

# CHANAKYA NATIONAL LAW UNIVERSITY,

Nyaya Nagar, Mithapur,  
PATNA-800 001 (BIHAR)

Office of the Registrar

## Office Memo

No. CNLU/45(a)/2025- 1627

Date: 17.02.2025

### CNLU Proctorial Board

In exercise of the powers vested in him by Section 30 of the CNLU Act, 2006, read with Section 19, Clause 2, Sub-clause 6, the Vice Chancellor has approved the enclosed constitution of the CNLU Proctorial Board.

#### 1. Constitution of the Proctorial Board

The Proctorial Board consisting of following members:

1. Dr. Shivani Mohan, Assistant Professor
2. Dr. Amit Jain, Assistant Professor
3. Mr. Shree Rahul, Assistant Professor
4. Mr. Vishwam Prakash, Assistant Professor

is committed to:

- Maintaining discipline and decorum on campus.
- Ensuring a safe, inclusive, and respectful academic environment.
- Addressing student grievances fairly and transparently.
- Promoting peer-led dispute resolution mechanisms to reduce reliance on strict punitive measures.
- Upholding academic integrity and ethical behavior among students.

The Proctorial Board is an **oversight body**, intervening in cases requiring formal disciplinary action, while day-to-day discipline is handled by wardens and the Student Proctorial Team.

## 2. Governance Structure

- **Equal Authority:** There is no hierarchy among board members. All members hold equal standing.
- **Decision-Making by Consensus:** No unilateral decisions. All actions must be agreed upon collectively.
- **Oversight Role:** The Board does not handle minor infractions directly; instead, it supervises the Student Proctorial Team and Peer Mediation Panel.
- **Escalation Process:** Cases only reach the Board when student-led mechanisms fail or in serious violations requiring formal intervention.
- **Tenure:** The tenure of the members of the Board, including the Proctor, shall be one year. The Proctor and Members shall be eligible for re-appointment.
- **Quorum Requirement:** For any Board meeting to occur, a quorum of three members must be reached.
  - If two or more members recuse themselves, the Vice Chancellor shall appoint temporary members to fill the vacancies.
  - If female board members recuse themselves and no woman remains on the Board, the Vice Chancellor shall appoint a temporary female member irrespective of the quorum.

## 3. Disciplinary Jurisdiction & Responsibilities

The Board oversees three levels of disciplinary matters:

<b>Category</b>	<b>Examples</b>	<b>Resolution Mechanism</b>
<b>Minor Infractions</b>	Noise complaints, minor disputes, untidy hostel rooms	Student Proctorial Team & Warden

**Moderate Infractions** Repeated violations of hostel rules, Student Proctorial Team & minor vandalism, non-copious drug use Warden → Proctorial Board (if or possession unresolved)

**Major Infractions** Harassment, violence, substance abuse Directly handled by the (hard drugs, alcohol) Proctorial Board

### Prohibited Acts and Penalties

S.No	Prohibited Act	Category	1st Offense	2nd Offense	3rd Offense & Beyond
1	Ragging in any form	I	As mandated by State Legislation / Internal Complaints Committee	—	—
2	Possession, cultivation, sale &/or consumption of narcotic drugs	I	As per Narcotic Drugs & Psychotropic Substances Act, 1985	—	—
3	Campus Violence	I	Suspension from University for a period to be prescribed by the board	Expulsion from University for 1 Year	
4	Violence/Serious Misbehavior (against faculty/staff, etc.); Intimidation or Damage to property to Intimidate University Staff	I	Suspension from Hostels (1 Semester)	Expulsion from University for 1 Year	
5	Damage to University Property	I	Fine equal to 2× damage caused	Fine equal to 5× damage	Suspension from University

				caused + Suspension (1 Semester)	for 1 Year + Fine equal to 5× damage caused
6	Misrepresentation (wrong entry in register/identity issues)	I	Fine of Rs. 500	Fine of Rs. 2,000	Fine of Rs. 5,000
7	Late Reporting to Campus	II	Fine of Rs. 500	Fine of Rs. 1,000 + Written notice to parents	Fine of Rs. 5,000 + Written notice to parents
8	Returning to Campus in an Inebriated State / Alcohol Consumption	I	As mandated by State Legislation		
9	Possession of Liquor	I	As mandated by State Legislation	notice to parents + Community	
10	Bullying / Use of Physical Force against fellow students	I	Disciplinary Proceedings to be conducted by Board	Suspension from Hostels for 1 Semester if charges are proved	Expulsion from University for 1 Year
11	Trespassing into Boys'/Girls' Hostel Premises	II	Disciplinary Proceedings to be conducted by Board		
12	Unauthorized Parking/Entry of Vehicles on Campus/Main Gate	II	Fine of Rs. 1,000	Fine of Rs. 5000	Disciplinary Proceedings to be conducted by Board
13	Forging Authorized Signatures	II	Fine of Rs. 2,000	Suspension from Hostels for 1 Month	Suspension from Hostels for 1 Semester
14	Derogatory Remarks (caste/community/religion)	II	Fine of Rs. 2,000	Suspension from	Disciplinary Proceedings

				Hostels for 1 Semester	to be conducted by Board
15	Noise pollution	II	Confiscation of device/instrument	Expulsion from Hostel for one Semester.	

