

THE DRAFT WORKING MANUAL OF MOOT COURT SOCIETY 2019

LAW CENTRE-I

Whereas it is felt necessary to incorporate certain changes in the working of the Moot Court Society, the present working manual has been framed by the Moot Court Society in consultation with General Body Meeting and adopted onand notified by the Professor-in-Charge, Law Centre-I, on ----- . The provisions of this working manual will govern the functioning of the Moot Court Society of Law Centre-I from -----.

I. PRELIMINARY

1. There shall be a Moot Court Society of the Law Centre-I, shortly hereinafter mentioned as MCS, to regulate affairs of Mooting activities.
2. This Manual may be called the 'Working Manual of The Moot Court Society' of Law Centre-I, shortly hereinafter mentioned as Manual.
3. The MCS will work according to the rules framed under this Manual.
4. In this Manual, unless the context otherwise requires,
 - (a) "Grievance and Disciplinary Committee" means Grievance and Disciplinary Committee constituted by the MCS Teacher Convener to look after the grievances and disciplinary issues relating to MCS activities.
 - (b) "Inducted Member" means a student selected after the induction to be part of MCS.
 - (c) "Internal Moot" means a qualifying mooting section to represent the LC-I in outside mooting competition.
 - (d) "MCS Member" means teacher members and inducted members.
 - (e) "Moot Participant" means any student of LC-I who is participating in mooting competition of LC-I or elsewhere.
 - (f) "Scheduled General Body Meeting" means General Body Meeting at the beginning and end of the Academic Year.
 - (g) "Society" means Moot Court Society constituted under this Manual.
 - (h) "Student Coordinators" means Inducted Students who may have been assigned a specific duty under MCS body or for a particular event of the MCS.
 - (i) "Student Office Bearer" mean students holding the post of Convener, Co-convener, Secretary and Treasurer.
 - (j) "Volunteers" means students of the Law Centre-I voluntarily opted to work for the events of MCS.

II.OBJECTIVES

5. The MCS will work with following objectives:
 - i.To train the students of Law Centre 1 in drafting, researching, mooting and gaining advocacy skills,
 - ii.To facilitate the students of Law Centre 1 to participate in Moot Competitions hosted by Institutions imparting Legal Education at national and international level,
 - iii.To organise various moot competitions like induction, intra and inter batches and national mooting competition,
 - iv.To train the students in the organisation and management of the MCS and to train them in conducting internals and in hosting regional and national competitions; and
 - v.To inculcate the values of co-operative working, peers learning and fair competition.

III. FUNCTIONS

6. The main functions of MCS are as follows:
 - i.To conduct the orientation program for the first year students of Law Centre 1,
 - ii.To induct students as Inducted Members in the MCS for its smooth functioning,
 - iii.To conduct the election for the student office bearers from inducted members.
 - iv.To host regional, national and international moot competitions,
 - v.To facilitate notification of various moot competitions hosted by other institutions of legal education, regional, national and international,
 - vi.To conduct internal selection of team for participating external moot competitions,
 - vii.To facilitate technical and monetary support for participating moot competitions as per University rules, and
 - viii.Any other activity connected to the MCS

IV. COMPOSITION OF THE MOOT COURT SOCIETY

7. The MCS shall consist of the following members:
 - i.Professor –in-charge, Law Centre 1 as ex-officio member
 - ii.Teacher convener
 - iii.Teacher co-conveners
 - iv.Teacher members
 - v.Student office bearers
 - vi.Inducted Members of MCS

Note: *All the students of Law Centre 1 are participant of MCS activities with equal opportunity to participate in moot competitions hosted by other institutions and the Law Centre 1.*

