

HOSTEL AND CAMPUS RULES

NALSAR UNIVERSITY OF LAW, HYDERABAD

Interpretive Guide to the Hostel and Campus Rules

These hostel rules have been drafted to balance the need for maintaining discipline on the campus with other values which this University places an equal premium upon, which specifically include principles of procedural fairness, neutrality, proportionality, non-arbitrariness, and infusing into the disciplinary provisions, the goals of reformation and rehabilitation.

These rules recognize that the aim of any disciplinary proceeding is not to alienate and brand the wrong-doer, but rather put in the best of efforts towards reformation and rehabilitation. Accordingly, any disciplinary proceeding may balance these objectives along with the disciplinary response that an infraction may call for.

In case of any doubts or disputes over an interpretation of any of the provisions hereunder, the interpretation of the Vice-Chancellor keeping in mind the best and long term interests of the University, shall be final.

1. ALLOTMENT OF HOSTEL ROOMS

- i. The wardens of the University or Officer's designated by the University, for the purpose, shall make allotments of rooms to the applicants by draw of lots.
- ii. Students shall not be allowed to change the rooms so allotted.
Provided that the Wardens of the Boys' or Girls' hostel, in consultation with the respective Chief Warden may on the request of the student(s), by a written order allow student(s) to change rooms under special circumstances. Failure to get such permission may invite a fine to be imposed by the Chief Warden/ Warden through a written order and/ or an order to shift back to the originally allotted room.
- iii. Students with serious/potentially life threatening contagious illnesses shall not be allowed to stay in the hostels until their health is restored and the same is certified by a medical practitioner.

2. LEAVE FROM THE HOSTELS

- i. Students are permitted to enter or exit the campus after making an entry into the relevant movement register maintained at the main gate.
- ii. Provision for Day Out
 - a) No student shall be allowed to stay outside campus beyond 10 P.M. There shall be no requirement of taking permission from the Wardens for reporting back to the campus before the stipulated time.
Provided that the students of the first year shall be required to return back to the campus by 9.00 PM. The provisio shall stand in force till August 14 of the relevant year.
 - b) The Chief Warden or any other warden authorized by him/ her may allow a student, in exceptional Circumstances, to enter the University

beyond the stipulated time. **Provided that** No permission for the entry beyond the stipulated time shall be granted to any student, if the same is sought after the lapse of the time so stipulated.

- c) Student returning to the University, beyond the stipulated time, where the permission under rule 2(ii)(b) has either not been sought or granted, shall be subject to penalties as prescribed under Rule 5.
- d) The Vice-Chancellor may, by an Office Order, revise the time stipulated hereinabove

Explanation: Late Entry owing to the Moot Court Competition hosted by the University, City Tour/ Dinner with the University guests, Bad Weather Conditions in the City, or any other academic reason shall be considered as 'Exceptional Circumstances' within the meaning of Rule 2(ii)(b)

iii. Provision for Night stay off-campus

- a) In case of a student's leave from campus involves the stay outside the campus at night, written permission from any of the wardens shall mandatorily be sought in the format prescribed in the Annexure C of the rules. The University expects and would deem that the student has taken the leave after intimating his/ her parents about the same.

3. HOSTEL TIMINGS

Hostel Entry/Exit timings shall not be ordinarily imposed on any student of the University. The students shall be entitled to a Twenty – Four Hour campus.

Provided that the students of the first year shall be required to enter their hostel by 9.00 P.M. to avoid the instances of ragging. The condition shall stand in force till August 14 of the relevant year.

Provided further that the Vice-Chancellor may notify a change in Hostel timings, in general or for a specific day/ set of days, if needed.

