

NATIONAL LAW UNIVERSITY OF MEGHALAYA
Conduct, Safety and Sustenance Code 2022

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Part 1: Conduct Regulations

Chapter I: DEFINITION

Section 1: Definitions

In these Procedures, unless the context otherwise requires

- (1) "Vice Chancellor" means, the Vice Chancellor of National Law University of Meghalaya;
- (2) "Registrar" means, the Registrar of National Law University of Meghalaya;
- (3) "Corrective Action" includes any action taken under these procedures for any misconduct under the University's disciplinary powers.
- (4) "Student" means a student duly enrolled and either attending classes and/or pursuing studies in any program or Course of the Law University (including the BA LLB & LLM or any other Degree/Diploma/Certificate courses as and when offered by the National Law University of Meghalaya; and
- (5) "DRC" means the University's Disciplinary Review Committee appointed by the Vice Chancellor for the purposes specified by him, and shall have such membership as the Vice Chancellor shall determine from time to time.
- (6) "UGC Anti-Ragging Regulation" means University Grants Commission Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (as amended from time to time)

Chapter II: MISCONDUCT

Section 2: Major Misconduct

"Major Misconduct" consists of:

- (1) Conduct that causes serious physical or emotional harm to any person, whether or not a member of the University community, or could reasonably be considered as likely to cause such harm, including ragging violent behavior of any kind such as assault, fighting, injuring others, manhandling and other such debasing forms of behavior; outraging or attempting to outrage the modesty of any person; possession of weapons, explosives or any other similar materials that are inimical to the safety of any member of the University community; threatening the lives or peace of others on the campus or ill its precincts.
- (2) Conduct that seriously and materially harms the University, its goals, its work, its ethical standards or its learning environment, including:
 - (a) willful disobedience of instructions of the University (including from teachers, officers of the University, Warden or any other person associated with teaching or administrative work of the University); disrupting peace and order in the University including riotous or disorderly behavior; willfully damaging University property; willfully causing loss to the University; maliciously bringing down or maligning the status or reputation of the University; and

(b) dishonesty, including lying, theft or fraud; dishonesty in any academic work or any other aspect of University functioning; cheating in exams, plagiarism; malpractice in examination/abetting the use of malpractice in examination, as read with Section 32 of Academic & Examination Regulations; misrepresentation, including obtaining any degree, diploma, honour, prize, award or recognition by fraud or misrepresentation;

(3) Conduct hazardous to human health, safety, and well being including consumption or possession of alcohol in the University premises, consumption of drugs, narcotics/psychotropic or similar substances; entering the University- premises after consuming and while under the influence of alcohol, drugs, narcotics/psychotropic or similar substances; bringing, or being party to any effort or scheme to bring, alcohol or any of the aforementioned substances into the University campus; supplying drugs or narcotics/psychotropic substances including to a member of the University community regardless of where the supply occurs; being under the influence of alcohol or any of the aforementioned substances within the University precincts.

(4) Repeatedly committing minor misconduct on more than four occasions during the student's career in NLSIU; and abetment of Major Misconduct.

Section 3: Minor Misconduct

"Minor Misconduct" consists of:

(1) Minor disruption or disturbance of University work or activities including: Disturbing, by making undue noise or otherwise, any class, any University event, the halls of residence, the academic block or the library, leaving the classroom or moving about in the classroom during a class, without the permission of the teacher; reading material not concerned with the class, using mobile phone or other electronic devices, without consent of the teacher, or engaging in any activity inconsistent with the learning objectives of the class or University event; behaving in a class or any other University event or function in a manner that is inconsistent with the behavior and conduct reasonably expected on the occasion, including sleeping in class.

(2) Lack of respect and courtesy towards the community and individual members of the community including : Discourteous or disrespectful behavior towards teachers, administrative staff and/or guests of /visitors to the University; verbal abuse and use of obscene language or language known to be offensive to others (such as gender/caste/regional, linguistic epithets); being inappropriately dressed or attired in public/community areas; indecent behavior; indecent public behavior including indecent public display of affection.

(3) Behavior that is injurious to others including: Defaming or maliciously injuring the reputation of any other member of the community; smoking in University premises outside any areas designated by the University as smoking areas.

(4) Failure to observe University Regulations including: being outside the campus without required permission of designated authorities, returning to the campus without prior permission after the designated hour by which students resident on campus should have returned and staying overnight outside the campus without prior permission of the wardens.

(5) Abetment of Minor Misconduct: Any behavior likely to encourage or cause other students to engage in minor misconduct.

Chapter III: PROCEDURES

Section 4: Initiation of Proceedings

(1) Where any faculty member, staff or student of the University is of the view that a student may have engaged in misconduct, they may submit a written request to the Vice Chancellor or Registrar to investigate the matter and determine whether or not misconduct has occurred. In such cases, the Vice Chancellor or Registrar, as the case may be, instructs DRC to institute an enquiry.

(2) Where the Vice Chancellor or the Registrar is of the view that a student may have engaged in misconduct, they may instruct DRC in writing to inquire into the matter and determine whether or not such violation has occurred.

(3) Where DRC is of the view that a student may have engaged in misconduct, DRC may, with the prior approval of the Vice Chancellor or Registrar, initiate an inquiry to determine whether or not such violation has occurred.

(4) Upon receiving instruction or approval for instituting an inquiry, DRC shall carry out a preliminary review of the matter and

(a) determine who shall be parties to the inquiry; and

(b) determine whether or not the alleged misconduct should be treated as Major Misconduct or Minor Misconduct. DRC shall convey its decision in this regard to all parties.

(5) Where two or more students are concerned and involved in any alleged misconduct, DRC may hold a joint inquiry regarding such misconduct or misbehavior as against all of them in a common proceeding.

(6) The Vice Chancellor or Registrar may place a student against whom an allegation of misconduct has been made under suspension pending inquiry if they is satisfied that such suspension is necessary

(a) to ensure that a fair inquiry is conducted into the allegations under these Principles and Procedures without direct or indirect interference in the process by, or on behalf of, such student;

(b) for the safety and well being of any student(s) and/or the students against whom the allegations are made; or

(c) in the best interests of the University, for reasons to be set out in writing.

Section 5: Inquiry

(1) DRC shall, as part of the communication referred to in Section 4(1), inform the parties to any inquiry about the procedure to be used by DRC with respect to such inquiry. The procedure set out by DRC for inquiries shall normally be the procedures set out in Annex 1 hereto for Major Misconduct and Annex 2 hereto for Minor Misconduct. In all cases, DRC shall ensure that persons charged with violation of the Principles of Conduct of the University shall have every reasonable opportunity to be heard and that principles of natural justice are followed before a final view is taken by DRC with respect to their conduct.

(2) On completion of the inquiry if DRC concludes that any student may have engaged in misconduct, DRC shall recommend to the Registrar an appropriate **Corrective Action** with respect to the misconduct. Such Corrective Action shall be based on the suggested Corrective Actions set out in Chapter IV below.

