



**भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता**  
**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA**

**IISER KOLKATA Rules Regarding Students' Conduct and Discipline:**

1. Students shall show due respect to the teachers of the Institute, the Wardens and Assistant Wardens of the Hostels, the Sports Officers, etc. Proper courtesy and consideration should be extended to the employees of the Institute and of the Hostels. They shall also pay due attention and courtesy to visitors.
2. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year.
3. Ragging in any form to anybody is banned. Acts of ragging will be considered as gross indiscipline. Ragging is a punishable offence, to be registered with law-enforcing agencies and may lead to the perpetrator's expulsion.
4. The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
  - Ragging
  - Sexual harassment
  - Furnishing false statement of any kind in the form of application for admission or for award of scholarship, etc.
  - Displaying lack of courtesy and decorum; resorting to indecent behaviour anywhere within or outside the campus
  - Wilfully damaging or stealthily removing any property/belonging of the Institute, Hostel or any member of the Institute
  - Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs
  - Adoption of unfair means in the examinations
  - Prolonged absence from the Institute or the hostel without adequate justification or intimation
  - Violating the rules of computer access
  - Mutilation or unauthorized possession of library books
  - Resorting to noisy and unseemly behaviour, disturbing studies of fellow students
  - Not intimating his/her absence to the Warden of the Hostel before availing any leave.

Commensurate with the gravity of the offence, the punishment may be reprimand, fine, expulsion from the Hostel, debarment from an examination, debarment from computer access, rustication for a specified period or even outright expulsion from the Institute.



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**IISER KOLKATA Hostel Rules for Students:**

1. Behaviours that are prohibited in and around residential facilities:
  - a. Ragging in any form in the premises of IISER Kolkata campus.
  - b. Unauthorised absence from the Institute Campus or any Hostel.
  - c. Entry into restricted areas of the residential facilities. These include, but are not limited to:
    - c.i. The residence hostel roof, windows, ledges;
    - c.ii. Toilets designated for use by members of the opposite sex;
  - d. Display of signs/displays in windows or exterior surfaces of any building of the Institute.
  - e. Interfering with the rights or safety of one's roommate(s) and/or other students or creating a hostile environment within the residential facilities.
  - f. Noise or behaviour that disturbs other residents in the residential facilities and/or interferes with their studies.
  - g. Possessing items such as electric heaters, toasters, toaster ovens, hot plates.
  - h. Activities that present a risk of injury to persons or property within and around a residential facility.
2. Students staying in the labs/departments after 11 PM must produce the late night stay form signed by the supervisor in photocopy/original when they return to the security desks at the hostel premises. They must inform the hostel security desk in prior about their late arrival at the hostel.
3. Change of room without the permission of the Warden is not permitted.
4. Possession and use of motorcycles and scooters is not permitted in the campus. The use of bicycles is encouraged.
5. No student is allowed to call the Warden between 9 PM and 7 AM except for emergency reasons.
6. Fine has to be paid for losing keys of locker/almirah/drawer etc. as per the rules.
7. Drinking alcohol and the use of drugs are strictly prohibited in all residential facilities. Drunkenness will not be tolerated and will attract disciplinary action on the student found at fault.
8. No religion is patronized by the Institute, and religious practices are considered as individuals' personal matter. The common premises like the common room, dining hall, playground, etc., may not be used for the conduction of any particular group's religious practice.
9. Students will use their personal lock during their stay and hand over one key of the same to the hostel authorities, especially when the student plans to leave the campus for one or more nights.
10. Students are required to fill up a leave form when they leave the campus even for a day or for a long vacation.
11. Students are not allowed to stay in the hostel during summer or winter vacations unless they are officially registered for a research program at IISER Kolkata. Those students who have to appear for supplementary examination can stay during the above periods provided they have sought and received written permission from the warden, at least two weeks before the start of the vacation.
12. While going on a vacation, students are required to remove their possessions from the room and to keep these in a central storage facility and to hand over the key of the lock of the room to the security personnel. Their rooms will be used to accommodate students/visitors from other universities/Institutes during the summer and winter vacations.



