

# **Ashoka University Guidelines and Regulations on Disciplinary Proceedings, 2023**

*(This version dated: August 20, 2023)*

This document describes the role, constitution, and processes of the University's disciplinary committee for student violations, the Committee Against Disciplinary Infractions (CADI).

## **1. Preamble**

- 1.1. Ashoka University is committed to providing an inspiring and intellectually stimulating learning environment, and a safe and supportive space with a culture of respect for all members of the university community. By choosing to become members of this community, students, staff and faculty affirm their commitment to its philosophy, ethos and values and understand the responsibility placed upon them. The University expects its entire community to honour this commitment.
- 1.2. To this end, the University has rules and regulations that define actions and behaviour consistent with these ideals. Violations of the same will jeopardise the values and culture of this institution. The University may initiate disciplinary action in the event of any breach or violation of these rules and regulations.

## **2. Violations liable for Disciplinary Proceedings by CADI**

- 2.1. Violation of University policies against possession and/or consumption of substances including drugs and alcohol.
- 2.2. Violation of Residence Life Policies that have been created to ensure a safe and nurturing campus environment.
- 2.3. Engaging in behaviour likely to cause harm, mental or physical.
- 2.4. Any other actions that are in violation of applicable laws of the country or of the State of Haryana.

### **Note:**

- a. Any violation falling under the purview of Academic Integrity Committee (AIC), the Anti-Ragging Committee (ARC), and/or the Internal Complaints Committee (ICC / CASH) and will not be considered by CADI.
- b. Students may refer to the list of violations and the detailed policies available on the myAshoka portal. They are expected to read and understand each of these very carefully.
- c. Any ignorance or lack of knowledge of the University's policies, rules and regulations will not be accepted as a valid excuse for any violations.

- d. The determination of violations and consequent sanctions will also be governed by State and National laws, wherever applicable.

### **3. Membership and composition of CADI**

Members of CADI will be drawn from amongst the faculty, staff and students of the university. The Committee will consist of 21 members.

- 3.1. Faculty and staff membership: 15 members. The appointment of the faculty and staff members will be made by the Vice-Chancellor. There will be a minimum of 6 faculty members and 6 staff members.
- 3.2. Student membership: 6 members. Student members will be elected from the following programmes:
  - a. UG (3rd / 4th Year) and ASP: 4 members
  - b. YIF / MLS / MA Programmes: 2 members
- 3.3. The Office Of Student Affairs and Director of Student Affairs will be responsible for facilitating the election process of student members. The process will seek to encourage gender diversity amongst candidates. The names of elected student members will be forwarded to the Vice Chancellor by the Office of Student Affairs.
- 3.4. CADI Chair and Co-Chair: The Vice Chancellor shall appoint one Chair and one Co-Chair of the Committee from its faculty and staff members. The Chair will preside over all meetings of CADI and facilitate its proceedings. In the absence of the Chair, the Co-Chair shall preside and carry out other duties of the Chair.
- 3.5. Quorum for all CADI meetings: A minimum of 5 faculty and staff members, and a minimum of 2 student members.
- 3.6. Tenure:
  - a. Faculty and staff members have a tenure of 2 full academic years.
  - b. Student members have a tenure of 1 full academic year.
- 3.7. CADI Secretary: The Vice Chancellor shall appoint a Secretary to the Committee. The Secretary will be responsible for maintaining case records. The Secretary is not a member of CADI and will not have a right to vote on the Committee's decisions.

### **4. Complaint filing**

- 4.1. Any student, faculty, or staff member of Ashoka University may file and submit a complaint to CADI against any students violating University rules and regulations.
- 4.2. Complaints made by office bearers of the University while exercising their fiduciary responsibilities shall not be considered as a complaint made by an individual but by the relevant office/department.
- 4.3. All complaints must be filed within 3 working days from the occurrence /

knowledge of the incident and must be submitted in writing through specified channels. CADI may be contacted by email at [complaint.cadi@ashoka.edu.in](mailto:complaint.cadi@ashoka.edu.in).

## **5. Conflict of interest**

All members of CADI should be aware of any potential conflict of interest between themselves and all the parties involved, including the complainant and the defendant. Committee members with past or present personal or professional relationships and proximity to any of the parties involved will notify the Chair that a conflict of interest exists, without disclosing the nature of the relationship. The CADI Chair and/or Co-Chair may then ask such members to recuse themselves from all further involvement in the particular case.

