

Ph.D. Programme Manual



Guidelines and Regulations
2015

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

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1. GENERAL INTRODUCTION

The Indian Institute(s) of Science Education and Research (IISERs) 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 science. 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 Ph.D. 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 Ph.D. programme is currently offered in the following Departments:

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

Provision exists in the Institute to start new Departments, and those Departments 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 considering and recommending the results of examinations and award of degrees, for approval, to the Board of Governors (BoG) of the Institute. 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 Postgraduate Committee (DPGC)

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 DPGC 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 DPGC 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 DPGC

- 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 DPGC and such matters as may be brought in appeal before it. In discharging his/her responsibilities, the DOAA shall make full use of the appraisals and the recommendations of the DPGCs.

3. ADMISSIONS AND FELLOWSHIP

Admission to the Ph.D. programme in various Departments is managed by the Office of Academic Affairs. Currently, students are admitted to the Ph.D. programme, twice a year in August and in January. Admission to the Ph.D. programme is advertised by the Office of Academic Affairs, in consultation with the Departments, between March and April for August session, and in September for January session.

Institute Assistantship and Fellowship

Once admitted to the Ph.D. programme, all students are eligible for financial assistance in the form of teaching/research fellowship/ assistantships (either

from external funding agencies [fellowship] or from Institute [assistantship]). The amount and duration of the assistantship/fellowship will be in accordance with the Ministry of Human Resource Development (MHRD) guidelines, in vogue. Enhancement of assistantship (for example: Junior Research Fellowship, JRF to Senior Research Fellowship, SRF) will be in accordance with MHRD guidelines.

For current emoluments admissible to Ph.D. students, please visit the following link http://www.iiserb.ac.in/phd_emoluments.

Some financial assistantship in the form of research assistantships may also be available from sponsored research projects.

Scholarship/Fellowship from external funding agencies, such as, the Council of Scientific and Industrial Research (CSIR), Department of Atomic Energy (DAE), University Grant Commission (UGC) and Indian Council of Medical Research (ICMR) are available to the student upon qualifying the eligibility criteria of these agencies.

All Ph.D. students (receiving Institute assistantship or External fellowship) are expected to devote up to eight hours per week towards job(s) assigned to them by respective Department.

If a student receiving Institute assistantship qualifies to receive external funding at any time during the programme, the total duration of his fellowship will be as decided by the funding agency. For example, if a student has received Institute assistantship for one year

and qualifies for external funding thereafter and if the funding agency grants five years of funding, he can receive fellowship even for a total of six years.

3.1 Eligibility

Students admitted to the Ph.D. programme must have M.Sc./M.Tech. Degree with a minimum of 60% marks or Cumulative Grade Point Average/Cumulative Performance Index (CGPA/CPI) 7.0 in a 10 point scale. Under special circumstances, exceptionally bright students with B.Tech/B.E/B.S. (4 year) degree are also considered for admission.

Students should have also qualified a national level entrance test such as: GATE/NET/DBT/JEST/ICMAR (or any other national level examination that IISER Bhopal Senate decides to recognize from time to time) and will be selected through an interview process. However, this requirement is exempted for IISER Bhopal BS-MS lateral entry students.

The number of seats available for admission to each Department is decided by the Senate from time-to-time.

Lateral Entry 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 the seventh semester, and
- With a CPI > 8 in their major subject (Physics, Chemistry, Earth and Environmental Sciences [students admitted 2014-15 onwards], Mathematics and Biological Science) at the end of the seventh 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 the seventh 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 Department chosen by the concerned student).

- There can be additional Departmental screening in the form of interview(s). The time 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 Office of Academic Affairs 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 M.Sc. or Integrated MS/ M.Sc. 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

3.2 Admission Procedure

Prospective students must apply for admission using the prescribed format which would be made available on the Institute's website following advertisements along with the required documents, to the DOAA.

Applicants will be selected for admission to the Ph.D. programme by the concerned Departmental Selection Committee, comprising of faculty members of the Department, duly constituted by the Head of the Department. The Chairperson, Senate on the recommendation of the DOAA, will approve the admission.

