

UNDERGRADUATE MANUAL

Guidelines and Regulations



July, 2012

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

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1. Introduction

The Indian Institute of Science Education and Research Bhopal was established in 2008 by the Ministry of Human Resource Development (MHRD), Government of India. Its mission is to provide quality science education through undergraduate (UG) courses for school leaving (10 + 2) students. It also offers frontline research opportunities leading to Ph.D. degree in basic sciences such as Biology, Chemistry, Mathematics, Physics and other Interdisciplinary areas for postgraduate students. The Institute aims to integrate science education and research to attract motivated faculty and bright students. Further, it is also the philosophy of the Institute to remove barriers between traditional science subjects.

Following are the guidelines and regulations that the Institute will follow in order to impart superior undergraduate education.

Besides these general guidelines, different departments may impose additional requirements to achieve their specific goals, as approved by the Senate of the Institute.

1.1 Undergraduate Programmes

BS-MS Dual Degree (combined Bachelor of Science & Master of Science) in:

- Biology
- Chemistry
- Mathematics
- Physics

Provisions exist in the Institute to start any new discipline, which will be added to the list in section 1.1.

1.2. The Department Undergraduate Committee (DUGC)

This committee consists of a Convener (nominated by the Head of the Department in consultation with the faculty members of the Department), the Head of the Department and 4-6 faculty members for a period of one year. The job of the DUGC is to advise students in their academic programmes and make recommendations to the Coordinator/Dean of Academic Affairs in all matters pertaining to academics.

Functions: Following are the functions and duties of the DUGC

- Formal recommendation of new courses of instruction
- Recommending desirable modifications of courses already approved
- Credit valuation of courses
- Evaluation of academic performance

Functions of the DUGC consist primarily of general policy determination, coordination and review of guidelines and regulations. However, the Senate retains powers of final review and such matters as may be brought in appeal before it. In discharging its responsibilities, the Coordinator/Dean of Academic Affairs shall make full use of the appraisals and the recommendations of the various academic departments concerned.

1.3 The Senate Undergraduate Committee (SPGC)

This committee consists of the Conveners, DPGC of each discipline and is headed by the Coordinator/Dean of Academic Affairs. It assists the Coordinator/Dean of Academic Affairs with the academic issues pertaining to postgraduate students, including those to be taken to the Senate for consideration.

1.4 The Institute Academic Affairs Committee

This committee consists of the Conveners, DUGC of each discipline and is headed by the Coordinator/Dean of Academic Affairs. It assists the Coordinator/Dean of Academic Affairs with the academic issues related to undergraduate students, including those to be taken to the Senate for consideration.

1.5 Office of the Dean of Academic Affairs

The office of the Coordinator/Dean of Academic Affairs (DOAA) is called the Academic Section. Its responsibilities are to implement the decisions taken by the Academic Senate and DUGC. These can be:

- Receiving, processing and maintaining all records related to the UG programmes including curricula, courses offered during the academic year, academic calendar, registration, leave, examinations, grades and awards of degrees and prizes.
- Disseminating information pertaining to all academic matters.
- Issuing necessary memoranda/orders.
- Acting as a channel of communication between students, instructors, departments and DUGC.

2. Curriculum

- The complete curriculum is divided into two distinct yet compatible parts, i.e. Core Curriculum (*Annexure I*) and Professional Curriculum (*Annexure II*). Irrespective of the branch, each student has to go through the Core Curriculum.
- The Core Curriculum consists of **four** semesters. It is comprised of four compulsory courses each in

Biology, Chemistry, Mathematics and Physics. Besides these courses, an Inter-disciplinary course (Computer Science or Earth and Environmental Science) and/or a Humanities and Social Science course will be offered during each of the four semesters.

- Course work is supplemented by laboratory work.
- The Professional Curriculum is meant for students selecting their discipline of interest at the end of the second year of their BS-MS programme (presently one of the four disciplines: Biology, Chemistry, Mathematics and Physics) which can be done only after completing all the requirements as laid down for the Core Curriculum. It consists of compulsory courses, elective courses (Departmental and Open) and Project work(s). The departmental elective is to be chosen from the electives offered by the student's discipline. The open elective course can be chosen from either their own discipline or from other disciplines.

3. Academic Session

The academic session generally begins in the last week of July and finishes in the second week of July in the following year. It is divided into three semesters.

- Semester 1: From last week of July to end of November.
- Semester 2: From last week of December to end of following April.
- Summer Semester: From mid May to mid July

The 1st and 2nd semesters consist of 17-18 weeks, including:

- Mid-term Break : One week

- Mid-Semester Examination : Four to five days
- End-Semester Examination : Five to Seven days

The following guidelines are to be followed during the course of the semester:

- Laboratory examination should be over before the end-semester examination.
- The first day of the classes in the semester and first day of the end semester examination, in general, fall on Monday. Thus a semester is approximately of 14-15 weeks.