(3) Promptly after the conclusion of the inquiry, a report shall be prepared by DRC and submitted to the Registrar which shall contain:

- (a) the charges and the statement of imputations of misconduct;
- (b) the defence or admission of the student in respect of each charge;
- (c) an assessment of the evidence in respect of each charge;
- (d) the findings on each charge and their reasons;
- (e) if DRC finds that one or more of the parties has engaged in misconduct, a recommendation on the corrective action with respect to each such party; and
- (f) the record of inquiry which shall include:

- (i) the written statement of defence, if any, submitted by the student;
- (ii) the oral and documentary evidence produced in the course of the enquiry;
- (iii) written briefs, if any, filed by the student who is the subject of inquiry, during the course of the inquiry; and
- (iv) the orders, if any, made by DRC in regard to the inquiry.

Section 6: Action on the Inquiry

(1) The Registrar shall review the recommendation submitted by DRC pursuant to Section 5 above and shall implement the recommendation unless the Registrar finds that the inquiry carried out by DRC or the recommendations for Corrective Action are vitiated by any gross irregularity or illegality or malafides.

(2) Where the Registrar decides to reject the findings and recommendations of DRC pursuant to Section 5(1) above, the Registrar shall return the entire proceedings to DRC for reconsideration or further inquiry on any aspect.

(3) On receipt of a communication from the Registrar under Section 6(2) above, DRC shall consider the issues identified by the Registrar and reconsider its prior decision in response to the issues raised by the Registrar and, if DRC feels necessary, make further inquiry into the matter.

(4) Upon completion of its consideration under Section 6(3) above, DRC shall submit its conclusions and recommendations to the Registrar.

(5) If the Registrar is satisfied that the findings and recommendations of DRC as resubmitted under Section 6(4) above satisfactorily address the concerns raised by the Registrar under Section 6(2) above, the Registrar shall implement the recommendations made by DRC under Section 6(4) above.

(6) If the Registrar is still of the view that the findings and recommendations resubmitted by DRC under Section 6(4) above suffer from any gross irregularity or illegality or malafides or are not in the best interests of the University, the Registrar shall submit the matter to the Vice Chancellor for a final decision.

(7) Final orders made by the Registrar under Sections 3(1) and 3(5) of these Procedures and by the Vice Chancellor under Section 3(6) shall be communicated in writing to the concerned parties who shall also be supplied with a copy of the report of the Inquiry, the findings and the proposed Corrective Action. Copies of depositions of witnesses shall be made available for perusal to a party concerned with such deposition.

(8) Given that these proceedings involve young people and recognizing the need for the protection of their reputation, the proceedings under these Procedures shall be treated as strictly confidential and shall not be divulged by any faculty or staff member or any of the parties to anyone not involved in the inquiry process.

Section 7: Review

(1) A person with respect to whom Corrective Action is to be taken pursuant to Section 6 above may, within **fifteen working days** of receiving a communication of such Corrective Action, or a person who feels aggrieved by any decision of DRC or the Registrar under these Procedures, request the Vice Chancellor to review such action or decision on the ground that such Corrective Action and the Inquiry on which it is based is vitiated by gross irregularity or illegality. The reasons for requesting the review shall be clearly and fully set out in the request along with all supporting documentation.

(2) The Vice Chancellor may entertain a request for review after the expiry of the fifteen day period referred to in Section 7(1) above, if they are satisfied that the concerned requestor had sufficient cause, beyond their control, for not submitting the appeal in time.

(3) Upon the written request of the person seeking a review under Section 7(1) above, the Vice Chancellor may provide an opportunity to such person for oral representations to be made to elaborate and explain the written submission without raising new grounds.

(4) (a) After due consideration of the request for review and any oral representation, the Vice Chancellor shall, without disturbing any finding of fact, either

(i) confirm the actions taken by the Registrar under Section 6 above; or

(ii) set aside the action taken by the Registrar under Section 6 on the ground that it suffers from gross irregularity or illegality or is not in the best interests of the University. (b) In all cases, the Vice Chancellor shall not interfere with findings of fact and shall set down the reasons for their final decision under Section 7(4)(a) above in writing, which shall be made available to the Registrar, DRC, the person requesting the review and any other person affected by the review process as determined by the Vice Chancellor.

(5) The Vice Chancellor's decision on the review shall be final. Where the Vice Chancellor deems necessary, the Vice Chancellor may delay the implementation of the decision of the Registrar pending completion of the review described in this Section for such period as they deems fit.

Section 8: General

(1) The proceedings established here are intended to facilitate the University to decide on the appropriate actions that are most likely to result in the long term positive development of the personality, character, values and potential of students; and preserve and enhance the overall learning environment of the University. They are to be distinguished in this respect from court proceedings and other administrative proceedings intended merely to punish.

(2) All persons involved in these proceedings shall do so in their individual capacity. Representation is not allowed. Where any person feels that they require assistance to participate in these proceedings, a request to tilis effect may be made to DRC which shall consider the request and take necessary action.

(3) In cases of alleged sexual harassment, the Procedures set out in Part 2 shall apply. Any question on whether a matter is covered by the **Policy and Procedures to Combat Sexual Harassment** shall be decided by the Vice Chancellor in consultation with the **Sexual Harassment Policy Advisor**.

(4) Notwithstanding anything contained in this Regulations, if the alleged misconduct of a student falls under “ragging” as elucidated in Rule 3 of the UGC Anti-Ragging Regulation, the misconduct shall be dealt as per the provisions of the **UGC Anti-Ragging Regulation**. The procedure shall be governed by Section 10 of Part 3 of the present code – **Hostel Regulations**.

(5) Where the corrective action proposed involves permanent rustication or permanent debarment from appearing for an examination, such corrective action shall be considered and imposed by the Executive Council of the University. In all other cases, the corrective action shall be imposed by or under the authority of the Vice Chancellor as provided in these Principles and Procedures.

Chapter IV: CORRECTIVE ACTIONS

Section 9: Corrective Actions for Major Misconduct

(1) disqualifying the student from appearing for examinations; cancelling retrospectively the results of the examinations taken by the student and requiring the student to retake such examinations as Repeat (R) as elucidated in Section 34 of the Academic Examination Regulations;

(2) disqualifying the student from representing the university in any activity during the period of rustication;

(3) termination of and debarment from holding any post / office either elected or otherwise in an activity based committee, hostel committees or other student of other University committees or bodies;

(5) Suspension from classes and from access to the University premises for a specified period;

(6) Permanent rustication;

(7) in all cases of proven major misconduct, the concerned student shall be immediately removed from any position of responsibility in any student activity including the Student Bar Council and shall be barred from holding any such position for such period as the University may determine.

Section 10: Corrective Actions for Minor Misconduct

(1) Censure/ admonition / reprimand;

(2) fine;

(3) suspension for a period of six or more days (less than a trimester) during which no attendance of classes or entrance into the Campus (except with the prior written permission of the Registrar) will be allowed.

NOTE: - (1) When any Corrective Action for misconduct is imposed on any student, the University may indicate in the Character Certificate of the student that the character of the student is unsatisfactory

(2) Keeping in mind the central objective of the University of sustaining and building values and character, past record shall be a relevant factor in determining the nature of the Corrective Action for both major and minor misconduct.

ANNEXURE 1: MODEL FLOW OF PROCEDURE FOR ALLEGED MAJOR MISCONDUCT

(1) Statement of Charge: DRC shall draw-up or cause to be drawn up:

(a) a summary description of the alleged misconduct.

