

National Law University Odisha (Proctorial Board) Rules, 2024

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1. Short Title, Application and Commencement

1. These rules shall be called the NLUO (Proctorial Board) Rules, 2024.
2. These rules shall apply to the students of National Law University Odisha.
3. These rules shall come into force from the date of notification.

2. Definitions

1. In these rules, unless the context otherwise requires, -
 - a) “Appropriate Authority” means and includes the Vice Chancellor of NLUO.
 - b) “Campus” includes any and all buildings and lands in the possession of NLUO and any other place where students are participating in their capacity as NLUO students and in which activity relating to any aspect of the University’s functioning is being undertaken;
 - c) “Campus timings” shall mean a time-based deadline imposed by the Proctor, through order or notification, beyond which students may not exit or remain outside the NLUO campus;
 - d) “Curriculum-related, co-curricular or extra-curricular activity” includes, but is not limited to academic conferences / seminars, trainings, etc., moot court competitions, law reform competitions, ADR competitions, Outreach programmes, tree plantation, quizzes, debates, sports competitions, cultural competitions, flower show, food festivals, festival celebrations, etc. held within the NLUO main campus or outside;
 - e) “Hostel” and “Hostel Premises” mean and include any hostel or hall of residence maintained by the University;
 - f) “Hostel Disciplinary Committee” or “HDC” means the Hostel Disciplinary Committee constituted under NLUO Hostel Rules
 - g) “NLUO” and “University” means the National Law University Odisha established vide the National Law University Odisha Act, 2008;
 - h) “NLUO Campus” means the Kathajodi Campus located at CDA Sector 13, Cuttack.
 - i) “Office hours” means the time frame on working days between 9:00 AM to 5:00 PM between Monday to Friday;

- j) “Pirated” refers to any work that enjoys protection under the Copyrights Act, 1957 or any other law relating to copyright and neighbouring rights and has been reproduced or distributed (whether electronically or otherwise) without proper authorisation;
- k) “Proctor” means the faculty member appointed as Proctor by the order of appropriate authority under Rule 3.
- l) “Proctorial Board” means the Board consisting of the Proctor, Deputy Proctors/Assistant Proctors as may be appointed by the appropriate authority from time to time.
- m) “Prohibited acts” refers to the acts and omissions mentioned in the rules along with the acts mentioned in ANNEXURE.
- n) “Ragging” means ‘any conduct’ as notified by the University Grants Commission from time to time under its Rules, Regulations, etc.
- o) “Rule” means any rule or any sub-division thereof.
- p) “Student” means and includes a student enrolled in any full-time or part-time course offered by the University;
- q) Unless the context otherwise requires, the other words and phrases used herein shall be constructed in the light of their ordinary meaning.

3. Appointment of Proctor and Proctorial Board Members:

The Vice Chancellor shall appoint a faculty member as the Proctor and other faculty members as Deputy or Assistant Proctor/s as needed for a period of two years which may be renewed from time to time.

4. Proctorial Board

1. The Proctorial Board headed by the Proctor shall maintain order and discipline in the Campus and be vigilant that the disciplinary rules are followed properly.
2. The Proctorial Board shall deal with cases of indiscipline by any student in the campus or outside campus while representing the University and cases of individual/group harassment, threats, manhandling including online harassment.
3. Assault, use of criminal force or physical or mental violence is not permitted under any circumstances on the Campus. All students have a duty to report to the Proctorial Board

any instance of assault, use of criminal force, or physical or mental violence they may witness. The matter will then be taken up in the appropriate manner by the Proctorial Board as provided in these Rules.

4. The Proctorial Board may take suo motu cognisance of any of the above mentioned actions observed by them or on the basis of information received from any other source.
5. Without prejudice to the generality of the powers of the Vice-Chancellor conferred by the NLUO Act, the faculty members in the class, wardens in the hostels and librarian in the library, shall have the authority to exercise all such disciplinary powers over students in their respective places in the University as may be necessary for the proper conduct and discipline of students on the campus.
6. For the purpose of hearing, the Proctorial Board may form a sub-committee within itself to hear and adjudicate upon the matter.