Summer semester guidelines:

- To enable students to make up their deficiencies and to complete the backlog in their courses, summer semester can be offered every year during summer vacations.
- A student will be eligible to register in a summer semester course only if he/she actually appeared in the regular end-semester examination in that course and obtained an 'F' grade.
- Summer semester consists of about eight (8) weeks excluding the four days taken up by one mid-semester and end-semester examination.
- Summer semester will only consist of theory courses and no laboratory course will be offered.
- Same rules and norms will be followed during the summer semester as are followed during regular semesters. A student who does not satisfy the norms will not be allowed to appear in the end-semester examination of the summer semester.

3.1. Academic Calendar

Exact dates of all important events in a semester, e.g. orientation, registration, late registration, commencement of classes, add and drop of courses, selection of major and minor disciplines, submission of documents, examinations, submission of grades, conversion of 'I' grades, vacation, mid-semester recess during the academic session are specified in the academic calendar. The academic calendar for entire calendar year is related in the month of December every year. The Academic Senate approves it.

4. Admissions

4.1. BS-MS Dual Degree Programme

(a) General Merit Candidates: Students will be admitted to the first year of BS-MS Dual Degree Programme once a year, in July. Notification will be put on IISER Bhopal website and on www.iiser-admissions.in website. The basic qualification for this programme is 10 + 2 or its equivalent.

- **KVPY (All the streams SA, SB, SP, and SX):** KVPY is an All India competitive examination conducted by the Indian Institute of Science, Bangalore. The details regarding this examination can be accessed via KVPY website at www.iisc.ernet.in/kvpy.
- **Regular Merit list of IIT-JEE:** JEE is also an All India competitive examination conducted by the Joint Admission Committee of various IITs and the details regarding the procedures can be accessed via any IIT web site. (Example: www.iitk.ac.in).
- **Direct Admission:** This scheme is for students qualifying class XII in science stream from State/Central boards recognized by the MHRD.

Students having marks above the cut-off are eligible to write the admission test (ISAT). The cut-off percentage to be used for the boards for class X and XII are given in <http://www.iiser-admissions.in/marks/>. Merit list is prepared according to the marks obtained in the admission test (ISAT).

(b) SC and ST Candidates: 15% and 7.5% of the total seats are reserved for Scheduled Caste (SC) and Scheduled Tribes (ST), respectively. These seats are filled on the basis of KVPY and IIT-JEE qualifying examinations.

(c) OBC Candidates: 27% seats are reserved for Other Backward Classes (OBC), as specified in the Central Government Gazette. These seats are filled on the basis of KVPY and IIT-JEE qualifying examinations.

(d) PD Candidates: 3% seats in each category are reserved for Physically Disabled (PD) candidates (horizontal reservation). These are filled on the basis of KVPY and IIT-JEE qualifying norms for each category.

4.2. Cancellation of Admission:

All students admitted provisionally or otherwise to the programme shall submit copies of their marksheets, provisional certificates and/or other supporting documents of the qualifying examination by the last date specified for this purpose in the academic calendar. The Senate can cancel the admission of any student who fails to submit the required documents by the specified date or meet other stipulated requirement(s). The Senate may also cancel the admission at any later stage if it is found that the student had supplied false information or suppressed relevant information while seeking admission. Further, the Institute has the right to cancel the admission of any student and ask him/her to leave his/her studies at any stage of his/her

career on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.

4.3. Fulfillment of Admission Requirements

The students must fulfill the following requirements to continue in/complete the undergraduate programme.

- The candidate must fulfill the laid down admission procedures (section 4.1)
- The candidate must pay the prescribed fees.
- The Dean, Academic Affairs, should formally approve all the admissions to the undergraduate programme.

5. Course Structure

BS-MS course regulations are as follows:

- Course structure for the BS-MS programme will be submitted by each Department to the Academic Senate for its approval, followed by final approval from the Board of Governors.
- All courses will have a credit count. Teaching of courses will be reckoned in terms of credits.
- A common curriculum is to be followed in the first two years by all students, as given in Annexure I.
- Dean/Coordinator, with the help of DUGC, will lay down the course plan, monitor, and implement it.
- A student would be conferred the BS-MS degree on successful completion of the prescribed academic work in all ten semesters.

Major and Minor Subjects:

After the successful completion of minimum requirements in the courses of first two years (64 credits out of 76 total

credits), a student will choose his/her major and minor disciplines by the end of 4th semester. Although the selection of major and minor disciplines is totally based on the choice of the student, the following restrictions will be imposed. **Out of the four courses offered in each discipline in the first two years, a student should not have a backlog of more than one course in that discipline and his/her Cumulative Performance Index (CPI) should be at least 5.0.**

The course structure for each discipline for the 3rd, 4th, and 5th years are given in Annexure II. For majoring in a subject, a student will have to take a minimum of **six** electives in addition to compulsory courses prescribed by the discipline from which he/she wants to major in.

There is also a provision in the Institute to minor in any other discipline besides majoring in one. Every student can select a minor by the end of 4th semester and to finish it successfully he/she has to take any **four** courses out of his/her Open Elective courses from the discipline in which he/she wants to earn a minor degree. Permission from the Dean/Coordinator of Academic Affairs may be sought for any additional course-load (academic overload) required for this.

A department-wise list of courses offered the undergraduate students is given in Annexure II.

