

BS-MS (Dual Degree) Programme Manual



**Guidelines and Regulations
2015**

**Indian Institute of Science Education
and Research Bhopal**

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Table of Contents

1. GENERAL INTRODUCTION	1
1.1 ACADEMIC PROGRAMMES	2
2. ADMINISTRATIVE BODIES	3
2.1 SENATE	3
2.2 OFFICE OF ACADEMIC AFFAIRS	3
2.3 THE INSTITUTE ACADEMIC AFFAIRS COMMITTEE (IAAC)	4
2.4 THE DEPARTMENT UNDERGRADUATE COMMITTEE (DUGC).....	4
3. ADMISSIONS AND SCHOLARSHIPS	5
3.1 INSPIRE AND KVPY SCHOLARSHIPS.....	5
3.2 ADMISSION PROCEDURE.....	6
3.3 PHYSICAL FITNESS.....	6
3.4 ADMISSION FOR RESERVED SEATS	6
3.5 CANCELLATION OF ADMISSION	7
4. ACADEMIC SESSIONS	8
4.1 THE SEMESTER SYSTEM.....	8
4.2 ACADEMIC CALENDAR.....	9
5. CURRICULUM	9
5.1 MAJOR AND MINOR DISCIPLINES:.....	10
5.2 CHANGE OF MAJOR DISCIPLINE:	11
6. REGISTRATION	12
6.1 ACADEMIC LOAD.....	14
6.2 PRE-REGISTRATION.....	14
6.3 REGISTRATION PROCEDURE.....	15
6.4 LATE REGISTRATION	15
6.5 ADD AND DROP	16
6.6 REPEAT COURSES.....	16
6.7 SUBSTITUTE COURSES.....	16
6.8 REGISTRATION FOR HIGHER LEVEL COURSES.....	18
6.9 REGISTRATION OF A DEFICIENT STUDENT	18
6.10 SUMMER SEMESTER REGISTRATION	19
6.11 CANCELLATION OF REGISTRATION	19

7. RESIDENCE.....	20
8. TEACHING AND EVALUATION.....	20
8.1 TEACHING.....	20
8.2 GUIDELINES FOR THE CONDUCT OF EXAMINATIONS.....	21
8.3 EVALUATION/ASSESSMENT.....	24
8.4 GRADING.....	26
8.5 RE-EXAMINATION.....	30
8.6 INADEQUATE ACADEMIC PERFORMANCE.....	31
9. MANDATORY REQUIREMENTS.....	34
9.1 MINIMUM RESIDENCE AND MAXIMUM DURATION.....	34
9.2 ACADEMIC REQUIREMENTS.....	35
9.3 PROVISIONS FOR RELAXATION.....	35
10. LEAVE OF ABSENCE.....	35
10.1 MID-SEMESTER RECESS AND VACATIONS.....	36
10.2 SHORT LEAVE.....	36
10.3 MEDICAL LEAVE.....	36
10.4 SEMESTER LEAVE.....	36
11. GRADUATION AND AWARD OF DEGREES.....	37
12. PRIZES AND MEDALS.....	39
12.1 CNR RAO FOUNDATION PRIZE.....	39
12.2 MEDALS.....	39
12.2.1 President’s Gold Medal.....	39
12.2.2 Director’s Gold Medal.....	39
12.2.3 Proficiency Medals.....	40
13. EXIT OPTION WITH BS ONLY.....	41
13.1 IDENTIFICATION OF ACADEMICALLY DEFICIENT STUDENTS WHO DO NOT HAVE THE POTENTIAL TO COMPLETE THE BS-MS (DUAL DEGREE) IN 7 YEARS:.....	41
13.2 MINIMUM REQUIREMENTS FOR AWARD OF THE BS DEGREE:.....	42
13.3 BS-MS OPTION FOR THE STUDENTS IDENTIFIED AS ACADEMICALLY DEFICIENT (AS PER 13.1):.....	43
13.4 EXIT OPTION WITH BS DEGREE ALONE FOR STUDENTS WHO ARE NOT ACADEMICALLY DEFICIENT:.....	43

14. LATERAL ADMISSION TO THE PH.D. PROGRAMME AT THE INSTITUTE44

15. CODE OF CONDUCT46

15.1 ANTI-RAGGING POLICY 47

15.2 DISCIPLINARY ACTION AND RELATED MATTERS:..... 49

16. IMPORTANT WEB-LINKS50

17. PROVISIONS FOR AMENDMENTS 51

ANNEXURES.....52

1. GENERAL INTRODUCTION

The Indian Institute(s) of Science Education and Research (IISER(s)) were created in 2006 through a proclamation of the Ministry of Human Resource Development (MHRD), Government of India, to promote quality education and research in basic sciences. Soon after the announcement, two of these Institutes at Pune and Kolkata were started in 2006. This was followed by the start of an Institute at Mohali in 2007, Bhopal and Thiruvananthapuram in 2008 and Tirupati in 2015.

Subsequently, these Institutes were brought under the ambit of an Act of the Parliament (NITs Amendment Act-2012, no. 28 of 2012) promulgated with the assent of the President of India on June 7, 2012, vide Gazette Notification no. 13, dated June 8, 2012. Now, each IISER is a degree granting autonomous Institution with a focus on integrating science education and research.

IISER Bhopal provides a platform for the faculty to engage in high quality teaching and research, at both the undergraduate and postgraduate levels in frontier areas of science. Further, it is the philosophy of the Institute to remove barriers between traditional science subjects.

This booklet is the BS-MS (Dual Degree) programme manual comprising of an overview of Academic Affairs and the guidelines/regulations that the Institute follows for this programme. However, in addition to these general guidelines, different Departments may impose specific requirements, approved by the Senate, from time to time, in order to achieve their goals.

1.1 Academic Programmes

IISER Bhopal currently offers (i) Bachelor of Science-Master of Science (BS-MS Dual Degree) programme for students who have completed their 10+2, (ii) Integrated Ph.D. programme in Chemistry, Mathematics and Physics (other disciplines will be introduced in due course) for students who have completed their Bachelor's Degree in relevant disciplines, and, (iii) Doctor of Philosophy (Ph.D.) programmes to students who have acquired a Master's degree. Under special circumstances, exceptionally brilliant students (as determined by the Ph.D. selection committee) with B.Tech./B.E./B.S. (4 year) degree may also be considered for admission in certain Departments.

The five year BS-MS (Dual Degree) programme is currently offered in the following disciplines:

- Biological Sciences
- Chemistry
- Earth and Environmental Sciences
- Mathematics
- Physics

Provision exists in the Institute to start any new discipline, and those disciplines will be added to the above list. The Institute has recently established an Engineering Sciences department. Various programmes in this department will be offered August 2015 onwards.

2. ADMINISTRATIVE BODIES

2.1 Senate

The Senate is the principal academic body of the Institute and shall have control over the general regulation of Academic Affairs. The Senate is responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, and for considering and recommending the results of examinations and award of degrees to the Board of Governors (BoG) of the Institute for its approval. The Senate shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

2.2 Office of Academic Affairs

The Office of Academic Affairs, headed by the Dean, Academic Affairs (DOAA) is responsible for implementing the decisions taken by the Senate and Department Undergraduate Committee (DUGC)/ Department Undergraduate Committee (DPGC). Its activities include:

- Receiving, processing and maintaining all records related to admissions to various programmes, semester registration, leave, grades, scheduling of course and examinations and award of degrees/prizes.
- Periodically releasing course contents, manuals for various programmes and academic calendar, duly approved by the Senate.
- Conduct of Convocation.
- Disseminating information pertaining to all academic matters to students and faculty.

- Issuing necessary memoranda/orders.
- Acting as a channel of communication between students, Instructors, Departments and DUGC/DPGC.

2.3 The Institute Academic Affairs Committee (IAAC)

This committee consists of the Conveners, DUGC and DPGC of each department and is headed by the Dean, Academic Affairs. This standing committee will examine and recommend suitable remedial measures for academic issues common to all students, including those to be taken to the Senate for consideration.

2.4 The Department Undergraduate Committee (DUGC)

This committee consists of a Convener (nominated by the Head of the Department), the Head of the Department (HoD) and 2-4 faculty members. The tenure of DUGC shall be for two years, with half of the members retiring every year. At the end of the first year, lots will be drawn for all members (other than the HoD), to decide on the retiring members. The constitution of the DUGC shall be reported to the Office of Academic Affairs as and when there are changes in the same.

Functions: Following are the functions and duties of the DUGC:

- To advise students in their academic programmes and provide appropriate guidance to maintain their required academic standing (minimum credits and CPI requirements to complete the academic programme).

- To make recommendations to the DOAA in all matters pertaining to academics, including the introduction of new courses, credits allotted to them, and approval of their contents.
- To recommend modifications, as appropriate, for courses already approved by the Senate.

Notwithstanding any of the above, the Senate retains powers of final review of guidelines/policies recommended by the DUGC and such matters as may be brought in appeal before it. In discharging his/her responsibilities, the Dean, Academic Affairs shall make full use of the appraisals and the recommendations of the DUGCs.

3. ADMISSIONS AND SCHOLARSHIPS

Admission to the BS-MS (Dual Degree) programme is managed by the duly constituted Joint Admission Committee (JAC) of the IISERs.

3.1 INSPIRE and KVPY Scholarships

Once admitted, all students are eligible for the Innovation in Science Pursuit for Inspired Research (INSPIRE) or Kishore Vaigyanik Protsahan Yojana (KVPY, if qualified) scholarships. The value of the scholarships and disbursement policies will be in accordance with the funding agencies and Institute rules as announced from time-to-time. Currently, all INSPIRE fellows receive Rs. 5000/- as scholarship per month. KVPY scholars receive Rs. 5000/- per month during the first 3 years of the study and Rs. 7000/- thereafter. Scholarships will be paid for a maximum period of 5 years only.

