

Amity Law School, Noida
Amity University, Uttar Pradesh
NTCC CALENDER 2023-24
NTCC- DISSERTATION GUIDELINES- (LAWDS100)

Programme: BALLB(H), BBALLB(H), BCOMLLB(H)

Semester: 10

Duration: 12 weeks

Credits: 06

SECTION-A

1- Time Chart:

S.no	Particulars	Tentative Dates
1	Institutional NTCC Committee Meeting for preparation of NTCC Commencement	5 th December,2023
2	Allocation of Faculty Guides by Institutional SIL/NTCC Committee/Hol	8 th December, 2023
3	Interaction with faculty and submission of NTCC Topic/ challenging problems by the students.	18 th December 2023 to 22 nd December 2023
4	Interaction with Faculty Guides for submission of NTCC synopsis for approval	2 nd January 2024 to 5 th January 2024
5	Registration of the students for NTCC on Amizone	2 nd January 2024
6	Commencement of NTCC	2 nd January 2024
7	Online Uploading of NTCC Synopsis, NTCC Offer Letter and Name of Industry Guide by the students. (Within 7 Days Post NTCC Commencement dates)	10 th January 2024
8	Online Uploading of 1st Weekly Progress Report (WPR) (As per online provisions, after End Date of a week, students get Three (03) more days to upload Weekly Progress Report (WPR) on Amizone)	12 th January 2024
9	Weekly Interaction of Faculty Guides with students and their Industry Guides (if any) for NTCC progress, feedback and guidance.	At least once in a week
10	Mid-Semester Progress Review by the Institutional Committee (for 5 or more CU NTCC courses)	5 th February 2024 to 9 th February 2024

11	End Date of NTCC	26 th April,2024 (For BALLB(H), BBALLB(H) ,BCOM(H) Programs)
12	Submission of daily diary and WPR'S	Every Thursday
13	Feedback by Industry guide	After Completion
14	Feedback by faculty guide	After Completion
15	Online Uploading of Final NTCC Report and NTCC Completion Certificate: Before online uploading the Final NTCC Report for plagiarism check through	6 th May 2024 (For BALLB(H), BBALLB(H), BCOM(H) Programs)
23	Submission of Proposal as per regulations to the Examination Department for approval of competent authority for conducting NTCC Viva-Voce by the institution	14 th May 2024 (For Final Semester of Four/Five Years UG Programs, PG, Integrated Programs and LL.B. Programs)
24	Date of Evaluation of NTCC	20 th May 2024 to 25 th May 2024 (For Final Semester of Four/Five Years UG Programs, PG, Integrated Programs and LL.B. Programs)
25	Submission of marks to the examination department (Annexure 2 and 4)	7 th June 2023

2- Guidelines for Writing the NTCC Dissertation Report:

S./No.	CREDIT UNITS	Duration	Word length (excluding)	No. of Copies	Binding Type	Report Retention details
1	6credits	12 Weeks	20,000 - 25,000 words	02 with a soft copy	Black colour hard binding with golden print	At Institutional level up to 2 years. Best report may be kept for longer time period

Word length will be exclusive of Preface Copyright Page, Faculty Guide Approval Page, Acknowledgement, Table of Contents, List of Tables, List of Figures, Certificates etc.	
Language	English
Paper size	A4
Margins	The text of the document must be justified. The left margin of 1.5 inches. The top, bottom and right margin of 1.00 inch.
Typing	On one side of page. The text will follow line spacing of 1.5 lines. Table and figures, tabular material as necessary and appendix material as appropriate may be single space. Centered material is to be centered between the left and right margins. The first line of all paragraphs of running text will be indented 0.5inches.
Pagination	Each page must be numbered, except the Title Page. The pre pages—including the Copyright Page, Faculty Guide Approval Page, Acknowledgement, Table of Contents, List of Tables, List of Figures and Abstract (if any) —will be numbered with lower-case Roman numerals (ii, iii, iv, etc.) centered from the bottom edge of the page. The first page that will show a page number is page ii. All remaining pages carry consecutive numerals (1, 2, 3, etc.). The page number will be placed in the center from the bottom edge of the page.
Arrangement of Contents	Every NTCC Dissertation Report should have three parts: the pre pages, the main text, and the reference material. Each part has several sections, which are normally arranged in the order discussed below. 1. Preliminary Pages a. Title page b. Declaration c. Faculty Guide Approval page d. Acknowledgement(s) e. Table of Contents f. List of Cases g. List of Tables (if any) h. List of Figures (if any) i. Abstract /Preface 2. Text (usually divided into chapters and sections) 3. Reference Material a. References b. Appendix (if any)
Tables and figures	Each table of figure should be placed immediately after the paragraph in which it is mentioned. If it has a separate page, this page should be the one following the page on which the table/figure was first mentioned. Tables and figures that must be positioned horizontally (landscaped) will face the outer edge of the page, with the widest margin at the binding edge.