Change of Major or Minor:

A student can change his/her major/minor (in which he/she has registered by the end of 4th semester) latest by the end of 6th semester with prior approval from respective head of the departments. The successful completion of all courses and other requirements, as laid down by the department in which the student wants to carry out the new major, have to

be completed by the student before the degree can be awarded in that major.

6. Residence

The Institute is a residential one, unless or otherwise permitted/exempted. Every student has to reside in, and be a boarder of a Hostel, to which he/she is assigned.

A student residing in the hostel has to abide by the terms and conditions as laid down in the hostel manual as approved by the council of wardens, given in Annexure III.

7. Registration

Every student is required to register in each semester for the courses to be taken by him/her during that semester. Registration process will be carried on the dates mentioned in the academic calendar towards in partial fulfillment of the requirements for the award of BS-MS degree. The academic section of the Institute will carry out registration of students for the first four semesters and the summer semesters centrally. For rest of the semesters (V to X) the registration of students will be carried out under the supervision of the Head of the Department. It is the duty of every student to ensure that he/she has completed the pre-requisites, if any, required to register for a course.

The course structure for the core curriculum (first four semesters) is specified in Annexure I, with provisions for minor changes in the interdisciplinary courses. The curricula for professional courses in all disciplines are also specified, and are provided in Annexure II. Fifth semester onwards the student will have to register for compulsory courses, departmental and open electives during each semester. The number/nature of elective courses offered during each semester will be based on the requirements of the students as well as the availability of faculty.

The student is entirely responsible for registration in appropriate courses.

7.1. 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 list will also be made available to each department. The registration procedure involves:

- Completing the registration form mentioning all courses to be credited in a semester.
- Payment of fees and clearance of dues, if any
- Signing of the registration roll in the office of the Dean of Student Affairs.

7.2. Summer Semester Registrations

A list of courses to be offered in summer semesters should be brought out by the undergraduate office on the advice of heads of departments catering to the needs of students by the **second week of March**.

Students can register for these courses at the beginning of the summer semester under the advice of undergraduate office.

No student is allowed to register for more than **two** courses and **only** those students who have obtained **F** grades will be allowed to do so. Exceptions can be considered with the approval of dean/coordinator on recommendation of head of the department.

7.3. Registration of a Deficient Student

A deficient student is one who has either not registered or has registered and failed in course(s) of previous semester(s). The programme of a deficient student may be framed either by the UG office or by the department in such a manner that as many backlog courses as possible are included. Further, backlog courses must be arranged as far as possible in the sequence of their accumulation.

A deficient student may be advised not to register for the professional courses if any of the following holds:

- His/her CPI (Cumulative Performance Index, defined later) is less than 5.0
- He/she has a total backlog of more than four courses (i.e. less than 64 credits out of 76 credits) of the core curriculum.

7.4. Late Registration

Owing to compelling reasons (e.g., illness) if a student is not able to register on the due date, as mentioned in academic calendar, he/she can register at a later date by paying a fine of Rs. 1000/-. The deadline for late registration will also be mentioned in the academic calendar. Under genuine circumstances, with prior permissions, the Dean of Academic Affairs can exempt the student from late registration fee.

7.5. Adding and Dropping Courses

A student may add or drop a course(s) in which he/she is registered within two weeks of the start of the semester or by the last date announced in the academic calendar with the permission of the Dean/Coordinator of Academic Affairs. In order to obtain permission, a student has to fill in the

appropriate form available in the undergraduate office and follow the instructions therein. The completed form must be submitted to the UG office for approval.

A student may drop course(s) till 7 days after the mid-semester examination subject to the following conditions.

- Maximum numbers of courses to be dropped after the due date of add/drop should be such that they do not exceed six credits.
- Dropping of courses should not result in a net registration of less than 12 credits per semester.
- The request to drop course(s) must be approved by the instructors-in-charge and the convener, DUGC.

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

7.6. Academic Load

A student may normally register for a maximum of 18-20 credits in a semester in the core curriculum and upto 24 credits in a semester in the professional curriculum, respectively. Each course carries a specific weightage depending on the number of contact hours (lectures and tutorials) and/or laboratory hours (as specified in the course structure for each semester).

Every department can decide to reduce the academic load of a deficient student. Likewise, every department can also allow a particular student to take an overload of course to complete the credit requirements to major/minor in a particular discipline. In exceptional cases, the

Coordinator/Dean of Academic Affairs can allow a student to take more courses.

7.7. Cancellation of Registration

Registration of a student from all the courses will be cancelled automatically if he/she remains absent for a period of four weeks during a semester without obtaining prior permission from the Dean, Academic Affairs.

8. Teaching and Evaluation

8.1. Teaching

- **Medium of Instruction:** Medium of instruction for all courses is English.
- **Approval of Courses:** The Academic Senate approves each course along with its weightage in terms of credits. Only approved courses will be offered in a given semester.
- **List of Courses:** The list of courses offered by a department is finalized before the beginning of each semester by the concerned Head of that department in consultation with the DUGC. The list of courses should take into account the needs of all departments.
- **Conduct of Courses:** Each course is conducted by the instructor-in-charge with assistance from other instructors and/or tutors, if required. It is the duty of the instructor-in-charge to run the course smoothly. His/her duties include holding classes regularly, holding examinations, evaluating the performance of the students, awarding grades at the end of the semester and forwarding the grades to the UG office within 72 hours of the examination. The answer books of the quizzes, mid-semester examination and end-semester examination should be shown to the students before assigning the grades.

