

# NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

## Residence Life Policy

### RACI Chart - Responsibility, Accountable, Consulted, Informed

Responsible	Accountable	Consulted	Informed
Hall Wardens Special Officer Residence Hall Managers	Registrar	Floor Leader Hall Leader SBA Student Welfare Officer Vice-Chancellor Governing Council	All Residents All Faculty All Staff

### *Preamble*

#### **I. Guiding Philosophy and Approach**

1. The University's endeavour is to make the residential campus a free and safe space for daily living and enables a vibrant cultural and intellectual life through open dialogue and exchange of ideas.
2. The University believes in promoting student growth at the University through individual and collective responsibility. We do not believe in policing student behaviour.
3. However, community living demands certain rules which are formulated with an understanding of NLSIU's mission and values and require the active cooperation of all stakeholders.
4. NLSIU is constantly striving to be a discrimination-free space. There is a zero-tolerance policy on matters of discrimination, harassment, violence, abuse, ragging, hazing and bullying. The Residence Life team shall actively combat such behaviour.
5. NLSIU values out-of-classroom learning as it does in-classroom learning. As a residential University, we seek to curate meaningful experiences for Residents to facilitate holistic learning.
6. The Residence Life Policy shall be read with the following codes:
  - a. NLSIU Principles of Conduct
  - b. NLSIU Code to Combat Sexual Harassment

- c. UGC Public Notice on curbing the Menace of Ragging in Higher Institutions
  - d. UGC Regulation on Curbing the Menace of Ragging in Higher Institutions, 2009
  - e. UGC Regulation on Curbing the Menace of Ragging in Higher Institutions, (First Amendment), 2012
  - f. UGC Regulation on Curbing the Menace of Ragging in Higher Institutions, (Second Amendment), 2013
  - g. UGC Regulation on Curbing the Menace of Ragging in Higher Institutions, (Third Amendment), 2016
  - h. NLSIU Information Technology Policies, 2020:
  - i. NLSIU IT Policies – Process Manual
  - j. NLSIU IT Policies – Email Migration and Export Policy
  - k. NLSIU IT Policies – List of External Arrangements
  - l. NLSIU IT Policies – IT Incident Reporting Form
7. The University respects the right to privacy and protection of confidential information of every resident. The University will ensure that any confidential information shared with the University, including medical history and records, mental health history and records, or any other matter of a private nature is safeguarded with access strictly on a need-to-know basis with the personnel as per the RACI chart.

## **II. Constitution and Functions of the Residence Life Team**

1. The Residence Life Team shall comprise the Hall Wardens, Special Officer, Residence Hall Managers, Hall Leaders and Floor Leaders.
2. The Residence Life Team shall be responsible for supporting residence life and the overall functioning of the Residence Halls. The term of the nominated members of the Residence Life Team shall ordinarily be for a period of one year and maybe extended as per the discretion of the Vice Chancellor.
3. The Residence Life Team will report to the Registrar and the Vice-Chancellor.

### **4. Hall Wardens**

- a. The Hall Wardens and Chief Warden, shall be nominated by the Vice-Chancellor.
- b. The Chief Warden shall convene meetings of the Residence Life Team and Wardens.
- c. The Chief Warden shall coordinate with the Vice-Chancellor and Registrar on matters concerning Residential Life as and when required.
- d. The Hall Wardens shall be responsible for oversight of residential life and pastoral care for all residents, encourage and promote cultural life on campus, review and suggest appropriate changes to this policy and review cases of violations of this policy and provide recommendations for action by the disciplinary committee for residents and the Registrar for employees of the university.
- e. The Special Officer for Residential Life shall provide administrative support to the Hall Wardens and act as a Secretary to the Residence Life team.

