

Indian Institute of Science Education and Research, Kolkata



ADMISSION AND STUDENT CONDUCT BY-LAWS

1. This document was made by the Office of Students' Affairs, and was approved by the Chairman of the Senate (Director, IISER Kolkata) on 29.06.2026.
2. If the competent authority takes any decision that differs from or contradicts the present clauses of this document, the document shall be revised accordingly and resubmitted to the the Chairman of the Senate for further approval.

These By-laws shall apply to all students admitted to any academic program of the Indian Institute of Science Education and Research Kolkata, hereinafter referred to as “IISER Kolkata” or “the Institute”. These provisions shall be read together with the applicable Acts, Statutes, Ordinances, Regulations, Rules, Hostel Rules, Academic Guidelines, Anti-Ragging Regulations, Network Policy, Code of Conduct, notifications, circulars, advisories and administrative instructions etc. issued by the Institute from time to time.

Every student, and where applicable the parent or guardian, shall be required to read, understand and abide by these By-laws and the rules referred to herein. Admission, registration, hostel residence, continuation of studentship and use of institutional facilities shall remain subject to compliance with these By-laws and all applicable institutional rules.

1. General Compliance

1.1 Every student shall comply with all guidelines, ordinances, notifications, manuals, hostel regulations, circulars, advisories, codes of conduct, academic regulations, disciplinary instructions and administrative directions issued by IISER Kolkata from time to time through official notification, website publication, email communication or other authorized means.

1.2 Institutional email, official portals, online forms, digital acknowledgements, electronic undertakings and official communications shall be treated as valid modes of communication and declaration for institutional purposes.

1.3 Directions issued by competent authorities of the Institute, including Deans, Wardens, Chief Warden, Associate Chief Warden, Students’ Affairs officials, faculty members, officers, security personnel, medical personnel and emergency response authorities, shall be binding on students in matters concerning discipline, safety, security, hostel administration, academic functioning, emergency response and institutional order.

1.4 Failure to comply with lawful and reasonable directions of competent authorities may invite disciplinary or administrative action in accordance with institutional procedures.

2. Student Conduct and Discipline

2.1 Every student shall maintain discipline, dignity, civility, courtesy and proper conduct within and outside the campus.

2.2 Students shall show due respect to faculty members, officers, wardens, hostel staff, security personnel, housekeeping staff, administrative staff, visitors and fellow students, and shall maintain harmonious relations within the campus community.

2.3 Students shall refrain from conduct prejudicial to the reputation, discipline, safety, security or orderly functioning of IISER Kolkata.

2.4 Misconduct shall include, but shall not be limited to, ragging, harassment, bullying, intimidation, coercion, assault, threats, abusive conduct, sexual harassment, gender-based misconduct, discrimination prohibited by law or institutional policy, indecent or disorderly behavior, academic dishonesty, vandalism, unauthorized occupation, unauthorized stay, obstruction of institutional functioning, cyber misconduct, violation of hostel, academic, security or administrative rules, acts endangering the safety, dignity or well-being of any member of the Institute community, and any act punishable under applicable law.

2.5 Any act of intimidation, insult, abusive behavior, interference with institutional functioning or conduct prejudicial to institutional discipline may invite appropriate disciplinary action.

3. Anti-Ragging

The Institute has zero tolerance towards ragging. Ragging is strictly prohibited under the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, the directions of the Hon'ble Supreme Court of India, including its order dated 8 May 2009. Any violation shall invite strict disciplinary and legal action.

3.1 Ragging in any form is strictly prohibited and shall be treated as a grave offence.

3.2 Students and parents/guardians shall submit the mandatory Anti-Ragging Undertakings as prescribed by UGC, Government authorities and IISER Kolkata.

3.3 Any student found involved in ragging may face disciplinary action including warning, suspension, hostel expulsion, rustication, cancellation of scholarship, filing of police complaint/FIR, or expulsion from the Institute, in accordance with applicable law and regulations.