(b) a statement with respect to each alleged act or omission of misconduct, which shall contain,

(i) a statement of relevant facts including any admission made by the student;

(ii) identification of the Section of the Conduct Regulations alleged to have been violated by the student; and

(iii) a list of documents and witnesses, on the basis of which the alleged act of misconduct is proposed to be sustained.

(2) DRC shall deliver or cause to be delivered to the concerned student a copy of the Statement of Charge, and a list of documents and witness which each statement of Charge is proposed to be sustained and shall require the student to submit within such time as may be specified, a written statement of their defence and to state whether he desires to be heard in person.

(3)(a) On receipt of the written statement of defence, DRC may inquire into such charges which are not admitted, or where all the charges have been admitted by the student in their written statement of defence, the committee shall record its findings on each charge after taking such evidence as it may think fit and shall act further in the manner laid down in this regulation.

(b) If no written statement of defence is submitted by the student, DRC may inquire into the charges as stated in Rule 3(a) above.

(4) The student shall appear in person before DRC on such day and at such time as DRC may specify by notice in writing, or within such time as DRC may allow.

(5) If the student has not admitted any of the charges in their written statement of defence or has not submitted any written statement of defence, the Committee shall ask them whether they admit any charge or have any defence to make. In case they admit any of the charges, the DRC shall record the plea, sign the record and obtain the signature of the student thereon. In the case of charges denied by the student, the Committee shall proceed to inquire after taking evidence of witnesses and record its finding on such charges.

(6) DRC shall, if the student fails to appear within the specified time or refuses or omits to plead, shall adjourn the case to a later date after recording an order that the student may, for the purpose of preparing their defence, within such time as shall be stipulated by the Committee:

(a) Inspect the documents specified in the list referred to in Rule (3);

(b) Submit a list of witnesses to be examined on their behalf;

(c) Apply orally or in writing to inspect and take extracts of the statements, if any, of witnesses mentioned in the list referred to in Rule (3); the DRC shall permit them to take such extracts as early as possible before the commencement of the examination of any witnesses.

(7) On the date fixed for the inquiry, the oral and documentary evidence by which the charges are proposed to be proved shall be examined by DRC. The witnesses shall be examined by DRC and be cross examined by the concerned student/students. The witnesses may be re-examined on any points on which they have been cross examined, but not on any new matter.

(8) When the case substantiating the charge is closed, the student shall be required to state their defence, orally or in writing as they may prefer. If the defence is made orally, it shall be recorded and the student shall be required to sign the record.

(9) The evidence on behalf of the student shall then be produced. The student may examine the witness themselves or may request another student of the Law University to examine the witnesses. The witnesses produced by the student shall then be examined and shall be liable to cross-examination and re-examination.

(10) DRC may, after the student closes their case, and shall, if the student has not examined themselves, generally question them or the circumstances appealing against them in the

evidence for the purpose of enabling the student to explain any circumstances appearing in the evidence against them.

(11) DRC may, after the completion of the production of evidence, hear the student or permit them to file a written brief of their case if they so desire.

(12) If the student to whom a copy of the charges have been delivered, or served, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before DRC or otherwise fails or refuses to comply with the provisions of this rule at any stage of the inquiry, DRC may hold the inquiry ex-parte.

ANNEXURE 2: MODEL PROCEDURES FOR ALLEGED MINOR MISCONDUCT

(1) With respect to alleged Minor Misconduct, DRC may adopt the following summary procedure.

(a) DRC shall inform the student in writing of the proposal to take action against them and the imputations of misconduct on which action is proposed to be taken and give them a reasonable opportunity of making such representation as they may wish to make against the proposal;

(b) DRC may hold an inquiry as provided for Major Misconduct in Annex I where DRC is of the opinion that such inquiry is necessary;

(c) Taking due account of the representation, if any, submitted by the student under Rule (1)(a) or the record or inquiry, if any, held under Rule (1)(b) into consideration, DRC shall record a finding on each imputation of misconduct or misbehavior.

(2) The record of the proceedings in such cases shall include:

(a) a copy of the intimation to the student of the proposal to take action against them;

(b) a copy of the statement of imputations of misconduct or misbehavior delivered to them;

(c) the student's representation, if any;

(d) the evidence produced during the inquiry, if any;

(e) the finding on each imputation of misconduct or misbehavior; and

(f) the orders, findings and recommendations for Corrective Action in the case together with the reasons thereof.

PART 2: SEXUAL HARRASSMENT REGULATIONS

Chapter I: INTRODUCTION

Section 1: Scope

- (1) The Principles and Procedures set out herein (hereinafter Principles and Procedures) shall apply to all instances of sexual harassment as provided herein:
 - a. Occurring on the NLUM Campus, irrespective of the parties;
 - (i) Between or among members of the NLUM community, irrespective of their location; and
 - (ii) Where the complaint is made by a third party against a member of the NLUM community and where such member is/was involved in an activity pertaining to the University, irrespective of their location.

These Principles and Procedures shall be the exclusive mechanism for redressal through NLUM of alleged instances of sexual harassment except where, subject to Section 4(a), a person who is, or considers themselves to be aggrieved of alleged sexual harassment chooses to make the complaint directly with any faculty member or the Registrar or the Vice-Chancellor in which case the faculty member, Registrar or Vice-Chancellor, as the case may be, shall advise the complainant of the mechanisms available under this Code and civil/criminal remedies after which, the complainant will decide on the mechanism under which they will proceed.

Provided that where the aggrieved person requires any corrective action to be taken against any person for sexual harassment, the matter shall be referred by the faculty member or Registrar or Vice-Chancellor to the Internal Committee and the Committee shall act on the matter in accordance with these Regulations.

Section 2: Definitions

1. "administrative staff" for the purposes of this Code includes all persons appointed to any administrative position of the University, regardless of duration.
2. "aggrieved person/s" shall mean a person/s who alleges that sexual harassment under the code has taken place, and wishes to access the mechanism under this Code.
3. "Constituency" shall be understood to refer to whether a particular person is from the student body or faculty or administrative staff, research scholars or other employees.
4. "Day" shall be understood to mean one working day, unless stated otherwise.
5. "Documents" shall include formal request for inquiry, notice to parties, written submissions, written statements of witnesses, replies, list of questions, and copies of the same. These may be in digital or physical format.
6. "Faculty" for the purposes of this Code, includes all persons appointed to teaching positions, (regardless of duration) guest lecturers and speakers, visiting faculty, teaching assistants, and any other person involved in the organisation of a

programme, seminar, course, workshop, roundtable or similar event conducted or organised by the NLUM community.

7. "Researchers", for the purposes of this Code, includes all persons employed to undertake research at NLUM whether with a research centre or otherwise.
8. "Respondent" means a person against whom the aggrieved person has made a complaint under Section 9.
9. "NLUM Community" includes current students, faculty members, administrative staff, researchers, employees, any person providing any service at/to NLUM.
10. "Sexual Harassment", under this code, includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely,
 - a. Physical contact and advances; or
 - b. A demand or request for sexual favors; or
 - c. Making sexually colored remarks; or
 - d. Showing pornographic material, including oral, textual, graphic representations of a sexual nature; or
 - e. Any other unwelcome physical, verbal or non verbal conduct of a sexual nature; or
 - f. Stalking, including cyber stalking, as defined under the Indian Penal Code Section 354D.