## **6. Complaint Screening and communication**

- 6.1. On receipt of the written complaint, CADI will conduct a preliminary investigation to judge its validity. CADI will inform the complainant and defendant of the decision on its validity within 5 working days of receiving the complaint.
- 6.2. If the complaint is determined to be valid, CADI will proceed to further examine the case. Accordingly:
  - a. The email from CADI communicating the decision to proceed will also ask the defendant to furnish a written statement, and for the defendant to request a verbal hearing if so desired. The written statement should detail the defendant's response to the particulars mentioned in the complaint.
  - b. The defendant must file their acknowledgment of receiving the complaint, as well as provide a written statement to CADI within 72 hours of receiving the email. If the respondent requires more time to furnish additional information they may make a request for the same in their initial response. The extension provided if any, will be at the discretion of the Committee.
  - c. Within 72 hours of receiving the email from CADI, the complainant will have the right to request for a verbal hearing.

## **7. Deliberations and Final Decision**

- 7.1. Once a case has been accepted as valid and this has been communicated to all parties, CADI will begin its deliberations. As part of its proceedings, CADI may
  - a. gather further evidence;
  - b. seek hearings with defendants, complainants, witnesses, and others, as necessary;
  - c. add parties not originally included in the complaint.
- 7.2. CADI will then determine whether the defendant is guilty of any infractions, and decide on any resultant consequences / sanctions / penalties.
- 7.3. CADI will take its final decision and communicate it to all parties within 20 working days from accepting the case as valid.

- a. In instances where the penalty involves a suspension or expulsion, the same will be communicated to the defendant and their parents / guardians by the Registrar's office.
  - b. All other decisions will be shared with the defendant by the Chair of CADI.
  - c. In all instances, the complainant will be informed of the outcome by the Chair of CADI.
  - d. The Registrar may inform other University offices and authorities, as needed.
- 7.4. CADI reserves the right to process a case in absentia if the defendants and/or witnesses do not respond to CADI communications within stipulated timelines.

## **8. Parent / Guardian Notification**

- 8.1. Parents / guardians of students found in violation of university policy will be notified only in cases where a suspension or an expulsion order is made as penalty.
- 8.2. Under circumstances deemed fit and advised by CADI, parent / guardian notifications may also be sent for other penalties levied on the defendants.

## **9. Fairness, Burden of Proof, and Due Procedure**

- 9.1. Disciplinary proceedings must be conducted with fairness but do not include the protections afforded by courts of law.
- 9.2. Legal rules of evidence do not apply in University disciplinary proceedings. CADI may gather and use any information that is relevant, including hearsay and third party testimony.
- 9.3. Decisions on whether a student has committed a violation or not will be based on careful consideration of all information available to CADI, and evaluated using the standard of preponderance of probabilities, i.e. whether it is more likely than not that a violation occurred.
- 9.4. University authorities will make every effort to adhere to the procedures outlined in this document. Deviation from these procedures do not automatically invalidate a decision or proceedings.
- 9.5. Respondents have the responsibility to recognize that CADI communications are time-critical. Failure to read and respond to communications sent to their official Ashoka email address in a timely manner may result in adverse consequences for their case.
- 9.6. Defendants, complainants and witnesses involved in a case have the following rights during CADI proceedings:
  - a. To have access to all University policies and procedures regarding the functioning of the disciplinary process.
  - b. To be informed of and to have explained, as required, the pending charges.
  - c. To be free from intimidation by University authorities or any other members in the resolution of disciplinary matters.
  - d. To be free from searches or seizures unless based on reasonable cause by appropriate officials.

- e. In its communications with the defendants, complainants and witnesses, the Committee will always allow a minimum of 24 hours for a response. More time may be requested by the defendant or the complainant, which may be provided at the discretion of the Committee.

## **10. Appeals**

- 10.1. The defendant and/or complainant have the right to appeal the decision of CADI within 5 working days of its being communicated to them. The grounds for the appeal must be clearly stated.
- 10.2. Appeals will be considered only if
  - a. important new evidence or information is available that was not available when the case was processed by CADI, and/or
  - b. the appellant can show that there were significant procedural errors involved in processing their case.
- 10.3. The appellate authority is vested in the Appeals Committee as constituted and chaired by the Vice Chancellor (VC) of the University.
- 10.4. The Appeals Committee's decision will be communicated in writing, within 10 working days from receipt of appeal. In the event of any delay, an interim communication will be sent to the appellant.