Selection of applicants for admission to the Ph.D. programme will be based on a written test and/or oral interview of the short-listed candidates. SC/ST candidates will be interviewed first and will not be compared with general category candidates.

Selected candidates, who have fulfilled all the requirements for admission, but cannot produce a proof of having passed and securing the minimum specified qualifying marks, or proof of clearing the qualifying examination, may be considered for provisional

admission. However, such students will have to produce the required documents by the last date for document submission in the academic calendar (generally 8 weeks from the date of registration), failing which their provisional admission will be cancelled. 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 ask him/her to leave the Institute at any stage of his/her career on grounds of unsatisfactory academic performance, irregular attendance in classes, or indiscipline.

On approval by the Chairperson, Senate, the Office of Academic Affairs will issue admission letters to the selected students. The selected students will be required to accept the offer of admission by depositing the prescribed fee before the specified date.

In case a student does not accept the offer by paying the prescribed fee by the specified date, his/her admission stands cancelled and admission offer may be made to students in the waitlist, if any, in order of merit.

The offer of admission may also stand withdrawn if a student who has accepted the offer fails to register by the date of late registration.

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:

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

The reservation of seats for SC and ST categories are 15% and 7.5%, 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.

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

For candidates belonging to OBC (Non creamy layer) category, 27% seats are reserved. 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) certificate issued not earlier than a year by a competent authority in the prescribed format at the time of counseling and admission.

3. Physically Disabled (PD) Candidates

For candidates belonging to Physically Disabled (PD) category, 3% of seats in every category are reserved (horizontal reservation). For any category of disability (viz. locomotors, visual, cerebral palsy, speech, and/or hearing), 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 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, reserve 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. The Senate can cancel the admission of any student who fails to submit the required documents by the specified date or fails to meet other 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

Each academic session consists of two semesters each of about 17 week duration.

- 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 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 DOAA. 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), can 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

Ph.D. programme consists of courses and research work. The course structure, credits and contents are detailed in the ‘Course Contents’ is available online via <http://www.iiserb.ac.in/course-contents> Printed copies are available on request, and can be collected from the Office of Academic Affairs.

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 Semester, centrally, under the supervision of IAAC, Heads of all Departments, and thesis supervisors. 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 the relevant course Instructors/Supervisors/DPGCs/HoDs/DOAA prior to registration, for academic advising.

The student is entirely responsible for registration in appropriate courses.

6.1 Academic Load

A semester load is defined as equivalent to 16 credits. It could be either course work, or research work or a combination of course work and research work. One research workload carries 4 credits. Most courses carry 4 credits, while a few courses may carry less or more credits. Thus, a student who has registered for a full semester load solely by course work is expected to attend 4 such four-credit courses. A student registered for a full semester load solely by research work is expected to register for 4 units of research work. Under exceptional circumstances, the Senate may permit a student to register for a maximum of 20 credits or minimum of 12 credits.

After fulfillment of a total minimum credit requirement of 80 credits, a Ph.D. student may be allowed to register for a minimum of 4 credits per semester until the completion of the program (subject to a maximum of 8 years from the date of admission into Ph.D.) to be considered as a full time student.

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 will be done 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:

1. Completing the registration form mentioning all courses to be credited in a semester.
2. Identifying repeat/substitute courses during registration (Also see, Section 6.6)
3. Payment of fees ('Fee Structure' available online via <http://www.iiserb.ac.in/fee-structure>) and clearance of dues, if any
4. 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, 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 16 credits.
- The request to drop the course(s) must be approved by the Instructors-in-charge and the Convener, DPGC of his/her Department.

6.6 Repeat and Substitute

A student can substitute/repeat a course in which he/she has earned a 'D' or 'F' grade. Such a course is called a substitute/repeat course, as the case may be. Repeat/substitute course(s) must be clearly marked in the registration form as 'R'/'S'. For repeat/substitute courses, the grade report will show the new letter grade as well as the old 'D' or 'F' grade. However, for

computation of CPI the new letter grade will replace the 'D' or 'F' grade.