3.2 Admission procedure

Currently, students are admitted to the five year BS-MS (Dual Degree) programme, once a year in July, through the following channels:

KVPY: SX, SA, SB Streams; (<http://www.kvpy.org.in>)

Indian Institute of Technology Joint Entrance Exam (IIT-JEE): Students whose names appear in IIT-JEE Advanced Rank List; (<http://www.jeemain.nic.in/>)

State and Central Boards: Students, who on the basis of their aggregate scores in class XII, are eligible for INSPIRE scholarship (<http://www.inspire-dst.gov.in>) by the Department of Science and Technology (DST) may be considered for admission after clearing the IISER Aptitude Test. Additional details are accessible online at <http://www.iiseradmission.in/>

3.3 Physical fitness

All selected students will have to submit a medical examination report at the time of admission from a registered medical practitioner in a format prescribed at the time of admission.

3.4 Admission for reserved seats

Reservation of seats for various categories shall be as prescribed by the Board of Governors in line with the statutory requirements, in vogue, from time-to-time. The reservation policies currently in vogue are as follows:

i. Scheduled Caste (SC) and Scheduled Tribe (ST) Candidates

15% and 7.5% seats are reserved for the SC and ST categories, respectively. Candidates belonging to

SC/ST categories will be required to produce the original caste/tribe certificate issued by a competent authority in the prescribed format during admission.

ii. Other Backward Class (OBC) Candidates (Not belonging to creamy layer)

27% seats are reserved for candidates belonging to OBC (Non creamy layer) category. Those belonging to the creamy layer of OBC are not entitled for reservation. The OBC candidates (non-creamy layer) will be required to produce original OBC (Non Creamy Layer) caste certificate issued not earlier than a year by a competent authority in the prescribed format at the time of counseling and admission.

iii. Physically Disabled (PD) Candidates

3% of seats in every category are reserved for Physically Disabled (PD) candidates (horizontal reservation). For any category of disability (as decided by Joint Admission Committee (JAC), every year), candidates are required to produce the original medical certificate both at the time of counseling and at the time of admission to the Institute. In case of any dispute in establishing physical disability (recognized by the JAC for the purpose of admission to IISERs), the decision of the Medical Board constituted by the Institute will be final.

3.5 Cancellation of Admission

All students are considered provisionally admitted to their academic programmes until the submission of all

required documents (duly verified copies) including mark-sheets, provisional certificates, reserved category certificates (if applicable) and/or other supporting documents of the qualifying examination. These documents should be submitted by the last date specified for this purpose in the admission/declaration form. The Senate can cancel the admission of any student who fails to submit the required documents by the specified date or meet other stipulated requirement(s).

The Senate may also cancel the admission at any later stage if it is found that the student had supplied false information or suppressed relevant information while seeking admission. Further, the Institute has the right to cancel the admission of any student and terminate his/her academic programme at any stage, on grounds of unsatisfactory academic performance, irregular attendance in classes, or acts of indiscipline.

4. ACADEMIC SESSIONS

4.1 The Semester System

The academic session consists of two primary semesters each of about duration of 17 weeks.

- Semester I: From the first week of August to last week of November
- Semester II: From the first week January to last week of April

Each semester includes the following:

- Mid-Semester Examination
- Mid-Semester recess: one week
- End-Semester Examination

The duration of the conduct of the mid and end semester examination is typically one week. It may, however, be extended, as required for the smooth conduct of examination, by the Dean, Academic Affairs. The first day of the end-semester examination and the first day of the classes in a semester are normally scheduled on a Monday.

In addition to the above, a summer semester (Semester III), consisting of about 8 weeks (from mid-May to mid-July), will be run if module courses, duly approved by the Senate, are offered by various Departments.

4.2 Academic Calendar

Dates of all important events, such as registration, late registration, commencement of classes, add/drop of courses, submission of documents, mid-semester examinations, mid-semester recess, academic pre-registration, end-semester examination, submission of grades, and vacation during the academic session, are specified in the academic calendar. The academic calendar for every year (January to December) is released between September and October of the preceding year, duly approved by the Senate. The ‘Academic Calendar’ is available online via <http://www.iiserb.ac.in/academic-calendar>.

5. CURRICULUM

BS-MS (Dual Degree) programme consists of mandatory, common courses (core courses) for all disciplines during the first four semesters (two years) and department dependent professional courses during the remaining six semesters (third year onwards).

Core courses consist of compulsory courses in Biological Sciences, Chemistry, Earth and Environmental Sciences, Mathematics, Physics, Computer Science, topics in Humanities and Social Sciences such as Oral and written communication, Technical writing, Economics, Introduction to Psychology, Intellectual Property Rights and Patents.

Professional courses consist of discipline dependent mandatory and elective courses. During the ninth and tenth semesters (fifth year), students are required to undertake project work. Typically, all students are expected to carry out project work at IISER Bhopal.

The course structure, credits and contents are detailed in the ‘Course Contents Manual’ is available online via www.iiserb.ac.in/course-contents. Printed copies are available on request, and can be collected from the Office of Academic Affairs.

5.1 Major and Minor Disciplines:

A student will choose his/her major discipline by the end of fourth semester (second year). Although, there is no cap on the number of students who may choose a given discipline as their major, the following restrictions for choice of major will be imposed:

- The student should earn at least 64 credits out of total 76 credits during the first four semesters.
- The student should not have ‘F’ grade in more than 12 credits, of which no more than 1F in theory and 1F in a laboratory course of the discipline in which student wants to major.

- The student should have acquired a Cumulative Performance Index (CPI) of at least 5.0 (≥ 5).
- If student fails to meet eligibility criteria for choosing major, he/she will have to drop a year.

For majoring in a discipline, the student will have to fulfil all credit requirements and other criteria specified by the Department.

There is also a provision in the Institute to minor in any other discipline(s) besides majoring in one. Earning a minor will enable students to be better prepared for inter-disciplinary research and will potentially open up several career opportunities, which may not have been otherwise accessible.

To earn a minor the student has to acquire a minimum 14 credits in the discipline in which he/she wants to minor. Departments may further impose additional requirements to minor in their disciplines (for example, crediting certain courses from their discipline) after due approval of the Senate. Permission from the DOAA may be sought by the student for any additional course-load (academic overload) required meeting these criteria. The grade report of the student, in addition to the major discipline will also show the minor discipline(s), if earned.

5.2 Change of Major Discipline:

A student can change his/her major (in which he/she has registered at the end of fourth semester (second year)) before the start of the seventh semester (fourth year) with prior approval of the Head of the Department to which the student wishes to migrate,

under intimation to the Head of the current major discipline. If a student chooses to change his/her major in the fifth semester itself, he/she should do so by the add/drop deadline. Departments can decide whether or not a student changing his/her major has to drop a semester/year. The successful completion of all courses and other requirements, as laid down by the Department in which the student wants to major, have to be completed for award of degree with that major.

6. REGISTRATION

Every student is required to register in each semester for the courses to be credited by him/her during that semester. Registration process will be carried on the dates mentioned in the academic calendar. The Office of Academic Affairs will carry out registration of students for all the semesters including the summer semesters, centrally, under the supervision of IAAC and Heads of all Departments. It is the duty of every student to ensure that he/she has completed the pre-requisites, if any, required to register for a course. Also, the student must ensure that there is no conflict in the timetable of the courses that he/she wishes to register in. All students must be present, in person, on the day of registration. They should also carry a copy of their grade report along with them to the registration desk.

All students are strongly advised to meet with course Instructors/ DUGC/HoDs/DOAA prior to registration for academic advising.

Registration to various semesters of BS-MS will be subject to the following conditions:

1. A student will not be allowed to register for the fifth semester (third year), if he/she has backlogs ('F' grade) in more than 12 credits in core courses. He/she will have to drop a year to clear all the backlogs.
2. A student will not be allowed to register for the seventh semester (fourth year), if he/she has not cleared all courses of first and second semesters (first year). In addition, he/she should not have backlogs ('F' grade) in more than 6 credits in core courses of second year and no more than two backlogs (2F grades) in third year courses, of which no more than 1F grade in theory and 1F grade in the laboratory course in his/her major discipline.
3. A student will not be allowed to register for ninth semester (fifth year), if he/she has not cleared all courses of third and fourth semesters (second year). In addition, he/she should not have more than four backlogs (4F grades) in all courses, of which no more than 1F grade in theory and 1F grade in the laboratory course in his/her major discipline.

A student can also choose to drop a year to clear all the courses in which he/she has earned 'F' grades in the previous years. Voluntary year drop will also be taken into account for determining maximum residence.

The student is entirely responsible for registration in appropriate courses.

6.1 Academic Load

In the core curriculum, a student will register for 19 credits in a semester. In professional curriculum, a student should register for the credits specified by their department in each semester. Each course is allotted credits depending on the number of contact hours (lectures and tutorials) and/or laboratory hours (as specified in the course structure for each semester).

Every department can decide to reduce the academic load of a deficient student; however, this should not result in a net registration of less than 12 credits per semester. Likewise, every department can also allow a particular student to take an overload of course to complete the credit requirements to major/minor in a particular discipline.

If a student is on ‘year drop’, he/she may register for fewer than the minimum specified load of 12 credits per semester. Also he/she should attempt all courses offered during the year drop in which he/she has a ‘F’ grade.

6.2 Pre-registration

Every student is required to pre-register for the courses to be credited by him/her during the next semester. Pre-registration process will be carried on the dates mentioned in the academic calendar. List of courses along with name of instructor(s), tutor(s), credits, pre-requisites, learning objectives and outline of each course to be offered during next semester will be made available on the Academic Affairs webpage (available

online via <http://www.iiserb.ac.in/courses-offered/>), a fortnight before the pre-registration date.