## 5. Hall Leaders

- a. The Hall Leaders shall be selected by the Hall Wardens from amongst the Residents on the basis of the applications and interview process.
- b. The applications shall be invited by the Residence Life Team ahead of the start of the first trimester of the Academic Year or whenever there is a vacancy.
- c. The Hall Leader shall receive a 25% waiver on their hostel residential fees and a certificate from the Chief Warden on the satisfactory completion of their term.
- d. The Hall Leader shall be a part of the Residence Life Team and will report to the Hall Warden and the Special Offer.
- e. The Hall Leader shall work closely with and supervise the Floor Leader to support the implementation of this policy.
- f. The Hall Leader shall also serve as the second point of contact in case of any conflicts/emergency events.
- g. The Hall Leader shall report any concerns regarding the mental and physical health of residents to the Residence Life Team.
- h. The Hall Leader shall be responsible for escalating any urgent matter that merits the attention of the Residence Life Team.
- i. The Hall Leader shall assist the Residence Life Team in an emergency situation.
- j. The Hall Leader may be given specific tasks by the Residence Life Team based on the situation at hand.
- k. The Hall Leader shall be responsible for the overall Check-in and Check-out of the given Residence Hall.
- l. The Hall Leader shall assist in the preventing and redressing bullying and discrimination in the Residence Hall in accordance with the NLSIU Principles of Conduct.

## 6. Floor Leaders

- a. The Floor Leader shall be selected based on an application and an interview once the room allocation has been finalised.
- b. The Hall Leader shall anchor this process with the support of the Residence Life Team at the beginning of each Academic Year.
- c. The Floor Leader shall receive a 15% waiver on the hostel residential fees and a Certificate from the Chief Warden on the satisfactory completion of their term.
- d. The Floor Leader shall report to the Hall Leader.
- e. The Floor Leader shall work closely with and supervise the residents on their floor to support the implementation of this policy.
- f. The Floor Leader shall also serve as the first point of contact in case of any conflicts/emergency events.
- g. The Floor Leader shall assist the Hall Leader in checking in on the mental and physical health of residents.
- h. The Floor Leader shall be responsible for escalating any urgent matter to the Hall Leader.

- i. The Floor Leader shall be responsible for the overall Check-in and Check-out of the given Floor.
- j. The Floor Leader shall assist the Residence Life Team in an emergency situation.
- k. The Floor Leader may be given specific tasks by the Residence Life Team based on the situation at hand.
- l. The Floor Leader shall assist in the preventing and redressing of bullying and discrimination in the Residence Hall in accordance with the NLSIU Principles of Conduct

## **7. Meetings**

- a. The Residence Life Team shall meet at the beginning of each Academic Trimester to review the functioning of all residence halls.
- b. The quorum should be two-thirds of the total number of members in the Team.
- c. The Special Officer shall call for the meetings with the agenda shared, in normal circumstances, one week in advance of the meeting.
- d. Minutes of the meeting (MOM) shall be recorded by the Special Officer and approved by all members of the Residence Life Team.
- e. In normal circumstances, the MOM should be finalised within two working days and circulated amongst relevant parties.
- f. The Residence Life Team may also convene other meetings as and when required.

## **III. Allocation of Residential Spaces**

### **1. Allocation of Rooms**

- a. Rooms shall be allocated to residents at the beginning of the academic year.
- b. The Residence Halls are segregated by biological sex. However, dining facilities and all common areas are open to both sexes for meeting purposes.
- c. Rooms shall be allotted to Residents based on a randomized lottery system. This is to encourage diversity and develop an inclusive living space.
- d. Residents may however apply for rooms in groups in the format notified at the beginning of the academic year. The Residence Life Team will endeavour to accommodate group preferences as far as possible, subject to concerns of inclusion and diversity.
- e. No exchange of rooms is permitted. Change of rooms without permission would be considered a disciplinary matter.
- f. The Residence Halls shall have a mixed representation of Residents from different regular programmes at NLS.
- g. Room change is subject to authorization by the Hall Warden only in exceptional circumstances. The decision of the Hall Warden shall be final.
- h. Residents are expected to make some general adjustments and demonstrate basic courtesy to their roommates.

- i. NLSIU is a residential university and will endeavour to provide housing to all students. Students who opt-out of the residential facilities at the beginning of the academic year will not be permitted to stay on campus or opt-in subsequently in that academic year. Students are advised to weigh opportunities for off-campus housing carefully before making a decision.

## **2. Roommates and Conflicts**

- a. NLSIU believes in each individual's potential to teach others as well as learn from them. Residential life is an integral part of the educational process, in learning to live and work with others from diverse backgrounds.
- b. In this spirit, it is suggested that Residents attempt to get to know their roommates and maintain cordial relations with each other.
- c. However, we understand that some conflicts may lead to stress and negatively impact Residents and their studies. In such cases, the wellbeing of the student(s) will be considered most important.
- d. Any personal disputes should be reported to the Floor Leader and the Hall Leader. The Hall Leader and the Floor Leader in consultation with the Residence Life Team will consider the point-of-view of all the stakeholders involved and the institutional policies to work out the right course of action and resolution.
- e. In case the concerned Residents are not satisfied with the decision intervention, they may choose to raise the concern with the Hall Warden.