4. HOSTEL COMPUND REGULATIONS

- i. The Hostel Compound, Hostel Rooms, Common Room, Verandas and other surroundings shall be subject to inspection by the Wardens at any time of the day or night.
- ii. If the occupant of the room is absent or unavailable at the time of inspection, the room may be sealed by the Wardens carrying out the inspection and subsequently unlocked and inspected in the presence of the inhabitant.
Provided that under exceptional circumstances, at the approval of the Vice-Chancellor, the locks of the rooms may be broken in the presence of Chief Warden and a representative of Student Bar Council.
- iii. The following items, if found during the inspection, are liable to be seized:
 - a) Unauthorized items including but not limited to Electrical appliances like Induction Plates, Heater(s), Refrigerator(s), Air Conditioner(s), cooler(s) etc.

Provided that the use of coolers may be permitted, during the Months of March and April, in the Hostel Rooms, on the payment of the requisite electricity charges.

Note: The University will endeavor to provide to the students, Ironing Table, Electric Iron, Induction Plate in the common room of each Hostel.

- b) Prohibited Items including but not limited to alcohol, tobacco etc.
- c) Illegal objects such as drugs and arms and ammunition.

5. PROHIBITED ACTS, FINES AND PENALTY

- i. **Prohibition of Tobacco & Liquor:** Possession, Consumption, Procurement, Distribution of tobacco and/or liquor or any of these acts, individually or in combination, is/ are prohibited on the campus. Anyone found abetting any of the above mentioned acts shall also be liable to punishment as prescribed below.
- ii. Anyone found in an inebriated condition on campus shall be punished in accordance with Sub Rule (v).
- iii. Procedure for imposition of fine or any disciplinary action shall be conducted in a manner prescribed under Rules 6, 7, 8 and 9.
- iv. The Vice-Chancellor may at his/her discretion reduce or enhance the punishment as he/she deems fit.
- v. Prohibited Acts and Penalty:

Prohibited Acts		Maximum Prescribed Penalty or Fine
Category I of Prohibited Acts		
a)	Ragging in any form	As mandated by the State Legislation – See Annexure A
b)	Sexual Harassment	As governed under the framework of the University’s Internal Complaints Committee
c)	Possession, cultivation, sale, and/ or consumption of narcotic drugs or psychotropic substances as enlisted under The Narcotic Drugs and Psychotropic Substances Act, 1985.	Expulsion from the University for five years
d)	Campus Violence	1st time: Fine of Rs. 3000+ Community Service for Two Weeks 2nd time: Suspension from Hostels for 1 semester 3rd time and thereafter: Expulsion from the University for One Year
e)	Violence or serious misbehavior (including use of foul language) against Faculty Members,	1st time: Suspension from Hostels for 1 semester

	members of the Proctoral Board, Wardens, Non-Teaching and Support Staff, and Security Guards.	2nd time: and thereafter: Expulsion from the University for One Year
f)	Damage to University Property	<p>1st time: Fine equal to twice the damage caused + Community Service for two weeks</p> <p>2nd time: Fine equal to five times the damage caused + Community Service for two weeks</p> <p>3rd time and thereafter: Suspension from Hostels for one Year + Fine of five times the damage caused.</p> <p>Note: Community fine of equivalent to twice the damage caused, may be imposed on each student of the University/hostel, as the case may be, in case there is no identifiable wrongdoer.</p>
g)	Misrepresentation with respect to one's identity to any official of the university enforcing discipline or wrong entry in any register kept to record the entry or exit of the student from the hostel premises or the university campus	<p>1st time: Fine of Rs. 500</p> <p>2nd time: Fine of Rs. 2000</p> <p>3rd Time and thereafter: Fine of Rs 5000</p>
Category II of Prohibited Acts		
h)	Late reporting to the Campus	<p>1st time: Fine of Rs. 500</p> <p>2nd time: Fine of Rs. 1000 along with written notice to parents</p> <p>3rd time and thereafter: Fine of Rs. 5000 along with written notice to parents</p>
i)	Returning to Campus in an inebriated state or consuming alcohol within the University premises	<p>1st time: Fine of Rs. 1000 + Community Service</p> <p>2nd time: Fine of Rs. 2000 along with written notice to parents + Community Service</p> <p>3rd Time and thereafter: Fine of Rs. 5000 along with written notice to parents + Community Service</p>
j)	Returning to Campus in an inebriated state or consuming alcohol within the University premises and abetting/ causing	<p>1st Time: Fine of Rs. 2000 + Community Service</p> <p>2nd Time: Fine of Rs. 5000 along with written notice to parents + Community Service</p>

