ADDITIONAL RULES PERTAINING TO E-MOOT

I. **RULES PERTAINING TO SUBMISSION OF MEMORIAL & COMPENDIUM**

Memorial

a) The teams are required to send the soft copies of their memorial submissions in **PDF format** & **MS Word format**. Memorials sent in any other format shall not be accepted.

b) The teams are required to submit their soft copies of memorial to the organizing committee latest by **11:59 pm on 28th September, 2015**.

c) The teams **are not required** to submit memorial to the organizing committee on their arrival to the institution in two separate pen drives. The Soft Copy submission that continues till **11:59 pm on 28th September, 2015** will be considered as **final submission.**

d) The participating teams shall be allotted a **'Team Code'**, teams have to mention their respective 'Team Code' as header on the upper right-hand corner followed by 'Prosecution' for Memorandum on behalf of the Prosecutor and 'Defence' for Memorandum on behalf of the Defendant *(e.g., Team allotted code number 23 shall write 'T 23-Prosecution' on the top right hand corner of the front cover of its Memorial for the Prosecutor).*

e) The soft copy of memorial has to be named in below mentioned format;
    T<team code> Side <Prosecution/Defence>
    For example: **T 01-Prosecution**
    T 01-Defence

f) The teams have to **format the table of contents** of their respective memorial in a specified hyperlink format as specified in **Annexure-A annexed** herewith.

g) The teams shall not disclose their identity at any point during the competition. Any such disclosure will result in immediate disqualification.

Compendium

h) The compendium has to be submitted to the organizing committee **through pen drives** on **8ᵗʰ October, 2015** *(on the date of registration)*.

i) The Compendium should only be **one PDF file**, for easy accessibility of the judges.*(No hardcopies of compendium is permitted)*

j) The soft copy of Compendium has to be named in below mentioned format;

T<team code> Side Compendium <Prosecution/Defence>

For example: **T 01-Compendium Prosecution**

T 01-Compendium Defence

Researchers Test

k) The researchers test shall be conducted on **8ᵗʰ October, 2015 at 4:30 PM (on the day of registration)** after the registration of the participating teams. The researchers Test shall be for **50 Marks**. It shall consist of **40 objective questions (1 Mark each) and one subjective question (10 Marks)**. Each wrong answer shall invoke **negative marks (-0.5 each)**.

Miscellaneous Rules

l) The teams are supposed to refer to the documents on computers only, but can use hard copies of the bare acts and books if need be, although the same is not encouraged.

Oral Rounds- Preliminary Rounds

m) The preliminary rounds will be held on **9ᵗʰ October, 2015**. In the preliminary rounds, each Team shall argue once as the Prosecutor and once as the Defendant.

n) No two teams will argue against each other more than once in the preliminary rounds.

o) Each oral session of the preliminary round of competition consists of **forty (40) minutes** of oral pleadings including rebuttals. Prosecutor and Defendant are each allotted **twenty (20) minutes**. A maximum of **three (3) minutes** may be reserved for rebuttals and sur-rebuttals. The team may not allocate more than **thirteen (13 minutes)**, including rebuttal or sur-rebuttal to either speaker. The total scores in the preliminary rounds shall be out of 300. The decision of the judges would be final and would not be questioned or changed in any circumstances.

Quarter Final Rounds

p) The quarter finalists will include 8 teams and shall be determined on the basis of total cumulative scores, i.e., the sum total of both the preliminary rounds and memorial scores. The quarter finals will be held on **October 09, 2015**.

q) Each oral session of the quarter final round of competition consists of **Seventy (70 minutes)** of oral pleadings including rebuttals. Prosecutor and Defendant are each allotted **thirty five (35 minutes)**. A maximum of **five (5 minutes)** may be reserved for rebuttals and sur-rebuttals. The team may not allocate more than **twenty (20 minutes)**, including rebuttal or sur-rebuttal to either speaker.

r) The quarter finals will be knock-out rounds. A Team will be credited with a win in the quarter finals if their total marks, are higher than its opponent's Team's. In case of a tie, the total oral marks of the Teams in the previous round(s) will be considered. The Team with the higher score will win.

