding the performance of the Student Assistant obtained from the students on anonymous basis in such manner as may be prescribed from time to time;
- h) 'Subject' entails various law and social sciences subjects except the seminar course, offered under the RGNUL Scheme of Study to B.A.LL.B.(Hons.) I-IV; except the Seminar Course.
- i) 'Subject Teacher' means the faculty member(s) assigned to teach the concerned subject for which Academic assistance is to be offered;
- j) 'University' implies The Rajiv Gandhi National University of Law, Punjab established by Punjab Act No. 12 of 2006;

Constitution of Committees

- 6. Academic Assistance Committee shall be constituted for each academic year or for each semester, as the case may be. Members of Academic Assistance Committee shall be nominated by the Vice-Chancellor from amongst faculty members on the roll of the University.

7. Academic Committee shall be constituted for each academic year or semester, as the case may be, from amongst the students nominated by the Vice-Chancellor and/or Registrar.

Selection Process of Student Assistant

8. The selection process for Student Assistant shall be initiated through call for applications by competent authorities of the University in consultation with the Subject Teacher and the Academic Assistance Committee.
9. Students of fourth and fifth year of B.A. LL.B. (Hons.) Course shall be eligible to apply for the post of Student Assistant.
10. Eligible students can apply within the stipulated time (prescribed by competent authority from time to time) for a maximum of three subjects.
11. Subject Teacher and Academic Assistance Committee shall scrutinize the applications and determine the selection criteria for each subject as follows:
 - a) Marks/Grades in the concerned subject;
 - b) Cumulative Grade Point Average (CGPA) till the latest semester for which results have been declared;
 - c) Curriculum Vitae (CV);
 - d) Interview by the subject teachers;
 - e) Such other criteria as may be determined from time to time.
12. Subject Teacher shall forward his/her recommendation and choice of candidate to the Academic Assistance Committee. The Committee in consultation with competent authorities shall consolidate and finalize subject-wise list of selected Student Assistant along with waitlisted students. List of students selected as Student Assistants for various subjects shall be notified preferably before the commencement of each semester.
13. In case student assistant fails to perform his/her duties or forfeits his/her right to be the Student Assistant or in the event of resignation/removal etc., students in waiting list for the concerned subject would be selected as Student Assistant for the remainder of the semester.

Duties of the Student Assistant

The selected Student Assistant shall perform duties persistently and intently. The duties of Student Assistant are enlisted below:

14. Duties of Student Assistant shall be as under
 - a) To conduct classes in coordination with the subject teacher as required from time to time.
 - b) To provide Project assistance in consultation and coordination with the subject teacher.
 - c) To attend regular/scheduled classes subject to any specific academic duties which may be assigned by the subject teacher in compliance with the terms of this Policy.
 - d) To consult the subject teacher in advance for conducting classes and submit teaching notes/power-point presentations to the concerned teacher beforehand.
 - e) To continuously interact with students and subject teacher for conducting/organizing doubt-clearing sessions in consultation with the subject teacher.
 - f) To discuss previous year question papers/sample papers, if required.
 - g) To perform such other duties/tasks relating to academic assistance and support as could be assigned by the Academic Assistance Committee and/or subject teacher from time to time.
 - h) To perform duties diligently and to the best of ability.
 - i) To be respectful towards faculty and the students.
 - j) To refrain from indulging in any activity prohibited under this Policy and/or University regulations.

Prohibitions

15. Student Assistant shall not be permitted/compelled to perform any of the following acts/tasks:
 - a) Helping the subject teacher in formulating preparing question papers;
 - b) Assisting in the evaluation of answer scripts of mid-term/final examinations;
 - c) Assisting in the evaluation of projects submitted by the students;

- d) Providing independent consultation on project/seminar topics. However, assisting students in comprehending suggestions given by experts/subject teachers and/or helping in structuring/argumentation shall not be construed as independent consultation.
- e) Any other act which is specifically prohibited by the subject teacher, Academic Assistance Committee and Regulations.

Benefits to Student Assistant

- 16. On successful completion of the duties assigned, Student Assistant shall be provided a Certificate of Appreciation duly signed by competent authorities stating relevant details of the activities undertaken and/or services rendered. However, in case of resignation/removal etc during the semester, Student Assistant shall be ineligible for the certificate. Decision of the Academic Assistant Committee in consultation with Subject Teachers shall be final.

Evaluation of Student Assistant

- 17. The performance of the student assistant shall be continuously monitored and evaluated during the tenure as Student Assistant by the subject teacher and the Academic Assistance Committee.
- 18. Response/Feedback of the students, in the prescribed form and manner, shall be obtained to assess the performance of the Student Assistant
- 19. Academic Committee shall prepare monthly Student Assistance Evaluation Report by compiling and collating feedback of the students. Report shall be in such form and manner as prescribed by competent authorities from time to time.
- 20. Report shall be submitted by the Academic Committee to the subject teacher within seven days of the close of the month or end of the academic activities for the month, as the case may be.

Removal of Student Assistant

- 21. The Academic Assistance Committee shall have the power to remove the student assistant on any of the grounds mentioned in clauses (a) to (d). For the purpose, Student Assistant Evaluation Report and such other material, as may be deemed necessary, shall be taken into

consideration by the Academic Assistance Committee.

- a) Knowingly providing false information during the selection procedure; or
 - b) Irregularity in conducting and attending classes; or
 - c) Misconduct towards students or subject teacher; or
 - d) Non-performance of the assigned duties and/or performing or indulging in any act prohibited by the Policy or RGNUL regulations.
22. Removal of Student Assistant shall be made in consultation with the subject teacher after giving the Student Assistant an opportunity to be heard.

Miscellaneous

23. Terms of the policy can be amended and altered by the Vice-Chancellor in consultation with the Academic Assistance Committee.
24. Vice-Chancellor shall have the power to clarify/add/amend any part of this policy to resolve any predicament, misperception, ambiguity or problem which may arise from time to time.
25. Competent Authorities shall have power to prescribe forms and rules for obtaining feedback, for drafting/designing reports and for monitoring of the activities of various committees.
26. Notwithstanding anything contained in this policy, competent authorities of the University may notify subjects for which academic assistance is to be offered; Academic Assistance Committee; Student Assistants etc at any time in accordance with needs and requirements.
27. Notwithstanding anything contained in this policy, competent authorities shall have the power to constitute various committees, from time to time, for ensuring compliance with the terms of this policy and for promoting academic excellence.