#### 4. Institutional & Structural Reforms

##### **Peer Resolution Mechanism (Mediation-Based Approach)**

Recognizing that not all conflicts require formal punishment, the Proctorial Board shall oversee the implementation of a Peer Mediation Panel (PMP) to handle minor disputes informally. The panel will include wardens, faculty, and nominated student representatives.

##### **Student Proctorial Team (SPT)**

To delegate minor disciplinary matters and promote student leadership, a Student Proctorial Team (SPT) will be formed under the supervision of the Proctorial Board. The members of the SPT shall be nominated by the Proctorial Board.

##### **Regular Disciplinary Review & Compliance Monitoring**

- The Proctorial Board will meet every week to review campus discipline trends and refine policies.
- Routine hostel inspections will be conducted to ensure compliance with university regulations.
- Regular periodic CCTV system reviews for improved security and privacy balance.
- Reevaluation of university academic and disciplinary rules with revisions to ensure gender neutrality and fairness.

#### 5. Campus Facilities & Hostel Rules

- **Room Allotment:** Students shall not be allowed to change their allotted rooms. However, the Wardens, in consultation with the Chief Warden, may permit room

changes under special circumstances through a written order. Unauthorized room changes will invite penalties:

- 1st time: Fine of Rs. 2,000
  - 2nd time: Fine of Rs. 5,000
  - 3rd time and beyond: Suspension from the hostel for one semester
- **Respect for Diversity:** Any act or remark derogatory to caste, community, or religion will invite penalties:
    - 1st time: Fine of Rs. 2,000
    - 2nd time: Fine of Rs. 5,000
    - 3rd time and beyond: Suspension from the hostel for one semester

If necessary, the University may consider the following:

- No hostel accommodation for Patna locals.
- Restricted access to day scholars – access limited to dining area during lunch hours.
- Staff professionally trained in dealing with large group misbehaviour to man the boys' hostel and the main gate.
- Visitor and hostel conduct rules to be redrafted to reflect updated discipline policies.
- Color differentiation in student ID cards for day scholars and hostellers for clear identification.
- Revised rules of conduct to be updated on the university website.

#### **6. Student Welfare & Awareness Programs**

- Establishment of a **Counseling Center** for student mental health support.
- Organizing **seminars and awareness campaigns on drug use and mental health.**

## 7. Formal Disciplinary Action (Proctorial Board's Role)

The Proctorial Board will intervene when:

- The Peer Mediation Panel and Student Proctorial Team fail to resolve an issue.
- A student refuses to comply with mediated solutions.
- A case involves serious misconduct that mandates direct intervention.
- The Board may initiate an inquiry **suo motu** or based on complaints from faculty, wardens, students, or staff, except in sexual harassment cases, which shall be referred to the Internal Complaints Committee.
- A student can be called to a Board Meeting only after being served a notice detailing the alleged Prohibited Act and the time and place of the meeting.
- The Board shall endeavor to give its order through consensus; however, each member reserves the right to issue a separate opinion when consensus cannot be reached.

## 8. Oversight & Review Mechanisms

- The Proctorial Board will convene every week to review disciplinary cases and university policies.
- A formal appellate mechanism shall allow students to contest decisions before the Vice Chancellor.
- Mechanisms will be put in place for time-bound resolution of disciplinary cases.
- Stakeholder meetings to be held periodically for feedback and improvements.
- In case of ambiguity in rule interpretation, the Vice Chancellor's interpretation shall be final.
- All provisions of these rules shall be subject to the provisions of the **CNLU Act, 2006**, as amended from time to time.
- The Board may recommend interim measures during pending cases, such as:


- Restraint orders against the respondent from approaching the complainant or committee members.
- Prohibitory orders against the respondent from entering the campus or specific areas during the pendency of the complaint.

This structured framework ensures **efficient discipline enforcement** while fostering a **peer-led and fair student governance system**.

### 9. Improving Academic Rigor

To ensure that students remain engaged in academic activities and do not loiter around campus unnecessarily, the following measures shall be considered:

- Increased flexibility in internal assessment to encourage active participation in coursework.
- Revised mark distribution policies to provide diverse evaluation methods and reduce last-minute cramming.
- Examination questions to be based on classroom discussions.
- Frequent organization of Academic events such as lectures, book discussions, judgment discussions etc.

  
Dr. Kumar Gaurav,  
Assistant Registrar.

17/2/25

Copy to: All Board Members, Academic Coordinator, Controller of Examinations, F.O.,  
P.S. to Vice-Chancellor and P.A. to Registrar, CNLU for information and  
necessary action.