Students who do not complete the pre-registration during the period specified in the academic calendar, for any reason, can complete it during registration upon payment of a prescribed penalty.

6.3 Registration Procedure

The list of courses to be offered in each semester will be displayed on the notice board and/or the website of the Institute. The registration procedure involves:

- Completing the registration form mentioning all courses to be credited in a semester.
- Identifying repeat/substitute courses during registration (Also see, Sections 6.6 and 6.7).
- Payment of fees ('Fee Structure' available online via <http://www.iiserb.ac.in/fee-structure>) and clearance of dues, if any.
- Signing of the registration roll in the Office of the Academic Affairs.

6.4 Late Registration

If for any compelling reason (e.g., illness), a student is unable to register on the day of registration, he/she can register on or before the last date of late registration specified in the academic calendar after payment of the late registration fee.

Even in the event of late registration, the semester fee must be paid on or before the last date specified for fee payment. On the day of late registration, only the late registration fine may be paid.

6.5 Add and Drop

A student may add or drop the course(s) in which he/she is registered on or before the last date specified in the academic calendar for the same, by submitting the add/drop form to the Office of Academic Affairs.

A student may also drop course(s) up to a fortnight after the mid-semester examination, subject to the following conditions:

- Dropping of course(s) should not result in a net registration of less than 12 credits.
- The request to drop the course(s) must be approved by the Instructors-in-charge and the Convener, DUGC of his/her Department.

6.6 Repeat Courses

A student can repeat a course in which he/she has earned an 'F' grade. Such a course is called a repeat course. Repeat course(s) must be clearly marked in the registration form as 'R'. For repeat courses, the grade sheet will show the new letter grade as well as the old 'F' grade. However, for computation of CPI the new letter grade will replace the old 'F' grade.

6.7 Substitute Courses

If a student has failed twice in a professional/open elective course then he/she can substitute that course with another course (Departmental electives can be substituted by Departmental electives only). A course can only be substituted with a course with equal or higher credits (for example, a four credit course cannot be substituted by a three credit course; however, a three credit course may be substituted by four credit course).

Two such substitutions during the entire programme will be permitted upon the recommendation of Convener, DUGC and approval of DOAA.

If a student has failed in a course of the core curriculum (first and second year), he/she should attempt to clear it by repeatedly registering for the same. However, at any time, if the student has not cleared a core course offered in first and second year, he/she may substitute the same with a course from his major discipline, provided (i) his/her CPI ≥ 7 , and (ii) he/she has registered for the course at least two times and has appeared for re-examination at least once. *If the CPI is <7 , he/she will not be permitted to substitute the course.*

If a student has not cleared a mandatory course (professional course) of his/her major discipline, he/she must clear it by repeatedly registering for the same. Such a course cannot be substituted by any other course.

A student can substitute a maximum of two core courses (first and second year) during the entire programme to clear courses with 'F' grade in courses already credited.

A student can substitute a maximum of two elective courses (departmental or open) during the entire programme to clear courses with 'F' grade and/or for improving grades in courses already credited. A departmental elective can only be substituted by another departmental elective.

Substitute course(s) must be clearly marked in the registration form as 'S'. For substitute courses, the grade sheet will show the new letter grade as well as the old 'F' *grade*. However, for computation of CPI (see, Section 8.4) the new letter grade will replace the old 'F' grade.

In the event of discontinuation of a course by the Department, a suitable substitute course will be identified for students who have failed in the discontinued *course*. Such substituted courses will not be counted towards calculating the maximum number of substitutions permitted.

6.8 Registration for Higher Level Courses

During the fifth and sixth semesters (the first year into the major), students will not be permitted to register for courses at a level higher than '300'. They may be permitted to do so only upon the recommendation of the Convener, DUGC. However, students in semesters seven to ten (third and fourth year) will be permitted to register for higher level courses, upon fulfilling the pre-requisites and obtaining the consent of the Instructor/Convener, DUGC.

6.9 Registration of a Deficient Student

A deficient student is one who has either not registered or has registered and failed in course(s) of previous semester(s). The programme of a deficient student may be recommended to DOAA by Convener, DUGC of the concerned Department in such a manner that as many backlog courses, as possible, are included.

6.10 Summer Semester Registration

A list of short module courses, if offered, during the summer semester, will be announced by the second week of March, every year. Students can register for these courses at the beginning of the summer semester.

6.11 Cancellation of registration

Registration of a student will be cancelled if he/she fails to register for a given semester by the last date for late registration stipulated in the academic calendar and he/she will be marked for ‘Termination’.

Semester registration of a student will also stand cancelled, if he/she remains absent for a period of four weeks or more during a semester, without obtaining prior permission from the DOAA and he will be marked for ‘Termination’.

But for medical reasons, if a student does not appear in the end-semester examination of all the courses in which he/she is registered, his/her program may be terminated by Senate.

Cancellation of registration in a course:

Registration of a student in a course may be cancelled at any stage if it is found that he/she does not meet the pre-requisites of that course, or if there is a clash in the student’s time table preventing him/her from attending the course, or if it is found that he/she is not eligible to register for that course for any other reason.

An Instructor of a course may also recommend cancellation of registration of any student in that course for reasons such as absence from classes, along with

relevant details. Such a recommendation must be received by Dean, Academic Affairs no later than 7 days after the mid-semester examination. Proceedings for such cancellation shall be completed no later than one week after the mid-semester recess.

7. RESIDENCE

Every BS-MS student will be provided residence in the Institute hostel. Student staying on campus has to reside in the hostel, to which he/she is assigned. A student residing in the hostel has to abide by the rules and regulations laid down by the Office of Students' Affairs. (see, Annexure I)

8. TEACHING AND EVALUATION

8.1 Teaching

- **Medium of Instruction:** Medium of instruction is English.
- **Approval of Courses:** The Senate approves each course along with credits allotted for that course. Only approved courses will be offered in a given semester.
- **List of Courses:** The list of courses offered by a Department is finalized before the pre-registration of each semester by the concerned Head of that Department in consultation with the DUGC. In general, during every semester, no two courses, within or across Departments with overlapping contents (> 50%) will be offered. The list of courses should be submitted to Office of Academic Affairs two weeks before pre-registration.

- **Conduct of Courses:** Each course is conducted by the Instructor-in-charge with assistance from other Instructors and/or tutors.

The answer key for the questions in the semester examinations for core courses (100 and 200 level courses) should be provided as soon as the exam is completed or within a maximum of 4 hours of the completion of the exams on the notice boards/webpage or through email. The answer scripts of mid-semester examination and end-semester examination should be shown to the students before assigning the grades.

- **Short Module Courses:** In addition to courses that run for an entire semester, short module courses (one or two credits) may also be offered. Students will be permitted to register for module course at the time of registration/pre-registration.
- **Auditing of Courses:** A student can audit any course in addition to the prescribed academic load with prior permission from the Instructor-in-charge. Under this arrangement, the student is simply auditing the course and the grade awarded, if any, to him/her will not be shown in his/her grade report.

8.2 Guidelines for the conduct of examinations

- a. **Dead Week:** The week prior to end-semester examination will be called as ‘dead week’. In general, quizzes and assignment should not be given during the dead week. However, all lectures and laboratories will be conducted as per schedule.

Laboratory end-semester examination may, however, be conducted during this period.

- b. Scheduling of Examinations:** Mid-semester and end-semester examinations time table will be prepared by the Office of Academic Affairs and circulated to all faculty members and students at least 10 days prior to the start of the examination week.

The schedule for core courses examinations must be strictly followed. Also, all examinations (core and professional courses) must be conducted only during the approved examination week.

- c. Make-up Examinations:** If a student misses the end-semester examination due to genuine reasons, in one or more than one course, he/she can make a request, personally or by nominating a suitable person, to the Instructor under intimation to DOAA for a make-up examination within a day of missing the scheduled examination. Such a request must be made in writing and submitted to the Office of Academic Affairs. If a student is ill, he/she must substantiate it with a certificate from the medical officer of the Institute.

Only one make-up examination in lieu of end-semester examination is allowed per course. In case of missing a mid-semester examination, it is totally up to the Instructor as to how he/she decides to evaluate the student provided that he/she is satisfied with the reasons given by the student. He/she can give a make-up mid-semester examination or can choose to prorrate his/her performance.

d. Duration of Examinations: The duration of end-semester examinations should be 2 to 3 hours, and the mid-semester examinations should be 1½ to 2 hours.

e. Misconduct During Examination

All cases of misconduct during examination must be reported to DOAA/Office of Academic Affairs by the Instructor/Invigilator on the same day via email/hardcopy.

In cases where cheating/misconduct is detected during the examination, the disciplinary action taken by the Instructor will be final and binding. The Instructor, however, should inform the disciplinary action initiated by him/her to the student involved and the Office of Academic Affairs.

In case the cheating is detected after the conclusion of the exam (e.g., during grading), invigilator may initiate action under intimation to the student and the Office of Academic Affairs.

In the event of student contesting against the decision of the Instructor/invigilator, the case will be referred to the disciplinary action committee.

f. Do's and Don'ts During Examinations:

Do's

1. Students must take their seats 10 minutes prior to the start of the examination.
2. Students should adhere to the seating arrangement specified by the Instructor/Invigilator, if any.

3. Once seated students must maintain total silence in the examination hall.
4. Students must bring all stationery items that they might require during the examination like pen, pencil, eraser, sharpner, scale, compass, etc.

Don'ts

1. Students should not chatter, smile, and attempt to communicate with each other either verbally or non-verbally.
2. Students are strictly prohibited from carrying rough paper, book, wallet and calculator (permitted only if the Instructor specifies) inside the examination hall. If any prohibited item is found with them, the invigilator in free to assume that the student was cheating during the examination and initiate disciplinary action accordingly.
3. Mobile phones and electronic devices are not allowed in the Lecture Hall Complex (LHC) and classrooms of academic building during examination week. Such items, if found with the student will be confiscated.
4. Student should not indulge in any act of indiscipline.