## **3. Maintenance of Rooms**

- a. Cleanliness and damage to property
  - i. Residents are expected to keep their rooms, common areas and surroundings clean.
  - ii. The amenities and facilities provided should be maintained and any damage to institutional property would be considered as a disciplinary infraction and may result in a fine.
- b. Room keys
  - i. Residents will be provided with one set of keys to their room. Students must return their keys before they leave campus at the end of the term.
  - ii. Residents are responsible for the same and misplacing it will incur a fine of INR 500 for issuing a subsequent replacement.
  - iii. If duplicate copies of keys are created then the room resident will be charged with a major misconduct under the Code of Principles of Conduct.
- c. Security of Personal Items
  1. The safety of personal effects and any other property is the sole responsibility of Residents.
  2. The University is not responsible for any loss, theft or damage to personal belongings of the Residents.

#### **4. Sporting and Cultural Facilities**

- a. All sporting and cultural facilities on campus are open to residents.
- b. The University is committed to developing a robust sporting and cultural life on campus, with training and infrastructure facilities.
- c. The Residence Life Team shall operate a common bookings system to ensure easy access to facilities amongst members of the University.

#### **IV. Arrivals and Exit Protocols**

##### **1. Check in and Check out Protocols**

- d. The University will only provide residential facilities during the duration of the term. The University will not be able to provide off term housing.
- e. Residents would be allotted a room before the commencement of the trimester/academic year. Moving-in dates would be communicated in advance of their arrival on campus. In the normal course, the same room may be allotted to a student for the entire duration of an academic year.
- f. Upon reaching the campus, Residents should collect their room key from the Residence Life Managers. This process shall also apply to student check-in every trimester as per the moving-in date for each trimester.
- g. To maintain the safety of Residents and infrastructure facilities, residents are requested to bring only those electric and electronic appliances as are necessary with them. All such appliances (aside from computers, laptops and readers) will be checked by the Residence Life Team for compliance with safety norms and their use will be charged at pre-determined rates to be notified by the Chief Warden. It is mandatory for students to disclose all their electronic devices at the time of arrival. The University will also place kettles, induction heaters and refrigerators in common spaces for the use of residents.
- h. Residents would be given a checklist to report the conditions of the items including the furniture available to them in their allotted rooms at the beginning of each academic year. Residents are expected to complete and sign relevant forms and undertakings with respect to residential life on the campus on the first day of check-in.
- i. Check-out dates at the end of each trimester would be communicated to each student in advance. In any event, all Residents must vacate the Residence Halls two days after the end of each trimester. Residents may leave, unless otherwise notified, their belongings in their rooms during vacations. All residents will vacate their rooms at the end of each Academic Year.
- j. Residents should inform the Hall Leaders and Floor Leaders at least two days prior to their departure at the end of an academic year to complete the departure formalities, room inspection and collect their previously submitted deposit.
- k. Residents are required to clear their rooms at the time of check-out. The University will not be responsible for any left-over personal belongings and will charge a clearing/cleaning fee of INR 500 if any belongings are left behind.

- l. At the end of each academic year, during the summer break, Residents are expected to vacate their rooms.
- m. Limited storage space is available on campus for returning Residents to store their belongings when vacating their rooms for the summer break. The University shall not be responsible for any theft or damage caused to belongings in storage.

## **2. Exit Protocols**

- a. Residents may enter and exit the campus at any time, subject to any regulations prescribed by the Chief Warden.
- b. Residents who exit the campus intending to spend the night out, or leave campus after 10 pm, are required to log their exit and provide basic information, including the destination and an emergency contact, for security purposes.
- c. Any resident found to have exited campus without logging their exit or providing correct and accurate information shall be subject to disciplinary action by the Hall Wardens..
- d. The Residence Life Team reserves the right to share information with the resident's families or emergency contacts in case of any security or other pastoral concern. Information will not be used to police resident conduct or shared as a routine matter.
- e. Movement within campus is free at all times subject to applicable security regulations notified by the University.