5. Power and Jurisdiction of Proctorial Board

1. The Proctorial Board shall have jurisdiction to conduct disciplinary hearings and impose punishments thereof on any complaints made by any other person (including students, teachers, staff of NLUO or any outsider regarding the misconduct or indiscipline of any student of NLUO on Campus after due inquiry following the principal of natural justice.
2. The Proctorial Board shall have the power to deal with any act of indiscipline not covered by these Rules, upon reference by the Vice-Chancellor.
3. The Proctorial Board shall not have jurisdiction to deal with matters falling under jurisdiction of other disciplinary rules of the University such as Examination Rules, Hostel Rules, Library Rules, Anti-Ragging Regulations, ICC Rules etc.

6. Campus Timings

1. The main gate of the University shall be closed at 10:00 PM and be re-opened at 5:00 AM every day. Any student entering or exiting the campus between 10:00 PM and 5:00 AM may do so as per the rules notified by the University.
2. The campus entry and exit timings will be notified by the Proctor from time to time.
3. Students are required to make an entry every time they enter or exist the NLUO Campus into the relevant movement register maintained at the main gate 2 of the NLUO

Campus. Each student is required to show University ID card at the time of entry and exit from the gate of the University.

7. Conduct within the Campus

1. Students are expected to behave in a decorous manner among themselves and with faculty and the administrative staff (whether teaching or non-teaching), guards, workers, visitors, university guests, students from other institutions, etc.
2. Students shall not indulge in any anti-communal activity and shall not discriminate on the basis of religion, caste, sex, gender, sexual orientation, region, language, etc.
3. Students shall conduct themselves in a manner which is not detrimental to law and order on campus and in society.
4. Students shall not indulge in practices/activities, which may endanger their own personal safety or that of others.
5. The University premises is a no-smoking zone, as per the UGC guidelines. Import or use of any contraband items like arms, cigarettes, liquor, narcotic or psychotropic substances are strictly prohibited.
6. Students are required to take care of the University property and articles issued to them by the University for *bona-fide* use. If a student is found to cause any damage/loss of the property, same shall be borne by the concerned student in addition to the disciplinary action as per the merit of the case.
7. Students shall not hold any party or celebration, such as but not limited to birthdays, winning of competitions, etc. inside the Academic Block, Administrative Block, Library, or any other building. Any celebration, may take place only in the area behind the Academic Block or open areas of the NLUO Campus. Due care shall also be taken that if any party or celebration is being held at any time, no damage or defacing is caused to any University property and ensure that the area is properly cleaned-up after any such celebration.
8. In a case where the property is damaged due to external reasons/reasons out of control of the student, it shall be reported to the University authorities. If the University authorities are satisfied that the damage has been caused in the above circumstances, the student shall not be held liable for the same.
9. Students shall not indulge in any conduct which brings disrepute to the University.
10. Ragging on the Campus is strictly prohibited and punishable as per UGC Anti-Ragging Regulations.

11. Any dispute arising between students should be settled in an expeditious and amicable manner.
12. If such dispute has not been resolved, then the same shall be reported to the Proctorial Board.
13. A complaint of indiscipline may be sent to the Proctor or any member of the Proctorial Board by email or hard copy, or online by the victim or any other person whether they are students of the NLUO or not. The Proctorial Board may also take suo motu cognisance of any indiscipline or misconduct on Campus by a student of NLUO on the basis of any information received or on its own information.

