



## **RESIDENCE LIFE POLICY**

Residence Life at Ashoka University welcomes its students to a community of diverse and talented scholars residing in a close-knit and dynamic learning environment.

The **Residence Life Policy** is dedicated to creating a safe, comfortable, and vibrant residential experience for students on campus. For civil<sup>1</sup> and congenial participation in the campus residence life experience, students are expected to familiarize themselves and abide by this policy<sup>2</sup>. Any violation of this policy will result in a disciplinary infraction with a consequent course of action as decided by the appropriate University committee. The University reserves the right to inform parents (or guardian) and take appropriate action as deemed fit.

Furthermore, please be aware that as the campus culture grows and expands in the coming years, all policies including this document may be reviewed, revised and amended at any point in time. Student feedback on the policy and its implementation is welcome and encouraged.

### **Residence Life Office**

**Email:** [residencelife@ashoka.edu.in](mailto:residencelife@ashoka.edu.in)

**Helpline:** +91 7082000572

<sup>1</sup> As an intellectual community, Ashoka attaches great value to freedom of expression and vigorous debate, but it also attaches great importance to mutual respect, and it deplores expressions of hatred directed against any individual or group. Respect for the rights and sensibilities of each other is essential in preserving the spirit of the community at Ashoka. Actions that make the atmosphere intimidating, threatening, or hostile to individuals are therefore regarded as serious offenses. Abusive or harassing behaviour, verbal or physical which demeans, intimidates, threatens, or injures another because of personal characteristics or beliefs or their expression, may be subject to University disciplinary procedure. Examples of personal characteristics or beliefs include but are not limited to sex, sexual orientation, gender identity, race, ethnicity, national origin, religion, and disability. The University calls on all its members to display the appropriate sensitivity and to challenge expressions of racial, gender or ethnic bias whenever they encounter them. (**Guidelines for Protecting Freedom of Expression Article 5.1**)

<sup>2</sup> This document also applies to staff and faculty as well as visiting non-Ashoka guests. Thus, everyone is expected to familiarise

and abide by all the rules and regulations mentioned in this document.

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## **I. ROOM AND ROOMMATE ASSIGNMENT**

### **A. Room Allocation<sup>3</sup>**

1. At the beginning of each academic year, room allotment is made on a twin-sharing basis for the entire academic year as per the building-level assignments into male and female hostels approved by the University.
2. Rooms are assigned for the first year UG students based on their roommate preferences as filled up at the time of admission, second year onwards, they need to fill up the roommate of choice form (to be filled by both roommates) which will be given due consideration, but may not be accepted, based on the decision by the University authorities.
3. For emergency preparedness, the University needs to know the room assignment of each student living in campus housing. Students therefore cannot change rooms or roommates without official approval.
4. Room and roommate assigned at the beginning of each academic year will not be changed during the semester. Exceptions require approval from the relevant authorities, based on a valid reason supported by appropriate documentation. The University reserves the right to reject any roommate related request.

### **B. Disability-related Accommodations<sup>4</sup>**

1. Students are expected to self-identify any specific disability-related needs and raise their requests via email with the Office of Learning Support (OLS) at [ols@ashoka.edu.in](mailto:ols@ashoka.edu.in) to avail housing accommodations prior to the start of the academic year. Incoming students may reach out to the Office of Admissions first while returning students (who have a newly diagnosed condition or a change to a previously documented condition) can register directly with OLS.
2. Students recommended by the OLS are required to provide comprehensive professional documentation of their disability to the OLS. The office will then assess and recommend housing accommodation (such as location, lights, washroom accessibility, ergonomic furniture etc.) to the Residence Life Office.

<sup>3</sup>Students who are not enrolled in any academic courses, like taking a semester off, suspended, completing only Incompletes, transition housing except with valid permission will not be allotted a room within the University housing.

<sup>4</sup>Refer to the Policy on Inclusion of Students with Disabilities at Ashoka University for more detailed information

3. The student must be willing to live in any Residence Hall and/or room that is determined to meet their disability/medical need by the University.
4. All such accommodation will be provided on a space-available basis and only for the individual concerned - not for a group.

### **C. Room Reassignment**

1. Both occupants may request a room change for non-functioning room facilities or any other difficult room experience related to the infrastructure.
2. In all such situations, the students concerned should meet with their respective Warden for appropriate assistance.
3. Once the Warden confirms the validity of the request made, they may propose a feasible room change for the occupants in consultation with the senior member(s) of the Residence Life Office.
4. If the room change request is approved, the Residence Life Office will make an offer regarding the feasible arrangement. After the offer is made, the student will have 24 hours to accept or decline the offer. If the offer is accepted, the students will have 48 hours to move into the newly assigned room and return the keys of the previous assignment. If the student does not respond to the offer within the stipulated duration of 24 hours, the offer will be withdrawn by the Residence Life Office.
5. Reassignments for special circumstances, such as a recommendation from the Office of Learning Support (OLS), serious facility-related problems that can be a potential life hazard etc., will be given the highest priority.
6. Please note that Residence Life Office reserves the right to reassign any room to any student if deemed necessary at any time during the academic year.

### **D. Resident Rights**

As a stressful living environment can affect a student's academic performance and emotional well-being, Ashoka University is committed to ensuring that certain basic rights and duties are binding upon all students. These are -

1. The right to privacy
2. The right to free and uninhibited access to the allotted room at all times
3. The right to have the roommate and/or peers respect personal belongings
4. The right to study and sleep peacefully in the allotted room, free from any undue interference or hindrance from the roommate and/or peers

5. The right to be asked/consulted with and to grant/deny permission for having<sup>5</sup>peers invited over in the allotted room
6. The right to a hygienic and clean-living environment
7. The right to free and uninhibited access to common spaces at all times
8. The right to be treated as equal without fear of harassment, intimidation, bullying, and physical and/or emotional harm
9. The right to discuss and resolve disagreements or conflicts in a respectful, civil, and open manner

Any violation of the above-stated rights can be reported to the concerned authorities for further action.

## **E. Roommate Allocation**

1. Roommates are decided by the University with the help of relevant information provided by the students themselves through the **Roommate Matching Form** for incoming students.
2. Returning students are allowed to choose their preferred roommates by indicating the same in the **Roommate Preference Form** shared by the Residence Life Office at the beginning of each academic year.
3. All students are expected to room with students from within their own batch.

## **F. Roommate Conflict**

1. In case a student is experiencing roommate conflict, the following steps should be followed to best address the issue:
  - a. The students should first make an attempt to improve their living situation by carefully and responsibly communicating with the roommate about difficulties faced.
  - b. If communication with the roommate does not lead to positive outcomes, the student may go to their Resident Assistant (RA) to seek assistance. The RAs are trained and will arrange for a mediation process so as to best resolve conflicts and inform the Residence Life Office.
  - c. If the problem persists, the respective RA will refer the matter to Residence Life Office for further action. After reviewing the request, the Residence Life Office Director /Dy Director may facilitate a room/change the roommate based on availability and after assessing the merit of the request.

