



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

**BS-MS (Dual Degree)
PROGRAMME MANUAL**

**Guidelines & Regulations
2018**

1. GENERAL INTRODUCTION

The Indian Institutes of Science Education and Research (IISERs) were established in 2006 through a proclamation of the Ministry of Human Resource Development (MHRD), Government of India, to promote quality education and research in basic sciences. In the first go, two IISERs were started at Pune and Kolkata. The establishment of other IISERs followed: at Mohali in 2007, at Bhopal and Thiruvananthapuram in 2008, and at Tirupati in 2015. **IISER Berhampur** is the youngest one, established in 2016.

Subsequently, these Institutes were brought within 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.

The **IISER Berhampur** is the seventh Centre of Excellence in the family of IISER institutions, and it is dedicated to teaching and research in basic sciences. As a unique initiative in science education in India, IISER Berhampur aims to be a University of the highest calibre devoted to both high quality teaching and state-of-the-art research in a totally integrated manner, thus nurturing both curiosity and creativity.

IISER Berhampur has initiated BS-MS (for 5 years) and PhD programmes in an intellectually vibrant atmosphere of research. Apart from classroom instruction, IISER builds student skills in areas such as scientific enquiry, problem solving, analytical and communication skills, computational sciences, electronics, instrumentation and workshop practices. IISER has developed advanced teaching and research laboratories where students will have the opportunity to perform experiments as well as pursue advanced research under the mentorship of world-class faculty. This would make education and career building in basic sciences exciting and rewarding.

The faculty at IISER Berhampur dedicate themselves to learn, teach and serve society through excellence in science education and research, in an ecosystem based on integrity, fairness, dignity and professionalism, aimed to provide equal opportunities for all.

This document provides an overview of academic affairs and the guidelines/regulations pertaining to the BS-MS (Dual Degree) programme offered by IISER Berhampur. Besides these general guidelines, individual departments may impose additional requirements from time to time, as approved by the Senate of the Institute, in order to achieve their set goals.

1.1 Academic Programmes

IISER Berhampur currently offers the following courses:

- (i) Bachelor of Science-Master of Science (BS-MS Dual Degree) programme for students who have completed their 10+2 schooling. The five year BS-MS (Dual Degree) programme is currently offered in the following disciplines:
 - a. Biological Sciences
 - b. Chemical Sciences
 - c. Physical Sciences
 - d. Mathematics

Provision to start new disciplines exists in the Institute. New disciplines will be added to the above list as and when created.

- (ii) Ph.D. programme in Biological, Chemical and Physical Sciences, and Mathematics for students who have acquired a Master's degree. Under special circumstances, exceptionally brilliant students with B.Tech./B.E./B.S. (4 year) degree may also be considered for admission in certain departments (as determined by the Ph.D. selection committee). Other disciplines will be introduced in due course.

2. ADMINISTRATIVE BODIES

2.1 The Senate

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

2.2 The 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 Under-Graduate Committee (DUGC)/ Department Post-Graduate Committee (DPGC). Its activities include:

- Receiving, processing and maintaining all records related to admissions to various programmes, semester registrations, leaves, grades, scheduling of courses 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.

Functions of the IAAC:

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 Under-Graduate Committee (DUGC)

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

Functions of the DUGC: The following are the functions and duties of the DUGC:

- To advise students in their academic programmes and provide appropriate guidance to maintain the required individual 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 to final review the guidelines/policies recommended by the DUGC and such matters as may be brought in appeal before it. In discharging her/his responsibilities, the Dean, Academic Affairs shall make full use of the appraisals and the recommendations of the DUGCs.

3. ADMISSIONS AND SCHOLARSHIPS

The duly constituted Joint Admission Committee (JAC) of the IISERs manages admission to the BS-MS (Dual Degree) programme.

3.1 INSPIRE and KVPY Scholarships

Once admitted, all students are eligible for the *Innovation in Science Pursuit for Inspired Research (INSPIRE) or Kishore Vaigyanik Protsahan Yojana (KVPY)* scholarships (if qualified). The value of the scholarships and disbursement policies will be in accordance with the funding agencies and Institute rules, as announced periodically. Currently, all INSPIRE fellows receive ₹ 80000 as scholarship per year. KVPY scholars receive ₹ 5000 per month during the first 3 years of the study and ₹ 7000 thereafter. Scholarships will be paid for a maximum period of 5 years.

Students admitted to IISER Berhampur for a five year BS-MS (Dual Degree) programme through KVPY channel are eligible for award of scholarship from KVPY. In addition, a limited number of students admitted through JEE Advanced and SCB channel are eligible to receive INSPIRE scholarship as per the rules prescribed by DST. At any given point of time, a student will be allowed to draw scholarship from only one source (national or international).

Internet links for the guidelines of scholarships:

INSPIRE: <http://www.inspire-dst.gov.in/scholarship.html>

KVPY: <http://www.kvpy.iisc.ernet.in/main/index.htm>

3.2 Admission procedure

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

- **KVPY:** SX, SA, SB streams
- **Indian Institute of Technology Joint Entrance Exam (IIT-JEE):** Students whose names appear in IIT-JEE Advanced Rank List; (<https://jeemain.nic.in/>)
- **State and Central Boards:** Students, who on the basis of their aggregate scores in class XII, are eligible for INSPIRE scholarship (<http://www.inspire-dst.gov.in>) by the Department of Science and Technology (DST) may be considered for admission after clearing the IISER Aptitude Test.