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13. IISER Kolkata Housing facilities are not open to anyone other than residents assigned to that facility, IISER Kolkata officials and guests who have a legitimate reason for being in the building. A guest is someone who comes to a residential facility to visit a specific resident or who has been extended an invitation by the Institute to visit for a specific occasion, special function, tour, or official visit. A roommate has the right to free access to his/her room at all times and must not be restricted by the visitation of a guest.
- a. All guests must be escorted by their host at all times.
  - b. The host is responsible for familiarizing the guest with pertinent IISER Kolkata rules and regulations and is responsible for the conduct of the guest(s).
  - c. Opposite sex visit is allowed between 6 AM to 11 PM only to the common room/canteen (as per instruction of the individual Hostel Wardens).
  - d. The Institute does not condone cohabitation.
  - e. Individuals in violation of these or other IISER Kolkata rules and regulations may be required to leave a residential facility.
14. Pets are not allowed in Institute's residence hostels
15. Storage and use of inflammable materials in hostel rooms is banned.

**IISER KOLKATA Policy Regarding Access to the Computer System:**

**Network Policy**

While the network access is available to all members of the Institute, a detailed log of network activities are also maintained. The Institute does not have any discrimination in limiting network bandwidth - all users (faculty, students, and staff) have equal access to network. Although the general surfing remains free from strict policing, we have fine grained control over access to various servers. For example, users may directly login to web server for updating their personal page, but they cannot directly access the mail server. The mail server remains available only through web interface. IISER Kolkata network policy tries to conform to IT Act 2000 of Government of India and its addendum 2008.

Some of the forbidden activities are:

- (a) Creation of ad hoc wireless network within campus area
- (b) Sending spam (unsolicited bulk emails)
- (c) Changing network configuration/connection of existing hardware, such as: removing network cable from common access devices (desktops/printers), tampering with wireless access points
- (d) Use of any mass-downloading software (download accelerator or similar)
- (e) Using P2P software for illegal media/file sharing

If a user is found to be in violation of these rules, he/she will be banned from network use and a disciplinary action will be initiated.



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**Software policy**

As advised by MHRD to work with open-source solutions wherever possible, the computer section of IISER Kolkata strongly discourages users from using/purchasing Windows-based machines, unless they need specific software which does not have an open source analogue of adequate functionality. Use and distribution of pirated software within IISER Kolkata campus is strictly forbidden.

**Personal devices**

The Computer Section does not provide any official support for any personal items (laptop etc).

**IISER KOLKATA Medical Facilities for Students:**

The Institute has a functional Medical Centre equipped with an ambulance. The students should avail this facility for all ailments. One may contact the doctor at any time or requisition the ambulance. However, the use of the ambulance is not permitted unless the nature of the ailment is such that it really warrants an ambulance, which is to be judged by the Institute's Medical Practitioner. In particular, it is not to be used as a means of transport to and from the Medical Centre.

**Regulations for Students Availing Medical Leave:**

**Illness while at the Institute:**

Students wishing to avail of medical leave must visit the Institute medical centre and obtain necessary certificate from the Institute's medical practitioner. In case hospitalization or rest at home is recommended by the doctor, the student may leave the hostel after giving necessary intimation to the respective hostel warden. The Academic Cell must be informed in writing (email is acceptable) within two days of the commencement of the leave of absence.

If the student has left the hostel then it is necessary to inform the warden after returning.

After recovering the student will have to obtain necessary clearance from the Institute medical practitioner after producing requisite medical documentation. If the student left the hostel then clearance from the warden is mandatory. The student will then submit a joining report to the Academic Cell along with the above mentioned clearance(s).

**Illness while away from the Institute:**

If the student falls ill while away from the Institute then he/she (or the respective guardian) must inform the Academic Cell in writing (email is acceptable) within two days of falling ill. At the time of rejoining the Institute, the student will have to obtain clearances from the hostel warden and the Institute medical practitioner after producing requisite medical documentation. He/she will then submit a joining report to the Academic Cell along with the aforementioned clearances. It should be noted that leave on medical grounds will be granted in these cases only if the requisite permission has been taken from the warden before leaving the hostel.



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The following documents will have to be produced by the student for inspection by the Institute's medical practitioner:

1. Prescription from a registered medical practitioner (mentioning registration number of the doctor) stating nature and duration of illness
2. Details of medical treatment while on leave
3. Fitness certificate

Granting of medical leave is solely at the discretion of the Institute authority. These rules have to be strictly adhered to when requesting re-examination on medical grounds.

**Declaration: I have read, understood and undertake to abide by all the above rules and regulations.**

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(Signature of Student)

**I hereby fully endorse the undertaking made by my child/ward.**

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(Signature of Mother/Father and /or Guardian)

**Witness: (1)**  
**(2)**

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