<sup>5</sup> The privilege to host a peer(s) in the room is superseded by the rights of the resident, specifically Clause 1 and 2 of Article I.C. Therefore, a resident's request for any peer(s) being hosted by the roommate to leave the room must be honoured at all times, regardless of the sex or gender of the peer(s)

- d. In case a roommate change request is approved, an offer regarding the feasible arrangement will be made by the Residence Life Office. After the offer is made, the student(s) will have 24 hours to decline or accept the offer.
  - e. If the offer is accepted, the student(s) will have 48 hours to move into the newly assigned room and return the keys for the previous assignment. If the students do not respond to the offer within the stipulated duration of 24 hours, the offer will be withdrawn by the Residence Life Office.
  - f. Any roommate change made without following the above-mentioned steps will not be recognized by the university. Such actions may result in disciplinary action, and the student involved will not be able to request future changes.
2. Except for first-year undergraduates, students can consider a one-on-one room swap if conflicts arise, but only after completing the initial steps outlined in clauses (a) and (b) above. A one-on-one swap means exchanging rooms with another enrolled student from the same batch or program. This type of swap requires a recommendation from the Resident Assistant (RA) and approval from the respective Warden.
  3. A single occupancy room can never be made available for a student(s) to resolve a roommate conflict in accordance with Clause 01 of Article I.A.
  4. All students are expected to collect, fill out and submit the **Roommate Agreement Form** to the RA at the beginning of every academic year to best address possible sources of conflict later.

## **G. Roommate Reassignment**

1. During the academic year, if a double occupancy room becomes a single occupancy due to a roommate's leave of absence, semester abroad, withdrawal, or any other reason, the remaining occupant may be required to relocate or be paired with another student in a similar situation.
2. The Office of Residential Life will notify such student(s) via official email, providing details of the new room allocation and a specified timeline for the move. Students are expected to complete the relocation within the given timeframe as specified by the University.
4. Failure to adhere to the relocation deadline without prior approval will be considered a policy infraction and may result in disciplinary action as per

the residential guidelines.

5. Roommate reassignments may occur for, but are not limited to, the following situations:
  - a. Semester Abroad/Student Exchange
  - b. Suspension/Leave of Absence (LoA)
  - c. Dismissal/Withdrawal

The student will be given 72 hours (from the time the official notification is sent to the student) to move into the newly assigned room and return the keys of the previous assignment.

6. Residence Life Office will avoid initiating room changes that involve rearrangement of roommates, unless absolutely necessary for administrative purposes, 20 working days before the last day of the academic year.
7. Reassignments for special circumstances such as medical emergencies will be given the highest priority due to logistical limitations.

**Important:** Residence Life Office reserves the right to reassign any roommate if deemed necessary during the academic year.

## **H. Room Clearance**

1. While the allotted Residence Hall room will be retained by the resident students at the end of the Monsoon semester, rooms must be completely vacated at the end of the respective academic year/programme, and Keys handed over to the respective Warden, irrespective of the graduating semester.
2. Below is the step-by-step procedure for checking out the Residence Hall rooms:
  - a. Inform the Warden of the check-out time at least 48 hours before departure.
  - b. Hand over the Keys to the Warden.
  - c. Clearance via Online **Gate Pass** will be issued by the concerned warden.
3. Failure to complete all formalities of checking out of the Residence Hall room at the end of the Spring Semester/Academic Programme will amount to disciplinary proceedings/fine payable by the student to be enforced by the Finance/Registrar office. Additionally, the entry/exit permissions will be disabled.
4. All students are responsible for completing their own checkout procedures and submitting proof. No one else can check out on a student's behalf unless approved by the Director or Deputy Director of Residence Life.
5. While vacating the room, it has to be handed over in the same condition as it was at the time of check-in, and personal belongings have to be removed - whether carried back/disposed of in the designated zones.



6. At the end of each academic year, the University disclaims any responsibility for items left in the rooms of students. Any belongings remaining are the sole responsibility of the students, and the University shall not be liable for any loss or theft of personal property.
7. Access to Residence Halls during Summer and Winter breaks (as in the academic calendar) is strictly prohibited unless specifically approved by Residence Life.
8. Upon checking out as per clause 1 above, student(s) leaving behind any trash in their Residence Hall room or outside their room in the floor corridor, will be charged a clearing and cleaning fine. In case of lack of clarity in identifying and owning up, the due amount will be split equally and then billed to both the occupants of the room.
9. Unaccounted trash left generically on the Residence Hall floor will also result in charging a clearing and cleaning fine payable by the floor residents. The due amount will be split equally amongst all the residents.
10. All students who overstay beyond the announced/ informed check-out date, without due notification and approval, will be charged a fine.
11. Students attending Summer Semester, pursuing an internship with Ashoka University etc. must apply for Summer Housing<sup>6</sup> accordingly.

## **II. RESIDENTIAL ACCESS**

### **A. Keys**

1. Students will be issued keys to their allotted room including keys for the wardrobe and desk drawers at the beginning of each academic year. They will be responsible for keeping their keys safe as the University is not liable for losses/damages sustained to personal belongings because they lend their keys to another individual(s).
2. Possession and/or misuse of keys belonging to other students is strictly prohibited and those found in violation will be liable for disciplinary action.
3. Duplication of the keys and/or use of duplicate keys for unauthorized access is a punishable offense and will be reported to the concerned committee.
4. If the key(s) is lost, a replacement key may be issued by the Residence Life Office subject to the availability of the personnel concerned. Any costs incurred for the replacement key will have to be borne by the student.

<sup>6</sup> Please refer to the **Summer Housing Policy** for more detailed information.

5. Replacing, exchanging, or otherwise tampering with room/wardrobe door handles and locks is prohibited. If the lock is non-functional, the student must reach out to the respective Warden for assistance.
6. Students are required to entrust the Warden with any unattended keys that they chance upon anywhere on campus.
7. Students are not allowed to leave their keys in their room or entrust their keys with their peers at the end of the academic year. They are expected to complete the check-out process, including returning the keys by themselves.

**Important:** The University takes no responsibility for the safety of personal items and belongings on or off campus. (Refer to **Annexure E**)

## **B. ID Card**

1. Incoming students are issued University ID Cards<sup>7</sup> (HID enabled) by the Residence Life Office during the check-in process.
2. Possession and/or misuse of ID cards belonging to other students is strictly prohibited and those found in violation will be liable for disciplinary action.
3. If the ID card is lost, the student should immediately alert the Residence Life Office so that the card can be deactivated to prevent any misuse. A replacement will be issued subject to processing time. The cost incurred for replacing the ID card will have to be borne by the student.
4. In the event of a lost student ID card, the University shall issue replacements twice per academic year. Any requests for additional replacements after that will be sent to the Registrar's office for review and resolution. The Registrar's decision will be final.
5. Students are required to entrust the Warden or Lost and Found section with any unattended University ID cards that they chance upon anywhere on campus.
6. Students must carry their University issued ID cards at all times and produce them on demand by the security staff or any other authorized personnel. Failure to produce the ID card on demand may be treated as an act of misconduct if satisfactory reasons are not provided upon further enquiry.
7. During the check-out process from the University, whether due to withdrawal from or completion of their academic program, students are required to return their ID card to the Residence Life Office. Failure to do so will result in the withholding of

<sup>7</sup> Students should upload a front-facing formal passport-size photograph with a white background on the myAshoka portal during their onboarding as part of the Admissions process. It should be in png/jpg/jpeg/gif format and the file size should be less than 1 MB. Please use the latest photograph (not more than a year old) and avoid providing distorted or stretched images.

the graduation certificate by the Registrar's Office, until the formalities are done in person by the student. The decision of the Registrar will be considered as final.