- **Teaching Assignments:** It is the duty of the Head of the Department to assign proper instructor-in-charge, other instructor and/or tutors for all the courses offered by his/her department. If any course requires the participation of instructors from other departments, the heads of those departments designate the instructors and/or tutors.
- **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 entered in his/her grade card.

8.2. Evaluation

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

(a) Schedule of Examinations: The schedule of the mid-semester examination, end-semester examination and make up examination, if any, for the core programme is made by the Dean Academic Affairs, whereas the schedule for these examinations for the professional courses are announced by the Head of each Department. All these examinations are held on the days/time announced by the Dean, Academic Affairs in the Academic Calendar. Every student has to appear in the end semester examination in every course in which he/she has registered unless he/she is debarred.

(b) 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 Dean, Academic Affairs for a make-up examination within two days of the scheduled examination. Such a request must be made on a prescribed form, available in the UG office. If a student is ill, he/she must give reasons and 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.

8.3. Assessment:

Assessment of a student in any course will be made by taking into account his/her attendance in the class, home assignments given by the instructor, performance in the mid-semester examination and in the end-semester examination. The weightage for each part will be decided by the instructor concerned and he/she will announce it on the first day of his/her lecture for both theory and laboratory courses.

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.

Each laboratory component should consist of at least 10 experiments if the students attend the laboratory once a week. It should be assessed based on the participation and

performance of the student in each experiment as well as in the final examination.

8.4. Grading Systems

(i) Grades and Grade Points: Prior to assigning a final letter grade, instructor-in-charge of each course taken by a student must show the answer sheets of all the examinations the student 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 submitted to the UG office within the prescribed time limit of 72 hours after the end of end-semester examinations.

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

Letter Grade:	A	B	C	D	F
Grade Point:	10	8	6	4	2

Besides these grades, there are four other grades, 'O', 'I', 'S', and 'X'. 'O' grade also corresponds to 10 grade points but will be awarded only to students whose performances are extraordinary compared to other students registered in that course. 'I' stands for incomplete. 'S' stands for satisfactory and 'X' for unsatisfactory grades for doctoral research.

(ii) 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 UG office by the last date as specified in the academic calendar. If the instructor-in-charge does not intimate the UG office on time, all the 'I' grades awarded will be automatically converted into 'F'.

(iii) Project Grade: The fifth year (12 months) will mainly be devoted to a research project or a thesis. Some departments can have courses along with the research project in this period. Each student will be allotted a faculty member to supervise his/her research project. If the project supervisor is away, a co-supervisor/ administrative supervisor may be assigned to the student. The progress of the research project will be evaluated on the basis of; (i) Research work carried out by the student in the laboratory of a faculty member, (ii) A presentation of the project work by the student to the entire department. The first component will be evaluated by a three-member committee (proposed by the project supervisor of the student) and approved by the DUGC, in each semester. This committee will award marks out of 70. A three-member committee appointed by the Head of the Department will assess the second component and marks will be awarded out of 30. The assessment is based on the project report, oral presentation and defense of the work. Thus, the letter grade will be assigned based on the total marks (component (i), out of 70 + component (ii), out of 30) obtained.

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

(iv) Change of Grade Already Awarded: A letter grade once awarded shall not be changed, unless a request is made by the instructor-in-charge and/or other instructors/tutors of a course and is approved by the Chairman, Senate. Any request for change of grade must be made on the prescribed form (available in the UG office) within six weeks of the start of the next semester.

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

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

where c_i = credit for i^{th} course; g_i = grade point secured by the student. Summation is over all the courses credited by the student in that semester. 'S' and 'X' grades shall not be considered in the computation of the SPI.

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

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

Summation is over all the courses (n) credited by the student in all the completed semesters. Whenever a student

is permitted to repeat or substitute a course, the new letter grade replaces the old letter grade in the computation of CPI, but both the grades appear on his/her grade report card.

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 that course.

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

Special case:

If a student has failed twice in any core course, the student with the permission of Dean/Coordinator of Academic Affairs can replace that course by another course of the discipline in which he/she is doing a major. Then his/her SPI/CPI will be calculated by replacing "F" grade by the letter grade earned by the student in the new course. Grade report card will show the 'F' grade earned by the student in any course.

(vii) Grade Report Card: A copy of the Grade Report Card 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 UG office.

(viii) 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. Inadequate Academic Performance

- The academic performance of each student is reviewed by the UG office at the end of each semester based on the credits earned by him/her in that semester.
- If a student fails to earn a CPI of 5 in a semester for the first time, he/she will be issued a **warning** and a letter of warning will be sent to his/her parents/guardians by the academic office.
- If a student fails to earn a CPI of 5 in two consecutive semesters, he/she will be put on **academic probation** and his/her parents will be intimated by the academic office.
- In case a student fails to earn a CPI of 5 in three semesters, he/she may be **terminated** from the programme. However, the student has a right to appeal to the Chairman, Senate for sympathetic consideration.