V. KINDS, NUMBER AND TENURE OF MEMBERS

8. The MCS will be constituted for every Academic Year consisting of Teacher members and Student Members.
9. The number and name of teacher members is decided by the Professor-in-charge at the beginning of every academic year.
10. There will be Inducted Members in MCS from LC-I students.
11. The MCS will have total thirty three Inducted Members inducted from all three batches. Thirteen inducted members will be from first year and ten inducted members will be from each second and third year.
12. The Term of Inducted Members will be for one Academic Year. Inducted members will not have term of more than two times.
13. The new Members will be inducted according to the MCS Induction Rules as prescribed in Chapter VIII from Rule No. 22 to Rule No. 33 of this Manual.
14. The Inducted Members will elect the office bearers among themselves through secret voting.
15. (1) The MCS has following students offices:
 - i. Convener
 - ii. Co-Convener
 - iii. Secretary and
 - iv. Treasurer
16. An Inducted Member may be appointed as coordinator for specific function of the MCS or any event by the Teacher Convener and Co-convener.

VI. ELIGIBILITY FOR OFFICE BEARERS

17. Any inducted Student Member **having good mootng experience** and pursuing second year/third year can contest for the position of Convener and Co-convener.
18. Any Inducted Student Member pursuing second year can contest for the position of secretary.
19. Any Inducted Student Member pursuing first year can contest for the position of treasurer.
20. An Inducted Student Member who is holding a position as an officer bearer in DUSU or Students Union of Law Centre 1 or any other Committee of Law Centre- I as

prescribed by the said Committee shall not be eligible to contest for the position of office bearer in MCS.

VII. APPOINTMENT AND TENURE CONDITIONS OF THE TEACHER CONVENER, CO-CONVENER AND TEACHER MEMBERS

21. The Teacher Convener, Co-convener/s and the teacher members will be nominated by the Professor in Charge of Law Centre-1 at the beginning of every academic year.
22. The teacher Convener/teacher co-convener/teacher members on reasonable ground, is at liberty to resign from the convener/co-convener-ship, by giving due notice to the Professor-in-charge of Law Centre-1 and till it is accepted by the Professor-in-charge, he/she will continue to hold the position as teacher Convener/Co-convener.
23. Any teacher member, on reasonable ground, is at liberty to withdraw from the Moot Court Society by giving due notice to the Professor-in-Charge and the Teacher Convener and till it is accepted by the Professor-in-charge, he/she will continue to hold the position as teacher member.

VIII. INDUCTION PROCEDURE OF INDUCTED MEMBERS

A. Induction Procedure for the First Year Students

24. First year inducted members will be inducted through induction programme based on mooting competition including Criteria I, II and III i.e. memorial, researcher test and oral rounds respectively as mentioned in Rule 25..The Second and third year students will be inducted on the basis of Criteria I, II, III and IV i.e induction memorials, researcher test, past mooting achievements and past experience of MCS respectively. The selection process will be merit based out of one hundred marks. Merit list will be prepared separately for each batch.
25. The marking pattern of the induction process will be as follows:

	MARKS DISTRIBUTION (100 Marks)			
	Criterion I	Criterion II	Criterion III	Criterion IV
First Year	20 Marks Memorial	20 Marks Researcher Test	60 Marks Oral Round	XXX
Second and Third Year	50 Marks for Memorial	20 Marks Researcher Test	20 Marks Mooting Achievements	10 Marks Past Experience of MCS

26. Only Top forty Memorials will be selected from First Year for oral round and top thirteen students in merit will be inducted in the MCS after including the marks of Criteria I, II and III.

B. Induction Procedure for the Second and Third Year Students

27. Memorial Drafting and Researcher Test will be conducted for the second and third year students under criteria I and II.
28. Two separate Moot Problems will be released – one problem for first years and another problem common for second and third years at least two weeks before the last date fixed for Memorial submission. A Researcher Test will be conducted on a specified date after the release of Moot Problems.
29. After declaration of researcher test result, the qualifying student will fill up a **Self-Appraisal Form (Form A)** with all documentary evidences for criteria III and IV according to the Rule 25 and Annexure I, which is subject to verification.
30. The marking schemes of criteria III and IV are mentioned in Annexure-I.
31. A separate merit list will be prepared for first, second and third year students. Top thirteen students in merit will be selected from first year and top ten students in merit will be selected from second and third year each after adding the marks in their respective criteria. In case tie the decision of the Teacher Convener to resolve the tie will be final.
32. The newly constituted MCS will be notified on the Law Center-I web site as well as MCS Notice Board.
33. Any newly inducted member may withdraw his membership by giving notice to the Teacher Convener within three working days from the date of notification and a candidate next in merit will be inducted.
34. The newly inducted members will choose the Office Bearers among themselves according to Rule 36 and Part IX.
35. Any Inducted Member is at liberty to withdraw from the membership by giving notice to the Teacher Convener and till it is accepted and communicated to the member, he/she will hold the position as inducted members in MCS.
36. Any inducted member who has withdrawn from the position of inducted members is not eligible to become member of MCS either in the same academic year or in subsequent year/s.