### **Note:**

In order to facilitate the process and decision on appeal, CADI will be obliged to present all facts, documents and evidence to the appellate authority. However, the appellant will not be provided access to any evidence, records or documents of CADI's disciplinary proceedings.

The decision of the Vice Chancellor will be final and binding on the appellant.

## **11. Disciplinary Sanctions and Penalties**

A non-exhaustive list of infractions is available as Annexure 1 of this document. An indicative list of consequent measures and penalties can be found in Annexure 2.

## **12. Documentation**

CADI shall be responsible for maintaining the records pertaining to all cases referred to it. Case records will be maintained for a period of at least 4 years from the submission of CADI's final decision.

### **13. Confidentiality**

- 13.1. Disciplinary proceedings are to be treated confidentially by all parties involved and at all times, i.e. before, during, and after the case has been processed.
- 13.2. All documents and records developed in the course of disciplinary proceedings will be kept confidential. These may be copied or removed for administrative or legal compliance only with the approval of the Vice Chancellor.
- 13.3. CADI decisions may be communicated to the parties involved, relevant University authorities, as well as parents / guardians of the students involved, as outlined in sections 7.3 and 8.

### **14. Powers of the Vice Chancellor**

Nothing in this document limits the powers of the Vice Chancellor to take suo moto cognizance of any disciplinary matter not covered in this document, but which affects the University, directly or indirectly; to initiate disciplinary action; and/or to act on any appeals.

### **15. Review and Amendment**

There will be a periodic review of CADI regulations. The Board of Management (BOM) of the University reserves the right to amend the guidelines and regulations on disciplinary proceedings whenever a need arises.

## Annexure 1

### Disciplinary Infractions

The tables below present a non-exhaustive list of infractions and the disciplinary authority that will adjudicate the corresponding complaints. In these tables, OSA refers to the Office of Student Affairs, and CADI refers to the Committee Against Disciplinary Infractions.

Infractions may be reported to the authority mentioned – the OSA, CADI or Registrar – by the concerned department, e.g. Team Security, IT Department, Team Operations, etc. Irrespective of the disciplinary authority mentioned for an infraction, cases may be referred or escalated directly to CADI depending on the severity of the infraction, or in case of repeat offences.

SECTION A		
Infraction		Disciplinary Authority
1.	Failure to mark daily attendance (Between 8:00 pm-10:00 pm) when present on University Campus	• OSA
2.	Failure to register fingerprints/ID card when exiting/entering the University campus	• OSA
3.	Failure to check-in to campus by 10:00 pm (for CBC leave type)	• OSA
4.	Checking out of campus for a night out without an email from the parents / guardians to the Warden from the registered email address, where case-by-case permission is required	• OSA
5.	Return to campus on a later date than the approved date of arrival, without an email from the parent / guardians from the registered email address, intimating the Warden (where case-by-case permission is required)	• OSA
6.	Breach of Non-Access Hours	• OSA
7.	Trespassing onto Non-Access floor/other prohibited areas for student access (eg. terrace, constructions sites)	• OSA
8.	Use of resident-only washrooms in the opposite gender's residence	• OSA
9.	Admittance of off-campus visitors into Residence rooms	• OSA