8.3 Evaluation/Assessment

The assessment of students in a course is a continuous process. It is based on their performance in the mid-semester examination, end-semester examination, quizzes, assignments, attendance, and make up examination (if any).

Weightage for various evaluation components

- a. For the written component, the weightage is as follows:

Course Type	Minimum weightage for written components		Maximum weightage for other components (quizzes/assignments/attendance/term paper/seminar etc.)
	Mid Semester	End Semester	
Core	30%	50%	20%
Professional	20%	30%	30%

For professional courses, no more than 10% weightage should be given to oral examination and attendance.

The weightage for various components should be made clear to the class at the start of the semester.

- b. If laboratory work is a part of the course, it should be weighted appropriately depending on total credits for the course. For example, in a given course of four credits, if the credits for theory and laboratory parts in the course are in the ratio of 3:1, the final grades for the course should be assigned such that the weightage for the theory and the laboratory part remains 3:1.
- c. Instructor must retain the answer sheets for a minimum of two semesters before destroying.

8.4 Grading

- (i) **Grades and Grade Points:** Prior to assigning a final letter grade, the Instructor-in-charge of each course must show the answer sheets of all the examinations to the student that he/she has appeared for. The letter grades given by the Instructors must reflect the progress of the student based on his/her performance in the mid-semester examination, end-semester examination, quizzes, assignments and regular attendance in the classes. Final grades must be entered online and a signed hardcopy must be submitted to the Office of Academic Affairs within the prescribed time limit as given below:

Number of students	Prescribed time-limit
Less than 25	48 hours
26 to 50	72 hours
51 to 150	96 hours
More than 150	120 hours

- (ii) **Grade:** There are six letter grades including O, A, B, C, D and F. The letter grades, their descriptions, and their numerical equivalents on a scale of 10-points (called grade point) are as follows:

Grade	Weight	Description
O	10	Outstanding
A	10	Excellent
B	8	Good
C	6	Fair
D	4	Pass
F	0	Fail

‘O’ grade is intended to recognize and encourage outstanding performance in a class. This grade is to be used sparingly.

In addition, there is an ‘I’ grade which stands for incomplete. Besides, these grades, there are two other grades ‘S’ and ‘X’. ‘S’ stands for satisfactory and ‘X’ for unsatisfactory.

(iii) Incomplete Grade: An ‘I’ (Incomplete) grade in any course may be awarded to a student who has missed the end-semester examination because of some genuine reason, but otherwise has completed all other requirements satisfactorily. An ‘I’ grade in a course should not be given to a student because he/she has failed in it. An ‘I’ grade must, however, be converted into a proper letter grade by the Instructor-in-charge and should be communicated to the Office of Academic Affairs by the last date for submission of grades for make-up examination as specified in the academic calendar. If the Instructor-in-charge does not intimate the Office of Academic Affairs on time, all the ‘I’ grades awarded will be automatically converted into ‘F’.

(iv) (Un)Satisfactory Grades: Grades ‘S’ and ‘X’ do not carry any numerical equivalence, and are not used for computation of SPI/CPI. Grade ‘S’ implies that the student has earned the credits. Grade ‘X’ implies that the student has failed in the course.

(v) Project Grade: The fifth year (12 months) will mainly be devoted to a project work. Some departments can have courses along with the project work during this period. Each student will

be allotted a faculty member to supervise his/her project work. Additionally, for faculty members on probation, a co-supervisor must also be allotted. If the project supervisor is away, a co-supervisor/administrative supervisor may be assigned to the student. The progress of the project will be evaluated on the basis of; (i) project work carried out by the student in the laboratory of a faculty member, (ii) a presentation of the project work by the student to the entire Department. The first component will be evaluated by a three-member committee (proposed by the project supervisor of the student) and approved by the DUGC, in each semester. This committee will award marks out of 70. A three-member committee appointed by the Head of the Department will assess the second component and marks will be awarded out of 30. The assessment is based on the project report, oral presentations and defense of the work. Thus, the letter grade will be assigned based on the total marks obtained in components (i) and (ii).

Project grades shall be given by the last date specified for submission of the grades. An 'I' grade shall not be awarded for non-completion of the project except due to illness. An 'I' grade cannot be awarded for non-completion of the projects due to lack of facilities. In order to encourage the students to register for a Ph.D. programme in the Institute, the BS-MS project work may be considered as part of a doctoral dissertation as prescribed in Section 14.

(vi) Change of Grade Already Awarded: A letter grade once awarded shall not be changed, unless a request is made by the Instructor-in-charge of a course and is approved by the Chairperson, Senate. Any request for change of grade must be made within six weeks of the start of the next semester with all relevant records and justifications.

(vii) Semester Performance Index (SPI): The Semester Performance Index (SPI) is a weighted average of the grade points earned by a student in all courses credited and describes his/her academic performance in a semester. It is given as:

$$\text{SPI} = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

where c_i = credit for i^{th} course; g_i = grade point secured by the student. Summation is over all n courses credited by the student in that semester.

(viii) Cumulative Performance Index (CPI): The Cumulative Performance Index (CPI) indicates the overall academic performance of a student in all courses registered up to and including the latest completed semester. This can be calculated as:

$$\text{CPI} = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

Summation is over all the courses (n) credited by the student in all the completed semesters. Whenever a student is permitted to appear for re-examination in a course, to repeat or substitute a course, then the new letter grade replaces the old letter grade in the computation of CPI. However,

the old grade and replaced grade appear on his/her grade report.

If a student is awarded a 'F' grade in any course registered in a particular semester, his/her SPI and CPI will be calculated tentatively from that semester onwards taking into account 0 points for each 'F' grade earned by the student. His/her final SPI and CPI will be calculated when the 'F' grade is replaced by other letter grade earned by the student after repeating/substituting that course.

A student earning an 'F' grade in an elective must repeat the course or substitute it with another course as suggested by the Convener, DPGC.

(ix) Grade Report: A copy of the Grade Report is issued to every student at the end of each semester. A duplicate copy, if required can be obtained on payment of the prescribed fee from the Office of Academic Affairs.

(x) Withholding of Grades: The grades of a student can be withheld if he/she has not paid the dues or if there is a case of indiscipline pending against him/her or for any other reason.

8.5 Re-examination

Re-examination will be conducted for all courses in which students have earned an 'F' grade. A student can choose either to take the re-examination during the summer semester for the course he/she has failed or register for these courses (by taking overload), during the regular semester.

If a student chooses to appear for re-examination (for a course in which he/she has earned an ‘F’ grade), he/she should do so within a period of one year.

a. Re-examination schedule: The re-examination will be conducted 2 weeks prior to the registration of the first semester i.e., around 15th July, every year. Students can appear for re-examination in any number of courses. Such students will have to pay an examination fee of Rs. 1,000/- per course. The student should submit the online re-examination form and pay the fee online by 1st July, every year.

b. Grading policy:

A new code ‘RE’ will be introduced in the grade report to indicate that the student has appeared for a re-examination. For the purpose of CPI calculation, re-examination will be treated similar to repeating a course. For all students appearing for re-examination, a fresh grade report will be issued.

If ‘F’ grade is obtained in the re-examination, it will not be considered for determining the criteria for substitution (see section 6.7)

c. Course offerings: In view of introduction of re-examination, courses will not be offered to solely facilitate clearing backlogs during the summer semester.

8.6 Inadequate Academic Performance

The academic performance of each student is reviewed at the end of each semester based on the credits earned by him/her in that semester.

Stop of fellowship: The monthly fellowship (INSPIRE/KVPY) will be discontinued if the student earns a CPI of < 6 in any semester. His/her parents will be intimated about the stop of fellowship by the Office of Academic Affairs. Fellowship will be reinstated once the CPI improves to > 6 . No arrears will be paid for the period for which fellowship will be stopped.

The period during which the fellowship was stopped will also be counted for determination of the duration of the fellowship (for example, if a student scholarship was stopped for two semesters, during his/her study and if he/she received the fellowship for eight semesters, the total duration of scholarship will be deemed as five years).

Warning and Academic Probation

- The first time a student fails to earn a CPI ≥ 6 in a semester, his/her fellowship will be stopped (also see section 12.1) and he/she will be placed on **warning** and a letter of warning will be sent to his/her parents/guardians by the Office of Academic Affairs.
- If a student fails to earn a CPI ≥ 5 , he/she will be placed on **academic probation** and his/her parents will be intimated by the Office of Academic Affairs.

Even in the event that a student has not been placed on warning before (that is, his CPI was not ≤ 6.0 in the past), he/she will still be placed on academic probation.

The following conditions shall be applicable to students on warning/academic probation:

- a) He/she shall preferably register for all courses during re-examination/regular semester (if the course is being offered) in which the letter grade 'F' is obtained.
- b) He/she shall not hold any official position or represent the Institute in any extra-curricular activities during the period of warning/ academic probation.
- c) He/she shall submit an undertaking counter-signed by the parents, ensuring good academic performance. The proforma for the undertaking is available in the Office of Academic Affairs.
- d) Any other terms/conditions laid down by the Senate.

Termination:

The minimum credits to stay in the academic programme at various stages in the programme are given below. If a student fails to earn the minimum specified credits, his academic programme will be terminated.