IX. ELECTION OF THE STUDENT OFFICE BEARERS AND THEIR TENURE CONDITIONS

37. The student office bearers will be elected representatives from Inducted Members of the MCS and they will hold their position for one academic year and will continue to hold their position till a newly elected body takes charge of the affairs of the MCS in the next academic year.
38. The date of conducting election to office bearers is at the discretion of the Teacher Convener of the MCS in consultation with the other teacher members, the continuing student office bearers and the inducted members of the MCS every year.
39. Any Student office bearer is at liberty to resign from the elected position by giving notice to the Teacher Convener and the time of acceptance by the teacher Convener will be the time of discharge from the duty as such office position.
40. Any member who withdrew from the position of office bearer is not eligible to contest for election as office bearer during the term of his LLB course. Still he/she will continue to be the member of the MCS, unless he/she chooses to withdraw his/her membership.

X. POWERS, FUNCTIONS AND DUTIES OF MCS MEMBERS

41. The Teacher Convener will be in charge of the whole affairs of the MCS and he/she will be assisted by the teachers and student members.
42. The teachers and Inducted Members will perform and assist in the function of MCS as described in Rule 6 Part III of the Manual under a fair, transparent and non-arbitrary procedure.
43. The Teacher Convener/Co-Convener will constitute Grievance and Disciplinary Committee and Internal Moot Court Committee in the beginning of the Academic Year.
44. The Teacher Convener/Co-convener may constitute any other Committee / Sub-Committee and **may appoint teacher coordinators/ inducted members coordinators** for the specific or general purposes of the MCS and **opt volunteers for various events of the MCS.**
45. **The MCS will have power to make rules relating to various activities of MCS. The Rules must be approved by simple majority of Teachers and Inducted members.**
46. The MCS shall have the sole authority to regulate all moot court activities of the Law Centre -I.
47. It shall be the sole discretion of the MCS to select the moot court competitions in which the Law Centre 1 may participate.
48. The MCS shall have the power to impose a reasonable penalty on any team or individual participant in an internal or external moot court competition not in accordance with the regulations framed by the MCS.
49. The MCS shall have the power to issue notifications in order to regulate moot court activities in the Law Centre-I.

50. No inducted member participating in any internal selection moot court competition may be associated with the MCS in any capacity other than that of a participant.
51. The MCS shall organize internal moot court competitions during the academic session for allocation of national and international moot court competitions according to the rules framed under this Manual.
52. Any suggestion/clarification regarding functioning of the MCS will not be entertained unless it is in writing, properly worded and addressed to the Teacher Convener and the MCS Grievance and Disciplinary Committee.
53. Inducted Members will be responsible for the smooth conduct and functioning of MCS under the guidance of teacher members.