8. Prohibited Acts

1. A student shall be liable for punishment for indulging in undesirable activities such as assault, use of criminal force, mental or physical violence of any kind, import or use of prohibited items like cigarettes, liquor, narcotic and psychotropic substances on Campus, or for causing damage to person or property or for committing any act of indiscipline or misconduct.
2. Abuse, harassment, assault and/or use of criminal force against any staff will be considered as gross indiscipline.
3. The following acts on Campus are strictly prohibited and are punishable as per ANNEXURE
 - a. Assault, to use criminal force, mental or physical violence;
 - b. Carrying of, use of or threat to use of any weapon;
 - c. Keeping, using or inducing to use any intoxicant, including smoking or any drug or contraband.;
 - d. Any violation of the provision of the Protection of Civil Rights Act, 1976;
 - e. Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - f. Any practice whether verbal or otherwise derogatory to anyone;
 - g. Any discrimination or harassment on the grounds of sexual orientation, gender identity and disability of a student;
 - h. Wilful destruction of property;

- i. Creating ill-will or intolerance on the ground of religion, community, caste, tribe, region, language, sexual identity, gender identity;
- j. Abetting and/or sharing common intention of act of indiscipline with other students;
- k. Any other act that lowers the status or reputation of NLUO

9. Prohibited Deliveries on the Campus

1. Students are prohibited to order cigarettes, tobacco, liquor or other narcotic drugs or psychotropic substances as mentioned in the NDPS Act through any agency or bring these themselves on the Campus.
2. Any student bringing, ordering, trying to smuggle, or found in possession of these prohibited articles shall be subject to disciplinary action for gross misconduct and discipline.

10. Computer and IT Related Matters

1. Students shall not transmit on the Campus any pornographic or sexually explicit material, including but not restricted to, photographs, films and so on, in any form, whether electronic (*i.e.*, Stored in computer hard disks, flash drives, CD or DVD disks etc.) or otherwise.
2. Students shall not use the University internet connection and IT infrastructure for the purpose of downloading, procuring, accessing, or storing any pirated material, or for hacking into any other network, sending spam e-mails, or any other act prohibited by law.
3. They shall not use university email for soliciting any financial support other than for education loans from banks without informing the University authorities in advance and taking their permission or using it for any other illegal purposes. Any violation will attract disciplinary action under ANNEXURE.

11. Institution of Disciplinary Proceedings

1. The Proctorial Board shall initiate an inquiry for any act of indiscipline, or violation of any provision of the Proctorial Board Rules suo motu on its own information or on the basis of a report received by the Proctorial Board made by any person including but not limited to faculty members, wardens, student(s) or any staff of the University whether teaching or non-teaching, outsiders, or upon a reference by the Vice-Chancellor, with respect to any violation stipulated hereunder.
2. The Annexure does not limit the general power of the Proctorial Board to initiate disciplinary proceedings on matters not covered in the Annexure but affecting the safety, security of any person or adversely affecting the name, reputation, property or prestige of the University or any of its employees.
3. On receipt of such information or report, if the Proctorial Board is of the opinion that the information or report or complaint constitute a prima facie case of indiscipline, it shall issue a show-cause notice to the student/s in respect of whom the violation has been alleged.
4. In cases, where the information or report or complaints constitute a prima case of gross indiscipline or misconduct, the Proctorial Board may pass an interim order before issue of show cause notice to ensure immediate relief to the victim, or to prevent any further harm to the victim or witnesses or to the property of the University, or to ensure a peaceful atmosphere on the campus for conduct of an impartial disciplinary inquiry.

12. Protective measures pending inquiry

1. If the Proctorial Board is of the opinion that the matter before it constitutes a *prima facie* act of gross indiscipline or misconduct, it may pass any protective order pending inquiry, including but not limited to
 - a. Suspension from the hostel;Provided that during examinations, reasonable time shall be given to vacate the hostel
 - b. Suspension from the classes,
 - c. Ban entry of the student on Campus;
 - d. No contact with the complainant, victim, or prospective witnesses of the complainant or victim;
 - e. Prohibition from participation in the activities of Centres, committees,

- f. Prohibition of representing the University in any event within or outside the University.

for protection of the complainant and connected persons and for preserving the integrity of hearing process.