Semesters	Minimum credits to be earned at the end of the semester
Fourth (end of 2 nd year)	24
Sixth (end of 3 rd year)	48
Eighth (end of 4 th year)	72
Tenth (end of 5 th year)	96
Twelve (end of 6 th year)	120
Fourteenth (end of 7 th year)	144

In addition to the above, the student may also be terminated from his/her programme if he/she does not appear in the end semester examination of all courses in which he/she is registered (also see, Section 6.11)

Appeal against Termination

A student whose programme is terminated may appeal to the Chairman, Senate, for re-instatement in the programme. In cases of termination due to inadequate academic performance, the student should clearly explain causes for the poor performance, including why those causes will not adversely affect his/her performance in future. The Senate shall take a final decision after considering all the available inputs. However, the Senate may not entertain any further appeal(s) for review unless substantial additional information is brought to its notice. Appeals against termination for reinstatement may not be entertained after a period specified in the termination letter.

9. MANDATORY REQUIREMENTS

9.1 Minimum Residence and Maximum Duration

The minimum residence and maximum duration requirements for the BS-MS (Dual Degree) programme is 10 semesters (5 years) and 14 semesters (7 years), respectively.

The duration of INSPIRE/KVPY fellowship is as per the funding agency norms. Currently, the maximum duration for both fellowships is 5 years.

9.2 Academic Requirements

A student is required to complete successfully all the courses of the curriculum prescribed for his/her programme and should obtain a minimum CPI of 5.

A student must clear all the courses of first year of core curriculum before the start of seventh semester and second year of core curriculum before the start of ninth semester. If the student fails to meet the above condition, he/she will have to drop a year.

9.3 Provisions for Relaxation

The Senate may grant relaxation in the prescribed minimum/maximum residence and/or academic requirements to a student in view of the work done by him/her in the Institute or elsewhere, to the extent considered appropriate according to the merit of the case.

10. LEAVE OF ABSENCE

Application for leave of absence should be addressed to the DOAA and submitted to the Office of Academic Affairs with a medical certificate, if applicable. Leave should usually be availed with prior permission of the concerned Instructor/DUGC Convenor and DOAA. Leave taken beyond the entitlement (approved or otherwise) will result in loss of scholarship.

In no cases the student, can be on leave without prior approval. If a student is on leave without prior approval it will be treated as unauthorised absence and can attract disciplinary action.

10.1 Mid-Semester Recess and Vacations

Undergraduate students are entitled for mid-semester recess and vacations, for the duration specified in the academic calendar.

10.2 Short Leave

Leave of absence during the semester is discouraged for all registered students. However, for genuine reasons, a student may be granted leave of absence during the semester for a maximum of 7 days.

10.3 Medical Leave

A student is permitted to avail medical leave during a semester for a maximum duration of 15 days upon submission of medical certificate (hand delivered through a representative or email/hardcopy) to Office of Academic Affairs. A student who remains on authorized leave of absence due to ill health is required to submit a certificate of fitness by a registered medical practitioner prior to resuming the semester. If a student has to be away for more than 15 working days even due to medical reasons he/she will have to drop a semester.

10.4 Semester Leave

A student is not normally allowed to withdraw from the academic programme temporarily and is expected to finish his/her studies without any break. However, for genuine reasons and/or under exceptional circumstances, a student may be allowed to withdraw temporarily at the discretion of Chairperson, Senate for an extended period. Such an application of temporary withdrawal must be supported by proper

documentation and should be endorsed by the parents/guardians. A student who has been granted temporary withdrawal from the Institute under the above provisions will be required to pay the tuition fees and other essential fees/charges for the intervening period till such time as his/her name is borne on the roll list. Such leave of absence shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme.

11. GRADUATION AND AWARD OF DEGREES

A student is deemed to have completed the following requirements for award of a BS-MS (Dual Degree):

- Minimum residence of 5 years and a maximum residence of 7 years from admission to the BS-MS (Dual Degree)
- Minimum of 188 credits earned from course and laboratory work.
- Should register and clear all core courses and mandatory professional courses of his/her major discipline.
- Minimum CPI of 5.0 in the 188 credits mentioned in above.
- No 'F' in all courses registered for.
- Should satisfied additional requirements, if any, of the concerned Department,
- Should paid all the dues to the Institute and the halls of residence,
- Should have no case of indiscipline pending against him/her.

Upon completion of graduation requirements and fulfilling the requirement for participation in the

convocation, the student will be awarded his/her degree during the convocation.

Procedurally, the Office of Academic Affairs of the Institute, upon the completion of every semester, will compile the grades obtained by students registered for various courses. These grades and the list of students eligible for award of degrees will be placed before the Senate for due consideration. The Senate after considering the proposal shall recommend to the Board of Governors (BoG), for its further necessary approval, the list of candidates for award of degrees at the next Convocation of the Institute.

However, during the academic session, from time-to-time, on behalf of the Board of Governors, the Chairperson, Senate & Director, shall approve the issue of provisional degrees as recommended by the Dean, Academic Affairs. A list of provisional degrees issued between the upcoming convocation and the convocation immediately preceding the proposed convocation will be compiled by the Office of Academic Affairs. Such a list will be put-up for necessary consideration and ratification by the Senate/Board of Governors prior to the Convocation of the Institute, each time, for the award of degrees.

Under exceptional circumstances, where gross violation of the graduation requirements, falsification/misrepresentation of facts pertaining to his/her eligibility to the programme, any misconduct (such as tampering with the grade report) are detected at a later stage, the BoG upon the recommendation of the Senate, may withdraw the degree already awarded.

12. PRIZES AND MEDALS

12.1 CNR Rao Foundation Prize

The Institute encourages and rewards academic excellence exhibited by its students. To this end, Professor C.N.R. Rao Education Foundation Prize, bi-annual award with a prize amount of Rs. 5000/- per semester, is given to first year BS-MS students (I and II semester, one each per semester) for securing the highest CPI in the BS-MS (Dual Degree) programme.

12.2 Medals

12.2.1 President's Gold Medal

This medal is awarded for the best academic performance in the graduating class amongst all disciplines of the BS-MS (Dual Degree) programme. Students with a $CPI \geq 8$ (excluding the project work credits) and no 'F' grade in any course during the entire programme can be shortlisted for this medal. Amongst the shortlisted students, the student with the highest CPI score, on completion of the programme will be awarded a President's Gold Medal. In the event of a tie, the student with the maximum number of 'O' grades will be awarded the medal. If there is a tie in 'O' grades the student with the maximum number of 'A' grades will be awarded the medal, and so on.

12.2.2 Director's Gold Medal

This medal is awarded for outstanding all-round achievement and leadership in the graduating class amongst all disciplines of the BS-MS (Dual Degree) Programme. Students from all disciplines with $CPI \geq 8$

and no 'F' grade in any course during the entire programme will be considered for the award of this medal. These students will be ranked based on their CPI beginning with the highest. The maximum number of shortlisted candidates, chosen by rank (beginning from the first), will be no more than 5% of the graduating class.

The Director's Gold Medal winner will be chosen by the Senate Scholarship and Prized Committee based on the following methodology. All students considered for the medal will be scored out of 100. 40% credit will be awarded based on the CPI, another 40% credit will be based on participation in student activities (co-curricular, extra-curricular and sports) as assessed by the DOSA. The remaining 20% credit will be awarded based on student activities within the Department as assessed by the Student's HoD. The student with the highest score will be awarded the medal. In the event of a tie, the student with the maximum number of 'O' grades will be awarded the medal. If there is a tie in 'O' grades the student with the maximum number of 'A' grades will be awarded the medal, and so on.

12.2.3 Proficiency Medals

These medals are awarded for the best academic performance in each discipline of the BS-MS (Dual Degree) programme. Currently, there will be four proficiency medals one each for Biological Sciences, Chemistry, Mathematics, and Physics (Proficiency medal for new disciplines will be instituted as and when the first batch of students from that batch graduates). For each discipline, students with a CPI ≥ 8

and no 'F' grade in any course during the entire programme can be shortlisted for this medal. Amongst the shortlisted students, the student with the highest CPI in a given discipline on completion of the programme will be awarded a proficiency medal in that discipline. In the event of a tie, the student with the maximum number of 'O' grades will be awarded the medal. If there is a tie in 'O' grades the student with the maximum number of 'A' grades will be awarded the medal, and so on.

13. EXIT OPTION WITH BS ONLY

Institute provides a BS only exit option, at the end of 5 years from admission to the BS-MS (Dual Degree) programme to academically deficient students.

The following guidelines will be followed to implement the exit option:

13.1 Identification of academically deficient students who do not have the potential to complete the BS-MS (Dual Degree) in 7 years:

The academic performance of all BS-MS students will be reviewed at the end of 8th semester. Students who have earned 120 course credits (course work and lab) with $CPI \geq 5$ and having 'F' grade in no more than a total of 24 credits will be allowed to register for the project work in the 9th semester. All other students (i.e. those who have earned course credits less than 120 or having $CPI < 5$ or 'F' grade in more than a total of 24 credits) will be identified as academically deficient and these students will not be allowed to register for project work following the end of 8th semester review.

13.2 Minimum requirements for award of the BS degree:

The following criteria will be followed for award of a BS (major) degree alone:

1. Minimum residence of 5 years and a maximum residence of 7 years from admission to the BS-MS (Dual Degree)
2. Minimum of 144* credits earned from course and laboratory work.
3. Should register and clear all core courses and mandatory professional courses of his/her major discipline.
4. Minimum CPI of 5.0 in the 144 credits mentioned in above 2.
5. No 'F' in all courses registered for.

* minimum of 120 credits at the end of eight semester + 12 credits each during the ninth and tenth semester yielding a total of 144 credits in 5 years.

Policies for special circumstances:

- If a student requires less than 12 credits in any semester (after the completion of 4 years) to achieve the 144 credit requirement for BS (major) degree, he/she may be allowed to register for less than 12 credits in a semester and still be considered a full time student.
- If student achieves the minimum requirements for award of BS degree at the end of an odd semester (after the completion of 5 years), he/she will be awarded the degree in the following convocation.