8. Online Exit Clearance: All exiting/graduating students are required to complete or initiate an online Exit Clearance through the portal prior to leaving the University. Failure to comply may result in delays in obtaining official documentation and clearance from relevant offices.

Undergraduate (UG) students must initiate Exit Clearance upon completion of the 4th year. Students not enrolling in the 4th year may initiate Exit Clearance upon completion of their UG studies.

9. The Office of Residence Life reserves the right to deactivate a student's ID card and restrict gate entry and exit privileges with sufficient cause and justification. This measure may be undertaken in cases involving serious policy violations, safety concerns, or non-compliance with residential guidelines.

### **III. LIVING- IN PROTOCOLS**

#### **A. Room Condition**

1. Students are responsible for keeping their rooms in good order and condition throughout their residency to comply with residential codes as well as to minimize deterioration of the facility.
2. It is prohibited to alter any campus property (such as removing furniture from the room) issued to a student as part of their housing.
3. Painting, applying decals, and otherwise cosmetically altering the furnishings are not permitted. Defacing walls, doors, and common areas with any write-ups, sketches and drawings are strictly prohibited, and those found in violation will be liable for disciplinary action.
4. Installation of personal property including but not limited to nailing fixtures to walls or ceilings, and drilling holes into walls or furniture is not permitted.
5. Lights, fans, air-conditioning, and all plugged-in personal devices should be turned off when not required and when leaving the room.
6. Rooms are assessed both before check-in and after check-out to identify any alterations, losses, or damage. The costs for any necessary repairs or replacements will be charged to the student's account, and their parents will be informed. If it's unclear who caused the alterations, losses, or damages, both occupants of the room will equally share the cost of repairs or replacements.

## **B. Common Area Conduct**

1. Residence Hall balconies must be always kept clean and neat.
2. Student baggage and belongings kept in corridors must be properly labelled. Any unlabelled item (excluding shoes) will be removed by the authorities. Students are solely responsible for the content of all items kept in any common zones.  
In cases where an item is not labelled, other students on the floor are advised to report it to the warden concerned, without touching it. Disciplinary action will be initiated if any banned items are found in such cases against the individual, all residents, or the RA of the floor.
3. Events and/or group activities are not permitted on Hall balconies without the written approval of the Residence Life Office. Please limit the number of people in such spaces and exercise extreme caution.
4. Please keep the washrooms clean after use. If a washroom is found repeatedly choked or unclean due to negligence or deliberate action, the Housekeeping staff will not be expected to clean these areas. In such instances, the students on that floor will be responsible for ensuring its cleanliness.
5. The common rooms shall always be accessible to students, subject to the established maintenance schedule and any prior space bookings<sup>8</sup>.
6. The University is not responsible for money lost in vending machines.
7. Students are strictly prohibited from monopolizing the common areas.
8. Sleeping in the common rooms and shifting furniture or removing it from a designated area to change the interiors of the common rooms fundamentally is not permitted.
9. Playing games in the hallway, obstructing high-traffic areas (such as doorways, hallways, stairwells) directly and/or through decorations/displays, and all forms of vandalism including but not limited to tampering with emergency signage/response materials (fire extinguishing facilities, exit signs) is strictly prohibited.
10. Upon any damage or loss to University property in common areas including but not limited to the lounge, floors, corridors, washrooms and reading rooms, costs incurred for the purposes of repair or replacement will be billed to the student(s) found responsible and will be considered as an infraction.
11. Advertising and publicity materials (i.e. fliers, posters and banners) can be posted only on bulletin boards and only by members of the Ashoka community. All fliers/posters must clearly identify the name of the individual or organization responsible for the content. They should be limited to one per bulletin board and

must not block windows, doorways, or walkways. The individual who posted the materials is responsible for removing any fliers/posters after the event or opportunity being advertised has ended. No one should cover or remove another's flier, poster or banner. The University may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat of or incitement to violence or harassment, or that unjustifiably invades substantial privacy or confidentiality interests. In addition, the University may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the University. Any poster or banner spreads hate targeted at individuals or groups or is related to political parties in nature as judged by the University authorities is subject to removal. Also, this may initiate disciplinary proceedings if found in zones outside the bulletin boards.

12. Blackboard/Spraying is strictly prohibited on walls of Residences Halls as well as all fixtures and will incur a cleaning fee and will be treated as an infraction.
13. Access to non-residential spaces (e.g. attics, mechanical rooms, equipment
14. rooms, roofs) is restricted to authorized university personnel. Trespassing these prohibited areas will be treated as an infraction.
15. Gatherings, sit-ins, protests, posterings, use of loudspeakers, and sloganeering are prohibited in common spaces if they disturb or impede the normal functioning of the university. Engaging in such activities may lead to disciplinary action against participants. These activities are only permitted in pre-designated spaces.

### **C. Quiet Hours (1:00 am-7:00 am)**

1. In an effort to encourage a comfortable studying and resting environment for all students, Quiet Hours on the entire campus, including the Residence Halls, common areas, lawns, food zones are to be observed between 01:00 am to 07:00 am every day.
2. During Quiet Hours, students are expected to refrain from playing music or creating noise anywhere in the Residence Halls including rooms, washrooms, hallways, etc., or outside, anywhere on the campus. Wardens / Security personnel may check the students anywhere on campus including both inside and outside the Residence Hall.
3. Even at all other times<sup>9</sup>, students are expected to not cause disturbance<sup>10</sup> to other members of the Ashoka community.

<sup>8</sup>The RHO2 TV Lounge may be booked for official non-academic events approved by a relevant university office or department. To request a booking, please email [residencelife@ashoka.edu.in](mailto:residencelife@ashoka.edu.in) at least 48 hours before the scheduled event. Bookings are subject to availability and event relevance. Personal or informal gatherings are not permitted.

<sup>9</sup>As per the rules laid down by the Ministry of Environment and Forests (MoEF), the use of loudspeakers is restricted in a residential zone and it is mandatory that they be turned off at 10:00 pm. Occupants of a private place also have to restrict volume so that it does not exceed the permissible noise limit, which is 45 db, by more than 5 db (A).

<sup>10</sup> Please refer to the **Policy on Religious and Cultural Festivals** for more information.

If a student fails to comply with verbal warnings from wardens and continues to create disturbances—such as playing loud music through speakers—the Office of Residential Life reserves the right to confiscate the sound equipment being used. This measure will be taken only after an initial warning has been issued and disregarded. Repeated violations may lead to further disciplinary action as outlined in the student code of conduct.

4. Construction, renovation, and repair projects (both on and off campus) will necessarily cause increased noise around directly involved and nearby Residence Halls. While all possible measures are taken to minimise the impact of these projects, any student moving into or living in affected areas should be prepared to accept the unavoidable aspects of life on campus under construction and post-construction.
5. Students moving out of the University campus to adjoining village areas and institutions must ensure that they do not create any disturbance that will inconvenience the residents of the neighborhood.

#### **D. Pets**

1. Students are not permitted to have pets in the Residence Hall.
2. If pets are found in the Residence Hall:
  - The animal(s) will be removed from campus premises immediately.
3. The resident(s) will be held financially responsible for any damage caused to the room or furnishings by their pet(s).

#### **E. Private Vehicles**

1. Students are not permitted to retain a private vehicle within campus premises and anywhere on campus boundary.
2. Appropriate check-in and check-out procedures must be followed in all cases of students arriving or departing campus via the University shuttle bus or a private automobile.

