



IISER
BERHAMPUR

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान बरहमपुर
Indian Institute of Science Education and Research Berhampur
Established by the Ministry of Education, Govt. of India

अभिषद Senate

20वी बैठक के कार्यबृत Minutes of 20th Meeting

6 May 2024 (Monday)
3:00 pm onwards
Board Room, IISER Berhampur

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Indian Institute of Science Education and Research Berhampur

Senate

Minutes of the 20th Meeting
6 May 2024 (Monday) at 3:00 pm
Board Room, IISER Berhampur

The 2024-1/20th meeting of the Senate, IISER Berhampur was held on 06 May 2024 (Monday) at 03:00 PM in the Boardroom (through Hybrid Mode). The following members were present:

1.	Prof. Ashok Kumar Ganguli, Director, IISER Berhampur	Chairperson
2.	Prof. Joydip Mukhopadhyay, Head, EES and Dean (International Relations)	Member
3.	Prof. Vishwas Chavan, Head, CS, Dean (R&D and Outreach)	Member
4.	Prof. K George Thomas, Professor of Chemistry and Dean of Faculty Affairs, IISER Thiruvananthapuram	Member
5.	Prof. Tara Chandra Kandpal, Emeritus Professor, Department of Energy Science & Engineering and Former Dy Director, IIT Delhi	Member
6.	Prof. Reetika Khera, Professor of Economics, IIT Delhi	Member
7.	Dr. Prosenjit Mondal, Associate Professor, Biological Sciences and Dean (Academic Affairs)	Member
8.	Dr. Sulakshana P Mukherjee, Associate Professor, FIC (Chemical Sciences)	Member
9.	Dr. Prem Prakash Pandey, Assistant Professor, FIC (Mathematical Sciences)	Member
10.	Dr. Bodhisatta Nandy, Assistant Professor, FIC (Biological Sciences and Student Affairs)	Member
11.	Dr. Sandeep Chatterjee, Assistant Professor, FIC (Physical Sciences)	Member
12.	Dr. Nihar Kanta Patra, Librarian	Member
13.	Dr. Natasha Sharma, Assistant Professor, Physical Sciences and Warden	Member



14.	Dr. Arunkumar Krishnan, Assistant Professor, Biological Sciences	Member
15.	Dr. Shikha Gandhi, Assistant Professor, Chemical Sciences	Member
16.	Dr. Victor Mukherjee, Assistant Professor, Physical Sciences	Member
17.	Mr. Amal Chacko, Student Representative	Member
18.	Ms. Bandita Das, PhD Representative	Member
19.	Shri Pradeep Kumar Ray, Registrar	Secretary
20.	Dr. Rakesh Kumar Pathak, Coordinator Academic Affairs	Special Invitee
21.	Dr. Prosenjit Daw, Coordinator of Academic Affairs (PG)	Special Invitee
22.	Dr. Ritabrata Sengupta, Coordinator of Academic Affairs	Special Invitee

The following members could not attend the meeting:

1.	Dr. Jose Sebastian, Coordinator of Academic Affairs (UG)	Chairperson
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The following are the outcomes of the Senate Meeting:

S.No.	Items
24.1	The Secretary Senate welcomed the Chairperson and all the members to the 20th meeting of the Senate. The Chairperson gave the opening remarks.
20.1.1	Confirmation of Minutes of the 19th Meeting of the Senate held on 18 December 2023
	The Senate confirmed the Minutes of the 19 th Meeting of the Senate, as circulated.
20.1.2	Report on Action Taken on Decisions of the 19th Meeting of the Senate held on 18 December 2023

The Senate noted the following action taken report on the decisions of the Senate made in its 19 th Meeting held on 18 December 2023:		
Item	Discussion Item	Action Taken
19.2.1	<i>General Policy for Governing Fellowships of PhD/iPhD students</i>	Being implemented
19.2.2	<i>The PhD coursework papers of the EES Department</i>	Implemented
19.2.3	<i>E-Bio Minor programme</i>	Implemented
19.2.4	<i>Modifications in PhD guidelines of Biological Sciences:</i>	Implemented
19.2.5	Proposal to offer HSS 103 and HSS 209 in the 2nd semester and HSS 209 to be offered in the 4th Semester of 2023-24	Implemented
19.2.6	Academic Calendar for 2nd Semester 2023-2024 and 1 Semester 2024-25	Implemented
19.2.7	The nomination of Prof. Vishwas Chavan as a Member of BoG of the Institute as Senate Nominee to the Board	Implemented
19.2.8	The exclusion of HSS 202 from the BS-MS Curriculum	Implemented
19.2.9	Revisions in the Bio-306 course content.	Implemented
20.2	Discussion Items	
20.2.1	Amendment proposed in PhD manual	