13.3 BS-MS option for the students identified as academically deficient (as per 13.1):

If an academically deficient student meets the requirements to earn BS degree latest by the end of year 6 from the time of admission to the BS-MS (Dual Degree) [i.e. minimum 144 course credits with $CPI \geq 5.0$.] he/she may be allowed to register for project work to complete BS-MS in the following years (upto a maximum of the start of year 7). The student should complete all course and project work requirements specified for BS-MS (Dual Degree). However, under no circumstances a student can leave with the BS degree before 5 years. This decision will be made on a case-by-case by the DOAA in consultation with DUGC Convener/Head of the Department in which the student will major. Such approvals will be reported to the Senate.

13.4 Exit option with BS degree alone for students who are not academically deficient:

The students who are not academically deficient can adopt this exit option upon the fulfillment of the following criteria:

1. Minimum residence of 5 years and a maximum residence of 7 years from admission to the BS-MS (Dual Degree)
2. Completion of the minimum requirements for the award of BS degree (i.e. minimum 144 course credits with $CPI \geq 5.0$ and no 'F' in all courses registered for, at the end of year 5)
3. Exercising an option not to register for project work at the end of eighth semester

4. If a student requires less than 12 credits in any semester (after the completion of 4 years) to achieve the 144 credit requirement for BS (major) degree, he/she may be allowed to register for less than 12 credits in a semester and still be considered a full time student.

14. LATERAL ADMISSION TO THE Ph.D. PROGRAMME AT THE INSTITUTE

BS-MS (Dual Degree) students can be admitted to the Ph.D. programme in accordance with the following guidelines:

- Students who have completed four years of BS-MS (Dual Degree) programme at IISER Bhopal
 - With an aggregate CPI > 8 at the end of eighth semester, and
 - With a CPI > 8 in their major subject (Biological Science, Chemistry, Earth and Environmental Sciences [students admitted 2014-15 onwards], Mathematics and Physics) at the end of the eighth semester will be eligible to apply for lateral admission to the Ph.D. programme at the end of their BS-MS degree.

For BS-MS students admitted to the programme prior to 2014-15, entry to the Ph.D. programme in Earth and Environmental Sciences (EES) will require an overall CPI > 8 and a minor in EES at the end of VIII semester.

In addition to the above, individual Departments may impose additional requirements (e.g., minimum grade that should be obtained in professional courses of that particular discipline chosen by the concerned student).

- There can be additional Departmental screening in the form of interview(s). The timing of conducting this screening/selection process is left to the discretion of individual Departments.
- The Departments will intimate the list of selected candidates to the Academic Section on or before the end of mid-semester break of the tenth semester of that particular batch.
- For candidates shortlisted thus for lateral admission, the last date for fee submission shall be the same as that for external candidates in that year.
- The candidates admitted to the Ph.D. programme through this mode of entry should complete a minimum of 16 credits through course-work within the first two semesters of the programme.
- The protocol for allotting a guide will be decided by individual Departments.
- Financial support shall commence from the date of registration to the Ph.D. programme and the support shall be at par with that given to Institute fellows. However, if a lateral entry student chooses to commence his research work following the completion of the BS-MS programme, he/she shall be paid arrears for the duration of his stay prior to registration.

Each Department shall send a list of lateral entry students eligible for arrears along with the duration of arrears due to the academic office within two weeks of Ph.D. registration.

- Each Department should preferably limit the intake of Ph.D. students through this mode to around 30%.

Thus, depending on the number of sanctioned Ph.D. positions, each Department should declare the number of positions available for lateral admission that year.

- Each Department will get the specific criterion for admission and the proposed number of students for lateral admission confirmed/ modified by the Senate before the end of each academic year. Such criteria will be conveyed to all students from time to time.

Note: INSPIRE Scholar having secured minimum 65% marks in aggregate or equivalent CGPA at MSc or Integrated MS/ MSc course are eligible to apply for IINSPIRE Fellowship for Ph.D. programme. Thus, all students selected for lateral entry Ph.D. programme of IISER Bhopal must apply for INSPIRE Fellowship for DST. For further details please visit the following link: http://www.inspire-dst.gov.in/Fellowship_guidelines.pdf

15. CODE OF CONDUCT

Each student should conduct himself/herself in such a manner as appropriate to a student of a reputed Institute. Further, he/she should not indulge in such an act that may bring disrepute to the Institute. He/she is expected to show courtesy and respect to teachers, administrators, officers and employees of the Institute. She/she is expected to be courteous to visitors of the Institute, residents of the campus and maintain good neighbourly relations with fellow students.

A student who behaves with lack of courtesy and decorum, indulges in unbecoming activities (both

inside and outside the Institute), causes wilful damage and/or removal of Institute property or belongings of fellow students, disturbs others in their studies, adopts unfair means during examinations, breaches rules and regulations of the Institute, behaves in an unseemly fashion will be considered to be in violation of the code of conduct for students. Strong disciplinary actions will be taken against him/her. (Annexure II)

15.1 Anti-Ragging Policy

Ragging in any form is strictly prohibited and is considered as a serious offence. Involvement of a student in any form of ragging may lead to his/her expulsion from the Institute.

The following is a description of what constitutes ragging as per the Raghavan Committee recommendation to the Supreme Court:

Ragging is as any act which violates the dignity of the individual student or is perceived to violate his/her dignity. Ragging is a cognizable, non-bailable, noncompoundable offence with punishment ranging from one year imprisonment and fine up to 7 years rigorous imprisonment and fine.

Broadly ragging can be categorized in the following way for which various term of punishment are prescribed:

- Verbal: Where senior causes mental harassment, discomfort for the junior by forcing him/her to answer unacceptable/ personal questions, dance, sing etc is said to rag the junior. It also includes within its ambit cyber ragging. Punishment: 1 year imprisonment or fine or both.

- Severe Verbal Ragging: Where the mental harassment, discomfort is to such an act as forces the junior to withdraw from the college. Punishment: 7 year imprisonment with fine.
- Physical: Any act by the senior towards the junior which inflicts bodily injury on the junior, like beating the junior, hitting him/her with objects etc. Punishment: 7 year imprisonment with fine.
- Sexual Ragging: Where the senior asks the junior to do an act which damages sexual dignity of the junior. Punishment: 7 year rigorous imprisonment and fine.

Penalty for Ragging (Institute level):

- Expulsion from the educational institution, if found guilty on inquiry by the Institution against a complaint lodged by any other student.
- Any student convicted with imprisonment shall be dismissed from the educational institution in which he/she has been prosecuting his studies for the time being, and shall not be readmitted to that educational institution.

The Institute Anti-Ragging Committee consists of

- Dean, Students Affairs (Chairperson)
- Chairperson, Council of Wardens (Vice-Chairperson)
- All the wardens (Member)
- President, SAC (Member)
- Superintendent or Assistant Registrar (Academic or Students' Affairs) (Member Secretary)

15.2 Disciplinary Action and Related Matters:

Disciplinary action will be taken against a student who violates the code of conduct. Disciplinary action includes punishment such as: reprimand, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute.

All violations of code of conduct can be referred to the disciplinary committee for suitable action.

The recommendation for any action, including expulsion of a student from the Institute shall be referred to the Senate, after consent of DOAA for its final decision.

A student, however, may appeal to the Chairperson, Senate stating clearly the case and explaining his/her position, and seeking reconsideration of the decision, made by the disciplinary committee.

The Senate may not recommend a student, who is found guilty of some major offence, to the Board of Governors for the award of a degree even if he/she has satisfactorily completed all the academic requirements.

The warden-in-charge of a hostel has the power to reprimand, impose fine or take any other suitable measures against a resident who violates either the code of conduct for students or rules and regulations pertaining to the concerned hostel.

All the major acts of indiscipline, which may have serious repercussion on the general body of students, and/or which may warrant a uniform as well as more

formalized nature of investigation, shall be forwarded to the Standing Committee appointed by the Board of Governors.

The standing committee consists of *ex-officio* and other members including:

- DOAA (Ex-officio Chairperson)
- Warden In-charge of the hostel (Ex-officio Member)
- DOSA (Ex-officio Member)
- Student representative of Senate (Ex-officio Member)
- (UG/PG as the case may be)
- Superintendent or Assistant Registrar, Academic Affairs (Ex-officio Member Secretary)

Besides these members, the Chairperson may invite any other person(s) to be associated with the proceedings of a particular case, if his/her participation is considered necessary in disposing off the matter.

16. IMPORTANT WEB-LINKS

Forms, guidelines and other important information pertaining to Academic Affairs, including senate resolutions, can be accessed online. A list of important web-links is as follows:

Institute Website <http://iiserb.ac.in>
Office of Academic Affairs <http://iiserb.ac.in/oa>
Schedule.....<http://iiserb.ac.in/oa/schedule>
Manuals <http://iiserb.ac.in/oa/manuals>
Forms and Formats<http://iiserb.ac.in/oa/forms>
Course Contents
.....<http://www.iiserb.ac.in/course-contents>

17. PROVISIONS FOR AMENDMENTS

Notwithstanding anything contained in this manual, the Senate of the Indian Institute of Science Education and Research Bhopal reserves the right to modify/amend without notices the curricula, requirements, and rules pertaining to its undergraduate programmes.

ANNEXURES

Annexure – I

OFFICE OF STUDENTS' AFFAIRS: RULES & REGULATIONS

The Office of Student Affairs headed by the Dean-in-Charge/Dean, Student Affairs (COSA) facilitates the management of all aspects related to the student community such as student activities, hostels, mess facility, security, transportation, counselling, and medical facilities. The Office is also concerned with the general well-being of students and the quality of their campus life.

1. IISER Bhopal Hostels

IISER Bhopal is a residential Institute and requires that all the students registered for a degree programme in the institute reside on campus. The students are also provided a mess and other necessary facilities. There are, at present, Four Hostels, one at the ITI (Transit) Campus, one at Minal Residency (for PhD students) and two at Bhauri.