Additional details are accessible online at <http://www.iiseradmission.in/>

3.3 Physical fitness

All selected students will have to submit a medical examination report 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:

- Scheduled Caste (SC) and Scheduled Tribe (ST) Candidates:** 15% and 7.5% seats are reserved for the SC and ST categories, respectively. Candidates belonging to SC/ST categories will be required to produce the original caste/tribe certificate issued by a competent authority in the prescribed format at the time of counselling and admission.

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

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

3.5 Cancellation of Admission

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

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

4. ACADEMIC SESSIONS

4.1 The Semester System

The academic session consists of two primary semesters, each spanning the duration of about 17 weeks:

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

Each semester includes the following:

- Mid-Semester Examination
- Mid-Semester recess: for a period of one week
- End-Semester Examination

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

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

4.2 Academic Calendar

The schedule 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 vacations during the academic session, are specified in the academic calendar displayed on the [Academic Affairs Office webpage](#). The academic calendar for every year (January to December) is released between September

and October of the preceding year, duly approved by the Senate. Every student is expected to adhere to all the academic regulations of the programme and have an understanding of the requirement of the programme as given in the manual. The rules and regulations of the academic programme are subject to periodic revision.

4.3 Faculty Advisor

Each BS-MS student is assigned to a Faculty Advisor for the first two years of the programme. The Faculty Advisor:

- Develops a mentoring relationship with the advisee that is collaborative in nature, and where each advisee feels a sense of connection, support and guidance.
- Guides the students about the rules and regulations governing the programme.
- Provides guidance about the courses to be taken in various semesters.
- Pays special attention towards academically weak students.

The advisee is expected to:

- Meet her/his respective Advisor at least once in a month and discuss any issue(s) related to her/his career and progress.
- Be receptive to the advices of the Advisor and involve her/him -self actively in the process.
- Keep personal records of meetings with the Advisor, subsequent decisions and progress made.
- Understand and be able to clearly articulate the decisions made and pursued.

The parents/guardians can contact the Advisor regarding various issues of their wards.

4.4 Vidyarthi Mitra

In addition to the Faculty Advisor discussed above, each student will also be assigned to a senior student for guidance and assistance over various issues, which might influence her/his evolution on the campus. This senior student is to be referred to as Vidyarthi Mitra. The Vidyarthi Mitra, a friendly, sensitive and approachable advisor, is equipped with the technical information required to tackle any academic issue(s). The Vidyarthi Mitra may consult the Faculty Advisor whenever felt necessary.

5. CURRICULUM

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

Core courses consist of compulsory courses in Chemical Sciences, Earth and Environmental Sciences, Mathematics, Physical Sciences, Computer Science, and topics in Humanities and Social Sciences such as Oral and written communication, Technical writing, Economics, Introduction to Psychology, Intellectual Property Rights and Patents. Professional courses consist of discipline dependent mandatory and elective courses.

During the ninth and tenth semesters (fifth year), students are required to undertake project work. Typically, all students are expected to carry out project work at IISER Berhampur.

The course structure, credits and contents are detailed in the 'Course Contents Manual', available online via <http://www.iiserbpr.ac.in/>. Printed copies are available on request, and can be collected from the Office of Academic Affairs.

5.1 Major and Minor Disciplines:

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

- The student should have earned at least 64 credits out of total 76 credits during the first four semesters.
- The student should not have 'F' grade in more than 12 credits, of which there is no more than 1 F in theory and 1 F in a laboratory course of the discipline in which the student wants to major.
- The student should have acquired a Cumulative Performance Index (CPI) of at least 5.0 (≥ 5).

For majoring in a discipline, the student will have to fulfil all credit requirements and other criteria specified by the Department. If a student fails to meet eligibility criteria for choosing a major, she/he will have to drop a year.

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

To earn a minor the student has to acquire a minimum of 24 credits (which could be earned from courses of 18 credits and a project in a minor discipline of 6 credits) in the discipline in which she/he wants to carry out minor. Departments may further impose additional requirements to minor in their disciplines (for example, crediting certain courses from their discipline) after due approval of the Senate. The student may seek permission from the DOAA for any additional course-load (academic overload) required meeting these criteria. The grade report of the student, in addition to the major discipline, will also show the minor discipline(s), if earned.

5.2 Change of the Major Discipline:

A student can change her/his major (in which she/he has registered at the end of the fourth semester) before the start of the seventh semester with prior approval from the Head of the Department to which the student wishes to migrate, under intimation to the Head of the current major discipline. If a student chooses to change her/his major in the fifth semester itself, she/he should do so by the add/drop deadline. Departments can decide whether or not a student changing her/his major has to drop a semester/year. The successful completion of all courses and other requirements, as laid down by the department in which the student wants to major, has to be accomplished for award of degree with that major.