	Nuisance	3rd Time and thereafter: Suspension from the Hostels for One Semester
k)	Possession of tobacco, liquor	1st time: Fine of Rs. 500 + Community Service for Two Weeks 2nd time and thereafter: Fine of Rs. 1000 along with written notice to parents+ Community Service for Two Weeks
l)	Smoking Cigarettes, Beedi etc. on the Campus	1st time: Fine of Rs. 500 + Community Service for Two Weeks 2nd time and thereafter: Fine of Rs. 1000 along with intimation to parents + Community Service for Two Weeks
m)	Change of hostel rooms without permission	Fine of Rs. 1,000
n)	Obstruction of inspection of rooms by warden(s).	Fine of Rs. 1,000
o)	Bullying/use of inappropriate physical force against fellow Students	1st Time: Fine of Rs. 2000+ Community Service for Two Weeks 2nd Time: Fine of Rs. 5000 + Community Service for Two Weeks 3rd Time and thereafter: Suspension from Hostels for a period of One Semester,
o)	Trespassing in to the Boys' or Girls' Hostel Premises	1st time: Fine of Rs. 1,000+ Community Service for Two weeks 2nd Time: Fine of Rs. 3,000 + Community Service for Two weeks 3rd Time and thereafter: Suspension from the Hostels for One Semester
p)	Parking/ Entry of Vehicles on the Campus / at the University Main Gate	1st Time: Fine of Rs. 2,000 2nd Time: Fine of Rs. 5,000 3rd Time and thereafter: Suspension from the Hostels for One Semester
q)	Forging the Signature of any signatory, authorized by the University, on any form / document.	1st Time: Fine of Rs. 2,000 2nd Time and thereafter: Suspension from the Hostels for One Month
r)	Any act or remark derogatory to the sentiments of members of any caste, community, religion etc.	1st time: Fine of Rs. 2,000 2nd time: Fine of Rs. 5000 3rd time and thereafter: Suspension from the Hostels for One Semester

Note:

1. No students shall be suspended from the Hostel pending inquiry by the Board.
2. Where a student is found consuming a drug/medicine composed of any narcotic drugs or psychotropic substance(s), he/ she shall be excused from any prescribed punishment on presentation of requisite medical prescription from a recognized medical practitioner.

6. COMPOSITION OF PROCTORAL BOARD (the 'Board')

- i. The Board shall constitute of five faculty members of the University, including at least one female faculty, who shall be nominated by the Vice-Chancellor
- ii. The Board shall be headed by the Proctor.
- iii. The Vice-Chancellor may grant an observer status to the President of the Student Bar Council of the University (SBC) in the Board meetings.
Provided that where the President of the Student Bar Council is accused of committing a particular Prohibited Act or the Vice Chancellor finds him/ her as a person holding a bias/ prejudice towards the student(s) so accused, the Vice Chancellor may appoint a Member of Executive Council of the Student Bar Council who, in his/ her opinion, holds no interest in the inquiry of the case. The appointment of the member of the Executive Council, under the provisio, shall be temporary and extend only to the specific inquiry for which he/ she is so appointed.
- iv. The role of the Student Observer shall only extend to the Stages of Hearing, Arguments and Production of Evidences by the Student(s) accused for committing the Prohibited Act(s). The President of the Student Bar Council shall, thereafter, recuse himself/ herself from the deliberations of the Board on the issue of guilt and consequent punishment.
- v. Tenure of the members of the Board including the Proctor shall be one year. Proctor and Members shall be eligible for re-appointment.