The student will be permitted to repeat and/or substitute a maximum of 2 courses during the entire duration of the programme, in order to pass course(s) and/or improve the grades, as the case may be.

6.7 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 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 in all the courses in which he/she is registered, his/her programme 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 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 Ph.D. 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. (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 the credit allotted for that course. Only Senate 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 DPGC. 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, if any.

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

1. **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.
2. **Scheduling of Examinations:** Mid-semester and end-semester examination time tables 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.

All examinations must be conducted only during the approved examination week.

- 3. 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 prorate his/her performance.

- 4. 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.

5. 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 the decision of the Instructor/Invigilator, the case will be referred to the disciplinary action committee.

6. 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 is 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

1. 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	
Professional Courses	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.

2. 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.
3. All answer sheets should be retained by the Instructor for a minimum of two semesters before destroying.

8.4 Grading

- 1. 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:

Class strength (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

The research grades for Ph.D. students must also be submitted to Office of Academic Affairs by the last date prescribed for grade submission. If no grades are submitted, the grades will be taken as all satisfactory.

- 2. 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 stand for incomplete. Besides these grades, there are two other grades ‘S’ and ‘X’. ‘S’ stands for satisfactory and ‘X’ for unsatisfactory.

3. **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’.
4. **(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.

5. **Ph.D. thesis work grades:** A student earns four credits for each Ph.D. thesis unit he/she has registered. Thesis supervisor will monitor the progress towards thesis credits during every semester and assign the student a letter grade of ‘S’ or ‘X’. For e.g. a student registered for 16 research credits in a semester may be awarded any one of the following grade combinations: SSSS, SSSX, SSXX, SXXX or XXXX. If a student is on leave for part of a semester or submits his/her thesis in the middle of the semester, the DOAA may reduce his/her research credits, upon the recommendation of DPGC of the concerned Department.
6. **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/or thesis supervisor (for Ph.D. thesis credits) 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.
7. **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. SPI is calculated 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.

- 8. 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. CPI is calculated as:

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

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 all the completed semesters. Whenever a student is permitted to repeat/substitute a course, then the new letter grade replaces the old letter grade in the computation of CPI. However, the old grade and the replaced grade, both 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 2 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 a course that is not mandatory must repeat the course or substitute it with another course as suggested by the Convener, DPGC.

- 9. Grade Report:** 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.
- 10. 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.

9. MANDATORY REQUIREMENTS

9.1 Minimum Residence and Maximum Duration

Minimum residency requirement for submission of thesis is 3 years (out of which 1.5 years is for research work). The registration of a student will automatically be cancelled if he/she does not submit the thesis within 8 years of joining the program. Under exceptional circumstances, the period of residency can be extended beyond 8 years with the approval of Chairperson, Senate on the recommendation of Convener, DPGC and DOAA.

9.2 Academic Requirements

The Ph.D. programme comprises of course work and research work. The aim of the course work is to strengthen the fundamental understanding in the subject and to prepare them for conducting research work.

Ph.D. students will have to register for course work comprising a minimum of 24 credits. Every Department should permit the student to register for courses outside the Department, if recommended by the thesis supervisor, for a minimum of 8 of the 24 credits. For students who have completed their masters from reputed institutes such as IISERs, IITs etc., the Convener DPGC of the concerned Department can recommend an exemption of maximum 8 credits from this requirement, based on advanced (500/600 level) courses taken during BS-MS (Dual Degree)/master's programme. Such exemptions will be granted only if a student has registered for courses over and above the minimum requirements for the award of BS-MS (Dual Degree)/Master's. Such an exemption will be done only upon the approval of Chairperson, Senate.

Ph.D. students will also have to register for a minimum of 40 research credits. Ph.D. students should register for a total minimum of 96 credits (coursework and research work).