2. In all cases of complaint by staff about abuse, harassment, assault or violence against the staff and in other extra-ordinary circumstances, protective orders shall be passed without conducting hearing. In such circumstances, the hearing shall be conducted at the earliest possible opportunity to decide the continuance of protective orders.
3. The Proctorial Board may take such other protective measures as may be necessary in the circumstances.

13. Show-cause notice

1. A show-cause notice shall be in writing. It may be served through email, or in hard copy.
2. It shall be sent ordinarily along with a copy of the complaint. In circumstances where the victim has requested withholding their identity for fear of reprisal from the person or others in response to the complaint being filed, substance of the complaint may be sent.
 - a. It shall state the act/s of indiscipline or misconduct due to which disciplinary proceeding is required to be initiated
 - b. Ordinarily such student shall be given a reasonable period of not less than 7 days, to reply to the show-cause notice,
 - c. However, in case of emergencies, the reasonable period for responding to show-cause notice may be reduced to not less than 24 hours.
3. If the student does not reply to the show-cause notice within the stipulated time period, the Proctorial Board may proceed with the matter *ex parte*.
4. An adverse inference may be drawn against the student in case the matter proceeds *ex parte*.

14. Hearings

1. The Proctorial Board shall conduct hearings after receiving reply to the show-cause notice or ex parte if the reply is not received within the stipulated time.
2. The details regarding the hearing, such as date, time and venue shall be intimated to the concerned student/s via email at least 3 days prior to the date and time of hearing.
3. If the student does not attend the hearing on the scheduled date, the Proctorial Board may give another date of hearing, provided the student has given reasonable and justified reasons for his/her inability to attend the hearing on the scheduled date.
4. For Prohibited Acts no. 5, 6 and 7 under ANNEXURE any single member or any two members of the Proctorial Board may conduct the hearing.
5. For Prohibited Acts no. 1,2, 3, 4, 8, 9, 10 and 11 under ANNEXURE at least three members of the Proctorial Board shall conduct the hearing.
6. The Proctorial Board has the discretion to decide the composition of the Board for the hearings depending on the gravity of the complaint/action.
7. No student shall be allowed to carry a mobile phone or any other electronic device, including but not limited to smart watch, camera, recorder, etc. during the hearings, unless specifically asked to do so by the Board conducting the hearing for matters related to or connected with the complaint.
8. If the student against whom disciplinary proceeding has been initiated does not appear for hearings, the Proctorial Board shall record its findings on the basis of information and evidence before it.
9. The hearing procedure will be completed within one months from the date of receipt of complaint.

15. Orders

1. The Proctorial Board may, after giving the opportunity to be heard in accordance with Rules 12 and 13, and as per the provisions of ANNEXURE, impose penalties through orders that shall:
 - a. be in writing;
 - b. state the reasons;
 - c. state the material relied upon in making the order; and
 - d. state the time when the order may become effective;

2. In case of non-compliance of the Order within the time specified, the Proctorial Board shall have the power to issue further order, including but not limited to, imposition of additional penalties, or suspension; and recommend expulsion of the student to the Appropriate Authorities.

16. Penalties

1. The Proctor may choose any penalty or penalties as per the ANNEXURE.
2. Any act or violation for which penalty has not been expressly mentioned under the ANNEXURE, punishment/penalty shall be imposed by the Proctorial Board on the basis of facts and circumstances of the case.
3. Additional orders and / or penalties, apart from those mentioned in the ANNEXURE, may include the following:
 - a. Written warning and/or intimation to parents or guardian;
 - b. Monetary fine;
 - c. Suspension from the University for a specific period of time;
 - d. Expulsion from hostels;
 - e. Suspension or cancellation of any scholarship, fellowship, or any other financial assistance;
 - f. Recovery of pecuniary loss to the University;
 - g. Debarring from participation in any student activity committees or any student activity;
 - h. Debarring from membership or holding positions of office in student committees/societies or University Research Centres;
 - i. Debarring from attending Convocation;
 - j. Suspension from the Mess or Library;
 - k. Withholding of good character certificate;
 - l. Withholding of examination results

More than one penalty may be imposed simultaneously depending on the gravity of the wrongful act or indiscipline.