Explanation 1: Unwelcome act or behavior extends

To

- a. a person;
- b. in a person's presence whether or not the representation concerns the person;
- c. about a person (when malicious).

Explanation 2: "Unwelcome" covers all forms of conduct where the aggrieved person has not expressly or impliedly given consent to the behavior complained of. The silence of the aggrieved person or lack of protest at the time of the incident or afterwards shall not by itself be taken as proof of consent.

Explanation 3: The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:-

- a. implied or explicit promise of preferential treatment in their employment/education; or
- b. implied or explicit threat of detrimental treatment in their employment/education; or
- c. implied or explicit threat about their present or future employment/education status; or
- d. interference with their work or creating an intimidating or offensive or hostile environment for them; or
- e. humiliating treatment likely to affect their health or safety.

11. "Student" includes individuals enrolled or registered for any course or programme or part thereof, conducted or organised by NLUM or at NLUM, including distance education programs.

Explanation: For the purposes of this Code, "student" shall also include individuals at the NLUM on an exchange programme, individuals enrolled or registered for any course or programme or part thereof, conducted or organised by NLUM.

12. "Victimization" shall be understood to mean any adverse action by a person, group of persons or an organization, against individual/s because they have, in good faith, reported instances of sexual harassment or participated in or have been witnesses to proceedings or support persons to redress an alleged instance of sexual harassment on behalf of the aggrieved person.

Provided that this definition shall not apply in the case of the respondent, their witnesses or support person.

Explanation: "adverse action" shall include, but not be limited to

- i. making such participation a ground for adverse action relating to employment, academic participation or evaluation, extra or co- curricular activities or entitlement to services/opportunities.
- ii. directly or indirectly using intimidation and/or undue influence so as to dissuade or deter such participation
- iii. creating a hostile environment for the complainant and their witnesses"

13. "employees" means a person employed at a workplace for any work on regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-employee, a contract employee, probationer, trainee, apprentice or called by any other such name; excluding admin staff and faculty.

Section 3: Prohibition of Sexual Harassment

Sexual Harassment is prohibited and shall be dealt with under these Regulations.

Chapter II: PROCESS

Section 4: Recourse under the Regulations

1. Any Aggrieved Person may choose to:
 - a. resolve the matter through the mechanism laid down in the Regulation, and/or
 - b. take recourse to any other institutional civil/criminal remedies available to them in the University as well as under the law.

Provided that where the Aggrieved Person requests any corrective action to be taken against any person for sexual harassment, the matter shall be referred to the Inquiry Committee and the Committee shall conduct the inquiry and act in accordance with these Regulations.
2. If the Aggrieved Person chooses to resolve the matter through the mechanism laid down in the Code, they may first contact a facilitator of their own choosing.

Section 5: Facilitators

1. The Vice-Chancellor shall have the power to appoint facilitators under this Code.
2. At any given point, there shall be at least eight facilitators from the student body, out of which as far as possible, at least 1 shall be from the LL.M. batch, 1 from faculty, 1 from the non-teaching staff and at least 3 from the LL.B. batches.

Provided that in the case of the LL.B. batches, the facilitators shall, as far as possible, be appointed from each of the batches starting from third year.
Provided further that there shall be at-least 4 non-male facilitators]
3. All persons, who have completed the training programme to the satisfaction of the person/organisation responsible for the training, may be appointed by the Vice-Chancellor as facilitators for a period of one year.

Provided that only those persons shall be appointed as facilitators who have undergone formal training as prescribed by this Code.
4. The names and contact information of all facilitators shall be visibly published on notice boards and through other means across the campus throughout the year in both English and Khasi/Garo. In the case of administrative staff and employees, the names and contact information of the facilitators shall also be notified through the Registrar.
5. The jurisdiction of a facilitator shall not be limited to their own constituency.

Section 6: Appointment of Sexual Harassment Policy Advisor

The Vice-Chancellor shall appoint a faculty member committed to the cause of women or a person familiar with the issues relating to sexual harassment, to act as a Sexual Harassment Policy Advisor (hereinafter "SHPA"). Subject to availability, such advisor shall be a non-male faculty member. The Advisor shall ensure proper and effective implementation and administration of this Code.

Section 7: Powers and Duties of SHPA

The powers and duties of SHPA shall include the following,

1. They shall ensure implementation of this Code in NLUM and regularly review the functioning and effectiveness of the Code.
2. They shall formulate strategies for spreading awareness of present policy among all members of NLUM.
3. They shall delegate responsibilities to appropriate persons to undertake periodic surveys among students, staff and faculty to find out the extent of the problem and prevailing attitudes to all aspects of sexual harassment, with the exception of their duties under Section 7(4).
4. They shall ensure the proper constitution and functioning of the Internal Committee (hereinafter IC) along with the Vice-Chancellor.
5. They shall be responsible for identifying and monitoring support structures provided by the University.
6. They shall organise orientation workshops for faculty, all non-teaching staff and new students enrolled in all the courses at the beginning of the year; and regular sensitization programs as they deems fit.
7. They shall assist the aggrieved person throughout the process of inquiry.
8. They shall take appropriate action when an alleged instance of ongoing sexual harassment is brought to her notice which involves immediate and serious threat to the NLUM Community.
9. They shall exercise such other powers and perform such other duties as may be conferred or imposed on her by or under this policy.
10. They shall do all such acts and things as may be necessary to carry out the objects of this Code.
11. They shall prepare an annual report of all activities undertaken and submit the same to the Vice-Chancellor which shall be available to anyone on request.
12. They shall facilitate the training of the IC, as and when it is constituted.

Section 8: Duties of the University

The University shall -

1. provide a safe working environment at the university which shall include safety from the persons coming into contact at the university;
2. display at any conspicuous place in the university, the penal consequences of sexual harassment; and the order constituting the Internal Committee;
3. organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013 and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;

4. provide necessary facilities to the Internal Committee for dealing with the complaint and conducting an inquiry;
5. assist in securing the attendance of the respondent and witnesses before the Internal Committee.
6. make available such information to the Internal Committee as it may require having regard to the complaint made under Section 13.
7. provide assistance to the woman/man if they so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force;
8. cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman/man so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;
9. treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;
10. monitor the timely submission of reports by the Internal Committee.
11. ensure that any instance of harassment that has been brought to their notice, whether under this code or otherwise, has ended.

Section 9: Constitution of Internal Committee (IC)

The Vice-Chancellor shall, in consultation with the SHPA, constitute an Internal Committee ("IC"), for a period of three years, which shall consist of at least four members including:

- (1) a Presiding Officer, who shall be a non-male not below the rank of Associate Professor;
- (2) one external member from amongst non-governmental organizations or associations committed against sexual harassment or a person familiar with the issues relating to sexual harassment;

Provided that a majority of members in the IC shall be non-male in cases where the complainant is a non-male;

Provided further that at least one of the members appointed to the IC shall be from the non-teaching staff community.