#### **F. Entrepreneurial Enterprises**

At Ashoka University, we strongly support the spirit of innovation and entrepreneurship among our students. We believe that great ideas can take root anywhere, even in a dorm room. However, to ensure that student residences remain conducive to rest, study, and community living, we ask all student entrepreneurs to adhere to the following guidelines:

1. The university encourages students to explore entrepreneurial ideas and side projects, however activities such as running server farms, using high-powered equipment, or turning dorm rooms into business hubs/office are not permitted in order to maintain a peaceful, non-disruptive environment for all residents.
2. Sub-leasing or renting out dorm spaces in connection with a business or for personal profit is not allowed.
3. Door-to-door marketing, product solicitation within Residence Halls is prohibited, unless expressly approved.
4. Any external visitors invited to campus or the dorm in connection with the business shall be governed by the residence life visitor policy.

## **IV. ENTRY-EXIT PROCEDURES**

### **A. Gate Protocol**

1. Student entry into and exit out of campus will be registered and enabled through the digital systems installed at the Gate. In situations wherein the system goes out of order; students are expected to enter/exit campus after manual entry in the registers provided at the exit locations
2. All students carrying anything other than wallets or small purses will need to scan their belongings at all points of entry.
3. These restrictions can be dialled up or down by the Vice Chancellor.
4. For entry and exit either Gate 1 or Gate 2 may be used.
5. Protocols for gate usage may be changed for special days like move in and other events.
6. University reserves the right to ask students to physically open their bags if anything of suspicious nature is detected in the scanned luggage.
7. If any prohibited item is found at the point of scanning, the Security reserves the right to confiscate the item and dispose of the same in a manner deemed fit and get an undertaking signed by the concerned student or his visitor. The confiscated item will not be returnable to the student. This will lead to disciplinary action.
8. Gates 3 or 4 are not for direct entry or exit. To cross the road between Gate 3 and Gate 4 a QR code is required.

9. Resident students (applicable to all Ashoka students) will be permitted to enter or leave campus between 6:00 am and 12:00 midnight<sup>11</sup> only. They are expected to strictly adhere to these timings, failing to which amounts to main gate infractions and is subject to parental notification for all UG students. Repeated infractions may result in disciplinary proceedings as per the Code of Conduct policies.
10. There may be certain special circumstances wherein a student will need the University to allow them to check in or check out of campus between 12:00 midnight and 6:00 am. In all such situations, prior permission and authorization must be obtained from the Residence Life Office at the latest by 9:00 pm on the previous day before the student's departure from or arrival on campus.
11. The application for exemption must clearly outline the reasons for deviating from the check-in or check-out schedules, including specific dates and times, and be supported by relevant documentation, if applicable. Emails seeking approval must include the registered email addresses of parents or guardians for notification purposes. Non-compliance may result in the denial of the exemption request.
12. All students will have to apply for such permissions on their own. Students are not allowed to apply on behalf of their peers or as a group.
13. In case of any emergency situation pertaining to check-in to or check-out from campus, students should get in touch with the Residence Life Helpline. All such requests will be evaluated and approved on a case-by-case basis.
14. Students are expected to cooperate with the Security Team and the Residence Life Office to ensure the efficient execution of this process. The authorized personnel can deny permission to students, especially in cases where the student is found in violation of the code of conduct expected by the University, state or national laws.
15. The Office of Residence Life may notify parents or guardians whenever a student is involved in any infraction. This is part of our commitment to maintaining transparency, accountability, and a supportive environment for student development.
16. The University reserves all rights to regulate the movement of the students in and out of campus, keeping the safety and security of the community in mind.
17. Failure to adhere to these protocols shall have disciplinary consequences.

**Note:** The University will not be held accountable for the well-being of students who leave campus premises and step outside of their own free will.

<sup>11</sup>Non-resident students may access the campus outside these hours as well for availing campus facilities like Dining and Library



## **B. Rules applicable to Undergraduate Students (including Late Graduates and ASP)**

### **Undergraduate Students**

1. Undergraduate students may opt for a Case-by-Case or a blanket One-time system of approval from their parent(s)/guardian for leaving and returning to campus.
2. Parents/Guardian of all these students must approve and notify the Residence Life Office of their choice with respect to the process of their ward's checking into and checking out of campus via Ashoka portal.
3. For fresh leave approval, the request has to be submitted via Mobile App.
  - **Case-by-Case System**
    - Students on a Case-by-Case system of approval will be expected to return to campus no later than 10:00 pm.
    - If a student wishes to avail of a night out, a **Leave Approval** will need to be submitted from the parent/via Mobile App latest by 6:00 pm on the day of the student's night out every time.
    - Students on the Case-by-Case system and their parents/guardian are expected to strictly adhere to the aforementioned timings and procedures to avoid unnecessary concerns for all parties involved.
    - In cases where students fail to adhere to the timings specified, the following steps will be taken:
      - The Warden will reach out to the student as per the contact provided to the University to check their whereabouts for safety.
      - If unable to make telephonic contact with the student, the Warden will reach out to their parents/guardians.
      - If unable to make telephonic contact with parents/guardians as well, the Warden will send a notification via email to both the student and their parents/guardian.
      - If no update is received after the email, the Warden will again reach out to the student after 12 hours to check their whereabouts for safety. If unable to make telephonic contact still, Warden will escalate the matter to the concerned authorities.

- **Blanket One-Time System**

Students on a Blanket One-Time system of approval are permitted to check in and check out from campus between 6:00 am and 12:00 midnight without an approval email from their parent/guardian. Nonadherence will result in it being taken as an infraction with information as per Clause IV.A.10 above.

**Note:** In case of an extended absence from campus for any reason, the student will be solely responsible for their academic commitments and attendance requirements during this period.

## **V. CAMPUS VISITATION**

### **A. Guests (including Alumni and Parents/Guardian)**

1. Off-campus visitors will not have access to the Residence Halls. They are allowed to visit students on campus between 8:00 am and 8:00 pm<sup>12</sup>.
2. All student guests require clearance from Residence Life for campus entry. Alumni require clearance or an invitation from the Alumni Office for campus entry, unless they are visiting as a student guest, in which case Residence Life clearance is needed.
3. All guests, including alumni, require a host for campus entry. For alumni, the Alumni Office can serve as the host for general campus visits, with necessary information shared with Residence Life and Campus Security.
4. Any student facilitating/bringing in an expelled/suspended student or guest of questionable nature is liable to face disciplinary action for both on campus/off campus housing provided by Ashoka University.

### **Room Access Policy for Parents/Guardians**

Parents or guardians will be permitted to access their ward's room only during the following occasions:

1. Parents and guardians of the first-year students can access their ward's room at the time of moving in for the first time.
2. Parents and guardians of the students can access their ward's room at the time of checking out after graduation.
3. In case of a medical emergency, provided prior information is given and approval is obtained from the respective Warden

<sup>12</sup> Till 10:00 pm for Alumni as per Article 1 of the **Campus Access Policy for Alumni**

## **B. Off-campus Students**

1. Off-campus students are expected to carry their University ID Card /QR Code with them and sign/register in at the front desk to gain admittance inside to the ground floor Common Areas only of Residence Halls\*.
2. They will not have access to the resident rooms but may meet with their peers in the Common Room of the Residence Hall.
3. If any off-campus student is found to be in any room/hallway other than the permissible zones, they will be subject to disciplinary action as per University rules of trespassing.