7. PROCEDURE OF INQUIRY

- i. The guilt in Prohibited Acts under Category I shall be ascertained by way of Inquiry by the Proctoral Board.
- ii. There shall be no requirement of inquiry for Category II of Prohibited Acts. The Warden, witness to the commission of the act(s) so prohibited, may pass a written Order levying the prescribed Penalty on the Student(s) involved.
Provided that if a Prohibited Act falling under Category II is to be dealt on being reported by a student or any person other than the warden, the same shall be dealt in accordance with the procedure established for the Category I of Prohibited Acts i.e. through an inquiry by the Proctoral Board.
Provided Further that where the warden deems fit, on witnessing a Prohibited Act under Category II, that Suspension should be granted as an enhanced Punishment according to the provisions of these rules, the following procedure shall be followed.

- a. The warden, witness to the commission of the act, shall issue a show cause notice to the student(s).
- b. The warden concerned shall afford a hearing to the student(s) and would require him/ her to submit his/ her reasons in writing on the date of hearing.
- c. Where the warden, after the above mentioned hearing, is satisfied that the suspension shouldn't be granted, she/he may impose a fine of the quantum as she/he deems fit.
- d. In cases, where the warden concerned, after the hearing, does not find the cause sufficient enough and is of the opinion that suspension should be granted, she/he shall refer the matter to the proctor for the final decision.
- e. The proctor shall, on the above mentioned reference by the concerned warden, take into consideration all the documents relevant to the case, including the reply of the student to the show cause notice.
- f. The proctor, after the above mentioned consideration of the documents may pass an order of suspension of the student or may issue an order of imposing of fine or any other order as he/ she deems fit.
- g. In cases where the student(s) do not comply with the terms of Show Cause Notice or do not appear before the warden on the date specified, the warden may refer the matter to the proctor mentioning the non-compliance. The proctor, thereafter, may proceed on whatever materials he/ she has and pass the sentence in accordance with clause (f) of the provisio.

Explanation: The consideration of the documents by the Proctor, under the Provisio, shall not, in any case, be construed as the inquiry by the board.

- iii. The Proctor shall initiate an inquiry *suo motu* or on the complaint made by any person including faculty members, wardens, student(s) or any staff of the University for Prohibited Acts under Category I except on complaints related to sexual harassment which shall be referred to the internal complaints committee of the University.
- iv. In an event where a warden who is also a member of the Board has made the complaint or participated in the initial search, investigation or inspection, he or she shall recuse himself or herself from the adjudication of the issue by the Board.
- v. Rules of Procedure of the Board
 - a) For any Board meeting to occur, a quorum 3 members must be reached.
Provided that where 3 or more members of the board recuse themselves from the proceeding under Rule 7 (iii), the Vice Chancellor shall appoint temporary members to fill the vacancies so created.
Provided Further that where the female member(s) of the board has/ have to recuse herself/ themselves from the proceedings under Rule 7(iii), the Vice Chancellor, in cases of no women representation in the Board, irrespective of the quorum, shall appoint a temporary member to fill the vacancy so created.
 - b) A student can be called to Board Meeting after they have been served a notice noting the Prohibited Act he/she has allegedly committed under the hostel and campus rules, and also mentioning the time and place for the meeting.

Explanation: A notice under this rule may be served electronically.

- c) The Board shall ensure that minutes of every meeting are recorded, and that they are made available to the student involved in the disciplinary infraction.
- d) The Board shall endeavor to give its order through consensus. However, every member of the Board shall reserve the right to give a separate opinion in case a consensus cannot be reached and decision in cases, where the consensus isn't reached, shall be governed by the opinion of the majority of the members.

Provided that in the cases where the board is equally divided in its opinion on a particular matter, the board shall refer the matter to the registrar. The registrar, after considering all the materials on record and affording the student(s) an oral hearing shall pass an Order. The decision of the registrar, in such cases, shall be considered as the decision of the Proctoral Board for all purposes, including the Appeal to the Vice Chancellor under Rule 8(i).