The following rules need to be followed in all IISER Bhopal hostels in addition to the Rules of Conduct listed in the UG Manual. Necessary action will be initiated against those who are found in violation of any of these rules.

2. Hostel Rules and Regulations

- Students are expected to display an acceptable form of behavior, maintain discipline and decorum in the hostels.

- Boys are not allowed in Girls Hostels at any time. Likewise, girls are not allowed in the Boys Hostels at any time.
- Students must return to the hostel by 12:30 a.m. and are not allowed to leave the hostel before 5:00 a.m. These timings may be changed if found necessary for maintaining discipline. Occasionally, if the hostel resident expects to be late beyond the stipulated time, he/she should obtain a late night pass in advance from the warden In-charge and this pass must be produced to the security guard on returning to the hostel before signing the late register. Students who wish to stay outside the hostel during weekends, holidays or any other time, need to get prior approval of the Warden In-charge.
- Students are required to carry their institute ID cards at all times in the compound of the hostels and produce it on demand by the hostel authorities.
- Ragging, hazing, bullying, sexual harassment and sexual abuse of any kind is a very serious offense. Students are warned that involvement in such callous behaviour might lead to total rustication.
- Smoking/use of tobacco products in the hostels is strictly prohibited.
- Students are allowed to practice their own religious beliefs only within their allotted hostel rooms, without causing any inconvenience to other hostel residents. The organization or the practice of unauthorized religious activities in any other place within the hostel premises is strictly prohibited.

- Possession, distribution, and the consumption of alcoholic beverages and illicit drugs in the hostels is strictly prohibited. Also, entering the hostel premises or boarding institute transportation in an intoxicated state is prohibited.
- Students are not allowed to use motor vehicles (motorbike, scooter, car etc.) inside the Institute campus.
- Vandalism (or the wilful destruction or defacement of institute property) is a very serious offence. This includes acts such as pasting of posters, writings, wall chalking, slogans of any kind etc. Strong action will be taken against hostel residents found guilty of committing such an offence. Any damage to the hostel property must be reported immediately to the warden/caretaker. Hostel residents will be charged for all damages except damages caused due to normal wear and tear.
- Playing outdoor games like cricket, soccer etc. inside the hostels is strictly prohibited. However, indoor games like TT, carom, and badminton can be played, but only in the designated areas.
- The hostel authorities reserve the right to make spot checks on the hostel and rooms without having to give prior notice to the students. Students are expected to cooperate with the authorities in this regard. Students must sign FIRs when approached by care takers/guards for violating hostel rules. Though students have the choice of disagreeing with the charges, they do not have a choice with regard to signing the FIR.

- Routine medical tests and psychographic profiling of students will be done by the medical staff and the counsellor. These tests are mandatory and all students must get these done within the stipulated time.
- The hostel authorities reserve the right to move hostel residents to other hostel units if necessary. Students are not allowed to change hostel rooms without prior approval of the warden in charge.
- Each student in the hostel also assumes the responsibility of the proper upkeep of his/her room and the hostel premises. Students should record any complaints/issues regarding hostel maintenance (without any delay) in the hostel complaint register. It is the duty of the hostel management to address these issues as soon as possible. If maintenance issues remain unaddressed even after repeated complaints, students should report it to the warden in-charge or the COSA. In order to facilitate timely maintenance work, service personnel might have to enter rooms whenever necessary under the directive of the warden in charge/caretaker. However, every effort will be made to respect the privacy and dignity of the students.
- Before leaving their rooms, hostel residents are advised to lock all doors for security reasons. Students should take care of their own belongings and the hostel management will not be responsible for any loss/damage of the personal property of students.
- If students find their roommate/neighbours missing for more than 24 hours for no verifiable reason, it is

the both mandatory and the moral responsibility of the student to report it to the warden in charge immediately. This is to enable the hostel authorities to take immediate action if any untoward incident had taken place.

- In the event of an accident or other such emergency situations, the warden must be informed immediately. Action can be taken against students for withholding such important information from the authorities.
- Due consideration must be accorded to other hostel residents as well as residents of the surrounding areas at all times. Noise level must be kept low to allow others the opportunity to study or sleep in comfort. Playing any kind of loud music or making disturbing noises between 11 PM and 7 AM is strictly prohibited.
- All fans, lights and electrical appliances must be switched off when not in use. Students should also conserve water by closing any dripping or open taps/showers when not in use.
- Cooking equipment of any kind including electrical appliances such as air coolers, microwaves, induction cooktops, toasters, coffee/tea makers, rice cookers etc. are prohibited. Also, heat generating appliances like irons, immersion rods etc. are strictly prohibited, as these are serious fire hazards. In general, students are expected to exercise caution while using materials such as candles, incense sticks, dhoop, diya, etc., which are potential fire hazards. Students will be held responsible for any

damage caused to the hostel due to the irresponsible usage of such materials.

- The use of materials held by copyright such as software, movies, music, books, journals etc. is a very serious offence and is punishable under law. All students are strongly advised against any form of copyright infringement inside campus.
- The Hostel Management/Institute is not responsible for the arrangement of any form of transportation for students, (particularly to/from the airport/railway station), unless it is an emergency situation. Students requiring transportation should make arrangements independently.
- The common area above Mess 2 is accessible to all students from 9AM to 7PM. The Gym above Mess 2 is a girls gym and is out of bounds for the boys. The boys' gym is housed in Hostel-1.

3. Student Counselling Services

IISER Bhopal provides psychological and professional counselling services to students as well as consultation to faculty and staff. Our clinical services include evaluation, time limited psychotherapy, referrals and medication management. In addition to individual appointments, we offer outreach programs on topics such as stress reduction, time management, study skills and cultural adjustment. For more information on student counselling services, please visit: <http://students.iiserb.ac.in/affairs/counselling/>

Please note that it is mandatory for all new students to submit the psychographic Student Information Blank provided during registration to the counsellor.

4. IISER Bhopal Student Mess

Each IISER Bhopal hostel has an associated mess facility which is controlled by a student body called as the Student Cooperative Mess Management (SCMM) Committee. This committee has student representatives from all the batches of students staying in the hostel and a Mess Faculty Advisor (MFA) to supervise the decisions of the committee.

The mess committees for various hostels are elected democratically by the hostel residents at the beginning of each academic year. Other information regarding mess committees is available at: <http://students.iiserb.ac.in/affairs/mess/>

Code of conduct for IISER Bhopal mess

- This code of conduct pertains to the responsible usage of the mess facilities inside the institute's premises by all its individuals. Appropriate action will be initiated against all individuals upon violation of any component of this code.
- Since the mess facility is a part of the student hostel, all users should strictly adhere to the hostel rules and regulations.
- All students residing in hostels must register as regular boarders to the associated mess facility.
- The mess facilities are made available only to the registered boarders and valid guests, who comprise institute community members with valid ID cards, and guests accompanying them (up to 3 per member). In case of larger parties (up to 10 guests), a booking request may be made with the SCMM

Committee a day in advance, but the committee reserves the right to turn down the request if not viable.

- There is an upper limit on the number of valid guest users who can dine in the mess facility during any meal decided by the SCMM Committee. The mess staff reserve the right to turn down additional users in accordance with this limit.
- Coupons for valid guest users will be available for purchase (at rates prescribed by the SCMM Committee) at the entrance to the mess facility only during the meal. Coupons will not be available for purchase in advance.
- The timings of the mess facility should be respected.
- Sharing of food inside the mess facility is strictly prohibited.
- Inordinate wastage of food items at the mess facility is a punishable offense.
- Taking utensils outside the mess facility is not permitted.
- An orderly queue has to be formed while waiting for food to be served or for the water filter, and also while putting away used utensils.
- Keeping used glasses on top of either the water filters, water-coolers, or any other place other than the disposal tub, is strictly prohibited.
- The food provided by the facility is only for consumption within the premises of the mess. The usage of lunchboxes/tiffin boxes to take food from the mess is strictly restricted to registered boarders who are sick.

- Negotiations, confrontations, or arguments with the mess staff should be avoided in all situations. Any issues regarding the mess must be brought to the attention of the SCMM Committee.
- A feedback register is available at the mess hall. Students are requested to record their complaints on the register.
- With the exception of mess committee members, the mess faculty advisor, and the wardens, no other mess users are allowed to enter the mess kitchen.
- Mess users are prohibited from keeping their bags, handbags, satchels, or any other personal belongings on the mess tables.
- Entering the mess with lab-coats or other protective lab gear is strictly prohibited.

5. Policy Against Sexual Harassment

The Supreme Court guidelines define sexual harassment to include:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Display of pornography
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

Sexual Harassment takes place if a person:

- subjects another person to an unwelcome act of physical intimacy, like grabbing, brushing, touching, pinching etc.

- makes an unwelcome demand or request (whether directly or by implication) for sexual favours from another person, and further makes it a condition for employment/payment of wages/increment/promotion etc.
- makes an unwelcome remark with sexual connotations, like sexually explicit compliments/cracking loud jokes with sexual connotations/ making sexist remarks etc.
- shows a person any sexually explicit visual material, in the form of pictures/cartoons/pin-ups/calendars/screen savers on computers/any offensive written material/pornographic e-mails, etc.
- engages in any other unwelcome conduct of a sexual nature, which could be verbal, or even non-verbal, like staring to make the other person uncomfortable, making offensive gestures, kissing sounds, etc.

Often such behaviour goes unpunished because of hesitation on the part of victim to report such behaviour out of a sense of shame or fear or both. It is important to protest against any behaviour that they feel is unwanted and unacceptable. The Complaint Cell at IISER Bhopal has been set up with the aim of providing a platform to complain about any unwelcome behaviour.