Besides the above-mentioned minimum requirements, a Department may prescribe some additional credits of courses/thesis work approved by the Senate.

Some courses can be reading courses under the guidance of faculty members at IISER Bhopal. Such courses have to be approved by the Senate.

The Senate may also allow Ph.D. students to credit courses in other academic Institutions.

Students conducting a part of their research work at other academic institutions may seek residence and research credits for the time spent outside. However, such work must be carried out under the guidance of IISER Bhopal faculty and his/her thesis supervisor will evaluate the progress of this work. Prior to undertaking work outside IISER Bhopal, the student must obtain consent from the DOAA after due approval from DPGC.

A student must attain a minimum CPI of 7.0 in course work for continuation in the Ph.D. programme. However, in the first semester in which he/she registers, SPI (CPI) may be relaxed to 6.0.

9.3 Provisions for Relaxation

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.

9.4 Assignment of Thesis Supervisor

A Ph.D. research supervisor will be assigned to every student at an appropriate time in the programme, as decided by individual Departments. The following

guidelines will be followed in assigning research supervisor(s):

1. A student shall not normally have more than two supervisors at any given time.
2. Thesis supervisor of a student will normally be appointed from amongst the faculty members at IISER Bhopal in accordance with the guidelines of each Department. In general, supervisor(s) can be chosen anytime before completing the course work. Criteria used for assigning thesis supervisor(s) include students' preference for a research area, his/her performance in the interview, and performance in course work at IISER Bhopal.
3. Under special circumstances the Senate may allow a scientist/faculty member from another academic Institution to be a co-supervisor.
4. The assignment or change of supervisor(s) of a student must be intimated to the Office of Academic Affairs. Addition or change of supervisor is not allowed once the thesis is submitted. In case a supervisor of a Ph.D. student is changed / added, the student cannot submit his/her thesis until after six months of the change.
5. If the thesis supervisor is a faculty member on probation (at assistant professor or new joiner at associate professor and professor level), the DPGC will appoint a co-supervisor, who is a confirmed faculty member. Once the services of the primary supervisor are confirmed by the Institute, the co-supervisor will be relieved.

9.5 Assignment of Alternate Thesis Supervisor

For Ph.D. students who are assigned to only one supervisor the criteria for assigning alternate supervisors under specific circumstances are as follows:

1. If the supervisor of the Ph.D. student is away on long leave, the DPGC will appoint a new supervisor or a co-supervisor, in consultation with the supervisor of the Ph.D. student. In case, the supervisor of a Ph.D. student goes on short leave, the DPGC will appoint an administrative supervisor to fulfil various formalities.
2. In the event that a thesis supervisor proposes to go on leave when a Ph.D. student has completed all research work and is only writing his/her thesis, the DPGC may appoint an administrative supervisor. This supervisor will take care of all formalities like submission of thesis, suggesting a list of examiners and conducting the oral examinations.
3. If the thesis supervisor of a Ph.D. student retires, resigns, or otherwise ceases to be a faculty member of the Institute, the DPGC will appoint a new supervisor or co-supervisor.

9.6 Comprehensive Examination

1. All students must pass a comprehensive examination designed to test the overall comprehension of the student in the various subjects. A student can appear in the comprehensive examination only after he/she has

completed the course requirements and satisfied the minimum specified CPI requirement.

2. Students admitted to the Ph.D. programme should complete their course requirements along with the comprehensive examination within a period of four registered semesters from the date of admission to the programme. *The above deadline is exclusive of the period of sanctioned semester leave, if any.*
3. The comprehensive examination will be either oral or written, or a combination of both as detailed in the guidelines of individual Departments, duly approved by the Senate.
4. The Comprehensive Examination Board will consist of at least three but not more than five faculty members of the student's Department and one faculty member from outside the Department. Constitution of the board will be proposed by the thesis supervisor (DPGC, if supervisor is not yet assigned) and will be forwarded by the DPGC for the approval of the DOAA. The thesis supervisor of the student, if already assigned, will be the convener of the board else convener, DPGC will be the convener of the board.
5. Although no grades are assigned for the comprehensive examination, students are required to pass the same. A student will be considered to have passed the comprehensive examination if all except at the most one member of the board are satisfied with student's performance in the examination. The report of the comprehensive

examination must be sent to the DOAA within 8 weeks of the date of approval of the board.