6. REGISTRATION TO A SEMESTER

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

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

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

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

- A student will not be allowed to register for the ninth semester (fifth year), if she/he has not completed all courses of the third and fourth semesters (second year). In addition, she/he should not have more than four backlogs (4F grades) in all courses, of which no more than 1F grade in theory and 1F grade in the laboratory course in her/his major discipline.

Over and above the minimum compulsory credit requirement, a maximum of two courses will be permitted per semester under the category of repeat/substitute/improvement/overload courses.

A student can also choose to drop a year to clear all the courses in which she/he has earned 'F' grades in the previous years. A student will not be permitted to register for higher-level courses during the year drop. The voluntary year drop will be taken into account for determining maximum residence.

The student is entirely responsible for registration in appropriate courses.

6.1 Academic Load

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

Academic Load, AL, is defined as follows:

$$AL = \text{Lecture (L)} + \text{Tutorial (T)} + \text{Self Study (SS)} + \text{Lab (Lab)} + \text{Discussion/Seminar (D)}$$

Self-Study (SS) includes assignments and reports/term papers. The instructors should ensure that the workload is commensurate with the SS hours allotted.

SS hours are calculated as follows:

$$\begin{aligned} SS &= 1.5 * L + 1/3 * \text{Lab (for 1st and 2nd year BSMS courses)} \\ SS &= 2.5 * L + 1/3 * \text{Lab (for professional courses)} \end{aligned}$$

Credits are calculated using academic load, as follows:

$$\begin{aligned} \text{Credits} &= \text{Round off (AL/3)} \text{ (for courses with lecture and/or lab component)} \\ \text{Credits} &= \text{Round off (AL/2.5)} \text{ (for all other courses, e.g., thesis, seminar, reading courses)} \end{aligned}$$

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

Provisions for a student on year drop

- She/he may register for less than the minimum specified load of 12 credits per semester.
- She/he should register for all courses with F grades (as far as possible), if offered, during the year drop.
- She/he will be permitted to register for up to a maximum of 20 credits for grade improvement.
- She/he will not be permitted to register for more than 21 credits in all during a semester.

Provisions for Overload

- During the 2nd year, a maximum overload of 3 credits per semester is permitted.
- From 3rd year onwards, per semester, a maximum of 1 overload course will be permitted to students with a CPI > 8.0, and a maximum of 2 overload courses will be permitted to students with CPI > 9.0.

- Students opting for change of 'Major' discipline during the 3rd year will be permitted to take overload of 2 courses per semester with the approval of DUGC.

6.2 Pre-registration

Every student is required to pre-register for courses to be credited by her/him during the following semester. Preregistration process will be carried out on the dates specified in the academic calendar. List of courses along with name of instructor(s), tutor(s), credits, prerequisites, learning objectives and outline of each course to be offered during the following semester will be made available on the Academic Affairs webpage, available online via <http://www.iiserbpr.ac.in/>, a fortnight before the pre-registration date.

The students who fail to complete the pre-registration during the period specified in the academic calendar, for any reason, can complete it during registration upon payment of a prescribed penalty.

6.3 Registration Procedure

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

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

6.4 Late Registration

If, for any compelling reason (e.g., illness), a student is unable to register on the day of registration, she/he can register on or before the last date of late registration as 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 Elective/Repeat/Substitute/Improvement/Overload course(s) in which she/he is registered, on or before the last date specified in the academic calendar for the same, by submitting the add/drop form to the Office of Academic Affairs.

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

- Dropping of course(s) should not result in a net registration of less than 12 credits.
- The request to drop the course(s) must be approved by the instructors-in-charge and the Convener, DUGC of her/his department.
- Final grades will be assigned for all courses not dropped by a student in a timely fashion, even if she/he does not appear for the examinations.

6.6 Repeat Courses

A student can repeat a course in which she/he has earned an 'F' grade. Such a course is called a repeat course. Repeat course(s) must be clearly marked in the registration form as 'R'.

For repeat courses, the grade sheet will show the new letter grade as well as the old 'F' grade. However, for computation of CPI the new letter grade will replace the old 'F' grade.

6.7 Substitute Courses

If a student has failed twice in a professional/open elective course, then she/he can substitute that course with another course. If a student has failed in a course of the core curriculum (first and second year), she/he should attempt to clear it by registering once again for the same. However, at any time, if the student has not cleared a core course offered in the first and second years, she/he may substitute the same with a course from her/his major discipline, provided: (i) her/his CPI ≥ 7 , and (ii) she/he has registered for the course at least twice and has appeared for re-examination at least once. A student with CPI < 7 will not be permitted to substitute the course. A mandatory course (professional course) of major discipline must be cleared by repeatedly registering for the same. Such a course cannot be substituted by any other course. A departmental elective can only be substituted by another departmental elective. A course can only be substituted with another course with equal or higher credits.

A maximum of two elective courses can be substituted during the entire course of study, upon the recommendation of Convener, DUGC, and approval of DOAA. A student can substitute a maximum of two core courses (first and second year) during the entire programme.

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

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

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

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 would merely be auditing the course; the grade awarded to her/him, if any, will not be displayed in her/his grade report.