XI. SUSPENSION OF MEMBERSHIP

54. Any student inducted member or office bearer shall be suspended/terminated from the membership on grounds of violation of conditions laid down in Rule 55 after giving an opportunity to explain for such violation and proved to the satisfaction of the Grievance and Disciplinary Committee of the MCS, constituted by the Teacher Convener of MCS from time to time and confirmed by Teacher Convener.
55. A Inducted Members shall be suspended and/or terminated if:
 - i.any member is found engaging in activities violating the provisions of this Manual.
 - ii.any member does not appear for two consecutive meetings without prior notice to the Office Bearers or valid reasons, in case of an emergency,
 - iii.any member does not appear for three consecutive meetings,
 - iv.a member is found to be negligent towards his duties as envisaged under this working manual or specifically designated to him/her in co-ordinating the MCS activities.
 - v. a inducted member has misused his position to campaign for a candidate in a College or University Student Body Election.
56. Suspension and/or termination proceedings may be initiated on the basis of an official complaint by any student or teacher member to the Grievance and Disciplinary Committee.
57. An appeal from the recommendation by the Grievance Committee shall lie with the Teacher Convener or his/her nominee designated for the purpose. The second appeal shall be before the Professor In-Charge of the Law Centre-I.
58. A suspended member shall no longer be a part of the activities of the MCS.
59. However, the suspended member is not prohibited from participating in the competitions hosted by the other educational institutions.

XII. MEETINGS OF MCS

60. There will be two types of meetings: In house meetings and General Body meeting. All minutes of the formal meeting must be recorded by the Secretary of MCS and submitted to the Teacher Convener within seven working days.
61. First General body meeting of MCS will be in the beginning of Academic Year, in which the performance sheet of the previous academic year and the road map for the current year will be notified.
62. An annual General body meeting shall be convened at the end of the academic year to notify the performance of the MCS in the academic year and the financial position of the MCS.
63. The scheduled General Body Meeting at the beginning and at the end of Academic Year will called by the Teacher Convener with minimum ten days' notice period.
64. In-house meetings will be convened as and when required among teachers, inducted members and office bearers.
65. Every decision in the meeting will be taken by a simple majority of members present and voting.
66. All the inducted members of MCS will maintain the minimum decorum during any meeting of the MCS. . In case of demeanour, shouting, making false allegation against teacher or student members will cause disciplinary action by the Grievances and Disciplinary Committee of MCS.
67. Quorum of in-house meeting of MCS will be one third of Teachers and Inducted Members.

XIII. SELECTION OF STUDENTS FOR PARTICIPATION IN EXTERNAL MOOT COMPETITIONS

68. The guidelines for notifying and organising selection (internal) moots will be laid down by the MCS.

XIV. TRANSITORY PROVISIONS

69. According to this Manual the new MCS will be constituted in the month of January 2020 but the existing MCS Member will continue till the end of Academic Year 2019-20. The MCS teacher members will evaluate the self-appraisal form of the existing members and will finally decide the exact member in the Month of January 2020 to continue up to the end of Academic Year 2019-20.
70. In first two academic sessions i.e. 2019-20 and 2020-21, the inducted member will be inducted equally from each batch i.e. eleven students from each year. Rule 11 and 31 will be fully applicable from Academic session 2021-22.

XIV. AMENDMENT PROCEDURES

71. Any amendment to the working Manual can be suggested by any member of the MCS in writing to the Teacher Convener/Co-convener which will be deliberated upon in the in-house meetings of the MCS and will be reported to the General Body Meeting.
72. The Teacher Committee is entitled to take any decision by majority in the interest of MCS where this Manual is silent.

ANNEXURE- I

The Marking Scheme of Mooting experience under criterion III will be as follows:

Achievement	Listed International Moot (marks)	Non- Listed International Moot (marks)	Tier –I Moot (marks)	Tier –II Moot (marks)	Tier –III Moot (marks)
Winner Team Member	15	10	10	08	05
Runner up Team Member	12	08	08	07	04
Semi-Finalist Team Member	10	07	06	06	03
Octa Finalist Team Member	08	-	-	-	-
Best Speaker	10	08	08	06	04
Speaker Citation	10	07	07	05	--
Best Memorial	12	08	08	06	04
Memorial Citation	10	07	07	05	03
Any other citation	08	06	06	04	02
Participation	6	5	4	3	2

Note:

1. In case of any joint achievement like Co-best speaker or Joint Best Memorial etc., the marks will be divided accordingly. Maximum cap under this category is 20 Marks only.
2. The List of Listed/Non-listed international moot court competition and Tier I, II and III will be published by the MCS every year in month of August.

The marking scheme of Past Experience of MCS under criterion IV will be as follows:

MCS Office Bearer	5
MCS Inducted Members	3