10. Leave of Absence

Application for leave of absence should be addressed to Dean, Academic Affairs in the UG Office with a medical certificate, if applicable. Leave should not usually be availed without prior permission of the Dean, Academic Affairs.

10.1. Mid-semester Recess and Vacations

Undergraduate students are entitled to avail of mid-semester recess and vacations as specified in the academic calendar.

10.2. Short Leave:

Leave of absence during the semester is discouraged for all registered students. However, for genuine reasons, a student may be granted leave of absence during the semester as mentioned below:

On Medical Grounds: **Maximum of 15 days**

For any other valid reasons: **Maximum of 7 days**

10.3. Temporary Withdrawal/Semester Leave

A student is not normally allowed to withdraw from the academic programme temporarily and is expected to finish his/her studies without any break. However, for genuine reasons and/or under exceptional circumstances, a student may be allowed to withdraw temporarily on leave of absence at the discretion of Chairman, Senate for an extended period. Such an application of temporary withdrawal must be supported by proper documentation and should be endorsed by the parents/guardians. A student who has been granted temporary withdrawal from the Institute under the above provisions will be required to pay the tuition fees and other essential fees/charges for the intervening period till such time as his/her name is borne on the roll list. Such leave of absence shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme.

Absence for a period of four or more than four weeks will result in an automatic withdrawal from the courses in that semester.

A student who remains on authorized leave of absence due to ill health is required to submit a certificate from a registered medical practitioner to the effect that he/she is sufficiently cured and is fit to resume his/her studies. The student will be allowed to register only when the UG office is fully satisfied of his/her state of health.

10.4. 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 Dean/Coordinator of Academic Affairs on the recommendation of the dissertation guide and Convener DUGC 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

11. Mandatory Requirements

11.1. Minimum Residence and Maximum Duration

A student is expected to complete the core curriculum in a maximum of three years. The minimum residence and maximum duration requirements for the BS-MS (Dual Degree) programme is ten (10) and fourteen (14) semesters, respectively. ***The residence requirement of one semester is equivalent to registration for the normal academic load of courses during a semester.*** In any case, the institute's fellowship can be availed for a maximum period of five (5) years.

11.2. Academic

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

11.3. Graduation

A student is deemed to have completed the requirements for graduation if:

- He/she has completed the residence and academic requirements as specified above,
- He/she has satisfied additional requirements, if any, of the concerned department,
- He/she has paid all the dues to the Institute and the halls of residence, and
- He/she has no case of indiscipline pending against him/her.

11.4. Relaxation Provisions

Senate may grant relaxation in the prescribed minimum 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.

A student failing to complete the programme even within the maximum duration specified above may be allowed by the Senate to continue depending on the merits of the case.

12. Degrees

Award of Degrees: A student who completes all the graduation requirements specified above is 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.

Withdrawal of Degree: Under extremely exceptional circumstances, where gross violation of the graduation requirements are detected at a later stage, the Senate may

recommend to the BOG withdrawal of a degree already awarded.

13. Scholarships and Medals

Scholarship: Every student admitted to the BS-MS programme in any discipline will be awarded a Scholarship either under KVPY Scheme or under INSPIRE Scheme, provided they fulfill all the requirements of the scholarship. The amount in each case is Rs. 5000/- per month with a contingency of Rs. 20,000/- per annum. 50% of the contingency money (Rs. 10,000/-) will be used by the Institute in its development and 50% (Rs. 10,000/-) by the student for professional use. A candidate must maintain a minimum CPI of 6.0 or above to continue to receive the above scholarship. The scholarship can be resumed once the CPI improves to 6.0 or above, but without the payment of arrears for the period during which the CPI was below 6. In any case, scholarship will be paid for a maximum period of 5 years only.

Note: Once stopped due to academic underperformance or other reason, the KVPY scholarship is not renewed.

Medal: Student(s) with highest CPI score on completion of the 5-year course will be awarded a Gold Medal, provided the CPI score is ≥ 9.0 and the student has no 'F' grade in any course during the entire programme.

14. Option of continuing for Ph.D. at the Institute:

At the end of eighth (8th) semester, outstanding students can be given the option of joining the Ph.D. programme of the Institute, depending on their academic performance, and other criteria set by the Senate. For such student(s), the research project in the fifth year of BS-MS programme may be considered as part of his/her Ph.D. work. Detailed

rules for the admission to the Ph.D programme will be formulated and notified from time-to-time.

15. Code of Conduct:

Each student should conduct himself/herself in such a manner as appropriate to a student of a reputed Institute. Further, he/she should not indulge in such an act that may bring disrepute to the institute. He/she is expected to show courtesy and respect to teachers, administrators, officers and employees of the Institute. They are expected to pay courtesy 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 willful 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.

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.

Disciplinary Actions and Related Matter: 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.

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:

- Academic coordinator/Senior Professor of the Institute – Chairman
- Warden of the hostel of which the student concerned is a boarder - Member
- One faculty member nominated by the Director, by rotation for two years- Member
- Students' representative – Member
- The Assistant Registrar (Academic) – Member secretary

Besides these members, the Chairman 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.