4. Hostel Residence, Leave and Campus Movement

4.1 Hostel accommodation is a privilege and not a matter of right. Allotment, continuation, reallocation or withdrawal of hostel accommodation shall remain subject to institutional rules, availability, academic requirements, safety considerations and administrative discretion.

4.2 All hostel residents shall comply with hostel leave rules, attendance requirements, room occupancy norms, entry and exit procedures, visitor regulations, movement records, attendance systems, biometric verification and other security procedures prescribed by the Institute.

4.3 Students must obtain prior permission, wherever required, before remaining absent from the hostel or campus beyond the permissible period, and shall record their movement in the prescribed registers, portals or digital systems while leaving or entering the campus whenever such procedure is prescribed.

4.4 The Institute shall not ordinarily be responsible for consequences arising from unauthorized absence, false travel information, violation of hostel leave rules, or leaving the campus without permission, except where liability arises under applicable law or due to proven institutional negligence.

4.5 Students staying in laboratories, academic buildings or institutional premises beyond prescribed hours may be required to inform the designated authorities. Failure to do so may be treated as a violation of security or institutional regulations.

4.6 The Institute may regulate entry and exit timings, visitor access, room inspections, movement records, digital attendance, biometric verification and other security measures for ensuring campus safety and institutional discipline.

4.7 For hostel leave purposes, a resident's self-declaration confirming that guardian permission has been obtained shall be deemed valid and truthful.

4.8 Leave of absence from the campus beyond a certain number of days as outlined in the hostel rules or academic rules will require permission from the competent authority.

5. Temporary Vacation, Reallocation and Use of Hostel Rooms

5.1 IISER Kolkata reserves the right to temporarily vacate, reallocate, inspect or use hostel rooms for maintenance, emergencies, institutional programs, safety requirements, summer vacation arrangements, space rationalization or other administrative reasons.

5.2 Students may be required to vacate rooms, deposit keys, shift belongings to designated storage spaces, or comply with temporary accommodation arrangements during vacations, semester breaks, leave periods, prolonged absence, maintenance work or institutional exigencies.

5.3 Hostel accommodation during vacations, semester breaks or non-academic periods shall be subject to institutional approval, availability, academic necessity, research assignment, examination requirement or administrative discretion.

5.4 The Institute shall not ordinarily be liable for loss, theft or damage to personal belongings left unattended, stored improperly, or left behind after permanent vacation of hostel rooms. Students are responsible for securing their personal belongings.

6. Visitors, Guests and Restricted Access

6.1 IISER Kolkata may prescribe visitor timings, access regulations, escort requirements, guest registration procedures, restricted-access protocols and other measures for ensuring privacy, safety and hostel discipline.

6.2 Unauthorized cohabitation, unauthorized overnight stay, concealment of visitors or violation of hostel visitation policies shall constitute misconduct and may invite disciplinary action.

6.3 Unauthorized entry into restricted areas, including rooftops, service areas, electrical rooms, laboratories, maintenance sections, windows, ledges, locked rooms, secured spaces or other notified areas, is strictly prohibited.

6.4 Opposite-gender visits in hostel premises shall be governed strictly by the Hostel Rules and Regulations of the Institute. If a student opts to stay in a hostel area where such visits are permitted, it shall be presumed that the student has duly informed their parents/guardians about the relevant rules, regulations, and living arrangements.

7. Use of Common Facilities and Prohibited Activities

7.1 Students shall not misuse common facilities, including dining halls, common rooms, playgrounds, sports facilities, academic spaces, hostels, laboratories or other institutional premises.

7.2 Students shall not create excessive noise, disturb co-residents, obstruct institutional functioning, engage in disruptive late-night activities, or create nuisance in academic, residential or common areas. The Institute may prescribe quiet hours, residential discipline norms and facility-use rules from time to time.