	The senate deliberated on the matter and recommended the following amendments in point no. 8.2 and 8.7 of PhD manual: 8.2 Academic Requirements The minimum credit requirements for eligibility to appear in the comprehensive examination (see #8.7 of the PhD manual) are 28 credits. This comprises at least 16 credit theory courses of <u>level 500 & above</u>: 8.7 Comprehensive Examination 1. The comprehensive examination has to be completed within 4 full registered semesters. Furthermore, the Senate constituted the following committee to revise the existing Ph.D. manual: 1. Dean of Academic Affairs, Chairperson 2. All HoD/FIC, Members 3. Coordinator Academics-PG/UG, Member 4. Deputy Registrar (Academic Affairs)-Member Convener The committee shall review and modify the existing PhD manual including but not limited to a. Revisit mandatory credit requirement for the theory courses b. Revised content for the cross-marking of theory courses like an additional module, and separate evaluation plan for PhD students. c. restructure course credit format from 4 credits to 3 credits following 42 lecture hours for "3" credit theory courses.
20.2.2	Regarding Ph.D.Thesis evaluation
	The Senate deliberated on the procedure followed for thesis evaluation and recommended the following changes: The thesis shall be referred to the PhD supervisor and two external examiners. Among the external examiners one from within the country and one from outside, chosen by the Chairman, Senate, or his nominee from amongst the panel of examiners recommended by the thesis supervisor at its pre-synopsis meeting. The Thesis Supervisor should propose '4' names in each category within the country and outside the county's external examiners. Designation of external Reviewers should be at Associate Professor level and above or equivalent.
20.2.3	Amendment in academic regulation on add and drop of courses
	<i>The Senate recommended the following amendment in the regulation on Add and Drop of courses (point #6.5 of the BS-MS Academic Manual):</i>



	<i>If a student wants to modify the pre-registered courses, he/she may do so by adding or dropping courses after the start of the semester within the course add or drop deadline mentioned in the Academic Calendar with the approval of DUGC, HOD and the concerned course instructors. However, the student should ensure that the total number of credits registered in any semester enables him/her to earn the minimum number of credit requirements as specified in the BS-MS manual (#6.5)</i>
20.2.4	Fixing the minimum number of registered students for courses to be offered
	The senate deliberated on the minimum number of students to be registered in any course to be offered and recommended the following: A minimum of 5 students should be registered in any course to be offered to PG and UG students. In case of less registration, the same course will be dropped from that semester. For special cases, the request with justification may be submitted to the Chairperson Senate through the Dean (Academic Affairs) & respective Coordinator (CAA UG/CAA PG) for approval.
20.2.5	Policy for institute endowment fund and its uses
	The senate deliberated on the policy proposed by the Board of Educational and Research Planning (BERP) and recommended the following: - There shall be at least 2 categories in which donors can donate. - Donations for awards/memorial and other medals - Donations for naming the departments, programmes, buildings, etc. - The donor should donate at least Rs. 5 lakhs for awards/memorial and other medals and 20 lakhs for naming the departments, programmes, buildings, etc. Further, the Senate has also resolved that the existing endowment/donation as instituted for award of memorial medals shall also be included in this revised guidelines of increasing the donation amount to Rs.5 lakh. Accordingly, the Secretary-Senate will intimate the existing donors to deposit the balance amount in case they want to continue their existing endowment for awarding memorial medals. The BERP committee to revisit the regulations and revise them according to the above suggestions. The draft report may be presented to the Senate.
20.2.6	Institute Leave policy for BSMS students