## **3. Visitation Protocols**

- a. Residents are allowed visitors during visitation hours, i.e., from 2 pm to 7 pm every day on campus in the common dining areas of the Halls of Residence.
- b. Off-campus visitors including the family members of Residents must sign in for entry to the campus.
- c. They must be accompanied by the resident student with a valid student ID at the time of their arrival and must strictly adhere to the visitation hours.
- d. Overnight guests are not permitted in residential halls under any circumstances.
- e. Residents may, subject to availability, book guest rooms for family members to stay on campus up to duration of two nights at the prevailing rates notified by the Registrar's Office and subject to availability.
- f. Residents are not permitted to bring Residents of different genders to their rooms.

## **VI. General Provisions**

### **1. Disciplinary Matters**

- a. The decision of Hall Wardens on all matters of discipline shall be considered final.
- b. Hall Wardens may, after requesting an explanation from the resident concerned, take any necessary action, including suspension or eviction from residential facilities and may make such recommendations to the appropriate disciplinary bodies for other penalties as they deem fit.
- c. Hall Wardens' disciplinary powers are not meant to police residents, but rather to maintain discipline, ensure security and sustain a healthy living environment for all residents.

### **2. Quiet Hours**

- d. Residents are allowed visitors during visitation hours, i.e., from 2 pm to 7 pm every day on campus in the common dining areas.
- e. Off-campus visitors including the family members of the Residents must sign in at the Main Gate for entry to the campus.
- f. Quiet Hours on campus including in the Residence Halls are to be observed between 11 pm - 6 am on all days, including weekends.
- g. During Quiet Hours, Residents must not play loud music or make noise in the rooms, hallways, washrooms, and other common areas.
- h. Even outside the Quiet Hours, noise that may disturb any member in the academic blocks, library, staff residences and classrooms should be avoided.
- i. Repeated violation of the Quiet Hours will be treated as a disciplinary matter.

### **3. Room Entry and Search Protocols**

- a. The University is committed to protecting the Residents' right to privacy and does not permit unauthorized and unwarranted entries to a student's room by anyone without their permission. This, however, does not apply to routine cleaning by the housekeeping staff.
- b. The Residence Life Team may, with the permission of the Hall Warden, decide if circumstances merit a room search.
- c. The Residence Life Team may enter any room in case of an imminent danger threatening the safety or well-being of Residents.

### **4. Keeping Pets on Campus**

- a. Residents are not allowed to keep any pets or any other animals.
- b. If found, pets will be immediately removed from the Hall premises and reported to the Residence Life Team.



## **5. Fire Safety**

- a. Fire alarms are in the process of being installed throughout the campus including in the Residence Halls. Upon hearing the alarm Residents are expected to vacate indoor spaces via building stairways and gather at the demarcated outdoor safe space.
- b. Fire drills will be carried out throughout the year to acquaint Residents and staff with fire safety procedures.

## **6. Drugs, Smoking and Alcohol**

- a. Residents are prohibited from smoking, drinking alcohol or consuming prohibited drugs or illegal substances on campus.
- b. The possession, distribution, sale and use of alcohol, tobacco or any form of psychotropic drugs and narcotics are prohibited on campus.
- c. Any student violating these rules shall be subject to disciplinary action. If illegal substances are found, the University would be liable to report the incident to the police in accordance with prevalent laws of the State or Central Government.
- d. The list of illegal substances can be found listed on the websites of the Drugs Control Department, Government of Karnataka and Narcotics Control Bureau, Government of India at <https://drugs.kar.nic.in/> and <http://narcoticsindia.nic.in>; which may be updated from time to time.
- e. Any misconduct in an inebriated state shall be considered as a disciplinary infraction.

## **7. Vehicles**

- a. Residents are permitted to bring in two-wheelers to campus. However, parking is subject to availability and the student owner shall be responsible for the safety of his / her vehicle.
- b. Residents are not permitted to bring cars to the campus.

## **8. Emergencies**

- a. The safety, health and wellbeing of residents are of paramount importance.
- b. In case of any medical, mental health and family emergencies, residents and others, including bystanders to a serious situation, are expected to immediately seek assistance from the available Residence Life staff and inform their Floor and Hall Leaders.
- c. In case of a medical emergency, the 24x7 Nurse on duty and the Residence Life Team should be mandatorily notified.
- d. During a mental health emergency, the Residence Life Team and the Student Welfare Officer should be mandatorily notified.
- e. Floor Leaders and Hall Leaders must be informed about a family emergency.