7.3 Smoking or use of tobacco products in campus areas, possession, consumption, distribution or facilitation of alcohol or narcotic substances, possession or use of weapons, explosives, inflammable materials or hazardous substances, unauthorized use of electrical appliances, cooking devices or equipment, gambling, keeping pets in hostel premises, graffiti, slogans, writings or displays promoting violence, hatred, intimidation, unlawful activity, destruction of property or conduct prejudicial to campus safety and discipline, and any unlawful or hazardous activity shall be strictly prohibited within the campus and hostels.

7.4 Violation of the above may result in confiscation, fines, withdrawal of privileges, disciplinary action, police complaint, suspension, hostel expulsion or expulsion from the Institute, depending on the gravity of the violation.

8. Digital, Network and Cyber Conduct

8.1 Access to institutional computer systems, networks, servers, digital resources and internet facilities shall be governed by the IISER Kolkata Computing and Network Resource Usage Policy and related rules issued from time to time. The IISER Kolkata Network Policy follows to conform to the Information Technology Act, 2000 of the Government of India, its 2008 amendment and Cybersecurity guidelines issued by CERT-In from time to time.

8.2 Students shall not store, possess, circulate or use pirated software, illegal digital content, unauthorized networking devices, tampered electronic systems, malicious software or unlawful digital resources within the campus.

8.3 Prohibited digital and cyber activities shall include hacking or attempted hacking, unauthorized access to systems, accounts, networks or data, tampering with institutional hardware, software or network devices, alteration of network configurations, creation of unauthorized wireless networks or access points, illegal downloading or file sharing, circulation of malicious software, misuse of institutional email, portals, networks or digital resources, and use of institutional networks for unlawful, offensive, abusive or prohibited activities.

8.4 IISER Kolkata may suspend, restrict or terminate digital access privileges without prior notice in the event of suspected misuse, cybersecurity threats, disciplinary concerns, policy violations or risks to institutional infrastructure. Misuse of digital resources may attract disciplinary action and, where applicable, legal action.

9. Institutional Records, Data Use and Evidence

9.1 IISER Kolkata may maintain attendance records, access logs, movement records, CCTV footage, biometric records, digital monitoring records, network activity logs, emails, committee reports, signed undertakings, portal declarations and other institutional records for lawful institutional, academic, administrative, safety, security, cybersecurity, disciplinary and compliance purposes.

9.2 Such records may be relied upon as documentary evidence in institutional proceedings, subject to authenticity verification, applicable law and principles of fairness.

9.3 All such data shall be collected, retained and used only for lawful institutional purposes and shall be handled with due regard to privacy, confidentiality and applicable data protection principles.

10. Medical Treatment, Emergencies, Mental Health and Reasonable Accommodation

10.1 Admission, registration, continuation, rejoining after a break, hostel residence, medical leave, re-examination on medical grounds and continuation of academic or residential privileges on health grounds may be subject to verification, medical certification, institutional assessment and approval by competent authorities, wherever reasonably necessary and in accordance with applicable guidelines.

10.2 The Institute may require a medical fitness assessment, counselling, psychiatric evaluation, expert assessment or fitness certification where reasonably necessary for student welfare, campus safety, academic participation or residential life, with due regard to confidentiality, dignity, non-discrimination and reasonable accommodation.

10.3 Students and parents/guardians shall promptly inform the Institute of any serious medical condition, hospitalization, communicable disease, psychiatric emergency, self-harm risk, behavioral crisis, medication requirement or other circumstance that may materially affect the student's safety, academic participation, residential life, or the safety and well-being of others.

10.4 In case of illness, accident, psychiatric emergency, self-harm risk, behavioral crisis or other emergency, IISER Kolkata may, as considered necessary, arrange emergency treatment, contact parents/guardians, facilitate hospitalization, seek medical or counselling assistance, or contact law enforcement or emergency authorities.