	The senate deliberated on the revised leave policy (Annexure I) in detail and approved the same for implementation from the AY 2024-25 Semester -I.
20.2.7	Modalities for implementation of Attendance Policy for classes as approved by the Senate
	The Senate proposed the following modalities for the implementation of the minimum class attendance policy: 1. Faculty shall take attendance manually for the classes with student strength ≤ 30. 2. For classes with a student strength of more than 30, a biometric (face recognition) attendance system shall be made robust and implemented, in case of persistent technical problems with the biometric system, allocated student TA or academic office staff will take attendance manually 3. Absentees shall be monitored regularly, and warning notices will be issued in case a student is absent from classes consecutively for 5 days. 4. Less than 75% attendance (as per Senate resolution) should not be allowed to appear for the end-semester examination.
20.2.8	Mandatory Student Response Survey (SRS)
	The Senate discussed the issues about non-submission of SRS by the students and recommended the following: 1. All registered students for each course shall be allowed to submit their SRS. However, the SRS submitted by the students who have 75% attendance shall be considered for assessment. 2. The students who haven't submitted the SRS shouldn't be allowed to see their results in their ERP account till the beginning of the next semester.
20.2.9	Award of provisional degree to the students fulfilling the academic requirements
	The Senate resolved to issue the provisional certificate to the graduating students of BS-MS and PhD through the following procedure: 1. The students have to meet the academic requirements as per the academic manual and submission of no dues certificate; 2. The transcripts are to be checked by DUGC/DPGC and recommended by the Head of Department/FIC of the concerned department and submitted to the Office of Academic Affairs. The office will forward the request to the Chairperson Senate with the recommendation of Coordinator Academics UG/Coordinator Academics PG and Dean Academic Affairs.

	3. The provisional certificate will be issued after approval of Chairperson Senate and the same will be ratified in the next Senate meeting.																														
20.2.10	Date for 4th Convocation of the Institute																														
	The Chairperson has apprised the members that the institute has requested the President's Secretariat through the Ministry of Education to get the confirmation about the Honorable President of India as Chief Guest for the 4th convocation of the Institute. The date of the convocation may be fixed after getting confirmation from the President's Secretariat (tentative dates 10 - 20 July 2024). In case the Honorable President of India is not available for the convocation, the Chairperson Senate has been authorized to invite another dignitary as the Chief Guest for the convocation.																														
20.3	Ratification Items																														
20.3.1	Approvals accorded by the Chairperson, Senate																														
	On the recommendation of the <i>Dean (Academic Affairs)</i>, the Chairperson, Senate, accorded approval on the following matters: <table border="1"> <thead> <tr> <th>SN</th><th>Item</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Teaching assistantship to PhD students admitted in Semester-II, AY 2023-24</td></tr> <tr> <td>2.</td><td>Teaching Assistantship Guidelines for Ph.D. Students</td></tr> <tr> <td>3.</td><td>Advertisement for admission in PhD Programs for Semester-I, AY 2024-25</td></tr> <tr> <td>4.</td><td>Extension of PhD thesis submission deadline of Ms. Suruchee Samparna Mishra</td></tr> <tr> <td>5.</td><td>Withdrawal from PhD Program of Mr. Anirban Mandal</td></tr> <tr> <td>6.</td><td>Fee refund policy towards the cancellation of admission for BS-MS program</td></tr> <tr> <td>7.</td><td>Reporting the cases of students who haven't paid the semester registration fee for Semester-II, AY 2023-24</td></tr> <tr> <td>8.</td><td>Signatory authority for issuance of certificates (NOC and bonafide)</td></tr> <tr> <td>9.</td><td>Exam guidelines and disciplinary actions for various acts of academic malpractice.</td></tr> <tr> <td>10.</td><td>Non-submission of duly signed hard copy of the semester-I AY 2023-24 grade report</td></tr> <tr> <td>11.</td><td>Constitution of the committee to review the course code and course content for PhD program</td></tr> <tr> <td>12.</td><td>Formats for no objection and bonafide certificates</td></tr> <tr> <td>13.</td><td>MoU between Central Tribal University, Andhra Pradesh and IISER Berhampur</td></tr> <tr> <td>14.</td><td>Seat matrix for BS-MS program admission AY 2024-25</td></tr> </tbody> </table>	SN	Item	1.	Teaching assistantship to PhD students admitted in Semester-II, AY 2023-24	2.	Teaching Assistantship Guidelines for Ph.D. Students	3.	Advertisement for admission in PhD Programs for Semester-I, AY 2024-25	4.	Extension of PhD thesis submission deadline of Ms. Suruchee Samparna Mishra	5.	Withdrawal from PhD Program of Mr. Anirban Mandal	6.	Fee refund policy towards the cancellation of admission for BS-MS program	7.	Reporting the cases of students who haven't paid the semester registration fee for Semester-II, AY 2023-24	8.	Signatory authority for issuance of certificates (NOC and bonafide)	9.	Exam guidelines and disciplinary actions for various acts of academic malpractice.	10.	Non-submission of duly signed hard copy of the semester-I AY 2023-24 grade report	11.	Constitution of the committee to review the course code and course content for PhD program	12.	Formats for no objection and bonafide certificates	13.	MoU between Central Tribal University, Andhra Pradesh and IISER Berhampur	14.	Seat matrix for BS-MS program admission AY 2024-25
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20.4	Any other item with the prior permission of the Chairperson												
	The Senate recommended convening the next RAAC meeting immediately following the 4th Convocation.												