6. When a student has not passed the comprehensive examination in his/her first attempt, a second comprehensive examination will be conducted by the same board that was constituted earlier unless otherwise approved by the Chairperson, Senate on the recommendation of the DPGC and the DOAA. A student will not be allowed to appear in the comprehensive examination more than twice. A student not qualifying the comprehensive exam in two attempts or within four registered semesters will be terminated from the programme.

9.7 Candidacy for the Ph.D. Degree

A student enrolled in the Ph.D. programme is formally admitted to the candidacy for the Ph.D. degree after he/she has completed the course requirements for the degree with at least the minimum required CPI, and has passed the comprehensive examination. Only such students who are admitted to the candidacy will be allowed to submit Ph.D. thesis.

9.8 State-of-the-art Seminar

Every student who has been admitted to the candidacy for Ph.D. degree will have to present a seminar covering recent developments or an advanced topic in his/her area of research within six months of qualifying the comprehensive examination. A satisfactory completion report has to be submitted to the DOAA through the thesis supervisor and Convener DPGC.

9.9 Open Seminar

Prior to submitting his/her Ph.D. thesis, a student must present a seminar on his/her thesis work to an audience consisting of faculty members and students of the Institute. A notice of the open seminar must be displayed 7 days in advance. A copy of the notice should be submitted to the Office of Academic Affairs. General Public is also permitted to attend the Open Seminar. The student may incorporate comments/criticism obtained from the audience in his/her thesis.

The thesis can be submitted only after satisfactorily presenting the Open Seminar. A satisfactory completion report has to be submitted to the DOAA through the thesis supervisor and Convener DPGC.

The maximum time duration for the submission of the thesis after the delivery of the open seminar will be six months. In exceptional circumstances, the students may seek an extension of up to three months with proper justification. However, if the thesis is not submitted within the desired period including the extension, the open seminar already delivered will stand cancelled and the student will be required to give a fresh open seminar before he/she submits his/her thesis.

9.10 Ph.D. Thesis Evaluation Board

The thesis will be evaluated by a board. The board, approved by the Chairperson, Senate, shall consist of two members in addition to the thesis supervisor(s). Members of the board should be very well recognized

in the field and should be from other Institutes/ Universities/Research Organizations.

The procedure for constitution of the 'Thesis Evaluation Board' is as follows:

1. The list of thesis examiners should be proposed at most 4 weeks before the submission of the Ph.D. thesis.
2. The research supervisor of the student should propose a list of 10 examiners (including himself/herself, with contact details including email, fax, telephone number and postal address) to the Office of Academic Affairs. A hardcopy and softcopy of the synopsis should also be submitted along with the list of examiners.
3. The Chairperson, Senate, in consultation with the Chairperson, IAAC and DOAA will select the names of the thesis examiners from the list provided by the supervisor to constitute the thesis evaluation board. The Chairperson, Senate may add examiners and/or ask for an additional list of examiners, if required. In case the Chairperson, Senate is the thesis supervisor, then the thesis evaluation board will be constituted by the Chairperson, IAAC and DOAA. In case the DOAA is the thesis supervisor, then the Chairperson, Senate will constitute the thesis evaluation board, in consultation with the Convener, DPGC.
4. Chairperson, IAAC and DOAA will send a copy of the synopsis to each member of the thesis evaluation board for obtaining their consent to act as thesis examiners. If no consent is obtained within four weeks, the Chairperson, IAAC and

DOAA will communicate with other examiners in the list (as approved by the Chairperson, Senate), and this exercise will continue until adequate number of examiners have consented. In rare circumstances, the Chairperson, IAAC and DOAA may request another list of suggested examiners from the thesis supervisor, in case the original list is exhausted, and adequate number of examiners is not found.