The instructor-in-charge of a course shall have the power to debar a student from the examination in which he/she is detected to be using unfair means. The instructor/tutor shall have the power to take appropriate action against a student who misbehaves in his/her class.

In case the matter goes beyond control, cases of adoption of unfair means in an examination shall be dealt with by the committee on malpractice consisting of the following members:

- A Senior Professor - Chairman
- Head of the Department to which the reported student's script belongs – Member
- The Invigilator reporting the case – Member
- The Instructor-in-charge if different from the invigilator – Member
- The Academic Coordinator – Member
- The Assistant Registrar (Academic) – Secretary
- The recommendation for any action, including expulsion of a student from the Institute shall be referred to the Senate for its final decision.

A student who feels aggrieved with punishment awarded may, however, appeal to the Chairman, Senate stating clearly the case and explaining his/her position, and seeking reconsideration of the decision.

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.

16. Amendments

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

Annexure I

Course Structure for the BS-MS (Dual Degree) Programme

BS-MS (Dual Degree) programme consists of core courses and professional courses. The core courses are for the first four semesters and courses from all the four science departments will be offered along with interdisciplinary courses. Each semester will have at least one interdisciplinary course. This is to broaden the students' exposure to various subjects. All the courses offered under core courses are common and compulsory to all BS-MS (Dual Degree) students.

From the third year onwards, students will choose a discipline in which they would like to specialize. These departmental courses are arranged discipline-wise in alphabetical order. To major in a particular discipline, in each semester, the student has to take all the compulsory courses from that department. These courses are called professional courses.

There are a few other courses called departmental electives and open electives. In departmental electives a student has the choice to select courses from the department in which he/she is majoring. For open electives a student is free to choose a course from any discipline including his/her major.

Alpha-numeric Notation for Courses:

1. Subjects:

BIO	Biology
CHM	Chemistry
CS	Computer Science
EES	Earth and Environmental Science
HSS	Humanities and Social Sciences

IDC	Interdisciplinary Course
MTH	Mathematics
PHY	Physics

2. Three Digit Numbers:

First digit from left denotes the year for which the course is offered (1 to 6). The last digit indicates the semester, e.g., odd digits depict the odd semester and even digits depict the even semester (applicable for undergraduate courses only).

3. Example:

- *CHM 411 means that it is a chemistry course offered in the first semester of the fourth year.*
- *MTH 302 means that it is a mathematics course offered in the second semester of the third year.*

CORE COURSES

1st Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
BIO 101	Biomolecules and the Origin of Life	3	0	1	6	3
BIO 103	General Biology Laboratory I	0	3	0	0	1
CHM 101	General Chemistry I	3	0	1	6	3
CHM 103	General Chemistry Lab	0	3	0	0	1
MTH 101	Calculus of One Variable	3	0	1	6	3
PHY 101	Mechanics	3	0	1	6	3
PHY 103	General Physics Laboratory I	0	3	0	0	1
HSS 101	English and Communication	3	0	0	6	3
CS 101	Introduction to Computers	1	3	0	2	2
Total		16	12	4	32	20

2nd Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
BIO 102	Diversity in the Living World	3	0	1	6	3
BIO 104	General Biology Laboratory II	0	3	0	0	1
CHM 102	Basic Inorganic Chemistry	3	0	1	6	3
CHM 104	Inorganic Chemistry Laboratory	0	3	0	0	1
MTH 102	Linear Algebra	3	0	1	6	3
PHY 102	Electromagnetism & Optics	3	0	1	6	3
PHY 104	General Physics Laboratory II	0	3	0	0	1
HSS 102	HSS/IDC	3	0	0	6	3
Total		15	9	4	30	18

3rd Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
BIO 201	Flow of Genetic Information	3	0	1	6	3
BIO 203	General Biology Laboratory III	0	3	0	0	1
CHM 211	Basic Organic Chemistry	3	0	1	6	3
MTH 201	Multivariable Calculus and Differential Equations	3	0	1	6	3
PHY 201	Quantum Physics	3	0	1	6	3
PHY 203	General Physics Laboratory III	0	3	0	0	1
HSS 201	HSS/IDC	3	0	0	6	3
Total		15	9	4	30	17

4th Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
BIO 202	Basic Genetics	3	3	0	6	3
BIO 204	General Biology Laboratory IV	0	3	0	0	1
CHM 222	Classical Thermodynamics	3	0	1	6	3
CHM 224	Physical Chemistry Lab I	0	3	0	0	1
MTH 202	Complex Variables	3	0	1	6	3
PHY 202	Electronics	3	0	1	6	3
PHY 204	Electronics Laboratory	0	3	0	0	1
HSS 202	HSS/IDC	3	0	0	6	3
EES 202	Atmospheric Sciences	3	0	0	6	3
Total		18	9	3	36	21

Lec Hr: Lecture Hour; Lab Hr: Laboratory Hour; Tut Hr: Tutorial Hour; SS Hr: Self Study Hour

- Every Lecture Hour is associated with a certain number of Self Study Hours
- Tutorials will have no credits
- Number of Credits = [(Lec Hr + Lab Hr + SS Hr)/3]
- All laboratory work (including notebook writing) should be completed inside the laboratory

For example, CHM 222 has 3 Lec Hr and 6 SS Hr
 So, Number of Credits = [(3+0+6)/3] = 3