6.8 Registration for Higher Level Courses

During the fifth and sixth semesters (the first year into the major), students will not be permitted to register for courses at a level higher than '300'. They may be permitted to do so only upon the recommendation of the Convener, DUGC.

However, students in semesters seventh to tenth (third and fourth year) will be permitted to register for higher-level courses, upon fulfilling the course pre-requisites or obtaining the consent of the Instructor/Convener, DUGC.

6.9 Registration of an Academically Deficient Student

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

6.10 Registration for Summer Semester Courses

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

6.11 Cancellation of registration

Registration of a student will be cancelled if she/he fails to register for a given semester by the last date for late registration stipulated in the academic calendar, and consequently she/he may be terminated from the programme.

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

Except when it is with medical reasons, if a student does not appear in the end-semester examination of all the courses in which she/he is registered, the Senate may terminate her/his programme.

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

Attendance and cancellation of registration in a course:

All students are advised and encouraged to attend the lectures for a course. Instructors can allot weightage for attendance towards the final grade as per the policy outlined in Evaluation/Assessment section.

If any student in a course is absent for an extended period of time, the instructor of that course may intimate the Office of Academic Affairs, no later than 7 days after the mid-semester examination. In such case, a student may be de-registered from the course. Proceedings for such cancellation shall be completed no later than one week after the mid-semester recess.

7. RESIDENCE

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

8. TEACHING AND EVALUATION

8.1 Teaching

Medium of Instruction: The medium of instruction is English.

Approval of Courses: The Senate approves each course along with credits allotted for that course. Only the approved courses will be offered in a given semester.

List of Courses: The list of courses offered by a department is finalised before the pre-registration of each semester by the Head of that department in consultation with the DUGC. In general, within or across departments, no two courses with overlapping contents (> 50%) will be offered during a semester.

The list of courses should be submitted to Office of Academic Affairs two weeks before pre-registration.

Conduct of Courses: Each course is to be conducted by the instructor-in-charge with assistance from other instructors and/or tutors.

8.2 Examinations:

a. Dead Week: The week prior to the end-semester examination will be called as 'dead week'. In general, quizzes and assignments of theory courses should not be given during the dead week. However, laboratory end-semester examination may be conducted during this period.

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

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

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

Only one make-up examination in lieu of the end-semester examination is allowed per course. When a mid-semester examination is missed, it would be the instructor's prerogative to decide how to evaluate the student and to assess the reasons given by the student. The instructor can give a make-up mid-semester examination or can choose to prorate the performance of the student, alternatively.

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

e. Misconduct During Examination: All cases of misconduct during examination must be reported to DOAA/Office of Academic Affairs by the instructor/invigilator on the same day via email/hardcopy.

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

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

In the event that the student contests the decision of the instructor/invigilator, the case will be referred to the disciplinary action committee.

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

Do's

- Students must take their seats 10 minutes prior to the start of the examination.
- Students should adhere to the seating arrangement determined by the instructor/invigilator, if any.
- Once seated, students must maintain total silence in the examination hall.
- Students must bring all stationery items that they might require during the examination, like pen, pencil, eraser, sharpener, scale, compass, etc.

Don'ts

- Students should not chatter, smile, or attempt to communicate with each other either verbally or non-verbally.
- Students are strictly prohibited from carrying rough paper, book, wallet, and calculator (permitted only if the instructor allows explicitly) inside the examination hall. If any prohibited item is found with them, the invigilator is entitled to assume that the student was cheating during the examination and initiate disciplinary action accordingly.

- Mobile phones and electronic devices are not allowed inside the Lecture Hall Complex (LHC) and classrooms of academic building during examination week. Such items, if found with a student, will be confiscated.
- Students 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, the end-semester examination, quizzes, assignments, attendance, and make up examination (if any).

The answer key for the semester examinations of core courses (100 and 200 level courses) should be conveyed to the students within a maximum of 24 hours of the completion of the exams.

The answer scripts of mid-semester and end-semester examinations should be shown to the students before grades are assigned. The instructor must retain the answer sheets for a minimum of two semesters before destroying them.

Weightage for various evaluation components

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

Course Type	Minimum Weightage for Written Components		Maximum Weightage for Other Components (quizzes, assignments, attendance, term paper, seminar, etc.)
	Mid Semester	End Semester	
Core	30%	50%	20%
Professional	20%	30%	30%

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

The weightage for various components should be communicated clearly to the class at the start of the semester.

b. If laboratory work is a part of the course, it should be weighted appropriately according to the total credits for the course. For example, in a given course of four credits, if the credits for theory and laboratory parts are in the ratio of 3:1, the final grades for the course should be assigned in such a manner that the weightage ratio for the theory and the laboratory parts remains 3:1.

8.4 Grading

(i) Submission of Grades: 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 students. The letter grades given by the instructors must reflect the progress of the student based on her/his 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 a prescribed period from the last date of examination, according to the following table:

Number of Students	Prescribed Time-limit (Hours)
Less than 25	48
26 to 50	72
51 to 100	96
More than 100	120

(ii) Grades: There are six letter grades, viz., 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 (Grade Point)	Description
O	10	Outstanding
A	10	Excellent
B	8	Good
C	6	Fair
D	4	Pass
F	0	Fail

The 'O' grade is intended to recognise and encourage instances of outstanding performance in a class. This grade is to be used sparingly.