Semi Finals

s) The Semi Finals would be conducted on **October 10, 2015**. The semifinal round of competition consists of **ninety (90 minutes)** of oral pleadings including rebuttals. Prosecutor and Defendant are each allotted **forty five (45 minutes)**. A maximum of **five (5 minutes)** shall be reserved for rebuttals and sur-rebuttals. The team may not allocate more than **thirty (30 minutes)**, including rebuttal or sur-rebuttal to either speaker.

Final Rounds

t) The final round of competition consists of **one-twenty (120) minutes** of oral pleadings including rebuttals. Prosecutor and Defendant are each allotted **sixty (60 minutes)**. A maximum of five **(5 minutes)** shall be reserved for rebuttals and sur-rebuttals. The team may not allocate more than **forty 40 minutes**, including rebuttal or sur-rebuttal to either speaker.

ANNEXURE- A

Guidelines for Memorial

(with regard to formatting of the Table of Contents)

Each Team participating in the Competition must adhere to the following guidelines with regard to the formatting of the TABLE OF CONTENTS.

➢ The Table of Contents must be hyperlinked for the ready reference of the Judges.

➢ Herein below, for your convenience, we have enlisted the steps to insert Table of Contents in Microsoft Word. Also, we have provided video links for the same.

HOW TO INSERT TABLE OF CONTENTS IN WORD ?

In order to include or insert automatically a "Table of Contents" into your paper or document, simply start writing your paper as you would normally do.

It is important, however, to make a couple of decisions beforehand:

1) Decide before hand the type and size of the font for each level of the headings. You might want each level to be different or you might want all of the headings to look the same.

Example: Heading Level 1 = EVERY WORD CAPITALIZED **and in BOLD**
Heading Level 2 = First Letter of Each Word Capitalized
Heading Level 3 = Only First letter of first word capitalized
Heading Level 4 = *Only first letter of first word capitalized in italics*

2) Decide how you want to number the Headings (Titles and sub-titles). Example: 1, 1.1, 1.1.1 and so on. Or 1, 1a, 1.a.1 and so on; Or I, I.1, I.1.1; Or A, A.a A.b and son on; Or A, A.1, A.2, A.2.1 and so on or any other numbering style.

Once the decision about the font style, font size and Heading level style is made, you are ready to begin.

STEPS TO CREATE A TABLE OF CONTENTS

Once you have completed the digitization of your document making the decisions suggested above (Font style, size, and Heading style), follow the following easy steps:

1) Highlight the first Level 1 Heading on the document.
2) At the "Home" tab, go to the "Styles" Section and click on the "Heading 1" bottom.
3) Repeat these steps for each heading, indicating its level at the "Styles" Section under the "Home" tab…that is, Heading 1 botton, or Heading 2 or Heading 3 and so on.
4) Place the cursor at the beginning of the document.
5) Click on the "References" tab.
6) At the "Table of Contents" Section under the "References" tab, click on the "Table of Contents" drop down arrow.
7) Choose the preferred style.

Automatically, the Table of Contents will be placed above the first page of the document.

To Change or edit the Pattern of the Headings

1) At the "Home" tab, "Styles" Section, click the "Change Styles" drop down arrow.
2) Chose the style/pattern you desire

Automatically, all of the Headings in the document will change according to the style chosen. However, the Table of Contents style will remain the same.

To Edit the Table of Contents

1) DO NOT edit the table of contents directly.

2) Make the necessary changes, (additions and deletions) directly on the document.

3) To add a Heading to the Table of Contents, highlight the added heading on the document, and click on the correct "Heading" button (i.e. Heading 1, or Heading 2, etc.) at the "Styles" Section from the "Home" Tab.

4) At the "Reference" Tab, go to the "Table of Contents" Section, click on the "Table of Contents" drop down arrow, and choose "Insert Table of Contents" option at the bottom.

5) To delete a Heading, simply delete it on the document.

Repeat Step 4 above

Video Links

➢ Microsoft Word 2007

https://www.youtube.com/watch?v=OkyisWIE3kQ

➢ Microsoft Word 2013

https://www.youtube.com/watch?v=gExEfR7wQMs

➢ Microsoft Word 2010

https://www.youtube.com/watch?v=EMVv-Pnil3M