<b>SECTION A</b>		
<b>Infraction</b>		<b>Disciplinary Authority</b>
10.	Breach of Quiet Hours	<ul style="list-style-type: none"> <li>• OSA</li> </ul>
11.	Non-cooperation or obstruction of inspection of hostel rooms by University staff / security staff	<ul style="list-style-type: none"> <li>• OSA</li> <li>• CADI</li> </ul>
12.	Theft	<ul style="list-style-type: none"> <li>• OSA</li> <li>• CADI</li> </ul>
13.	Mismanagement / misuse of University property or spaces	<ul style="list-style-type: none"> <li>• OSA</li> </ul>
14.	Damage and destruction of University property, or vandalism	<ul style="list-style-type: none"> <li>• OSA</li> <li>• CADI</li> </ul>
15.	Misuse of ID Card	<ul style="list-style-type: none"> <li>• OSA</li> <li>• CADI</li> </ul>
16.	Use of heavy electrical instruments / equipment prohibited inside the residence hall rooms (iron, kettle, induction cooker, etc.)	<ul style="list-style-type: none"> <li>• OSA</li> </ul>
17.	Failure to maintain appropriate / required conduct in the Library, Laboratories and other Common spaces in the University	<ul style="list-style-type: none"> <li>• OSA</li> <li>• CADI</li> </ul>
18.	Keeping pets / stray animals within University premises	<ul style="list-style-type: none"> <li>• OSA</li> </ul>
19.	Retaining a private vehicle within the University premises	<ul style="list-style-type: none"> <li>• OSA</li> </ul>
20.	Providing fraudulent or incorrect information to the University / falsification of documents	<ul style="list-style-type: none"> <li>• CADI</li> <li>• Registrar</li> </ul>
21.	Prohibited conduct while on suspension	<ul style="list-style-type: none"> <li>• Registrar</li> </ul>

<b>SECTION B</b>		
<b>Infraction</b>		<b>Disciplinary Authority</b>
1.	Smoking or consumption of tobacco in the Residence Halls. Possession / presence of any kind of material evidence of substance / other intoxicants in the form of residue / remnants / facilitators in the Residence Halls (eg. cigarette stubs, ash, OCB paper, hookah, etc.)	<ul style="list-style-type: none"> <li>• OSA</li> <li>• CADI</li> </ul>



<b>SECTION B</b>		
<b>Infraction</b>		<b>Disciplinary Authority</b>
2.	Possession of alcohol and/or alcohol bottles on campus	<ul style="list-style-type: none"> <li>● OSA</li> <li>● CADI</li> </ul>
3.	Consumption of alcohol within the University premises	<ul style="list-style-type: none"> <li>● OSA</li> <li>● CADI</li> </ul>
4.	Student found in an inebriated state on the campus due to consumption of alcohol or other intoxicants	<ul style="list-style-type: none"> <li>● OSA</li> <li>● CADI</li> </ul>
5.	Causing public nuisance in a state of inebriation	<ul style="list-style-type: none"> <li>● CADI</li> </ul>
6.	Medical situations and emergencies arising under the influence of alcohol / substance	<ul style="list-style-type: none"> <li>● CADI</li> </ul>
7.	Possession and /or consumption of Narcotic Drugs or psychotropic substances	<ul style="list-style-type: none"> <li>● CADI</li> </ul>
8.	Supply / sale of prohibited substances/intoxicants in the University	<ul style="list-style-type: none"> <li>● CADI</li> <li>● Registrar</li> </ul>
9.	Bringing prohibited substances into the campus through courier/ parcels / mail / delivery services, etc.	<ul style="list-style-type: none"> <li>● CADI</li> </ul>
10.	Inducing workers to supply prohibited substances	<ul style="list-style-type: none"> <li>● CADI</li> </ul>
11.	Possession of weapons (without prior permission) / possession of explosives	<ul style="list-style-type: none"> <li>● Registrar</li> </ul>

<b>SECTION C</b>		
<b>Infraction</b>		<b>Disciplinary Authority</b>
1.	Actions compromising campus safety and security	<ul style="list-style-type: none"> <li>● OSA</li> <li>● Registrar</li> </ul>
2.	Physical altercation with fellow students, University staff or security personnel	<ul style="list-style-type: none"> <li>● CADI</li> </ul>
3.	Breach of IT Policies	<ul style="list-style-type: none"> <li>● OSA</li> <li>● Registrar</li> </ul>

## **Annexure 2**

### **Consequences and Applicable Penalties**

In all cases in which a student is found responsible for a disciplinary or a violation of University policies, some consequences or penalties may apply. These would be determined in accordance with the nature and seriousness of the offence, and precedent in similar cases. The range of measures and penalties is listed below (in no particular order) and any one or a combination of them may be applicable. The order of the penalties in the list does not suggest their frequency or likelihood, or the proper penalty in a particular case.

- a. Counselling
- b. Formal written warning
- c. Loss of privileges as a student and/or alumnus of the University
- d. Monetary restitution
- e. Withdrawal of the No Objection Certificate (NOC) needed to participate in certain University activities
- f. Suspension (between one week to a maximum of a full academic year)
- g. Expulsion from the University