- e) Hearings can be called for as and when the members of the Board deem fit. However, the final order must be given within a period of ten working days from the first date of 1st hearing.
- f) The Board shall be guided by the rules and regulations of the University and in absence of the same by the principles of natural justice.

8. APPEAL

- i. In the cases of Prohibited Acts under Category I, an appeal shall lie to the Vice Chancellor of the University from the decision of the Proctoral Board.
- ii. In cases of the Prohibited Acts under Category II, an appeal shall lie to the Registrar of the University against the order of the Warden/ Proctor, as the case may be.
- iii. Appeal from any order of the Board or the Warden shall be preferred to the Vice-Chancellor or Registrar, as the case may be, within one week of the receipt of the order.

Provided that any appeal, preferred beyond the period of one week, may be entertained by the Vice Chancellor or the Registrar, if the appellant is able to show sufficient cause for such a delay.

- iv. The decision of the Vice-Chancellor or the Registrar, as the case may be, shall be final in all regards.
- v. The Vice Chancellor or the Registrar, as the case may be, shall have the authority to uphold, strike down, reduce or increase the penalty imposed by Proctor or the Board. The Vice Chancellor may also send the matter back to Board for fresh inquiry.

9. COMMITTEE FOR COMMUNITY SERVICE

- i. The Vice chancellor shall constitute a committee to determine the community service sentence
- ii. The committee shall consist of three faculty members appointed by the Vice Chancellor. The General Secretary (Male) and General Secretary (Female) of the Student Bar Council shall be the Ex-Officio members of the committee.

- iii. The committee, on a reference made by the Vice Chancellor/ Registrar/ Proctoral Board/ Proctor/ Warden shall determine the nature of community service to be undertaken by the student(s).
- iv. The committee shall, after granting the sentence, inspect and certify the compliance with the same.
- v. The committee shall be empowered to recommend an imposition of the fine to proctor, wherever it feels that the community sentence has not been properly complied with.
- vi. The proctor shall, after granting a hearing to the student(s) concerned, if deems fit, may impose a fine as recommended by the Committee or a fine of any other sum which with Proctor deems fit.

Explanation: A hearing under Rule 9 (5) shall not be construed as an inquiry by the Proctoral Board.

10. SPECIAL POWERS OF THE VICE CHANCELLOR

- i. In case of any ambiguity arising out of the interpretation of any of the provisions of these rules, the interpretation furthered by the Vice Chancellor shall be final.
- ii. The Vice Chancellor, unless the context otherwise requires, shall have the power to relax the effect of any of the provisions of these rules in respect of all/particular category/ies of student(s).
- iii. The Vice Chancellor may, wherever he/ she deems fit, suo motu transfer any case, in process or decided, before or by the Registrar/ Proctoral Board/ Warden/ Committee for Community Service to herself/ himself. The decision of the Vice Chancellor in such cases shall be final.

11. REVIEW

The Hostel and Campus Rules may be reviewed every 3 years by the University

12. SAVINGS AND REPEAL

- i. On the date of enforcement of these rules, any new disciplinary infraction will not attract the past disciplinary record under the older rules, but shall be heard as an infraction of first instance under these Rules. The inquiry on all prior violations, if pending on the date of commencement of these rules, shall be governed by the rules in force at the date of commission of the wrong.
Explanation: Nothing in the above provision shall be construed as having condoned or absolved any prior conviction for a disciplinary infraction.
- ii. All provisions of these rules shall be subject to the provisions of the NALSAR University Act, 1998 (A.P. Act 34 of 1998) as amended from time to time and any further decision of the General Council and Executive Council of the University.
- iii. These Hostel rules shall have a repealing effect on the already existing Hostel rules.