## **C. Staff and Faculty (Except Wardens and Residence Life staff)**

1. Staff/Faculty are expected to carry their University ID Card with them and sign in at the front desk to gain admittance inside the Residence Halls.
2. They will not have access to the student rooms but may meet with students in the Common Room of the Residence Hall\*.
3. In case of queries, it may be referred to the Director/Dy Director Residence Life.

## **D. Resident Students**

1. Students residing on campus are expected to carry their University ID Card/ QR Code with them to gain admittance inside Residence Halls other than their own. Their entry into and exit will be registered and enabled through the digital systems installed at the entrance of the Hall during each visit.
2. In situations wherein the system goes out of order, students are expected to enter/exit the Hall after manual entry into the registers kept at the entrance of the Residence Halls during each visit.
3. They are allowed<sup>13</sup> to visit the rooms of their peers in Residence Halls other than their own at all times between 08:00 am to 12:30 am.
4. Students are permitted to visit the room of their peers and stay only when the (host) occupant-student is present in the room at that time.

<sup>13</sup> While residents are allowed to move freely into rooms of their peers across Residence Halls, the privacy of those students who do not prefer the movement of another gender into their room is also recognised. Therefore, there is the provision to self-select and opt to live on the **Non-Access Floor** within the Residence Halls (subject to availability.) Non-access floors are those where the movement of other genders is not permitted at any time. Any violation of the same will be treated as a disciplinary infraction and reported to the concerned authorities.

\* Access on the floors of the Residence Halls is prohibited by off-campus students, visitors and guests.

5. They are permitted to only use the ground-floor washroom to preserve the privacy of the residents-only washrooms on each floor.
6. Students will not have access to the staff rooms (if any) in the Residence Halls.

#### **E. Students on Leave of Absence**

1. On Campus or off campus housing will not be allocated to the students on Leave of Absence (LOA). Students on Leave of Absence (LoA) from the University are required to vacate their residence hall within 48 hours of the approval of LOA.
2. Students who apply for LOA in the middle of the semester and if approved by the Office of Academic Affairs, have to vacate the housing (either on campus or off campus) within 48 hours of the approval.
3. Students on Leave of Absence (LoA) from the University will be required to inform the Residence Life Office at least 48 hours in advance over email if they wish to visit the campus.
4. The timings for all such visits will be between 08:00 am and 8:00 pm.
5. Students on LoA from the University will be able to meet their peers only in the Common Rooms of the Residence Halls.
6. In case of a special need or under exceptional circumstances, such students will be allowed access into the Residence Hall with prior approval of the Dean of Student Affairs for a very specifically stated duration.
7. While visiting the campus, students on Leave of Absence will not be permitted to stay overnight on campus. They will be required to check out of campus, as per the time stated above.

#### **F. Students serving Suspension**

1. Students serving a suspension for any disciplinary infraction must vacate their residence hall within 48 hours of the sanction being issued, or as directed by the committee / statutory authority, whichever timeline is provided along with their belongings as specified in the University order.
2. Students on suspension for any disciplinary infraction will not be permitted to visit/access the campus and campus facilities.
3. Under very special circumstances and with prior written approval from the Registrar, they will be permitted to visit campus for the duration specified in the letter of approval.

## **VI. HEALTH AND WELL-BEING**

### **A. Physical Health**

#### **1. Communicable Conditions**

- a. Students are required to abide by all national, state, local, and university protocols related to communicable diseases.
- b. Ashoka may require residents in University housing to adhere to physical distancing requirements, wear face coverings or other protective gear, and/or take other actions deemed necessary for the health and safety of the University as well as the broader community.
- c. Failure to adhere to any such requirements may result in termination of the student's current occupancy and/or the withdrawal of future university housing privileges.
- d. In the event where a student who is living on campus/ off campus housing suspects they may have or has tested positive/been in close contact with someone who has tested positive for a communicable disease or illness for which there is a declaration of a pandemic by the Government/University, the student must immediately notify the Infirmary and Residence Life Office.
- e. To respond to communicable diseases that may threaten the safety of its students, employees or community members, the University may require a student to leave campus or to relocate to a different accommodation for purposes of isolation.
- f. Any university decisions based on an individual's disclosure of such a communicable condition will be made considering each unique instance, applicable confidentiality considerations, and relevant medical facts.

#### **2. Emergency**

- a. In case of an emergency, the student concerned will be referred to the Infirmary (Sports Block) and Student Care for immediate care and attention.
- b. After assessing and determining the nature as well as the severity of the situation, the duty doctor will provide recommendations to the concerned authorities on all further courses of action to help the student.
- c. The recommendations may include but are not restricted to any of the following, keeping the best interests of the concerned student in mind and as a top priority:
  - Admission into the Infirmary
  - Sending further treatment (consultation/testing) to Hospital/Doctor/Lab off-campus

- Shifting for Hospitalization
- Informing parents
- Sending back home to parent(s) or guardian<sup>14</sup>
- Calling the parent(s) or guardian to campus

**Note:** The Residence Life Office will notify the parent(s)/guardian of the concerned student about the situation if required. The student (if medically alert and conscious) will also be kept in the loop while notifying the parent(s)/guardian. No consent of students is required necessarily for any of the above.

## **B. Mental Health**

The Student Care Team is dedicated to supporting the well-being of all students. We urge all students, faculty, and staff to promptly inform the Student Care Team if they observe any of the situations described below.

It is important that students, friends, or peers do not attempt to handle these situations alone. Your primary role is to seek immediate guidance from the Student Care Team, who will provide necessary support while maintaining appropriate confidentiality.

### **1. Immediate Risk: Self-Harm, Harm to Others, or Violent Behavior**

- a) While the student will receive immediate and necessary care, Residence Life will inform parents/guardians by phone and email. The treating doctor at the Infirmary will provide a medical case description to parents/guardians, adhering to privacy guidelines, via phone and email.
- b) Parents/guardians will be strongly advised to come to the University at the earliest opportunity to be with and support their ward.
- c) For international students: If parents/guardians are unable to travel, the University will facilitate the student's return home after initial treatment and with parental/guardian approval.

### **2. Severe Panic or Anxiety Attacks**

- a) Immediate consultation with a psychiatrist will be arranged.
- b) Actions will be taken per the advice of the consulting psychiatrist.
- c) In cases of repeated episodes of severe panic or anxiety attacks, parents/guardians will be informed via email. Depending on the psychiatrist's recommendation and in the student's best interest, the student may be advised to return home for further support and recovery.

<sup>14</sup>The students (and their parent/guardian) may be expected to go through an assessment process and also submit an undertaking(s) prior to their arrival back on campus if deemed necessary by the Residence Life Office.

### **3. Severe Mental Health Concerns (Reported by Students, Faculty, Staff, or Parents/Guardians)**

- a) The Student Care Team will arrange for immediate consultation with an appropriate mental health professional (psychiatrist, psychologist, or counsellor).
- b) The guidance and treatment plan provided by these experts will be followed rigorously.

Students who are already undergoing mental health treatment from external doctors or counsellors are strongly encouraged to inform Residence Life. Parents/guardians should also be aware of this disclosure. This proactive sharing of information enables the University to provide more comprehensive and coordinated care, ensuring the student's well-being on campus.

