

PROCEDURE FOR NLSIU RESIDENCE LIFE DISCIPLINARY PROCEEDINGS

The NLSIU Residence Life Policy which came into effect in Term II of AY 2021-22, and ratified by the Executive Council of NLSIU on March 28, 2022, provides that the Hall Wardens shall exercise disciplinary powers.

This Circular sets out in greater detail the procedure to be adopted by the Residence Life team to deal with disciplinary violations under the Residence Life Policy. It shall be updated by the University from time to time as required. The procedure is indicative, and the Hall Wardens and relevant University authorities may exercise their discretion to modify the response procedure to individual complaints, while ensuring that we maintain a residential campus that is a free and safe space for daily living and enables a vibrant cultural and intellectual life through open dialogue and exchange of ideas, in accordance with the Guiding Philosophy of the Residence Life Policy.

Jurisdiction of the Residence Hall Wardens:

The procedure set out in this document **shall apply to:**

1. Disputes between roommates, after steps have been taken in accordance with Section III.2. of the Residence Life Policy; and
2. Any other violation of the Residence Life Policy by a student under Sections III - VI.

The procedure set out herein **shall not apply to:**

1. Complaints making out allegations of sexual harassment, which must be reported to a SHIC Facilitator or SHPA under the NLSIU Code to Combat Sexual Harassment;
2. Complaints making out allegations of ragging, which must be reported to Anti-Ragging Committee; and
3. Complaints, the subject matter of which are currently pending before, or disposed off by, any other University inquiry committee.

If there is any question as to the applicable jurisdiction, the Registrar's decision shall be final.

Inquiry Procedure:

1. Any member of the NLSIU community may make a written request to the Chief Warden to investigate a complaint under the Residence Life Policy. The Chief Warden may also institute a *suo moto* disciplinary inquiry under the Residence Life Policy.
2. The Residence Life Disciplinary Committee for any inquiry under these procedures shall consist of the Chief Warden and a Hall Leader based on availability constituted by the Chief Warden as required from time to time. The Hall Leaders having charge of the student/s concerned shall not ordinarily form a part of the Committee.
3. On receipt of a complaint, the Chief Warden shall determine whether the subject matter of the complaint falls under the scope of these procedures. If so, the Chief Warden shall take cognizance of the complaint. If the Chief Warden determines the matter does not warrant an inquiry under these procedures, they shall inform the student/complainant accordingly and advise an informal resolution to the conflict, or recommend the student take up their complaint before the DARIC or other relevant disciplinary authority.

4. Upon taking cognizance of a complaint/instituting *suo moto* proceedings, the Residence Life Disciplinary Committee shall inform the students concerned in writing of the complaint received, the applicable provisions of the Residence Life Policy and request a written explanation.
5. The students shall submit their written reply within three (3) working days of the receipt of the letter from the Residence Life Disciplinary Committee. If the students fail to submit any explanation, the Committee will be at liberty to proceed *ex parte*.
6. The Residence Life Disciplinary Committee shall consider the written responses by the student, and if felt necessary, summon the students concerned for an oral hearing. The Oral Hearing shall be held in-person or via video-conference, subject to convenience of the Committee. Cross-examination by the parties shall not be permitted.
7. After considering the written and oral (if any) responses, the Committee shall issue an Order direct appropriate corrective action(s), if any, to be imposed on the students concerned, with reasons. The corrective actions may include:
 - a. Warning
 - b. Intimation to parents/guardian
 - c. Monetary fine
 - d. Written Apology (either private or public)
 - e. Stepping down from positions of responsibility
 - f. Bar on representing the University in any event(s)
 - g. Suspension from residence
 - h. Expulsion from residence
8. The Committee shall ensure that: the Corrective action(s) selected is commensurate with the offence, keeping in mind the past conduct of the students and the goals of the Residence Life Policy.
9. A student aggrieved by the Committee's decision may prefer a review to the Registrar **within 7 days of the Committee's Order**. The Registrar's decision shall be final.