Provided further that the members of the IC must undergo compulsory training with respect to sexual harassment and procedures under this Code.

Section 10: Training of Facilitators

1. The SHPA shall in association with persons qualified for the purpose organise and conduct an annual workshop for the training of facilitators.
2. The purpose of such workshop shall be:
 - a. to impart basic counselling, mediation and negotiation skills and
 - b. to equip facilitators with a comprehensive understanding of this Code; and

- c. to impart any other skills or knowledge which may be considered appropriate by the organisers in order to ensure efficient functioning of this Code.

Section 11: Role of the Facilitator

1. The facilitator shall perform the following functions under this Code:
 - a. act as a counsellor;
 - b. act as a mediator; and
 - c. be the receiver of the formal request for inquiry, which may be the first step towards approaching the inquiry mechanism under this Code.
2. In discharging any/all of the functions mentioned above, the facilitator shall
 - a. act as a first known point of contact,
 - b. assist in clarifying the nature of the concern,
 - c. give information on options and possible outcomes available under this Code,
 - d. explore possible strategies/options available in resolving the situation,
 - e. assist in drafting and filing of a formal request for inquiry
 - f. explore strategies to safeguard against victimisation
 - g. support the aggrieved party throughout any stage of the resolution process,
 - h. provide information on the desirability of maintaining confidentiality
 - i. provide information on other relevant internal/external remedies, and any limitation periods that may apply to such remedies,
 - j. whether or not a person files a formal request for inquiry, provide supportive counselling as needed
 - k. maintain complete confidentiality of all proceedings.

Section 12: Mediation

1. In the event that the Aggrieved Person, after consultation with the facilitator, requests mediation, the facilitator shall inform in confidence the person/s against whom the concern has been raised about the nature of the concern.
2. The facilitator shall initiate mediation proceedings only on obtaining consent of the parties concerned.
3. The mediator shall be a facilitator who is agreeable to all parties concerned, except that where one of the parties is a faculty member, administrative staff, researcher or employee a student shall not be the mediator.
4. If the parties are unable to agree on whether to have mediation or on the proceeding/result of the mediation, they may, at any point, prefer a request for inquiry.

Explanation: Nothing in this Section shall preclude the right of the aggrieved person to initiate mediation during the inquiry process or vice versa.

5. No monetary settlement shall be made as a basis for mediation.

Chapter III: PROCEDURE FOR INQUIRY

Section 13: Filing of formal request for inquiry

1. Any person aggrieved of sexual harassment who considers the mediation process to have been unsatisfactory, or does not wish to initiate a mediation, may make a request for inquiry to the Vice-Chancellor, the Registrar, Sexual Harassment Policy Advisor or any member of the Faculty or directly to any member of the Internal Committee for an inquiry to be conducted.
2. Where the Registrar, Vice-Chancellor, Sexual Harassment Policy Advisor or a faculty member receives a request, they shall pass on the request to the Internal Committee.
3. The formal request for inquiry shall normally be made in the manner prescribed in Form A (Annexure-I), or through a verbal statement made to and transcribed by any faculty member or facilitator and signed (or thumb impression) by the complainant.

Section 14: Procedure for Inquiry

1. Initiation

a. Within two days of the receipt of the formal request for inquiry, the Sexual Harassment Inquiry Committee (IC) shall furnish a copy of the formal request for inquiry to all parties and simultaneously furnish a notice requiring all parties concerned to submit their written submission and the written statements of all their respective witnesses within a week of having received the notice.

b. Within 1 day of the receipt of the written submissions and witness statements, the IC shall forward a copy of the written submissions to the other party

c. At the request of either party, at this stage the IC may after hearing all the parties concerned, and upon perusal of the written submissions of parties, terminate the proceedings if it is of the opinion that no *prima facie* case exists. If no such request is made within two days, the IC must forward to each party a copy of the written statements of the witnesses of the other party.

Explanation: The *prima facie* hearing should be concluded within one week of the submission of written submissions of the parties. Two members of the IC may conduct this hearing.

d. Within a week of receiving the written submissions of the other party or the conclusion of the *prima facie* hearing, whichever is later, all parties shall send their replies to the written submissions that had been served to them by the IC.

- e. Within 1 day of the receipt of the replies, the panel shall forward a copy of the replies to the other party.

Explanation: The IC shall have the power to anonymize the complaint, if it deems necessary upon due consideration of the sensitivity of the complaint.

2. Conducting Inquiry

- a. Within one day of the completion of the procedure delineated above, the IC shall call for an oral hearing. Each party shall be given a chance to give an account of the events leading to the request for inquiry, before the IC

- b. The IC shall question the relevant persons and inspect the necessary documents and records. The IC may call upon any additional witnesses it deems necessary. The IC shall hold a hearing where the parties shall be given a fair and reasonable opportunity to present his or her case, to call for his or her evidence and to cross-examine witnesses.

Explanation: The cross examination will not be direct and will be done by submitting questions in writing to the IC. The IC has the discretion to ask only those questions it deems relevant.

- (c) Upon conclusion of the oral hearings, the IC shall, within ten calendar days, submit a report to the Registrar containing its factual findings and a determination of whether this Code has been violated.

- (d) The inquiry, including the applicable standard of proof, shall be guided by the consideration that it is not a criminal proceeding or a proceeding of any court of law.

3. Time Frame

The total time frame for the inquiry process from the time Inquiry is initiated to the recommendations being made by the IC and the implementation of the final decision by the Registrar shall not exceed three months.

4. Withdrawal of Inquiry

Where a request for inquiry has been made, withdrawal of the same shall not be permitted except with the permission of the Sexual Harassment Policy Advisor when they are satisfied that the individual concerned is not acting under duress.

Section 15: Interim Relief

1. The IC may provide interim reliefs which include the following-

- a. Grant leave to the aggrieved person with full protection of status and benefits for a period up to one month;
- b. Restrain the Respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- c. Restrain either party or anyone acting on their behalf from contacting or attempting to contact the other party against their wishes.

Explanation: The IC shall not consider any order passed under this Subsection to be a mitigating circumstance when determining the penalty to be imposed.

- d. In the event that the person/s against whom the concern has been raised has been found guilty under this Code previously, the IC may bar them from representing the University in any event.
2. The Complainant shall have the right to request the IC for interim measures at any stage of the proceedings.
3. Violation of the provisions of this Section shall attract Corrective Action under Section 21.

Section 16: Support person

1. The aggrieved party may request the IC for the appointment of a support person of the party's choice from the NLUM community at any stage in the proceedings.
2. The IC shall determine the role of the support person in consultation with the party who has made the request for the same. The support person may be allowed to attend all proceedings along with the aggrieved party at the discretion of the IC.

Section 17: Relevant Factors

1. The past sexual history of the parties shall not be taken into account while establishing and/or deciding on the incident/s of sexual harassment.
2. In determining the punishment, the inquiry panel shall consider the previous record of the perpetrator under the Code (if any), and the extent of victimisation (if any).