	<p>Tables and figures are numbered in separate series. Each table and figure, including any in the appendices, has a number in its own series. Each series is numbered consecutively within chapters (e.g., Figure 10.1, Figure 10.2, and Figure 10.3).</p>
	<p>Each table and figure will be separately numbered. All titles/captions of Table & Figures will appear in the pre pages in the List of Tables and List of Figures.</p>
<p>References</p>	<p>In the text, give the surname and date in parentheses, e.g. (Edwards, 2010). At the end of the study, provide a section headed 'References' in which the references are listed alphabetically by family name. Include references for electronic sources of information e.g. web pages. Further details mentioned below Any books, articles, websites or other published sources (retrievable data) that have been used (cited in the text) either in direct quotation or by reference, must be listed in the References. Personal interviews/raw data (not retrievable) do not appear in the reference list. The first line of the citation starts at the left margin and the second and subsequent lines of that citation are indented 0.5 inches. The referencing style to be used as per the forma. The format for the references shall be given separately by each faculty of Study/institution.</p>
<p>References (examples)</p>	<p>(a) Constitution & Acts Constitution of India 1950, Article 25 (2), Explanation Indian Penal Code 1860, Section 120, Illustration</p> <p>(b) Books Bowett, WD :<i>Law of International Institutions</i> (4thed 2003) p 11 Bakhshi, PM :<i>Commentaries on Constitution of India</i> (7thed 2003) p 23</p> <p>(c) Articles Pandey, Ramesh : 'Murder of Democracy' <i>Hindustan Times</i>, 7 August 2013 Wadhwa, GC : 'Latest Trends in International Law' <i>Delhi Law Review</i> (1987 : 2) p 223</p> <p>(d) Reports Amnesty International, <i>Bi-annual Report</i> (2007) p 13 National Human Rights Commission, <i>Annual Report</i> (1996-97} p 212</p> <p>(e) Cases</p>

	<p><i>Abdur Rahim v Padma</i> AIR 1982 Born 112 <i>Rashmi Chawla v Union of India</i> (2005) 6 SCC 14 (f) Any other material (In consultation with the Research Guide)</p>
Appendices	<p>Appendices contain supplementary or illustrative material or explanatory data too lengthy to be included in the text or not immediately essential to the readers' understanding of the text. Appendices should be lettered in the order in which they are referred to in the text. Each appendix will be listed with its title in the Table of Contents (e.g., APPENDIX A. TITLE OF THE APPENDIX).</p>

3- Marking Scheme: total marks 100- components wise

- **Internal marking scheme: 30 marks**

S/No	Name Of Component	Maximum Marks
1	Timely Registration	5
2	Synopsis Approval	5
3	Weekly Progress Report	5
4	Submission of Draft on Time	5
5	Observation of Supervisor	5
6	Plagiarism Report	5
	Total	30

- **External marking scheme: 70 marks**

SNo	Name Of Component	Maximum Marks
1	Case Studies & Literature Review	5
2	Methodology	5
3	Presentation	5
4	Viva Voce	20
5	Final Report Assessment	20
6	Findings of the Study	5
7	Project Report	5

8	Student Learning Outcomes	5
	Total	70

4- Plagiarism:

The NTCC report must be written in students' own words. However, if required to cite the words of others, all the debts (for words, data, arguments and ideas) have to be appropriately acknowledged.

It is mandatory that each Internship report shall be checked for plagiarism through Turnitin or similar software before submission. The content which is based on existing published work must come from properly quoted material and from the references cited section. **After checking the accuracy of the citations and references of such content the plagiarism report should not return a similarity index of more than 15% in any circumstance.** However, if the matching text is one continuous block, the index of 15% could still be considered plagiarism. Any report with higher than this percentage matching must be explained by the student. The details of copy rights and professional ethics are given in Plagiarism Prevention Policy of the University.