Annexure II**PROFESSIONAL COURSES
BIOLOGY MAJOR****5th Semester**

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
BIO 301	Cell Biology	3	0	0	9	3
BIO 303	Biochemistry-I	3	0	0	6	3
BIO 305	Plant Physiology	3	0	0	6	3
BIO 307	Biology Laboratory I	0	6	0	3	3
*** **	Open Elective I	3	0	0		3/4
*** **	Open Elective II	3	0	0		3/4
Total		15	6	0		18/20

6th Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
BIO 302	Biochemistry-II	3	0	0	6	3
BIO 304	Molecular Biology	3	0	0	9	4
BIO 306	Animal Physiology	3	0	0	6	3
BIO 308	Biology Laboratory II	0	6	0	3	3
*** **	Open Elective III	3	0	0		3/4
*** **	Open Elective IV	3	0	0		3/4
Total		15	6	0		19/21

7th Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
BIO 401/ BIO 601	Immunology	3	0	0	6	3
BIO 403/ BIO 603	Structural Biology	3	0	0	9	4
BIO 405	Biology Laboratory III	0	6	0	3	3
BIO ***	Departmental Elective I	3	0	0	9	4
*** **	Open Elective V	3	0	0		3/4
*** **	Open Elective VI	3	0	0		3/4
Total		15	6	0		20/22

8th Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
BIO 402/ BIO 604	Bioinformatics	3	0	0	9	4
BIO 404	Neurobiology	3	0	0	6	3
BIO 406/ BIO 606	Cancer Biology	3	0	0	9	4
BIO ***	Departmental Elective II	3	0	0	9	4
BIO ***	Departmental Elective III	3	0	0	9	4
*** **	Open Elective VII	3	0	0		3/4
Total		18	0	0		22/23

9th Semester

Course No.	Course Name	Credit
BIO 501	Project Work	10
BIO 5**S	Advanced Topics in Biological Sciences (4 courses)	2 each
Total		18

10th Semester

Course No.	Course Name	Credit
BIO 501	Project Work	18
Total		18

NOTE:

1. To **Minor** in any discipline, the student has to take a **minimum of 14 Credits** (at least 4 open electives) of that particular discipline
2. After the mid semester examination of the 8th semester, students will be assigned a supervisor for the ninth and the tenth semesters for doing **Research Project**
3. Minimum number of credits for getting a BS-MS Dual degree is 188. A student must clear all the courses opted for.
4. All laboratory work should be finished inside the laboratory including laboratory notebook writing.

CHEMISTRY MAJOR

5th Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
CHM 301	Symmetry and Group Theory	3	0	0	9	4
CHM 311	Organic Chemistry I	3	0	0	6	4
CHM 321	Physical Chemistry of Solutions	3	0	0	9	4
CHM 313	Organic Chemistry Laboratory	0	6	0	3	3
CHM ***	Departmental Elective I	3	0	0		3/4
CHM ***	Departmental Elective II	3	0	0		3/4
Total		15	6	0		20/22

6th Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
CHM 302	Chemistry of Transition Metals	3	0	0	9	4
CHM 312	Organic Chemistry II	3	0	0	9	4
CHM 322	Principles of Quantum Chemistry	3	0	0	9	4
CHM 304	Inorganic Chemistry Laboratory	0	6	0	3	3
*** **	Departmental Elective III	3	0	0		3/4
*** **	Departmental Elective IV	3	0	0		3/4
Total		15	6	0		21/23

7th Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
CHM 401	Transition Metal Chemistry	3	0	0	9	4
CHM 411 /CHM 611	Physical Organic Chemistry	3	0	0	9	4
CHM 433/ 633	Theory of Modern Physical Methods	3	0	0	9	4
CHM 423	Physical Chemistry Laboratory II	0	6	0	3	3
*** **	Open Elective I	3	0	0	9	4
*** **	Open Elective II	3	0	0		3/4
Total		15	6	0		21/22

8th Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
CHM 402	Applications of Modern Physical Methods	3	0	0	9	4
CHM 434/634	Chemical Binding	3	0	0	9	4
*** **	Open Elective III	3	0	0	9	4
*** **	Open Elective IV	3	0	0	9	4
*** **	Open Elective V	3	0	0		3/4
*** **	Open Elective VI	3	0	0		3/4
Total		18	0	0		22/24

9th Semester

Course No.	Course Name	Credit
CHM 501	Project Work	10
CHM 6**	Departmental Elective V	4
CHM 6**	Departmental Elective V	4
Total		18

10th Semester

Course No.	Course Name	Credit
CHM 501	Project Work	18
Total		18

NOTE:

1. To **Minor** in any discipline, the student has to take a **minimum of 14 Credits** (at least 4 open electives) from that particular discipline.
2. After the mid-semester examination of the 8th semester, students will be assigned a supervisor for their Project Work.
3. Minimum number of credits for getting a BS-MS Dual degree is 188. A student must clear all the courses opted for.
4. All laboratory work should be completed during the laboratory hours including notebook writing.
5. There is a provision for registering to departmental electives in the 9th and 10th semesters for those students who choose theoretical chemistry as their research area.