5. After consent is obtained from the examiners, a copy of the thesis (soft bound hardcopy/softcopy depending upon the preference of the examiner) is sent to each examiner. Such a copy of the thesis, must be submitted to the Office of Academic Affairs within 4 weeks of the submission of the list of examiners. The preference of the thesis examiner for a soft-bound copy/soft copy of the thesis will be communicated to the supervisor as soon as it is known.
6. In case the Chairperson, IAAC and DOAA is the supervisor of the Ph.D. student, the above exercise is carried out by Dean, Faculty Affairs.
7. In all cases, the names of the thesis examiners will be kept confidential till the oral examination. Upon the completion of the evaluation of the Ph.D. thesis, the Office of Academic Affairs will communicate the names of the faculty members of the Institute (if any), as well as, the names of the thesis examiners from outside the Institute who will be a part of the oral board, approved by the Chairperson, Senate, to the thesis supervisor.

9.11 Ph.D. Thesis Evaluation

1. Upon receiving all reports from the thesis evaluation board, the DOAA will place the thesis in one of the following categories in accordance with the nature of recommendations:
 - i. **Category 1:** The examiner has not pointed out any errors and has no corrections/suggestions. The examiner has recommended that the thesis be accepted as is.
 - ii. **Category 2:** The examiner has pointed out only grammatical errors like punctuation, spelling mistakes or language problems. The student can choose to incorporate the changes or not at the discretion of thesis supervisor(s).
 - iii. **Category 3:** The examiner points out minor technical mistakes/raises queries/suggests some modifications but does not subject the acceptance of the thesis to the answering of queries/incorporation of suggestions. The student must respond to the queries raised by the examiner and submit the revised thesis to the Office of Academic Affairs through his/her thesis supervisor. Suggested changes must be incorporated in the thesis to the satisfaction of the oral board (Also see, Section 9.12).
 - iv. **Category 4:** The thesis examiners reject the thesis in its present form and suggest major technical errors, clearly mentioning that the thesis cannot be accepted unless he/she is satisfied with the changes made by the student. In this case, the thesis supervisor(s) will

communicate the changes carried out in the thesis, if any, in response to the queries raised by the examiner(s) with a covering note and send it to the examiner through the DOAA with a request to respond within six weeks. If no response is received within the stipulated period, a reminder will be sent and the wait period will be extended by another six weeks. If no response is received even after twelve weeks further action will be initiated.

- v. **Category 5:** The thesis examiners find the thesis unsuitable and reject it. The thesis examiners explicitly mention that this thesis cannot be considered even with major revisions/resubmissions. If one of the examiners rejects the thesis, the matter will be referred to Chairperson, Senate for deciding further course of action. If two or more examiners reject the thesis, the thesis will be rejected. Students receiving such a recommendation will be terminated from their academic programme.
2. Copies of the report along with the category of the thesis (without the identity of the examiner) will be communicated to the thesis supervisor(s).
 3. On completion of the process detailed above, the Chairperson, IAAC and DOAA will intimate the concurrence of the Chairperson, Senate, if given, to the supervisor, to initiate the constitution of the oral board. This concurrence of Chairperson, Senate will be given if all the examiners recommend acceptance of the thesis.

4. In case the Chairperson, IAAC and DOAA is the supervisor of the student concerned, the above processing will be done by Dean, Faculty Affairs.

If plagiarism is detected at any stage during the Ph.D. programme or even after award of the degree, disciplinary action including termination from the programme or withdrawal of the degree, as appropriate, will be initiated by the Institute.

9.12 Submission of Evaluated Thesis

Hard bound copies of the Ph.D. thesis can be submitted only after the corrections, if any required by the thesis evaluation board have been incorporated. The thesis supervisor should certify the incorporation of all comments. Copies of the Ph.D. thesis (prepared according to the duly approved format), one for each examiner of the oral board and additional copies as required by Department should be prepared. One copy of the duly signed hard copy of the thesis should be deposited to the Office of the Academic Affairs.