17. Appeals

1. The order issued by the Proctorial Board shall be implemented and enforced with immediate effect until modified or cancelled by the Appellate Authority.
2. Any student aggrieved by any disciplinary action or order passed by the Proctor, may file an appeal within a period of 15 days of receipt of the order before the Registrar, who shall then hear and decide upon the matter.

Provided that any appeal, preferred beyond the period of 15 days, may be entertained by the Registrar, if the appellant is able to show sufficient cause for such delay.

3. Any student aggrieved by the Appellate Order may file an appeal within a period of 15 days of receipt of the order before the Vice-Chancellor, who shall then hear and decide upon the matter.

Provided that any appeal, preferred beyond the period of 15 days, may be entertained by the Vice-Chancellor, if the appellant is able to show sufficient cause for such delay.

4. The powers of the Proctorial Board to impose penalties extend *mutatis mutandis* to the Registrar.
5. The Registrar shall have the power to uphold, cancel, or modify the order issued by the Proctorial Board.
6. The Registrar may also send the matter back to the Proctorial Board for fresh inquiry.
7. The decision of the Vice-Chancellor shall be final and the same shall be considered as the final decision of the University.

18. Protection of acts taken in good faith

No action shall lie against any person for any acts that are done, or intended to be done, by them in good faith under these Rules.

19. Powers of the Vice-Chancellor

1. Nothing contained in these rules shall be construed in any way restricting or modifying the powers conferred on the University or the Vice-Chancellor by the National Law University Orissa Act, 2008 or any other law, specifically the powers conferred on the

University by Section 5(i) of the National Law University Orissa Act, 2008 and on the Vice-Chancellor by Sections 18(9)(c) and 18(9)(d) of the National Law University Orissa Act, 2008.

2. Nothing contained in these rules shall be construed in any way restricting or modifying the Vice-Chancellor's power to take in exceptional circumstances *suo-moto* cognizance of any violation of a rule, or of any other disciplinary or misconduct norm, adjudicate on the same, and impose such punishment under the rules as they may deem fit.
3. The Vice-Chancellor has the power to suspend from the University any student against whom a charge of rule violation, indiscipline or misconduct of sufficient gravity has been brought, pending hearing by the Proctorial Board, as the case may be or trial for a cognizable offence in a court of law.

20. Natural Justice:

All hearings by the Proctorial Board and Appellate Authority shall be conducted, and all punishments and penalties shall be imposed on students, in accordance with the principles of natural justice, equity and good conscience, providing the students, whether complainant or against whom complaint has been made, a reasonable opportunity of being heard.

21. Review

1. The NLUO (Proctorial Board) Rules, 2024 may be amended within one year to remove any difficulties found in the functioning of the Proctorial Board or in conduct of disciplinary proceedings;
2. Thereafter these Rules may reviewed every three years by the University.

ANNEXURE

Following is the list of punishments that shall ordinarily be imposed. However, it does not prevent the Proctorial Board from imposing such other punishment as may be necessary keeping in mind the circumstances of the case.