Section 18: Adverse Inference

An adverse inference shall be drawn against an alleged perpetrator of unwelcome sexual conduct or sexual harassment where:

1. the alleged perpetrator is in an official position of authority, supervisory, evaluatory, or otherwise and
2. the person making the complaint of sexual harassment is a person over whom such authority is exercised and
3. the harassment is of a nature where submission to or rejection of sexual advances or overtures, or requests for sexual favors are made a ground for any decision relating to employment, academic pursuit, extra or co-curricular activities or entitlement to services/opportunities at NLUM.

Explanation: Student office bearers and student representatives shall not be considered as persons in positions of such authority solely by virtue of holding these positions.

Section 19: Action on the Inquiry

1. The Registrar shall review the recommendation submitted by the IC pursuant to Section 14 and shall implement the recommendation unless the Registrar finds that the Inquiry or the Corrective Action are vitiated by any gross irregularity or illegality or *mala fides*.
2. When the Registrar decides to reject the findings and recommendations of the IC pursuant to 19(1) above, the Registrar shall return the entire proceedings to the IC for reconsideration or further inquiry on any aspect setting down in writing the reasons for their rejections.
3. On receipt of a communication from the Registrar under Section 19(2) above, the inquiry panel shall consider the issues identified by the Registrar and reconsider its

prior decision in response to the issues raised by the Registrar and, if the IC feels necessary, make further inquiry into the matter.

4. Upon completion of its consideration under Section 19(3) above, IC shall submit its conclusions and recommendations to the Registrar.
5. If the Registrar is satisfied that the findings and recommendations of the IC as re-submitted under Section 19(1) above satisfactorily address the concerns raised by the Registrar under Section 19(2) above that Registrar shall implement the recommendations made by the IC under Section 19(4) above.
6. If the Registrar is still of the view that the findings and recommendations resubmitted by the Sexual Harassment Inquiry Committee under Section 19(5) above suffer from any gross irregularity or illegality or *mala fides*. The Registrar shall submit the matter to the Vice-Chancellor for a final decision which shall be either
 - a. to implement the recommendations of the IC or
 - b. to constitute a fresh IC
7. Final orders made by the Registrar under Section 19(1) and/or 19(4) of these Procedures and by the Vice-Chancellor under Section 19(6) shall be communicated in writing to the concerned parties who shall also be supplied with a copy of the report of the inquiry, the findings and the proposed Corrective Action. Copies of depositions of witnesses shall be made available for perusal to a party concerned with such deposition on request.
8. The proceedings under these Procedures shall be treated as strictly confidential and shall not be divulged by any faculty or staff member or any of the parties to anyone.

Section 20: Review

- a. The complainant or a person with respect to whom Corrective Action is to be taken pursuant to the Sections above may, within fifteen working days of receiving a communication of such Corrective Action, or a person who feels aggrieved by any decision of the IC or the Registrar under these Procedures, request the Vice-Chancellor to review such action or decision on the ground that such Corrective Action and the Inquiry on which it is based is vitiated by gross irregularity or illegality. The reasons for requesting the review shall be clearly and fully set out in the request along with all supporting documentation.
- b. The Vice-Chancellor may entertain a request for review after the expiry of the fifteen day period referred to in Section 20(1) above, if they are satisfied that the concerned requestor had sufficient cause, beyond their control, for not submitting the appeal in time.
- c. Upon the written request of the person seeking a review under Section 20(1) above, the Vice-Chancellor may provide an opportunity to such person for oral representations to be made to elaborate and explain the written submission without raising new grounds.

- d. After due consideration of the request for review and any oral representation. The Vice-Chancellor shall either
- a. confirm the actions taken by the Registrar under Section 19 above; or
 - b. set aside the action taken by the Registrar under Section 19 on the ground that it suffers from gross irregularity or illegality and reconstitute the IC to conduct a fresh inquiry.
- e. In all cases, the Vice-Chancellor shall set down the reasons for their final decision under Section 20(4), in writing, which shall be made available to the Registrar, the IC, the person requesting for the review and the other party/parties.
- f. The Vice-Chancellor's decision on the review shall be final.

Section 21: Mala fide Complaint

In the event that the formal request for inquiry is proved to be *mala fide* during the prima facie hearing or at any stage of the proceedings, the IC shall recommend to the Vice-Chancellor that the person found guilty of such *mala fide* be required to issue a written public apology which is to be displayed prominently on all notice boards in the University.

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section.

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

Chapter IV: ACTIONS

Section 22: Corrective Actions

1. Corrective Action for students

The Sexual Harassment Inquiry Committee may recommend any or a combination of the following penalties for sexual harassment or unwelcome sexual conduct - (the following list is not exhaustive)

- a. Warning, reprimand or censure.
- b. Public written apology by the perpetrator which shall be displayed prominently on all notice boards in the University.

- c. Community service such as assisting the librarian, cleaning litter on campus such as the football field, cleaning class-rooms etc.
 - d. Curtailment of privileges.
 - e. Bar on representing the University in any co-curricular/extra-curricular activities whether at the intra or inter-University level.
 - f. Removal and/or bar on holding any positions of responsibility in the Halls of
 - g. Residence and/or Student Bar Association.
 - h. Suspension from the University for a period upto three weeks.
 - i. Suspension from the University for a maximum period of one year.
 - j. Rustication from the University.
 - k. Fine upto Rs 10,000 which amount shall be paid into a separate account to be maintained by the Sexual Harassment Policy Advisor and which amount shall be used to achieve the objectives of this Code.
 - l. In addition to any other corrective action, the respondent shall have to mandatorily attend sexual harassment workshops for at least one week.
2. Corrective Action for Faculty/Staff/other Employees
- a. Warning, reprimand or censure
 - b. Public written apology by the perpetrator which shall be displayed prominently on all notice boards in the University
 - c. Termination
 - d. Suspension
 - e. Withholding increments and promotions,
 - f. Demotion
 - g. Fine upto Rs 20,000 which amount shall be paid into a separate account to be maintained by the Sexual Harassment Policy Advisor and which amount shall be used to achieve the objectives of this Code.
 - h. Others
 - i. In addition to any other corrective action, the respondent shall have to mandatorily attend sexual harassment workshops for atleast one week.
 - j. In case the complainant is a student of the harasser, alternate arrangements are to be made to ensure that academic evaluations of all kinds are not conducted by the respondent.

Section 23: Criminal Proceedings

The University shall provide assistance to the complainant if they so choose to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force.

Chapter V: MISCELLANEOUS

Section 24: Maintenance of records

The records of inquiry proceedings under this Code shall be kept in the custody of the Registrar and records of all other proceedings shall be kept with the Sexual Harassment Policy Advisor except as required in this Chapter.

1. The facilitator shall maintain confidential records of all proceedings that are initiated under this rule, such records shall include:
 - a. the profile of the complainant and the respondent,
 - b. the nature of the concern,
 - c. a brief account of the steps taken to address the concern, and
 - d. the result of any process undertaken under this Code, except inquiry proceedings.

2. The inquiry panel shall maintain confidential records of all proceedings that take place before it, which will include copies of all documents submitted at each proceeding.

Section 25: Recusal

Any person conducting any proceedings under this Section shall recuse herself/himself if they feel that their objectivity may be compromised due to any reason or conflict of interest, and an *ad hoc* member of the same rank shall be appointed as a replacement within a period of ten working days.