9.13 Ph.D. Oral Board

1. The 'Oral Board' shall consist of four members in addition to the thesis supervisor(s). Of the four, three shall be from among the faculty members of the Institute (including those, if any, on the thesis evaluation board) and one shall be from among the members of the thesis evaluation board from outside the Institute. Of the three members from IISER Bhopal at least one shall be from a Department other than the student's Department. Additionally the Chairperson, Senate will nominate

one member from the thesis evaluation board to the oral board.

2. The thesis supervisor(s) will propose the oral board in the prescribed format for the approval of the Chairperson, Senate.
3. The duly approved oral board will be communicated to the thesis supervisor by the Office of Academic Affairs.
4. Thereafter, the thesis supervisor will be responsible for making all necessary arrangements (including travel, accommodation for the external examiner, scheduling, announcing the oral exam and conducting the same) duly completing all formalities and following approved procedures.

9.14 Ph.D. Oral Examination

1. The Ph.D. oral examination will be an open examination. The supervisor will be the convener of the oral board and will fix the date of the oral examination and intimate the date to the Office of Academic Affairs.
2. If a member of the oral board communicates his/her inability to be present in advance or fails to be present on the specified date and time, the Chairperson, Senate may appoint a substitute in consultation with the thesis supervisor(s), Convener DPGC and the Chairperson, IAAC and DOAA .
3. Each member of the oral board will be given a copy of the thesis along with the reports of the thesis evaluation committee at least one week before the date of the oral examination.

4. The oral board shall
 - (i) examine the thesis reports,
 - (ii) examine if necessary modifications suggested by the thesis examiners have been incorporated,
 - (iii) examine the candidate on questions raised by the thesis evaluation board,
 - (iv) authenticate the work as the student's own,
 - (v) judge if the presentation of the work by the student and the answers to the questions asked have been satisfactory, and
 - (vi) provide a report of the candidate's performance, which will be communicated by the supervisor(s) to the DOAA through the Convener, DPGC and Head of the Department.
5. If all, except at most one member, declare the student as passed, the matter will be referred to the Chairperson, Senate for a decision on whether or not the student be declared 'passed'.
6. If a candidate has not passed, the oral board will specify whether
 - (i) the candidate may be given another chance to appear in the oral examination and will specify the approximate date for re-examination. The original oral board will conduct the re-examination unless a different oral board is approved by the Chairperson, Senate. In the re-examination, the board will declare whether the student has passed or failed as per the

criteria laid down above but will not recommend holding a third oral examination.

(ii) the candidate is declared to have failed.

7. On receipt of the report that the student has passed the oral examination, the DOAA will initiate further proceedings for the award of the Ph.D. degree.
8. If the candidate has failed, the matter will be brought to the attention of the Chairperson, Senate for further action.

9.15 Termination

A student may be terminated from the Ph.D. programme under the following circumstances:

1. He/she do not register by the last date specified for registration.
2. CPI is below 6.5 (SPI is below 6.0 in the first semester).
3. CPI is below 7.0 in two consecutive semesters
(If the CPI of a student is > 6.5 but < 7.0, he/she may be allowed to continue in the programme on the recommendation of the DPGC and with the approval of the Dean, Academic Affairs.)
4. Has earned two 'F' grades in the same or different courses.
5. Has earned 8 'X' grades in research work.
6. Has earned 6 or more 'X' grades in research work in two consecutive semesters.

7. Is unable to qualify the comprehensive exam (also see section 9.5) in two attempts or within four registered semesters.

A warning will be issued to a Ph.D. student if he/she earns 2 or more 'X' grades in a semester.

DPGC will monitor the performance of every Ph.D. student and whenever a student falls below the desired requirements of the programme, DPGC will inform the DOAA. If the student is terminated from the programme, the termination letter will be issued by the Office of Academic Affairs.

9.16 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 the period specified in the termination letter.