The meeting ended with a vote of thanks to all the Senate members.


Secretary, Senate

Approved



Chairperson, Senate IISER Berhampur

14/5/24



Annexure I

POLICY FOR INSTITUTING MERIT AND/OR MERIT-CUM-MEANS AWARD, SCHOLARSHIP, FELLOWSHIPS, AND OTHER FORMS OF ASSISTANCE

As an institute of national importance, the Indian Institute of Science Education and Research (IISER) Berhampur is committed to fostering excellence in research and student development. Currently, the student admissions comprise of the following programs:

1. BS-MS Programme. Selection process: IAT and IIT-JEE main. Typical total duration is 5 years.
2. IPhD. Selection process: Based on JAM score followed by interview. Typical total duration is 5 years.
3. PhD. Selection process: Qualifying a national level examination, like CSIR-UGC NET, GATE, JEST, ICMR, NBHM, and etc followed by an in person test and interview. Typical duration 5 – 7 years.

The institute welcomes external benefactors to provide support to students through various means, including medals, scholarships, fellowships, and other forms of assistance based on merit and merit-cum-means. This document outlines the policy governing such donations.

1. All requests for donations will be deliberated upon by an internal committee, viz. the Board of Education and Research Planning (henceforth abbreviated as BERP). The Board will provide recommendations to the Chairman, Senate.
2. Prospective donors will be encouraged to contribute a minimum corpus amount to the institute, with the actual sum determined based on the number of awards and financial requirements for supporting students. The minimum corpus amount is set at Rs 500,000/-. The amount will be reviewed from time to time.
3. The donated corpus will be suitably invested in fixed deposits, and the funds required for the actual awards will be given from the interest generated.
4. Based on the discussion with the benefactor, specific guidelines for the award(s) will be formulated, and a Memorandum of Understanding (MoU) will be signed between the benefactor and the institute. Criteria for such awards/fellowships/scholarships/assistantship should not be the same with any of the awards given by the Institute at present, such as the President's Gold Medal/Director's Gold Medal/Proficiency Medal. The BERP may suggest a list of possible awards/fellowships that the Institute would like to invite from the donors. However, awards / fellowships / scholarships / assistantship may not be limited to such a list and proposals for any new awards/fellowships/scholarships/assistantship may be deliberated upon by the BERP before forwarding its recommendation to the Chairman, Senate.
5. The duration of each MoU will typically span between 3 – 5 years (from the date of its incorporation). Upon expiration, the benefactor will be contacted to ascertain their intent in renewing the award for another 3 – 5 years or more. The response will be discussed in the BERP and the appropriate actions will be taken. The benefactor may be requested to give an additional amount to sustain the award.

6. The Institute reserves the right to revisit the terms and conditions of the MoU at any juncture deemed necessary.
7. In the event of the discontinuation of the award, any remaining fund will be at the discretion of the Institute to use as a corpus fund.
8. The Office of the Dean of Academic Affairs will regularly disseminate information regarding available awards to students and faculty members.
9. Necessary documentation will be provided to the benefactor to facilitate the claiming of tax benefits as applicable.
10. The institute will maintain transparency and accountability in the utilization of donated funds through such means deemed to be fit.