Section 26: In camera proceedings

All proceedings under this Section shall be strictly in camera and the privacy of all parties shall be maintained.

Section 27: Confidentiality

1. All proceedings, documents and records maintained under this Code shall be confidential.

Explanation I: 'Confidentiality' means that notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under Section 9, the identity and addresses of the Aggrieved person, Respondent(s) and witnesses, any information relating to mediation and inquiry proceedings and the recommendations of the IC shall not be published, communicated or made known to the public, press and media in any manner.

Explanation II: This Section shall not apply to any information divulged prior to the commencement of the proceedings, or to information divulged for the purpose of criminal proceedings under Section 23 of the Code.

- a. All persons involved in the proceedings under this Code including the parties, faculty, witnesses, facilitators, mediators, members of the inquiry panel, next

friend, the Registrar and Vice-Chancellor shall be under a duty to respect and maintain confidentiality.

b. No decision taken under this Code, except the final decision of the Vice-Chancellor or Registrar shall be published, communicated or made known to the public.

2. Provided that, information about the final decision, if disseminated, shall be without disclosing the name, address, identity or any other particulars which may lead to the identification of the aggrieved person and the witnesses.

3. Any person who violates this provision will be liable for corrective action under Section 22 of the Code, taking into account the nature and gravity of the violation.

Section 28: Minor infringement not to invalidate proceedings

No minor infringement of procedure shall invalidate any proceeding under this Section unless it is shown to cause prejudice to any of the parties.

Section 29: Victimisation

1. Any person or group of persons or organisation which commits victimisation at any time before the commencement of proceedings under this Code, during such proceedings, or after completion of such proceedings, shall be liable to Corrective Action under Section 22 of the Code and will be treated as Major Misconduct and be the subject of disciplinary proceedings by the University.
2. Without prejudice to (1) above, Aggrieved Persons and their witnesses shall have the right to seek interim relief during the pendency of any proceeding under this Code against any person(s), group(s) or organisation(s) victimising them.
3. The IC under this Code shall consider any proved complaint of victimisation against a respondent in a proceeding to be a relevant factor in determining the Corrective Action to be taken under Section 22 of this Code for that proceeding and be treated as a major misconduct and subject to disciplinary proceedings by the university.

Section 30: Support Structures

The University shall endeavour to provide support structures in the form of:

1. A well published list of phone numbers and addresses which may be contacted in emergencies
2. An orientation programme for new students in order to familiarise them with the Code;
3. Acquainting new students to the Code;
4. Counseling the members of the NLUM community on ways of preventing and coping with sexual harassment.
5. Counselling for the complainant.
6. Providing support to initiatives in addressing issues of gender and sexuality
7. The SHIC may appoint a next friend for a party upon their request in accordance with Rule

Section 31: Review of the Regulations

This Code shall be reviewed at least once in two years.

FORM A

To,
The Vice-Chancellor,
National Law University of
Meghalaya
Shillong,

Dear Madam/Sir,

I/We, (Name, Constituency) request you to constitute an inquiry panel as provided under the Sexual Harassment Regulations of NLUM.

I/We would request this inquiry to be conducted to look into the acts of

(Names of Responding Party/Parties and Constituency/Constituencies to which they belong).

[The facilitator who acted as a first known point of contact and/or as a mediator in this context was/were (names of facilitators/mediators and Constituency/Constituencies to which they belong)]*

Sincerely yours,

Signature/Thu
mbprint Date:

Place:

* Only required if a facilitator was involved

Part 3: Hostel Regulations

Chapter I: OFFICE BEARERS

Section 1: Constitution and Functions of the Hostel Life Team

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

Section 2: Hall Wardens

1. The Hall Wardens and Chief Warden, shall be nominated by the Vice-Chancellor.
2. The Chief Warden shall convene meetings of the Hostel Life Team and Wardens.
3. The Chief Warden shall coordinate with the Vice-Chancellor and Registrar on matters concerning Hostel Life as and when required.
4. The Hall Wardens shall be responsible for oversight of hostel 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.
5. The Special Officer for Hostel Life shall provide administrative support to the Hall Wardens and act as a Secretary to the Hostel Life team.

Section 3: Hall Leaders

1. The Hall Leaders shall be selected by the Hall Wardens from amongst the Residents on the basis of the applications and interview process.
2. The applications shall be invited by the Hostel Life Team ahead of the start of the first trimester of the Academic Year or whenever there is a vacancy.
3. The Hall Leader shall receive a 10% waiver on their hostel fees and a certificate from the Chief Warden on the satisfactory completion of their term.
4. The Hall Leader shall be a part of the Hostel Life Team and will report to the Hall Warden and the Special Offer.
5. The Hall Leader shall work closely with and supervise the Floor Leader to support the implementation of this policy.

6. The Hall Leader shall also serve as the second point of contact in case of any conflicts/emergency events.
7. The Hall Leader shall report any concerns regarding the mental and physical health of residents to the Hostel Life Team.
8. The Hall Leader shall be responsible for escalating any urgent matter that merits the attention of the Hostel Life Team.
9. The Hall Leader shall assist the Hostel Life Team in an emergency situation.
10. The Hall Leader may be given specific tasks by the Hostel Life Team based on the situation at hand.
11. The Hall Leader shall be responsible for the overall Check-in and Check- out of the given Hostel Hall.
12. The Hall Leader shall assist in the preventing and redressing bullying and discrimination in the Hostel Hall in accordance with Part 1 of this Code – NLUM Conduct Regulations.

Section 4: Floor Leaders

1. The Floor Leader shall be selected based on an application and an interview once the room allocation has been finalised.
2. The Hall Leader shall anchor this process with the support of the Hostel Life Team at the beginning of each Academic Year.
3. The Floor Leader shall receive a 5% waiver on the hostel fees and a Certificate from the Chief Warden on the satisfactory completion of their term.
4. The Floor Leader shall report to the Hall Leader.
5. The Floor Leader shall work closely with and supervise the residents on their floor to support the implementation of this policy.
6. The Floor Leader shall also serve as the first point of contact in case of any conflicts/emergency events.
7. The Floor Leader shall assist the Hall Leader in checking in on the mental and physical health of residents.
8. The Floor Leader shall be responsible for escalating any urgent matter to the Hall Leader.
9. The Floor Leader shall be responsible for the overall Check-in and Check- out of the given Floor.
10. The Floor Leader shall assist the Hostel Life Team in an emergency situation.
 11. The Floor Leader may be given specific tasks by the Hostel Life Team based on the situation at hand.
12. The Floor Leader shall assist in the preventing and redressing of bullying and discrimination in the Hostel Hall in accordance with Part 1 of this Code – NLUM Conduct Regulations.

Section 5: Meetings

1. The Hostel Life Team shall meet at the beginning of each Academic Trimester to review the functioning of all Hostel halls.
2. The quorum should be two-thirds of the total number of members in the Team.

3. The Special Officer shall call for the meetings with the agenda shared, in normal circumstances, one week in advance of the meeting.
4. Minutes of the meeting (MOM) shall be recorded by the Special Officer and approved by all members of the Hostel Life Team.
5. In normal circumstances, the MOM should be finalised within two working days and circulated amongst relevant parties.
6. The Hostel Life Team may also convene other meetings as and when required.