In addition to these six, there is an 'I' grade which stands for incomplete. Two additional grades are 'S' and 'X'. 'S' stands for satisfactory and 'X' denotes unsatisfactory.

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

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

(v) Project Grade: The fifth year (12 months duration) will mainly be devoted to a project work. Some departments can run courses along with the project work during this period. Each student will be allotted a faculty member to supervise her/his project work. If the project supervisor is temporarily unavailable, a co-supervisor/administrative supervisor may be assigned to the student.

The progress of the project will be evaluated on the bases of:

- (i) Project work carried out by the student in the laboratory of a faculty member,
- (ii) A presentation of the project work by the student before the entire department.

A three-member committee will evaluate the first component (proposed by the project supervisor of the student and approved by the DUGC) in each semester. This committee will award marks out of 70. Another 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 would be based on the project report,

oral presentations and defence of the work. Thus, the total marks obtained in components (i) and (ii) will determine the letter grade to be awarded.

Project grades shall be given as per the usual norms by the last date specified for submission of the grades. An 'I' grade shall not be awarded for non-completion of the project, except when it is due to illness. Nor can an 'I' grade be awarded for non-completion of the projects due to lack of facilities.

In order to encourage the students to register for a Ph.D. programme in the Institute, the BS-MS project work may be considered as part of a doctoral dissertation, as prescribed in Section 14.

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

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

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

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

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

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

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

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

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

(ix) Grade Report:

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

The grade report, with details of courses registered and grades obtained, SPI for each semester and the CPI based on the grades of all courses taken up to and including the semester, will be available to the student once the results for that semester are declared officially. One copy of the official grade report

for any semester will be available free. Additional copies will be charged. At the end of the programme a transcript will be provided

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

8.5 Re-examination

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

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

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

b. Grading policy: A new code 'RE' will be introduced in the grade report to indicate that the student has appeared for a re-examination. For the purpose of CPI calculation, re-examination will be treated as similar to repeating a course. For all students appearing for re-examination, a fresh grade report will be issued. If 'F' grade is obtained in the re-examination, it will not be considered for determining the criteria for substitution (see section 6.7).

If a student registers and appears for re-examination within one year of failing the course, the grades for such students will be assigned as per the grading policy for the original class. All quizzes, mid-semester, assignment and other component scores earned during the regular semester will be retained and only the end-semester score obtained in the re-examination will replace the original end-semester score to award the grade. For students appearing in re-examination after one year, only the re-examination scores will be used to award the final grade and such a grade will be capped at a maximum of 'C'. If F grade is obtained in the re-examination, it will not be considered for determining the criteria for substitution.

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

8.6 Inadequate Academic Performance

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

Continuation and discontinuation of fellowship: The monthly fellowship (INSPIRE/KVPY) of the student will be discontinued if she/he earns a CPI < 7 in any semester. The Office of Academic Affairs will intimate her/his parents about the termination of the fellowship. The fellowship will be reinstated once the CPI improves to > 6. No arrears will be paid for the time-period elapsed without the fellowship.

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

Warning and Academic Probation: When a student fails to earn a CPI ≥ 7 for the first time in a semester, her/his fellowship will be stopped (also see section 12.1). In addition, the student will be placed on warning and the Office of Academic Affairs will send a letter of warning to her/his parents/guardians.

If a student fails to earn a CPI ≥ 5 , she/he will be placed on academic probation and the Office of Academic Affairs will intimate her/his parents.

Even in the event that a student has not been placed on warning before (that is, her/his CPI was not ≤ 6.0 in the past), she/he will still be placed on academic probation. The following conditions shall be applicable to students on warning/academic probation:

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

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

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

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

Appeal against Termination: A student whose programme has been 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, along with explaining why those causes will not adversely affect her/his performance in the 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 and for reinstatement may not be entertained after a certain period as specified in the termination letter.

9. ESSENTIAL REQUIREMENTS

9.1 Duration of the Programme

The duration of the programme is 5 years (10 semesters) for the BS-MS (Dual Degree). If failed in any course(s), the course duration is extendable to a maximum of 7 years (14 semesters). The duration of INSPIRE/KVPY fellowship will be determined by the funding agency norms. Currently, the maximum duration for both fellowships is only 5 years.

9.2 Academic Requirements

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

9.3 Provisions for Relaxation

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

10. LEAVE OF ABSENCE

The application for leave of absence should be addressed to the DOAA and submitted to the Office of Academic Affairs, along with a medical certificate if applicable. The leave should usually be availed with prior permission of the concerned instructor/DUGC Convenor and DOAA. In no cases a 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. A leave taken beyond the entitlement (approved or otherwise) will result in loss of scholarship.

The following are the various forms of leave a student is entitled to:

10.1 Mid-Semester Recess and Vacations

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

10.2 Short Leave

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

10.3 Medical Leave

A student is permitted to avail medical leave during a semester for a maximum duration of 15 days upon submission of medical certificate (hardcopy hand delivered through a representative or email) to Office of Academic Affairs. A student who remains on authorised 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 remains absent for more than 15 working days even due to medical reasons, she/he will have to drop a semester.