	Prohibited Acts	Maximum Prescribed Penalty or Fine
1	Possession, cultivation, sale, and/ or consumption of narcotic drugs or psychotropic substances as enlisted under The Narcotic Drugs and Psychotropic Substances Act, 1985 as amended from time to time.	Possession and/or Consumption: Disciplinary action as recommended by the Proctorial Board Sale/Peddling: Police Complaint Cultivation: Police Complaint
2	Campus Violence Assault, or use criminal force, mental or physical violence Carrying of, use of or threat to use of any weapon	1 st time: Fine of not less than Rs. 5,000/- and up to Rs.25,000/- 2 nd time: Suspension from Hostels for 1 semester 3 rd and subsequent violation: Expulsion from the University for a period not less than 1 Year Such students shall not be allotted hostel rooms even after readmission.
3	Violence or serious misbehaviour against faculty members, members of the Proctorial Board, Wardens, non-teaching and support staff, workers and security guards including non-cooperation during search and seizure.	1st time: Suspension from Hostels for 1 semester. 2nd and subsequent violation: Expulsion from the University for 1 Year. Such students shall not be allotted hostel rooms even after readmission.
4	Damage to any property within campus (including defacing of University property)	1 st time: Fine equal to twice the value of the damage caused 2 nd violation: Fine equal to four times the value of the damage caused 3 rd and subsequent violation: Suspension from Hostels for the remainder of their studies at NLUO along with fine of six times the damage caused.
5	If certain property has been found damaged in a portion and it is not possible to find out	Group fine on each student residing in that section as per the rules mentioned in the row above.

	the culprit (including defacing of University property)	
6	Misrepresentation with respect to one's identity to any official of the university enforcing discipline or wrong entry in any register kept to record the entry or exit of the student from the hostel premises or the university campus	1 st time: Fine of Rs. 2,500/- 2 nd violation: Fine of Rs. 5,000/- 3 rd and subsequent violation: Fine of Rs 10,000/-
7	Late reporting to the Campus without reporting to/informing the Wardens	1 st time: Fine of Rs.1,000/- 2 nd violation: Fine of Rs. 2,000/- 3 rd violation: Fine of Rs. 4,000/- For any subsequent violation the student will forfeit the right to hostel accommodation with immediate effect for the remainder of their tenure as a student at NLUO.
8	Found in an inebriated condition	1 st time: Fine of Rs. 2,000/-. 2 nd violation: Fine of Rs. 5,000/- 3 rd violation: Fine of Rs.10,000/- and forfeiture of the right to hostel accommodation with immediate effect for the remainder of their tenure as a student at NLUO
9	Possession of alcohol within the University premises	1 st time: Fine of Rs. 5,000/- along with immediate confiscation of the items. 2 nd violation: Fine of Rs. 10,000/- along with immediate confiscation of the items. 3 rd violation: Fine of Rs. 20,000/- along with immediate confiscation of the items, and forfeiture of the right to hostel accommodation with immediate effect for the remainder of their tenure as a student at NLUO.
10	Possession of tobacco and tobacco products. Keeping, using or inducing to use any intoxicant, including smoking or any drug or contraband.	1 st time: Fine of Rs.2000/- along with immediate confiscation of the items 2 nd violation: Fine of Rs.5000/- along with immediate confiscation of the items and seizure of such substances 3 rd violation: Fine of Rs.10000/- along with immediate confiscation of the items and forfeiture of the right to hostel accommodation with immediate

		effect for the remainder of their tenure as a student at NLUO
11	Trespassing into the Boys or Girls Hostel	1 st time: Fine of Rs.2,000/- 2 nd violation: Fine of Rs.5,000/- For any subsequent violation the student will forfeit the right to hostel accommodation with immediate effect for the remainder of their tenure as a student at NLUO
12	Discrimination and acts aimed at demeaning or causing mental harassment on the ground of religion, sex, sexual orientation, gender identity, region, language, caste, disability Any violation of the provision of the Protection of Civil Rights Act, 1976 Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes Any practice whether verbal or otherwise derogatory to anyone Any other act that lowers the status or reputation of NLUO	Fine up to Rs. 20,000/- and/or suspension from hostel for a period up to 12 months.

Note: For removal of doubts, it is hereby clarified that the Proctorial Board may impose any penalty prescribed under these rules depending upon the gravity of indiscipline and misconduct including combination of two or more penalties.