ANNEXURE 'A'

DEFINITION AND PUNISHMENT FOR RAGGING (ANDHRA PRADESH PROHIBITION OF RAGGING ACT OF 1997)

Section 2(e): "Ragging" means doing an act which causes or is likely to cause insult or annoyance of fear or apprehension or threat or intimidation or outrage of modesty or injury to a student;

Section 3: Prohibition of Ragging.— Ragging within or outside any educational institution is prohibited.

Section 4: Penalty for Ragging.— Whoever, with the intention of causing ragging or with the knowledge that he is likely by such act to cause ragging, commits or abets ragging and thereby,—

- (i) teases or embarrasses or humiliates a student shall be punished with imprisonment for a term which may extend to six months or with fine which may extend to one thousand rupees or with both; or
- (ii) assaults or uses criminal force to or criminally intimidates a student shall be punished with imprisonment for a term which may extend to one year or with fine which may extend to two thousand rupees or with both; or
- (iii) wrongfully restrains or wrongfully confines or causes hurt to a student shall be punished with imprisonment for a term which may extend to two years or with fine which may extend to five thousand rupees or with both; or
- (iv) causes grievous hurt to or kidnaps or abducts or rapes or commits unnatural offence with a student shall be punished with imprisonment for a term which may extend to five years and with fine which may extend to ten thousand rupees; or
- (v) causes death or abets suicide shall be punished with imprisonment for life or with imprisonment for a term which may extend to ten years and with a fine which may extend to fifty thousand rupees.

Section 5: Dismissal of student.— (1) A student convicted of an offence under section 4 and punished with imprisonment for a term shall be dismissed from the educational institution.

(2) A student convicted of an offence under section 4 and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution.

Section 6: Suspension of student.— (1) Without prejudice to the foregoing provisions, whenever any student complains of ragging to the head or manager of an educational institution, such head or manager shall inquire into or cause an inquiry to be made into the same forthwith and if the complaint is prima facie found true, shall suspend the student or students complained against for such period as may be deemed necessary.

(2) The decision of the head or manager of the educational institution under sub-section (1) shall be final.

Section 7: Abetment.— (1) If the head or the manager of an educational institution fails or neglects to take action in the manner specified in sub-section (1) of section 6, such person shall be deemed to have abetted the offence and shall be punished with the punishment provided for the offence.

(2) If a student commits suicide due to or in consequence of ragging, the person who commits such ragging shall be deemed to have abetted such suicide.

ANNEXURE 'B'

COMMUNITY SERVICE SENTENCES

The committee for community service, constituted under Rule 9, shall be entitled to hand out the following sentences of community service. The list below is merely illustrative.

- (i) Specified hours of assistance of the Library staff in the Library.
- (ii) Organising event(s) in Carpe Diem to create awareness about the ill-effects of either the disciplinary infraction committed or any other theme recommended by the committee.
- (iii) Organising donation drives to the orphanage and old-age home in Shamirpet.
- (iv) For instances of misbehavior with the security guards, assist them in maintaining entry/leave records for a specified time period.
- (v) Assisting the University in organizing its formal events such as the Convocation, conferences/seminars/paper presentations conducted by various research centres of the University, and similar volunteering tasks recommended by the committee.
- (vi) Assisting a designated faculty member as a Research Assistant
- (vii) Any other sentence the Board may deem fit having regard to the circumstances of the disciplinary infraction

ANNEXURE 'C'

FORMAT FOR SEEKING THE PERMISSION FOR NIGHT OUT

Name of the Student: _____

Roll Number:: _____

Semester: _____

Period of Absence: From: _____ To: _____

Leaving for: Home/ Local Guardian's Residence/ Any Other

I,, undertake that my parents/ guardians are well informed and intimated about the absence from the University Campus. I further assure that I am leaving only after seeking their due consent and they don't hold any objection to the leave.

I further undertake that I would be responsible for all my acts and consequences of the same during this leave and the University shall not be held responsible/ accountable for the same.

Signature of the Student

Signature of the Warden