Students taking prescription medication for mental health are required to keep the University Infirmary and/or Residence Life updated with a copy of their current prescription. To ensure their safety and proper medication management, students and their parents/guardians are strongly encouraged not to keep more than a 7-day supply of medication with the student at any time. The University Infirmary or designated pharmacy can assist in arranging and dispensing these prescription medicines in smaller, managed quantities. An undertaking agreeing to these terms must be submitted by both the student and a parent/guardian whenever the prescription changes or at the beginning of each semester.

**Important Note on Mental Well-being:** Please understand that experiencing stress, anxiety, or other mental health challenges is common and should never be considered a taboo. We urge every student to feel comfortable sharing their concerns with the Student Care Team.

Confidentiality will be strictly maintained by the Student Care Team unless there is an immediate emergency or a direct risk to the students' or others' safety.

The Student Care Team and Residence Life are here to provide empathetic support and guidance. Our ability to assist effectively depends on being informed.

A student's continued stay in a Residence Hall, particularly when dealing with significant mental health concerns, will always be contingent upon a review by the University's

empaneled psychiatrist, prioritizing the student's best interest and safety.

For students experiencing severe mental health issues, remaining on campus during summer or long breaks may not be recommended, and appropriate alternative support arrangements will be advised.

#### **4. Mental Health Emergency<sup>15</sup>**

##### ***a) Examples of a Mental Health Emergency include (but not limited to):***

- Threatening to or actively harming themselves.
- Threatening to or actively harming others.
- Self-inflicted injury requires immediate and specialized medical attention.
- Severe impairment in their ability to function independently or care for their own basic needs.
- Unusual or unpredictable behavior indicating an impaired ability to look after themselves.

If you observe any of the above, it is crucial to escalate the situation immediately by contacting any of the following:

- Residence Life Helpline: +91 7082000572
- Warden of the concerned Residence Hall
- Student Care Helpline: (+91 7082000403)
- ACWB Helpline: (+91 7082000421)

**Note:** If there are physical manifestations of the mental health emergency (e.g., injuries, unconsciousness, severe physical distress), immediately contact the Infirmary at +91 8199977073/75, or alert the Resident Assistant of the floor, or the Warden.

<sup>15</sup> A mental health emergency can be defined as a life-threatening situation where a student is exhibiting immediate danger of harming themselves or another person. The student might appear disoriented or out of touch with reality, maybe exhibiting a severe inability to function, or may appear extremely distressed or out of control and is subject to judgement



## **Management of Prescription Medication for Mental Health**

- a) Students taking prescription medication for mental health are required to declare this to Residence Life and provide a copy of their current prescription at the beginning of every semester, or whenever their prescribed medication changes (if from an external doctor).
- b) To ensure student safety and proper medication management, students and their parents/guardians are strongly advised not to hand over or keep more than a 7-day supply of medication with the student at any time. Access to necessary prescription medicines, in quantities for no more than a week, will be facilitated by the University. Students can purchase these through the University Infirmary or designated pharmacy, which will assist in arranging and dispensing them.
- c) An undertaking agreeing to these terms must be submitted by both the student and a parent/guardian each semester or whenever the prescription changes.
- d) While the University will facilitate access to medication, it is important to note that the University is unable to ensure that students adhere to their medication schedule.

## **C. Ragging**

1. Ragging constitutes one or more of any of the following acts -
  - a. teasing, treating or handling with rudeness another student;
  - b. causing annoyance, hardship, physical or psychological harm or the apprehension thereof in another student;
  - c. asking any student to do something which shames or embarrasses them;
  - d. disrupting the regular academic activity of any other student;
  - e. exploiting a student for completing the academic tasks assigned to someone else;
  - f. any act of financial extortion or forceful expenditure put on a student by another;
  - g. physical abuse of all variants;
  - h. any act or abuse by spoken words, emails, posts, or public insults which introduce discomfort or shaming of another student;

- i. any act that affects the mental health and self-confidence of another student;
  - j. any act of physical or mental abuse (including bullying and exclusion) targeting another student.
2. Ragging<sup>17</sup> in any form is prohibited within Ashoka University and any violation shall attract severe punishment including summary dismissal.
3. To file a complaint, students can email the Anti-Ragging Committee ([arc@ashoka.edu.in](mailto:arc@ashoka.edu.in)). Based on the complaint and available evidence, the committee will further investigate the case and arrive at a verdict through a confidential process.

#### **D. Sexual Harassment**

1. “Sexual harassment” means –
  - a) Unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behavior (whether directly or by implication), namely;
    - any unwelcome physical, verbal or non-verbal conduct of sexual nature;
    - demand or request for sexual favours;
    - making sexually coloured remarks;
    - physical contacts and advances; or
    - showing pornography
  - b) Any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones –
    - implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
    - implied or explicit threat of detrimental treatment in the conduct of work;

<sup>17</sup> As per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009

- implied or explicit threat about the present or future status of the person concerned;
  - creating an intimidating offensive or hostile learning environment;
  - malicious intent, defined as a false allegation with the purpose of defaming or causing harm;
  - humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned.
2. Any form of sexual harassment<sup>18</sup> is considered a serious offence by Ashoka University and those found guilty shall be liable for disciplinary action.
  3. To file a complaint, students can email the Internal Complaints Committee (ICC also known as CASH) at [cash@ashoka.edu.in](mailto:cash@ashoka.edu.in). Based on the complaint and available evidence, the committee will further investigate the case and arrive at a verdict through a confidential process.
  4. CASH<sup>19</sup> Support Group can be approached (not a necessary condition) before filing a complaint to ICC in case the complainant wants to seek clarifications about how to draft a complaint, the procedure or the case in general through email ([support.cash@ashoka.edu.in](mailto:support.cash@ashoka.edu.in)).

## **VII. SAFETY**

### **A. Fire Hazard**

1. Using personal electronic appliances such as kettles, coffee makers, induction/hot plates, microwaves, minifridges/refrigerators, irons, heaters, immersion rods, etc. inside Residence Hall rooms is prohibited.
2. The use of any recreational equipment is prohibited within the Residence Halls except in areas designed explicitly for its use. Inline skates and roller skates must not be worn or used in any Residence Hall and may not be used on any surface not designed for pedestrians, bike or auto traffic. The use of skateboards is also prohibited within Residence Halls and will be confiscated if found.

<sup>18</sup> Refer to **Ashoka University (Prevention, Prohibition and Redressal of Sexual Harassment of Employees and Students) Rules 2016** for more information.

<sup>19</sup> The CASH Support Group (CSG) is a body constituted to meet both complainants and respondents in an informal manner and give clarifications or advice on the course of action open to them in matters pertaining to sexual harassment. The advice or clarifications of the CSG are not binding either on the complainant or respondent.

3. Covering or otherwise inhibiting the function of smoke detectors or fire suppression sprinklers in Residence Hall rooms.
4. No open flame (dijas, incense, etc.) is allowed anywhere, including rooms and open spaces.
5. Do not tamper with the plumbing or electrical wiring in the Residence Halls.
6. The University will conduct regular evacuation and safety drills for adequate disaster preparation on campus. On the occasion that the fire alarm is activated, all are requested to follow the standard emergency procedures to vacate the premises. Assembly points are located outside of the Residence Halls, near the perimeter wall of the campus.
7. It is against the law and university regulations to set off a false fire alarm or tamper with any fire equipment such as fire extinguishers, smoke detectors, or fire sprinklers. Tampering includes, but is not limited to the following actions: obstructing equipment in any way, covering or hanging objects from the equipment (e.g., smoke detectors, fire sprinkler pipes etc.)