5- Submission of Final Report:

- a) The student shall write the NTCC report and submit the final report as per instructions given in **Guidelines**.
- b) Following shall be submitted along with final report:
 - i) WPR
 - ii) Plagiarism Report
 - iii) CD
- c) A student shall be eligible to submit his/her report and final assessment provided he/she meets following conditions:
 - i) Did Online Registration on *Amizone* for the NTCC Dissertation course.
 - ii) Topic, Synopsis and Project Plan are approved by the faculty guide.
 - iii) **At least 90 % of WPRs were submitted**
 - iv) **At least 80% of the WPRs were satisfactory**
 - v) Under special circumstances, the Vice Chancellor may condone up to 5% of eligibility criteria for submission of report.
 - vi) Similarity index not more than 15 % as per Plagiarism Prevention Policy, after excluding references.

6- Publication Guidelines:

For publication of research paper, the following guidelines have to be followed by the students:

1. Students may get the publication of a paper in:
 - a. Scopus/UGC care indexed journal or
 - b. Research paper in a peer-reviewed / refereed journal or
 - c. Book or chapter in edited book or

- d. Research paper presentation in an International or National Conference / Seminar / Symposium/webinar. The presented paper must be reflected in the proceedings published in e-form or print form.
- 2 If publication is not complete by the date of submission of the research paper to the supervisor, a letter of acceptance for publication may be accepted.
- 3 If any student fails to fulfill this eligibility requirement, he/she can get maximum B+ grade in dissertation evaluation.**

***Publication details have already been forwarded to students**

Note:

- 1- For Further detail Please refer **section B**
- 2- In case of Moot Court Internship, please follow the instruction/ guidelines/syllabus in Internship diary.

SECTION-B



Course Title: Dissertation

Credit Units: 6

Course Level: LLB 5yrs

Course Code: LAWDS100

L	T	P/ S	SW	FW	TOTAL CREDIT UNITS
0	0	0	0	0	6

Duration: twelve weeks

- Students, with the help of their mentor and faculties will identify a topic for the research work.
- At the end of their research the students shall submit the written Dissertation report as per the Guidelines prescribed below.

Definition:

A substantial, sustained and independent exercise in research or scholarship produced by an individual student involving substantial data collection in the field and/or the laboratory with the work presented as a written report, which demonstrates scholarship at an appropriate level and in an area relevant to the chosen degree of the student.

Dissertation provides an opportunity to the students to demonstrate the ability to devise, to show the application of skills of data collection, critical analysis and concept synthesis necessary for formation of defensible conclusions. It also provides a platform to demonstrate ability to draw appropriate conclusions argued from the evidence presented and also a forum to demonstrate the skills of structuring and present a balanced informed, complete, clear and concise written argument.

Course Objectives:

- To provide an opportunity to students to demonstrate the ability to devise, select and use a range of methodologies and tools to the Chosen/Given project, applying the theoretical knowledge to a real life situation.
- Experiential Learning outside classroom through self-exploration, practical experience, Industry, field experience, live experience, research, design projects etc.
- The learning process in the NTCC seeks out and focuses attention on many latent attributes, which do not surface in the normal classroom situations.
- Research and its importance in experiential learning through NTCC.

- These experiential learning attributes through NTCC include:
 - Intellectual ability,
 - Professional judgment and decision-making ability,
 - Inter-disciplinary approach,
 - Skills for data handling,
 - Ability in written and oral presentation,
 - Sense of responsibility
 - Developing professional Skills
 - Application of theory, concepts in given industry /practical / field scenario

Student Learning Outcomes:

On completion of this course, the student will be able to

- Develop competencies related to the legal- learning process.
- Widening the student's perspective by providing exposure to real life legal situations.
- Devise, select and use a range of methodologies and tools related to cognitive development of the students.
- Inculcate a sense of responsibility and develop professional skills.
- Critical analysis and concept synthesis of various sectors of legal process.