Chapter II: ALLOCATION OF HOSTEL SPACES

Section 6: Allocation of Rooms

1. Rooms shall be allocated to residents at the beginning of the academic year.
2. The Hostel Halls are segregated by biological sex. However, dining facilities and all common areas are open to both sexes for meeting purposes.
3. Rooms shall be allotted to Residents based on a randomised lottery system. This is to encourage diversity and develop an inclusive living space.
4. Residents may however apply for rooms in groups in the format notified at the beginning of the academic year. The Hostel Life Team will endeavour to accommodate group preferences as far as possible, subject to concerns of inclusion and diversity.
5. The Hostel Halls shall have a mixed representation of Residents from different regular programmes at NLUM.
6. Change of rooms without permission would be considered a disciplinary matter. Room change is subject to authorization by the Hall Warden only in exceptional circumstances. The decision of the Hall Warden shall be final.
7. Residents are expected to make some general adjustments and demonstrate basic courtesies to their roommates.
8. NLUM is a residential university and will endeavour to provide housing to all students. Students who opt-out of the hostel 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.

Section 7: Roommates and Conflicts

1. NLUM believes in each individual's potential to teach others as well as learn from them. Hostel life is an integral part of the educational process, in learning to live and work with others from diverse backgrounds.
2. In this spirit, it is suggested that Residents attempt to get to know their roommates and maintain cordial relations with each other.
3. 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.

4. 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 Hostel 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.
5. In case the concerned Residents are not satisfied with the decision intervention, they may choose to raise the concern with the Hall Warden.

Section 8: Maintenance of Rooms

1. Cleanliness and damage to property
 - a. Residents are expected to keep their rooms, common areas and surroundings clean.
 - b. 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.
2. Room keys
 - a. 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.
 - b. Residents are responsible for the same and misplacing it will incur a fine of INR 500 for issuing a subsequent replacement.
 - c. 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.
3. Security of Personal Items
 - a. The safety of personal effects and any other property is the sole responsibility of Residents.
 - b. The University is not responsible for any loss, theft or damage to personal belongings of the Residents.

Chapter III: ARRIVALS AND EXIT PROTOCOLS

Section 9: Check in and Check out Protocols

1. The University will only provide hostel facilities during the duration of the term. The University will not be able to provide off term housing.
2. 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.

3. Upon reaching the campus, Residents should collect their room key from the Hostel Life Managers. This process shall also apply to student check-in every trimester as per the moving-in date for each trimester.
4. 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 Hostel Life Team for compliance with safety norms and their use will be charged at predetermined 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.
5. 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 hostel life on the campus on the first day of check-in.
6. 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 Hostel 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.
7. 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.
8. 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.
9. At the end of each academic year, during the summer break, Residents are expected to vacate their rooms.
10. 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.

Section 10: Exit Protocols

1. Residents may enter and exit the campus at any time, subject to any regulations prescribed by the Chief Warden.
2. 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.
3. 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..

4. The Hostel 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.
5. Movement within campus is free at all times subject to applicable security regulations notified by the University.

Section 11: Visitation Protocols

1. 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 Hostel.
2. Off-campus visitors including the family members of Residents must sign in for entry to the campus.
3. 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.
4. Overnight guests are not permitted in hostel halls under any circumstances.
5. 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.
6. Residents are not permitted to bring Residents of different genders to their rooms.

Chapter IV: GENERAL PROVISIONS

Section 12: Sporting and Cultural Facilities

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

Section 13: Disciplinary Matters

1. The decision of Hall Wardens on all matters of discipline shall be considered final.
2. Hall Wardens may, after requesting an explanation from the resident concerned, take any necessary action, including suspension or eviction from hostel facilities and may make such recommendations to the appropriate disciplinary bodies for other penalties as they deem fit.
3. 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.

Section 14: Quiet Hours

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

Section 15: Room Entry and Search Protocols

1. The University is committed to protecting the Residents' right to privacy and shall not permit unauthorised 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.
2. The Hostel Life Team may, with the permission of the Hall Warden, decide if circumstances merit a room search.
3. The Hostel Life Team may enter any room in case of an imminent danger threatening the safety or well-being of Residents.

Section 16: Keeping Pets on Campus

1. Residents are not allowed to keep any pets or any other animals.
2. If found, pets will be immediately removed from the Hall premises and reported to the Hostel Life Team.

Section 17: Fire Safety

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

Section 18: Drugs, Smoking and Alcohol

1. Residents are prohibited from smoking, drinking alcohol or consuming prohibited drugs or illegal substances on campus.
2. The possession, distribution, sale and use of alcohol, tobacco or any form of psychotropic drugs and narcotics are prohibited on campus.
3. 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.
4. Any misconduct in an inebriated state shall be considered as a disciplinary infraction.

Section 19: Vehicles

1. Residents are permitted to bring in only two-wheelers to campus. However, parking is subject to availability and the student owner shall be responsible for the safety of their vehicle.

Provided, as required by physically disabled students or students who require them for a certain period, may bring such altered or non-altered carriages as may be permitted by the state/national transport departments.

Section 20: Emergencies

1. The safety, health and wellbeing of residents are of paramount importance.
2. 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 Hostel Life staff and inform their Floor and Hall Leaders.
3. In case of a medical emergency, the 24x7 Nurse on duty and the Hostel Life Team should be mandatorily notified.
4. During a mental health emergency, the Hostel Life Team and the Student Welfare Officer should be mandatorily notified.
5. Floor Leaders and Hall Leaders must be informed about a family emergency.

Section 21: Sexual Harassment and Sexual Misconduct

1. NLUM has a zero-tolerance policy towards sexual harassment and gender-based violence.
2. Sexual harassment, sexual misconduct and consequences thereof are provided in the Part 2 of this Code – Sexual Harassment Regulations.

3. 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.

Section 22: Abuse, Harassment and Violence

1. Abuse, violence and harassment of any and all kinds are prohibited on the NLUM campus.
2. As a part of the NLUM 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.
3. The University shall constitute an Anti-Ragging Squad and an Anti-Ragging Committee as per the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (which shall govern the University's policy against ragging) and display their names prominently at all public spaces of the University and its website.

Section 23: 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 empathise with different preferences and sensibilities to create a convivial hostel community.

Section 24: Sustainability:

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

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

Section 25: Food Culture

1. 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, without any prejudice to any kind of food preference.
2. The Hostel Life Team shall consult health experts to decide on a healthy menu.
3. The Hostel Life Team will lead initiatives to prevent food wastage and ensure appropriate recycling and disposal.

Section 26: Requests or Complaints Procedure

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.

Section 27: Liaison Offices

1. Office of Student Affairs (OSA)

- a. The OSA will work with the Hostel Life Team to facilitate a holistic learning experience for students.
- b. The OSA will work with the Hostel Life Team, the Student Bar Council, 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.
- c. The OSA will work with the Hostel 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.
- d. 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.
- e. Any student who wishes to discuss a confidential matter may directly reach out to the Student Welfare Officer (SWO).

2. University Health Centre

- a. The University Health Centre shall provide nursing and medical care for residents and where necessary, support access to external medical facilities.
- b. 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.

(3) Department of Physical Education and Sports

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