## **B. Weapons**

1. The possession, carrying, or storage of weapons<sup>20</sup> or weapon-grade materials is strictly forbidden in all Residence Hall rooms and across the University campus. This prohibition includes, but is not limited to, firearms, knives (beyond common kitchen/utility use), explosives, ammunition, and any items designed or used to cause harm.

Items that qualify as weapons or dangerous materials and are **prohibited** include, but are not limited to:

- a) **All firearms and ammunition:** This includes any type of gun (e.g., pistols, rifles, shotguns) and their associated ammunition.
- b) **Knives with a blade exceeding three inches:** This excludes common kitchen knives or small utility knives used for their intended purpose.
- c) **Bows, arrows, and any martial arts weapons:** This covers a range of traditional and modern projectile and close-combat weapons.

<sup>20</sup>Refer to the **Weapon Entry & Exit Policy** of the Sports & Exercise Office for more detailed information related to storage of equipment for professional shooters.

- d) **Explosive or incendiary materials:** This includes, but is not limited to, acid, petrol, kerosene, flares, firecrackers, and any other highly flammable or explosive substances.
- c) **Hazardous chemicals or substances:** Any substance that, when improperly stored or used, could cause harm to individuals or property.
- d) Any item designed or used to inflict harm or intimidate.

### **C. Psychoactive Substances**

The sale, distribution, manufacture, possession, or consumption of alcohol, tobacco, and/or any controlled substances is strictly prohibited on University premises. This includes all residential halls, academic buildings, and any other part of the campus under university jurisdiction.

#### **Violations and Consequences**

- a) Any student found consuming or possessing alcohol, narcotics, or related substances will be immediately reported to the University concerned and legal authorities.
- b) Students exhibiting disorderly, disruptive, or aggressive behavior after consuming such substances will face strict disciplinary action, which may include:
  - Eviction from campus housing;
  - Suspension;
  - Forfeiture of Financial Aid;
  - Permanent expulsion from the University.

#### **Prohibited Items on Campus**

To maintain a safe, substance-free environment, students are prohibited from possessing or displaying the following items for recreational or decorative purposes:

- a) Alcohol bottles (empty or full);
- b) Hookahs, bongs, chillums, pipes, vapes, and water pipes;
- c) Lighters, rolling papers, or stickers associated with illicit substances;
- d) Drug paraphernalia or any tools associated with the manufacture or use of illicit substances.

## Room Inspections

The Office of Residence Life reserves the right to conduct unannounced room inspections to ensure compliance with this policy and to uphold a healthy and secure campus environment. Please refer to Section VIII: Room Inspections for further details.

## Zero-Tolerance Policy

This is a zero-tolerance policy. Any violation will invite serious disciplinary consequences. The University remains committed to fostering a community that is safe, respectful, and conducive to personal and academic growth.

## D. Regulated Waste

Regulated waste includes, but isn't limited to, the following categories:

- a) **Hazardous Materials:** Fuels, antifreeze, dry ice, nail polish removers, aerosols, paint, and cleaning chemicals.
- b) **Universal Waste:** Batteries and light bulbs.
- c) **Electronic Waste (E-waste):** Any item with a cord that plugs into an outlet, such as microwaves, TVs, computer screens, clocks, blenders, toasters, extension cords, and mini refrigerators.

It is illegal to dispose of regulated waste in the regular trash and should be discarded as per the regulatory process shared by the concerned authorities.

If some material is deemed hazardous, it will be removed immediately by the appropriate staff.

<sup>21</sup>Refer to **Punjab Excise Act (Haryana Validation), 1914** for more information.

<sup>22</sup>Refer to **Guidelines for Tobacco Free Educational Institution (Revised)** by Ministry of Health & Family Welfare - Government of India for more information.

<sup>23</sup>Refer to **National Policy on Narcotic Drugs and Psychotropic Substances** (paragraph 55) for more information

## **VIII. ROOM INSPECTION**

### **A. Rationale**

1. The Residence Life Office may be compelled to inspect a student's allotted room without the consent of and prior notification to the residents under circumstances that indicate danger to the well-being of an individual(s) and/or indicate a violation of the University regulations.
2. An inspection will involve the opening up of all locked and closed spaces such as cupboards, lockers, suitcases etc, in the room and possessed by the occupant kept outside the room or cloak room by the authorised personnel in order to seek evidence for the purported violation/reported incident.
3. An inspection, when authorized, will involve a thorough search of all personal, shared, and concealed spaces within a student's assigned room or residence. This inspection is undertaken to seek evidence relating to a purported violation or reported incident and will include, but is not limited to, the examination of the following:
  4. Cupboards and Wardrobes: All shelves, compartments, and concealed sections within wardrobes and cupboards will be opened and inspected.
  5. Lockers: Any personal lockers, whether provided by the institution or brought by the student, will be opened for inspection.
  6. Suitcases, Bags, and Luggage: All suitcases, backpacks, handbags, duffel bags, and similar items stored inside or outside the room will be checked thoroughly.
  7. Drawers and Cabinets: All types of drawers, filing units, and cabinets — locked or unlocked — will be opened and inspected.
  8. Bed Storage: Items stored under the bed or in built-in bed storage compartments will be examined.
  9. Shelves and Racks: Open racks, bookshelves, and similar storage units will be checked.
  10. Bean Bags and Similar Items: Bean bags or similar furniture, which could conceal items within them, will also be inspected.
  11. Garment Pockets: Pockets of garments worn by the student occupant and any other student present in the room at the time of inspection may be checked for concealed items.
  12. False Ceiling and Concealed Spaces: Any accessible sections of the false ceiling or other concealed architectural features within the room may be inspected to detect hidden items.

13. Bags and Pockets of Visitors: Bags carried by other students or visitors present during the inspection, as well as their garment pockets, may also be searched as part of the process.
14. Mobile covers may be asked to be removed for checking.

All inspections will be conducted respectfully by authorized personnel, maintaining professionalism and sensitivity towards personal property and privacy. Where possible, inspections will take place in the presence of the room occupant(s). If not feasible, at least two authorized staff members will conduct the inspection, and appropriate documentation (written inventory and/or photographic evidence) will be maintained to ensure fairness and transparency.

During official room inspections conducted by the Residential Life team, the use of electronic devices, including but not limited to cameras, mobile phones, laptops, iPads, or any other forms of external communication devices—is strictly prohibited.

This policy is in place to ensure the privacy, security, and integrity of the inspection process. Any attempt to record, photograph, or communicate externally during an inspection will be considered a violation of residential policies and may lead to disciplinary action.

Residents are expected to fully cooperate with the inspection team and refrain from using any such devices during the duration of the inspection.

15. During the inspection, the authorised personnel can confiscate items and document actions that constitute a violation of national, state, and local laws as well as any University regulations.

## **B. Authorised Personnel**

1. The following Residence Life staff members can conduct a room inspection:
  - a) Warden/Senior Warden/Chief Warden
  - b) Assistant/Deputy/Associate Director/Director
2. The room inspection will require a quorum of 3 people comprising two staff members and one student observer always.