10.4 Semester Leave

A student is normally not allowed to withdraw from the academic programme temporarily and is expected to finish her/his studies without any break. However, for genuine reasons and/or under exceptional circumstances, a student may be allowed to withdraw temporarily at the discretion of Chairperson, Senate for an extended period. Such an application of temporary withdrawal must be supported by proper documentation and should be endorsed by the parents/guardians. A student who has been granted temporary withdrawal from the Institute under the above provisions will be required to pay the tuition fees and other essential fees/charges for the intervening period till her/his 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. During the entire duration of her/his leave, no fellowship will be awarded in any form, irrespective of the CPI.

10.5 Academic Leave

Students in the fifth year of the BS-MS programme can be allowed to avail the academic leave for carrying out project/research work outside the Institute. Such leave will only be granted upon recommendation/approval by the concerned department. The departments are advised to critically evaluate the requirements for graduation of the concerned student before recommending/approving her/his leave.

11. GRADUATION AND AWARD OF DEGREES

Fulfilling the following requirements makes a student eligible for award of a BS-MS dual degree:

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

Upon satisfying the eligibility criteria for graduation and the requirements for participation in the convocation, the student will be awarded her/his degree on the occasion of the convocation.

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

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

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

12. MEDALS

12.1 President's Gold Medal

The President's Gold Medal is awarded for the best academic performance in the graduating class across all disciplines of the BS-MS (Dual Degree) programme.

Students with a CPI ≥ 8 (excluding the project work credits) and no 'F' grade in any course during the entire programme can be shortlisted for this medal. Amongst the shortlisted students, the student with the highest CPI score on completion of the programme will be awarded a President's Gold Medal. In the event of a tie,

the student with the maximum number of 'O' grades will be awarded the medal. If there is a tie in 'O' grades, the student with the maximum number of 'A' grades will be awarded the medal, and so on.

12.2 Director's Gold Medal

The Director's Gold Medal is awarded for an outstanding all-round achievement and leadership in the graduating class across all disciplines of the BS-MS (Dual Degree) programme. Students from all disciplines with CPI ≥ 8 and no 'F' grade in any course during the entire programme will be considered for the award of this medal. These students will be ranked based on their CPIs, beginning with the highest. The maximum number of shortlisted candidates, chosen by rank (beginning from the first), will be no more than 5% of the graduating class.

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

12.3 Proficiency Medals

These medals are awarded for the best academic performance in each individual discipline of the BS-MS (Dual Degree) programme. Currently, four proficiency medals are in place, one each for Biological, Chemical and Physical Sciences and Mathematics. Proficiency medal for new disciplines will be instituted as and when the first batch of students from that discipline graduates.

From each discipline, students with a CPI ≥ 8 and no 'F' grade in any course during the entire programme can be shortlisted for this medal. Amongst the shortlisted students, the student with the highest CPI in a given discipline on completion of the programme will be awarded a proficiency medal in that discipline. In the event of a tie, the student with the maximum number of 'O' grades will be awarded the medal. If there is a tie in 'O' grades, the student with the maximum number of 'A' grades will be awarded the medal, and so on.

13. EXIT OPTION WITH BS ONLY

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

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

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

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

13.2 BS option for the students identified as academically deficient (as per 13.1)

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

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

**Minimum of 120 credits at the end of the eighth semester + 12 credits each during the ninth and tenth semesters yielding a total of 144 credits in 5 years. Under no circumstances a student can leave with the BS degree before 5 years. This decision will be made on a case-by-case basis by the DOAA in consultation with DUGC Convener/Head of the department in which the student will major. Such approvals will be reported to the Senate.*

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

If the student fulfils the minimum requirements for award of BS degree at the end of an odd semester (after the completion of 5 years), she/he will be awarded the degree at the following convocation.

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

If an academically deficient student meets the requirements to earn BS degree latest by the end of year 6 from the time of admission to the BS-MS (Dual Degree) [*i.e.*, minimum 144 course credits with CPI \geq 5.0.], she/he may be allowed to register for project work to complete BS-MS in the following years (up to a maximum of the start of year 7).

The student should complete all course and project work requirements specified for BS-MS (Dual Degree).

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

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

- Minimum residence of 5 years and a maximum residence of 7 years from admission to the BS-MS (Dual Degree)
- Completion of the minimum requirements for the award of BS degree (*i.e.*, minimum 144 course credits with CPI \geq 5.0 and no 'F' in all courses registered for, at the end of year 5)
- Exercising an option not to register for project work at the end of eighth semester
- If a student requires less than 12 credits in any semester (after the completion of 4 years) to achieve the 144 credit requirement for BS (major) degree, she/he may be allowed to register for less than 12 credits in a semester and still be considered a full time student.

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

BS-MS (Dual Degree) students of the Institute 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 Berhampur:
 - With an aggregate CPI $>$ 8 at the end of eighth semester, and
 - With a CPI $>$ 8 in their major subject (Biological Science, Chemical and Physical Sciences and Mathematics) at the end of the eighth semester,
 will be eligible to apply for lateral admission to the Ph.D. programme at the end of their BS-MS degree.