Briefing Session:

A briefing session for all the students and concerned faculty guides will be organized by the institution well in advance so that the students and faculty guides are able to prepare well & proceed for the course as per guidelines. The orientation will help the students to finalize:

- The broad area of work, and
- To collate, organize and describe legal rules and to offer commentary on the emergence and significance of the authoritative legal sources in which such rules are considered, in particular, case law, with the aim of identifying an underlying system.

Finalization and approval of area/topic of NTCC DISSERTATION and schedule of activities:

- a) Student shall finalize the broad area /topic, synopsis and work schedule of his / her project in consultation with the faculty guide and as per the prescribed Guidelines of NTCC Dissertation .
- b) The area/topic, synopsis work schedule of project shall be approved by the Institution NTCC Dissertation Committee (INC). The final list, cleared by the INC and approved by HoI shall be sent to Academic Office in AUUP HQ and CoE, before the date for submission of first Weekly Progress Report.

Allocation of Faculty Guide

- Each student shall be assigned a faculty guide for the NTCC Dissertation well in advance in a formal manner depending on the number of students per

faculty member, the available specialization among the faculty guides by Institution NTCC Dissertation Committee.

- In case a student is undertaking NTCC Dissertation outside in an industry or research lab or other university, the students will have two guides – a faculty guide from the institution and an external guide from the concerned organization. In Such cases of joint guidance, the main guide will be faculty guide.
- The allotment / allocation of supervisor shall not be left to the individual students or teacher.
- The external guide must be provided with brief guidelines for performance monitoring and assessment of the student of NTCC Dissertation.
- The faculty guide from Amity University must closely interact with the external guide and monitor the progress of the student in NTCC Dissertation at the host institution/ industry/ research lab etc. Faculty guide must also strengthen the relationship with the host organization of the student for future collaborative research and placement of the student in that organization.

Role and expectations of Faculty Guides

To advise on:

- the topic, synopsis and work schedule of NTCC Dissertation and its resources
- To assist the student in identifying problems/issues and suggest/agree on specific action to address those
- risk assessment, where appropriate
- methodologies
- referencing / plagiarism
- ethical practice, as appropriate
- information sources, including AUUP material, to support planning, monitoring progress of the NTCC Dissertation structure and presentation of NTCC Dissertation
- To discuss progress of NTCC Dissertation
- To offer feedback on partial versions of NTCC Dissertation
- To maintain regular supervisory contact.
- To contact any student who fails to attend supervisory sessions.
- To advise the student of NTCC Dissertation who are considered exemplary.

Roles and Responsibilities of students

- Commit to a schedule of meetings, in order to ensure that the agreed schedule is adhered to and deadlines met.
- use supervisory time allocated effectively,
- manage tutorial / gap lectures/ briefing sessions effectively by preparing for same in advance,
- keep appointments which have been arranged,
- to send regularly Weekly Progress Report (WPR) to Faculty guide
- maintain a record of supervisory meetings (Maintain a record Diary),
- act responsibly and professionally during fieldwork /industry internship/work in external labs etc
- make use of AUUP guidance and documentation to plan and monitor progress of the NTCC Dissertation , to maximize the benefit of tutorial support, and to implement the feedback and approved action plan for development of the NTCC Dissertation.

- recognize ethical responsibilities and understand the regulations with regard to plagiarism.

Registration for the Course

The students are required to register on-line on AMIZONE for the NTCC Dissertation course as per the guidelines.

For example a student is required to register for a NTCC Dissertation during the semester's commencement, before joining the Institutes/Industries.

Conduct & Progress Monitoring of NTCC Dissertation

- The students will undertake NTCC Dissertation as per the course requirement and work schedule.
- The students will regularly report to their faculty guide for their weekly progress as per the prescribed format of Weekly Progress Report (WPR).
- The student is required to send regularly Weekly Progress Report (WPR) even if he/she is working outside Amity under the supervision of external Guide.
- The faculty guide will mark the status of Weekly Progress Report (WPR) received and quality of work done on AMIZONE. The faculty guide will also give feedback to students.
- The student will also maintain a daily diary of the work done which need to be submitted to the faculty guide.
- The student will maintain the record of interaction and feedback by Faculty Guide
- **Periodic progress Review by a faculty board will be done. For this institution will announce at the time of registration for the course.**

Assessment Plan and Continuous Assessment

Continuous Internal Assessment	Final Assessment
30	70