10. LEAVE OF ABSENCE

Application for leave of absence should be addressed to the DOAA and submitted to the Office of Academic Affairs. Leave should usually be availed with prior permission of the concerned Instructor/thesis

supervisor(s) and DOAA. Leave taken beyond the entitlement (approved or otherwise) will result in loss of fellowship. However, if leave is sanctioned for any reason beyond the durations specified below for annual and casual leave, fellowship will be deducted on pro-rata basis.

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 Annual Leave

Ph.D. students are entitled for a maximum of one month leave during an academic year with prior approval of thesis supervisor and DOAA. Preferably this leave should be taken during in Mid-semester recess and vacation period. Leave of absence during the semester is discouraged for all registered students.

10.2 Casual Leave

In addition to annual leave, a student may be granted casual leave in a year for a maximum of 8 days. Such leave can be sanctioned for not more than 5 days at a stretch, upon the recommendation of the thesis supervisor and Convener, DPGC and approved by DOAA.

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 Ph.D. student, for bonafide reasons, can avail a maximum of two semesters leave. Except for medical reasons, such leave will not be normally sanctioned unless a student has completed his/her residence requirements, and in no case before the student has spent two semesters in the programme. However, for medical reasons, such leave may be sanctioned after his/her stay of one semester. Leave more than one semester at a time will not be granted.

Semester leave will be sanctioned by the DOAA on the recommendation of the thesis supervisor and Convener DPGC. Applications must be submitted well in advance of the date of commencement of the leave requested. No financial assistance will be paid during the period of such extended leave.

10.5 Leave for Academic Activities

Students will be granted leave, without loss of scholarship for academic activities like attending conferences and conducting field work, provided it is certified by thesis supervisor or Convener, DPGC (if a supervisor is not allotted). The leave application for this purpose should be submitted to the Office of Academic Affairs. Further, students proceeding on

leave for academic activities are expected to be present for registration, examination and all other mandatory activities.

10.6 Maternity Leave

A female student may be granted maternity leave for a maximum period of 3 months. Leave up to six weeks can also be granted in case of miscarriage including medical termination of pregnancy, if supported by a proper medical certificate. Such leave can be combined with any other available leave. The DOAA on the recommendation of the thesis supervisor will sanction maternity leave. Applications must be submitted well in advance of the date of commencement of the leave requested. There will be no loss of financial assistantship for students on maternity leave.

10.7 Leave Until Oral Examination

A student will be granted leave until oral examination after he submits the thesis for evaluation. However, he/she should submit a request to be retained on the Institute's rolls along with the prescribed fee, every semester, while on leave. The student will not receive any fellowship during such period of leave. Such leave cannot be for more than a year.

11. GRADUATION REQUIREMENTS

A student shall be deemed to have completed the graduation requirements, if the student has

1. passed all the prescribed courses,
2. attained the minimum required CPI,

3. satisfied the minimum academic and residence requirements,
4. qualified the comprehensive exam, admitted to Ph.D. candidacy, presented State-of-the-Art, and Open Seminar, submitted Ph.D. thesis and passed the thesis Oral Examination,
5. satisfied all other requirements specified by the concerned Department, if any,
6. satisfied all the requirements specified by the Senate and the Ordinances.

In addition, the student should have paid all the dues to the Institute and, should have no pending case of indiscipline.

A student who completes all the graduation requirements specified above will be recommended for the award of a provisional degree. All students who were issued provisional degrees between the upcoming convocation and the convocation immediately preceding the proposed convocation will be recommended by the Senate to the Board of Governors (BoG) for the award of degree in the ensuing convocation. The degree can be awarded only after the BoG accords its approval.

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. 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. He/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)

12.1 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, non-compoundable 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 terms 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 enacts 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, 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/Assistant Registrar (Academic or Students' Affairs) (Member Secretary)

12.2 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)
(BS-MS/Integrated Ph.D./Ph.D. as the case may be)
- Superintendent/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.

13. 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>

14. 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 postgraduate 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
Madhya Pradesh (INDIA)

www.iiserb.ac.in