For BS-MS students admitted to the programme prior to 2016-17, entry to the Ph.D. programme in Earth and Environmental Sciences (EES) will require an overall CPI > 8 and a minor in EES at the end of VIII semester.

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

- There can be additional departmental screening in the form of interview(s). The timing of conducting this screening/selection process is left to the discretion of individual departments.
- The departments will intimate the list of selected candidates to the Academic Section on or before the end of mid-semester break of the tenth semester of that particular batch.
- For candidates thus shortlisted 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 her/his research work after the completion of the BS-MS programme, she/he shall be paid arrears for the duration of her/his stay prior to registration. A limited paid leave of 2 and half days per month will be available to the students during this period.

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.
- The eligibility/selection criteria for admission to Ph.D. by lateral entry and the number of approved positions available every year, in each department, will be communicated to all students from time to time or as and when necessary.

Note: INSPIRE Scholars having secured minimum 65% marks in aggregate or equivalent CGPA at M.Sc. or Integrated M.S./M.Sc. course are eligible to apply for INSPIRE Fellowship for Ph.D. programme. Thus, all students selected for lateral entry Ph.D. programme of IISER Berhampur must apply for INSPIRE Fellowship to DST. For further details please visit the following link:

http://www.inspire-dst.gov.in/Fellowship_guidelines.pdf

15. STUDENTS' GRIEVANCES REDRESSAL

Students can submit duly signed hard copy of the grievance regarding teaching standards and related matters to Convener of Grievances Cell. The Committee shall conduct enquiry into such complaints as and when received and shall submit its report to the Chairperson, Senate.

16. CODE OF CONDUCT

Each student should conduct herself/himself in a manner that behoves a student of an esteemed institute. She/he should not indulge in such an act that may bring disrepute to the Institute. She/he is expected to show courtesy and respect to teachers, administrators, officers and employees of the Institute. She/he is also expected to be courteous to visitors of the Institute and residents of the campus, and maintain good sociable 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 to and/or commits removal of Institute property or belongings of fellow students, disturbs others in their studies, adopts unfair means during examinations, or breaches rules and regulations of the Institute, will be considered to be in violation of the code of conduct for students. Strong disciplinary actions will be taken against her/him. (Annexure II)

16.1 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 her/his position, for 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 she/he 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 formalised nature of investigation, shall be forwarded to the Standing Committee appointed by the Board of Governors.

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

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

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

16.2 Anti-Ragging Policy

Ragging in any form is strictly prohibited and is considered a serious offence. Involvement of a student in any form of ragging may lead to her/his 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 any act, which violates the dignity of the individual student or is perceived to violate her/his dignity. Ragging is a cognisable, non-bailable, noncompoundable offence with punishment ranging from one year imprisonment and fine to 7 years rigorous imprisonment and fine. Broadly, ragging can be categorised in the following way for which various terms of punishment are prescribed:

Verbal: Where a senior causes mental harassment or discomfort to a junior by forcing her/him to answer unacceptable/personal questions, to dance, to sing, *etc.*, it amounts to ragging the junior. Cyber ragging is also included in its ambit.

Punishment: 1 year imprisonment or fine or both.

Severe Verbal Ragging: Where the mental harassment or discomfort is to such an extent that it forces the junior to withdraw from the college.

Punishment: 7 years imprisonment with fine.

Physical: Any act by the senior towards the junior which inflicts bodily injury on the junior, like beating the junior, hitting her/him with objects, *etc.*

Punishment: 7 years imprisonment with fine.

Sexual Ragging: Where the senior asks the junior to do an act which damages sexual dignity of the junior.

Punishment: 7 years rigorous imprisonment and fine.

Penalty for Ragging (Institute level):

The institute will expel the student, if the latter is found guilty upon enquiry against a complaint lodged by any other student.

Any student convicted with imprisonment shall be dismissed from the educational institution in which she/he has been prosecuting her/his studies for the time being, and shall not be readmitted to that educational institution.

The Institute Anti-Ragging Committee consists of:

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

17. IMPORTANT WEB-LINKS

Forms, guidelines and important information pertaining to academic affairs, including senate resolutions, can be accessed online. A few important web-links are listed below:

[Institute Website](#)
[Office of Academic Affairs](#)
[Schedule](#)
[Manuals](#)
[Forms and Formats](#)
[Course Contents](#)

18. PROVISIONS FOR AMENDMENTS

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

OFFICE OF STUDENTS' AFFAIRS: RULES & REGULATIONS

The Office of Students' Affairs, headed by the Dean-in-Charge/Dean, Student Affairs (COSA), carries out the management of all matters 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 Berhampur Hostels

IISER Berhampur is a residential institute and it mandates that all the students registered for a degree programme in the Institute reside on campus. Currently, IISER Berhampur provides three boys hostels and two girls hostels for BS-MS students. Two of the boys hostels are within Riverdale and White House apartments which are located in the Rajib Nagar area, immediately behind the institute building. Another hostel is at Shiv Padma Habitats, in the nearby Bharat Vihar area. The girls hostel is provided inside the Govt. Polytechnic Girls Hostel premises, which is opposite the Institute, and Ananya Angan apartments near Riverdale and White House. The hostels are equipped with the mess and other necessary facilities.