## 9. Sexual Harassment and Sexual Misconduct

- a. NLSIU has a zero-tolerance policy towards sexual harassment and gender-based violence.
- b. Sexual harassment, sexual misconduct and consequences thereof are provided in the Code to Combat Sexual Harassment.
- c. In the event of a sexual offence against a minor, the procedures as laid down under the Protection of Children from Sexual Offences (POCSO) Act, 2012 would be applied by the University.

## 10. Abuse, Harassment and Violence

- a. Abuse, violence and harassment of any and all kinds are prohibited on the NLSIU campus.
- b. As a part of NLSIU's community, Residents are expected to maintain a high standard of conduct and respect for their peers and others who are a part of the community.
- c. The University's policy on ragging is governed by the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and is prescribed in the Policy for Prevention of Ragging.

11. **Attire:** The University's campus is a liberal space and adherence to any particular dress code is not enforced on the community members (Residents, faculty, administrative staff). However, all members are requested to respect and empathize with different preferences and sensibilities to create a convivial residential community.

12. **Sustainability:** Residents are expected to help make NLSIU a sustainable and environment-friendly campus. Specifically, all Residents should endeavour to:

- a. Reduce greenhouse emissions and endeavour to, as far as possible, decrease their carbon footprint.
- b. Use water resources efficiently and implement water conservation methods.
- c. Minimise cases of single passenger driving of vehicles on or off-campus.
- d. Minimise consumption of paper and reuse of partly used paper and notebooks.
- e. Adhere to waste recycling mechanisms and electronic waste management and recycle protocols.

## 13. Food Culture

- a. The University will constantly endeavour to demonstrate the diversity in eating habits and preferences that are prevalent in India by offering a range of meal plans and menu options that will change from time to time.
- b. The Residence Life Team shall consult health experts to decide on a healthy menu.

- c. The Residence Life Team will lead initiatives to prevent food wastage and ensure appropriate recycling and disposal.

#### **14. Requests or Complaints Procedure**

- a. Subject to privacy or confidentiality concerns, residents must bring complaints or requests to the notice of their Hall and Floor Leaders, who shall assist in resolution.
- b. If the complaint or request is unresolved, the issue shall be registered on the Residence Life Support System for redressal. For any concerns failing outside the Support System, residents may write to the Residence Life Team at [residencehalls@nls.ac.in](mailto:residencehalls@nls.ac.in) for matters concerning residential facilities, or the Office of Student Affairs at [osa@nls.ac.in](mailto:osa@nls.ac.in) for matters concerning health and welfare.

#### **15. Liaison Offices**

- a. Office of Student Affairs (OSA)
  - i. The OSA will work with the Residence Life Team to facilitate a holistic learning experience for students in accordance with the philosophy and guiding approach outlined in the Section I of this document.
  - ii. The OSA will work with the Residence Life Team, the Student Bar Association, student committees and groups to develop and organise engaging cultural, co-curricular and extra-curricular programmes. These activities and events will align with students' academic calendar and will seek to promote conscious community building, critical thinking, cultural awareness and social responsibility.
  - iii. The OSA will work with the Residence Life Team and the University Health Personnel to respond to any mental health or physical health concerns of the residents and facilitate professional treatment wherever needed.
  - iv. The OSA will work to promote student success, access and inclusion by cultivating relationships with select organisations and individuals and will liaison with external stakeholders as deemed necessary.
  - v. Any student who wishes to discuss a confidential matter may directly reach out to the Student Welfare Officer (SWO) at [swo@nls.ac.in](mailto:swo@nls.ac.in).
- b. University Health Centre
  - i. The University Health Centre shall provide nursing and medical care for residents and where necessary, support access to external medical facilities.
  - ii. All residents are requested to visit the Health Centre in case of any medical problems, and immediately contact the College Nurse in case of any medical emergency.

- c. Department of Physical Education and Sports
  - i. The Department of Physical Education and Sports shall maintain and operate infrastructure and programmes for the physical education and sports for residents.
  - ii. The Department shall also develop training programmes for University Sports Teams.

\*\*\*\*\*