**Note:** At no point will any student (including the RA) be permitted to inspect another student's room.

### **C. Procedure**

1. A formal inspection permit will have to be secured by the Residence Life Office from the authorizing personnel before the inspection is initiated.
2. After securing the permit from the authorizing personnel, the Residence Life Office will be expected to conduct the room inspection without much delay.
3. The inspection team will attempt to secure permission for entry (by knocking) and a time-lapse of two minutes shall be provided to the residents to open the door.
4. The team will try their best to ensure that the inspection is conducted in the presence of the occupants except in those circumstances where it is not possible. The following guidelines should be kept in mind in this regard:
  - a. **When only one occupant is present:** In this case, the team conducting the inspection shall give an opportunity to the absent occupant to report to the room with immediate effect. If unable to establish telephonic contact with the absent occupant after two attempts, the team will go ahead with the inspection in presence of the single occupant and the the student observer (RA).
  - b. **When both occupants are absent:** In this case, the team conducting the inspection shall give an opportunity to the occupants to report to the room with immediate effect. If unable to establish telephonic contact with either or both absent occupants after two attempts, the team will go ahead with the inspection in the presence of the student observer (RA).
5. If the room inspection is conducted in the presence of the occupants, the occupants will be given the opportunity to open cupboards, drawers etc.
6. Once the inspection is initiated, the occupants (if present) will be expected to stay in the room for the duration of the same. They will not be allowed to alter the status quo of the room arrangement, engage in any external communications through phone or other means or hinder the room inspection in any manner until the process is completed.
7. The student observer (RA) will be expected to ensure that the room inspection is undertaken as per the procedures laid out in this document.

8. If room inspection is refused, necessary disciplinary proceedings will be followed
9. Misbehavior during or post inspection with any of the staff or student involved in the inspection is to be avoided and is subject to disciplinary proceedings

#### **D. Documentation**

1. The Residence Life Office will have a discussion with both the occupants for the room inspection in a follow-up meeting after the purported violation/reported incident has been adequately addressed. The minutes of this meeting will be documented and shared with the occupants via email.
2. Upon failure to have a follow-up meeting, the Residence Life Office will issue an email notification to occupants stating the reasons behind the inspection, along with receipt of any actions undertaken in the room.

#### **E. Grievance Redressal**

1. Any student who believes that procedures outlined for Room Inspection have been violated may appeal to the Dean of Student Affairs.
2. All appeals should be filed within 05 working days from the occurrence of the room inspection.

## **GENERAL GUIDELINES:**

1. Every student of the University is subject to and must submit to the discipline of the University and abide by its rules and disciplinary policies.
2. Please be aware that all Ashoka University rules and regulations are applicable in both the online and offline context.
3. Any sexual/other misconduct or harassment is a serious offence under the University Policy against Sexual Harassment.
4. The University Campus is a Smoke-free, Alcohol-free and Drug-free zone. As per Haryana State Laws, any use of intoxicants, drugs or alcohol is illegal on the University premises.
5. Students will be held responsible for any act of vandalism, damage and destruction of public property such as furniture, fixtures, or built structures caused by them within the campus. They shall compensate for the damage caused.
6. During regular rounds, Wardens are authorized to inspect any room if there is reasonable cause to believe it poses a risk to student safety, well-being, or security, or if there are indications of a University regulation violation.
7. Wardens reserve the right to inspect rooms regardless of whether both the occupants are present.
8. Any individual present in the room during an inspection—occupant or visitor—is obligated to present their bags, belongings, and garment pockets for checking upon request.
9. Luggage, bags, and personal items kept outside rooms within residential premises (e.g., in corridors, common areas, or near doors) are also subject to inspection to maintain a safe and secure environment.
10. If a room door is not opened within 2 minutes of a requested inspection, the Warden has the right to open it using a Master Key.
11. Misconduct directed at Residential Life team members—including, but not limited to, disrespect, verbal abuse, non-compliance, bullying, insubordination, physical assault, or intimidating behavior—will be treated with utmost seriousness. Disciplinary action will be initiated immediately, in accordance with the incident's severity and the University's Code of Conduct. Sanctions may include written warnings, privilege removal, escalation to the Disciplinary Committee, or other appropriate measures.

12. **Parental Notification Policy for Serious Infractions:** The Office of Residential Life will immediately inform parents/guardians in cases of repeated main gate violations, alcohol/substance-related incidents, or any other serious infractions. This policy ensures transparency, accountability, and timely intervention for matters affecting student safety and community well-being. Further disciplinary action may follow in accordance with the University's Code of Conduct. Please refer to the detailed grid available on myAshoka portal
13. Students from other residence halls may visit the common rooms on the 8th floor of RH-6 and RH-7 only between 8:00 AM and 12:30 AM.
14. Study rooms in all residence halls are strictly for academic purposes only. Activities like playing music, cards or other indoor games, and celebrating birthdays or similar events are strictly prohibited in these areas.
15. **Luggage and Storage:** All luggage and storage items kept outside student rooms must be clearly labeled with the student's name, residence hall, and room number. Unlabeled items will be treated as unclaimed property and may be confiscated by the Residence Life team without prior notice. The University is not responsible for any loss or damage resulting from such confiscation. Students are advised to ensure proper identification on all personal belongings to avoid inconvenience.
16. **Peaceful Dissent and Protest (Reference to Article 5.1 extracts):**
  - 6.3 These are permitted on the Ashoka campus, subject to approval from the University administration as to schedule and location only. In asking groups and individuals to seek prior approval for schedule and location, the University's goal is not to restrict free speech or peaceable assembly. Rather, it is to give the University the opportunity to provide space that accommodates the reasonable needs of both the University community and those engaged in acts of speech or protest.
  - 6.4 The University reserves the right to determine the time, place, and manner of all such activities. Whenever appropriate, the Office the VC or Pro-VC, with assistance from and in consultation with appropriate departmental heads, will designate clearly marked areas for protests and demonstrations\*. The University reserves the right to refuse permission to use a particular area for protests or demonstrations.

6.5 It is a violation of these Guidelines whenever any individual prevents, or wilfully attempts to prevent, the orderly conduct of a University function or activity, such as lectures, meetings, interviews, ceremonies, and public events; or blocks, or wilfully attempts to block, the legitimate activities of any person on the campus or in any University building or facility.

6.6 Whenever a member of the University community violates these Guidelines, that individual will be subject to University discipline. Decisions to invoke University disciplinary action in the course of a protest or demonstration will be made after due warning and such decisions will be made by officers of the University. A third party may also be permanently barred from the University or subject to other restrictions for failing to comply with these Guidelines.”

*\*The Sunken Field and the Lawns in front of the Library (without spilling over to the pathways or Library Steps) are the two pre-designated areas for protests, subject to availability and provided no other programs are scheduled at these locations. Clearance to be obtained from DSA.*

## ANNEXURE A

### **Advisory on Theft & Personal Belongings**

- Students are personally responsible for the safety of their cash and all personal belongings. The University disclaims any responsibility for loss, damage, or theft.
- To minimize risks, we strongly advise the following:
  - a) **Lock Your Doors:** Always lock your room door whenever you leave, even if it is only for a short time. When vacating your room, ensure all personal belongings are removed and the room is locked before returning keys.
  - b) **Secure Valuables:** Avoid keeping large amounts of cash or highly valuable items in your room. The University won't be held responsible for losses due to negligence.
  - c) **Protect Wallets & Devices:** Keep your wallets securely locked or in your pockets at all times. We also recommend using tracking software for laptops and cell phones.
  - d) **Presence During Cleaning:** Ensure your room is not cleaned in your absence.
  - e) **Public Areas:** Be vigilant with your belongings in public spaces such as the library, dining hall, and other common spaces like eateries.