The present members of the Complaint Cell are:

- Director's nominee (Convener)
- Dean, Academic Affairs (Member)
- Dean, Students' Affairs (Member)
- Dean, Faculty Affairs (Member)

If you are being harassed, this is what you can do:

- Don't feel a sense of shame. Tell the harasser very clearly that you find his behaviour offensive.
- Don't ignore the harassment in the hope that it will stop on its own. Come forward and complain.
- Talk to somebody you trust about the harassment. It will not only give you strength but also help others in similar situations to come forward and complain.
- Keep a record of all incidents of sexual harassment in a notebook. If you feel the need to register a formal complaint later, this record will be helpful.
- The Role of the Complaint Cell
- To act as Inquiry Authority on a complaint of sexual harassment.
- To ensure that victims and witnesses are not victimized or discriminated because of their complaint.
- To take proactive measures towards sensitization of the staff, students and faculty members of the Institute on gender issues.

**RULES GOVERNING CONDUCT AND MAINTENANCE
OF DISCIPLINE FOR STUDENTS/RESEARCH
SCHOLARS**

1. Definition

For the purpose of these rules, unless there is anything repugnant in the subject or context

- 1.1 ‘**Authority**’ means the Director, the Dean, Heads of Department, Teachers and Officers and all other similar authorities of the Institute.
- 1.2 ‘**Director**’ means the Director of the Institute.
- 1.3 ‘**Officer**’ includes Registrar, Deputy Registrar, Assistant Registrar, Security Officer, Warden and such others as may be notified to be Officers.
- 1.4 ‘**Registrar**’ means Registrar of the Institute.
- 1.5 ‘**Institute**’ means the Indian Institute of Science Education and Research Bhopal.
- 1.6 ‘**Student**’ means a student undergoing a course of study and/or research at the Institute and includes a candidate for any examination of the Institute.
- 1.7 ‘**Teacher**’ means a Professor, Associate Professor, Assistant Professor or similar authorities of the Institute.

2. Conduct

- 2.1 Every student shall at all times maintain absolute integrity and devotion to studies and research and conduct himself in a manner conducive to the best interest of the Institute. He/sheshall not commit

any act which is unbecoming of him/her or is prejudicial to the interest of the Institute.

- 2.2 He/She shall confirm to and abide by the provisions of the rules made by the Institute from time to time
- 2.3 He/She shall comply with and abide by all lawful orders which may be issued to him/her from time to time during the course of his/her studies and research by the Institute or by any person or persons to whom he/she may be reporting in his/her Department.

3. Recognition of Exemplary Conduct

- 3.1 A teacher or officer of the Institute may at any time make a confidential report to the Director about an act of exemplary good conduct by a student which in his/her opinion deserves recognition.
- 3.2 Other recommendation for recognition of exemplary good conduct shall be considered by the Director or any other authority constituted for this purpose. If it is satisfied that the conduct deserves a recognition, the student may be awarded certificate of exemplary conduct with or without monetary reward.
- 3.3 The report recommending recognition shall precisely state the facts of the case and the reasons for the recommendation.
- 3.4 The certificate shall precisely describe the conduct for which it is issued.

- 3.5 Save in exceptional cases, for stated reasons, the Director/Authority shall grant a certificate of exemplary conduct only if the performance and conduct of the student is otherwise satisfactory.
- 3.6 Any certificate granted aforesaid may be withdrawn for sufficient cause but only after giving recipient an opportunity to be heard.

4. Acts of Indiscipline

An act of indiscipline includes:

- 4.1 An act punishable under any law for the time being enforced;
- 4.2 Willful insubordination or disobedience (whether or not in combination with others) of any lawful and reasonable instructions of his faculty willful negligence, commission of any act, subversive or discipline or good behaviour.
- 4.3 Misconduct (including ragging) or an act which violates any rule of discipline or any other provision of the rules and regulations of the Institute.
- 4.4 Fraud/theft/bribery/dishonesty or acting under outside influence in connection with research and studies or damaging the property of the Institute or the property entrusted to the Institute or to another student.
- 4.5 Unauthorized custody and/or use of the Institute's equipment, tools, hostel or any other property of the Institute.

- 4.6 An act in breach of agreement or undertaking or direction or failure or refusal to obey instruction or direction of any authority.
- 4.7 Resorting to organized absence of classes, tests or examinations and/or other compulsory activities of the Institute.
- 4.8 Absence without leave or any overstaying of the sanctioned leave for more than seven consecutive days without sufficient grounds or satisfactory explanation.
- 4.9 Falsification of Institute record, impersonation or forgery.
- 4.10 Furnishing at the time of admission or thereafter wrong or incomplete information or suppressing any information including dismissal, removal or rustication by previous Institution/University or any punishment by any court of Law.
- 4.11 Conviction by Court of Law for any criminal offence involving moral turpitude or conviction by Court of Law for a serious criminal offence.
- 4.12 Willful slowing down in performance of research and studies or abetment or instigation thereof.
- 4.13 Smoking or consumption of intoxicating drinks within the premises of the Institute or at a public place.
- 4.14 Making representations of persons or bodies outside the Institute whether official or otherwise on matters connected with the affairs of Institute

or personal grievances against the management of the Institute.

- 4.15 Making direct representation or sending grievance petitions to the members of the Board of Governors except through proper channel.
- 4.16 Non-payment of Institute and other dues including Mess & Cafeteria charges.
- 4.17 An act which interferes with personal liberty of others or subjects others to indignity or involves physical violence or use of abusive language.
- 4.18 Collection of funds for any student programme, project, or activity without the permission of the appropriate authority.
- 4.19 Organizing a procession or meeting without the permission of the appropriate authority or participation therein.
- 4.20 Use of agitational means including strikes, picketing, Gheraos, fast, arousal of the sentiments of the students' body and the public or use of any outside agency for redressal of grievances.
- 4.21 Destruction or defacing of Institute property and breaking into any Institute building or premises.
- 4.22 An act which disrupts the running of the Institute or environment conducive to pursuit of knowledge of harmonious relationship between different people living in the Institute Campus.
- 4.23 An act which brings the Institute (and its teachers, officers or authorities) into disrepute.

- 4.24 Refusal to give evidence or establish or reveal identity when required.
- 4.25 Proxy registering of attendance or abetting the act or registering the attendance of another student.
- 4.26 Spread or break or encouragement of casteism, regionalism, communalism or untouchability.
- 4.27 Refusal to accept and acknowledge, charge-sheet, orders, or any other communication addressed to students.
- 4.28 Habitual late arrival or early departure or irregular attendance.
- 4.29 Indulging in an act of sexual harassment within or outside the Institute.
- 4.30 Such other acts as may be notified by the authorities from time to time.

5. Disciplinary Action

Disciplinary action may comprise one or more of the following categories:

5.1 Category – 1

- 5.1.1 An order rustivating a student for stated period under intimation to other universities/institutions in India.
- 5.1.2 An order expelling a student from the Institute whether for all time to come or for a stated period under intimation to other universities/institutions in India.
- 5.1.3 An order suspending a student for a period exceeding 15 days either from all activities of the

Institute, Departments or hostels or only from specified activities.

5.1.4 An order directing a student to pay a fine exceeding Rs.5000/- (Rupees Five thousand only)

Explanation

- ‘Rustication’ means debarring the student from studying in any University or College or educational institution.
- ‘Expulsion’ means debarring a student from studying in the Institute.

5.2 Category – II

5.2.1 An order suspending a student for a period not exceeding 15 days either from all activities of the Institute, Department or hostel or from specified activities.

5.2.2 An order directing a student to pay a fine of/ or exceeding Rs.5000/- (Rupees five thousand only)

5.2.3 An order directing entry of adverse remarks in the character roll of the student.

5.3 Category - III

5.3.1 An order directing a student to vacate the premises and prohibiting him/her from re-entering the same for period not exceeding three days.

5.3.2 An order directing a student to cease and desist from indulging in any act of indiscipline.

5.3.3 An order warning a student.

6. Disciplinary Authority

The Director is empowered to take any disciplinary action against any student in respect of any act of indiscipline, whether committed within the campus or elsewhere.

APPOINTMENT, FUNCTIONS AND DUTIES OF WARDEN

Appointment

The Warden shall be appointed by the Director from amongst Professor/Associate Professor who expresses in writing an interest in taking on the assignment. If a Head of the Department is appointed as Warden, he/she shall relinquish charge as Head of the Department for the term of warden ship. This assignment shall be in addition to the normal academic duties. He/she shall report to the Director on all the matters or any other matter considered by him/her as serious and important. He/she shall also carry out any other duties assigned to him/her by the Director relevant to his/her assignment. His/her term of appointment shall be for a period of 3 years renewable thereafter.

Functions and Duties

The Warden shall be responsible for the total Hostel management and shall exercise control over all matters relating to it, inter alia.

- Looking after the maintenance and upkeep of hostel, furniture and fixture therein.
- Allotment of rooms, discipline in the hostels, welfare, health and security of inmates therein.

- Maintain room wise list of hostel residents.
- To advice and help hostel residents on various activities (games, cultural etc.)
- Pay particular attention to smooth settling down of freshers and to see that ragging is not carried out.
- Vacation of rooms as per requirement and take custody of such vacant rooms/hostels.
- To liaise with parents/guardians of students.
- To look after sick residents in consultation with the Institute's medical consultant and arrange to their hospitalization, where necessary. Cases of sick students also to be reported to the Registrar and Director.
- To report cases of theft of residents' belongings or hostel property to Security Officer and Registrar/Director.
- Other matters relevant for smooth and safe management of hostels as per direction issued from time to time by the Director.

Office of Academic Affairs

Permanent Campus:
Indore By-pass Road
Bhauri, Bhopal - 462 066
Madhya Pradesh (INDIA)

Transit Campus:
ITI (Gas Rahat Building)
Govindpura, Bhopal - 462 023
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