MATHEMATICS MAJOR

5th Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
MTH 301	Groups and Rings	3	0	0	9	4
MTH 303	Real Analysis - I	3	0	0	9	4
MTH 305	Foundations of Mathematics and Elementary Number Theory	3	0	0	9	4
MTH ***	Departmental Elective I	3	0	0	9	4
*** **	Open Elective I	3	0	0		3/4
Total		15	0	0		19/20

6th Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
MTH 302	Modules and Fields	3	0	0	9	4
MTH 304	Metric Spaces and Topology	3	0	0	9	4
MTH 306	Ordinary Differential Equations	3	0	0	9	4
MTH ***	Departmental Elective II	3	0	0	9	4
*** **	Open Elective II	3	0	0		3/4
Total		15	0	0		19/20

7th Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
MTH 403	Real Analysis II	3	0	0	9	4
MTH 405	Partial Differential Equations	3	0	0	9	4
MTH 407	Probability and Statistics	3	0	0	9	4
MTH ***	Departmental Elective III	3	0	0	9	4
*** **	Open Elective III	3	0	0		3/4
Total		15	0	0		19/20

8th Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
MTH 402	Galois Theory	3	0	0	9	4
MTH 404	Measure and Integration	3	0	0	9	4
MTH 406	Differential Geometry of Curves and Surfaces	3	0	0	9	4
MTH ***	Departmental Elective IV	3	0	0	9	4
*** **	Open Elective IV	3	0	0		3/4
Total		15	0	0		19/20

9th Semester

Course No.	Course Name	Credit
MTH 501	Project Work	12
MTH ***	Departmental Elective V	4
MTH ***	Departmental Elective VI	4
Total		20

10th Semester

Course No.	Course Name	Credit
MTH 501	Project Work	12
MTH ***	Departmental Elective VII	4
MTH ***	Departmental Elective VIII	4
Total		20

NOTE:

1. To **Minor** in any discipline, the student has to take a **minimum of 14 Credits** (at least 4 open electives) from that particular discipline.
2. After the mid-semester examination of the 8th semester, students will be assigned a supervisor for their Project Work.
3. Minimum number of credits for getting a BS-MS Dual degree is 188. A student must clear all the courses opted for.

PHYSICS MAJOR

5th Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
PHY 301	Mathematical Methods I	3	0	0	9	4
PHY 303	Quantum Mechanics I	3	0	0	9	4
PHY 305/601	Classical Mechanics	3	0	0	9	4
PHY 307	Physics Laboratory I	0	6	0	3	3
*** **	Open Elective I	3				
*** **	Open Elective II	3				
Total		12	6	0		21/23

6th Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
PHY 302	Mathematical Methods II	3	0	0	9	4
PHY 304	Quantum Mechanics II	3	0	0	9	4
PHY 306/ 602	Statistical Mechanics	3	0	0	9	4
PHY 308	Physics Laboratory II	0	6		3	3
*** **	Open Elective III	3				
*** **	Open Elective IV	3				
Total		12	6	0		21/23

7th Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
PHY 401 /603	Electrodynamics and STR	3	0	0	9	4
PHY 403/605	Condensed Matter Physics	3	0	0	9	4
PHY 405	Condensed Matter Laboratory	0	6	0	3	3
PHY 413/503	Introduction to Astronomy & Astrophysics (DE)	3	0	0	9	4
PHY 415/615	Quantum Field Theory I (4)	3	0	0	9	4
*** **	Open Elective V	3				
Total		12	6	0		22

8th Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
PHY 402/608	Atomic and Molecular Physics	3	0	0	9	4
PHY 404/610	Nuclear and Particle Physics	3	0	0	9	4
PHY 406	Nuclear Physics Laboratory	0	6	0	0	3
PHY 4**	Departmental Elective I	3	0	0	9	4
*** **	Open Elective VI	3	0	0		
*** **	Open Elective VII	3	0	0		
Total		12	6	0		22

9th Semester

Course No.	Course Name	Lec Hr	Lab Hr	Tut Hr	SS Hr	Credit
PHY 6**	Departmental Elective II	3	0	0	9	4
PHY 6**	Departmental Elective III	3	0	0	9	4
PHY 501	Project Work					14
Total		6	0	0	18	22

10th Semester

Course No.	Course Name	Credit
PHY 501	Project Work	18
Total		18

NOTE:

1. To **Minor** in any discipline, the student has to take a **minimum of 14 Credits** (at least 4 open electives) from that particular discipline.
2. After the mid-semester examination of the 8th semester, students will be assigned a supervisor for their Project Work.
3. Minimum number of credits for getting a BS-MS Dual degree is 188. A student must clear all the courses opted for.
4. All laboratory work should be completed during the laboratory hours including notebook writing.
5. A student must take 3 departmental electives from the 'Advanced Level' courses, whereas the 6 open electives can be filled up by either 'Basic Level' and/or 'Advanced Level' courses.

Annexure III

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

1.0 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.

2.0 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.
- 3.0 **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.

4.0 **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.

- 5.0 **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.

6.0 DISCIPLINARY AUTHORITY:

6.1 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.

The warden shall be paid a monthly honorarium of Rs.2500/- and free accommodation.

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.