The following rules need to be followed in all IISER Berhampur 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

- 1) Students are expected to maintain discipline and decorum in the hostels.
- 2) Boys are not allowed in Girls Hostels at any time. Likewise, girls are not allowed in the Boys Hostels at any time.
- 3) Students must return to the hostels by 12:30 a.m. and are not allowed to leave the hostels 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, she/he 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.
- 4) 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.
- 5) Ragging, hazing, bullying, sexual harassment and sexual abuse of any kind are very serious offences. Students are warned that involvement in such activities might lead to total rustication.
- 6) Smoking or use of tobacco products in the hostels is strictly prohibited.
- 7) Students are allowed to practise their own religious beliefs only within their allotted hostel rooms, without causing any inconvenience to other hostel residents. The organisation or the practice of unauthorised religious activities in any other place within the hostel premises is strictly prohibited.
- 8) 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.
- 9) Students are not allowed to use motor vehicles (motorbike, scooter, car, etc.) inside the Institute campus.
- 10) 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 by normal wear and tear.
- 11) 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.

- 12) The hostel authorities reserve the right to make spot checks on the hostels 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 caretakers/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.
- 13) The medical staff and the counsellor will do routine medical tests and psychographic profiling of students. These tests are mandatory and all students must get these done within the stipulated time.
- 14) 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.
- 15) Each student in the hostel also assumes the responsibility of the proper upkeep of her/his 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.
- 16) Hostel residents are advised to lock all doors before leaving their rooms, for security reasons. Students should take care of their own belongings. The hostel management will not be responsible for any loss/damage of the personal property of students.
- 17) If students find their roommate/neighbours missing for more than 24 hours for no verifiable reason, it is both mandatory and the moral responsibility of the students to report it to the warden In-charge immediately. This will enable the hostel authorities to take immediate action if any untoward incident would have taken place.
- 18) In the event of an accident or any other emergency situations, the warden must be informed immediately. Action can be taken against students for withholding such important information from the authorities.
- 19) 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.
- 20) 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.
- 21) Cooking equipment of any kind and 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.
- 22) The use of materials held by copyright, such as software, movies, music, books, journals, etc. is very serious offence and is punishable under law. All students are strongly advised against any form of copyright infringement inside campus.
- 23) The Hostel Management/Institute is not responsible for 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.

3. Student Counselling Services

IISER Berhampur 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 programmes on topics such as stress reduction, time management, study skills and cultural adjustment.

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

4. IISER Berhampur Student Mess

Each IISER Berhampur 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 hostel residents elect the mess committees for various hostels democratically at the beginning of each academic year.

Code of conduct for IISER Berhampur 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, which includes 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 offence.
- 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 owing to a sense of shame or fear or both. To protest against any such behaviour that a person feels to be unwanted and unacceptable is important. The Complaint Cell at IISER Berhampur 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 her/his behaviour offensive.
- Don't ignore the harassment in the hope that it will stop on its own. Come forward and complain.
- Talk about the harassment to somebody you trust. 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 Enquiry Authority on a complaint of sexual harassment.
- To ensure that victims and witnesses are not victimised or discriminated because of their complaint.
- To take proactive measures towards sensitisation of the staff, students and faculty members of the Institute on gender issues.

RULES GOVERNING CONDUCT AND MAINTENANCE OF DISCIPLINE BY 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 Berhampur.

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 her/him -self in a manner conducive to the best interest of the Institute. She/he shall not commit any act which is unbecoming of her/him or is detrimental to the interest of the Institute.

2.2 She/he shall conform to and abide by the provisions of the rules made by the Institute from time to time

2.3 She/he shall comply with and abide by all lawful orders which may be issued to her/him from time to time during the course of her/his studies and research by the Institute or by any person or persons to whom she/he may be reporting in her/his 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 her/his 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 established 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 are otherwise satisfactory.

3.6 Any certificate granted as 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 Wilful disobedience (whether or not in combination with others) of any lawful and reasonable instructions of her/his faculty, wilful negligence, commission of any act, subversive of 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 Unauthorised 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 organised 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 Wilful 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 Organising 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 the environment conducive to pursuit of knowledge or the 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 of 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 ₹ 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 ₹ 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 her/him 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.

The Warden shall be appointed by the Director from amongst Professors/Associate Professors/Assistant Professors who express, in writing, an interest in taking on the assignment. If a Head of the Department is appointed as Warden, she/he shall relinquish charge as Head of the Department for the term of wardenship. This assignment shall be in addition to the normal academic duties. She/he shall report to the Director on all the matters or any other matter considered by her/him as serious and important. She/he shall also carry out any other duties assigned to her/him by the Director, which are relevant to her/his assignment. Her/his 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 advise and help hostel residents in 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 taking 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 for their hospitalisation where necessary. Cases of sick students also to be reported to Registrar and Director.
- To report cases of theft of residents' belongings or hostel property to Security Officer and Registrar/Director.
- Other matters relevant to smooth and safe management of hostels as per direction issued from time to time by the Director.