10.5 Expenses relating to treatment, hospitalization, transport, medicines, attendants, rehabilitation, specialized care or related services shall ordinarily be borne by the student or parent/guardian, unless otherwise covered by an applicable insurance policy, institutional scheme or specific decision of the competent authority.

10.6 Students shall submit the prescribed medical forms, health declarations, mental health undertakings and related documents at the time of admission or whenever required by the Institute. Such declarations shall be used for student welfare, emergency response, counselling support, reasonable accommodation and institutional safety, and not for punitive or discriminatory purposes.

10.7 Medical, psychological, psychiatric, counselling and behavioral information shall be treated as confidential and accessed only by authorized officials on a need-to-know basis, subject to applicable law, emergency requirements and institutional safety obligations.

10.8 In specific medical conditions, the Institute reserves the right to send a student to their home and permit rejoining of the academic program and/or hostel stay only after medical verification by authorized medical experts and with the approval of the Competent Authority.

10.9 For mental health support, the institute will provide online counselling support through the Your DOST web portal: <https://yourdost.com/>. In addition, students are always encouraged to contact the Mental Care and Wellness Centre (MCWC), their HoD, the Dean, or SAC representatives whenever they need support or guidance.

11. Declaration and Disclosure by Student and Parent/Guardian

11.1 Every student and parent/guardian shall truthfully disclose all material information relevant to the student's health, safety, institutional support and residential life, including serious medical conditions, psychiatric or psychological history, medication requirements, behavioral concerns, history of self-harm risk, substance abuse concerns, serious disciplinary history or any condition requiring supervision, support or reasonable accommodation.

11.2 Deliberate non-disclosure, concealment, suppression or misrepresentation of material information may invite appropriate administrative or disciplinary action after due consideration and in accordance with institutional procedures and applicable law.

11.3 The purpose of such disclosure is to enable the Institute to provide appropriate support, counselling, emergency response, safety measures and reasonable accommodation wherever required, and not to deny admission or impose adverse consequences solely on the basis of disability, illness, counselling history or need for support.

11.4 All medical, psychological, psychiatric, behavioral, counselling-related and other sensitive personal information disclosed by the student or parent/guardian shall be treated as confidential by IISER Kolkata and shall be accessed, used, stored and shared only to the extent reasonably required

for lawful institutional purposes, including student welfare, counselling support, safety, emergency response, reasonable accommodation, disciplinary proceedings where relevant and compliance with applicable law. Such information shall ordinarily be disclosed only to authorized personnel on a need-to-know basis, subject to applicable legal obligations, institutional safety requirements, medical emergencies or directions of competent authorities.

12. Damage to Institutional Property

12.1 Students shall not damage, deface, misuse or remove institutional property, including buildings, hostel facilities, furniture, fixtures, laboratory equipment, sports equipment, keys, access devices, digital systems, books, records, vehicles, electrical installations or common property.

12.2 Loss or damage caused to institutional property may result in recovery of repair charges, replacement costs, penalties or administrative expenses from the student, caution deposit, scholarship dues or guardian, after appropriate inquiry or assessment.

12.3 Recovery may be imposed upon identified individuals or groups found responsible for such loss or damage. Where responsibility cannot be individually determined but damage is attributable to a defined group or room/unit, recovery may be apportioned in accordance with institutional assessment and applicable rules.

13. Academic Integrity

13.1 Students shall maintain the highest standards of academic honesty and integrity, and will follow academic guidelines.

13.2 Academic misconduct shall include plagiarism, cheating, impersonation, fabrication or falsification of data, copying assignments, unauthorized collaboration, examination malpractice, misuse of academic resources or any other act of academic dishonesty.

13.3 Penalties for academic misconduct may include warning, cancellation of examination, reduction of marks or grades, failure in course, semester drop, suspension, withholding of result or degree, or expulsion from the Institute, depending on the nature and gravity of the offence and the applicable academic rules.

14. Liability for Personal Belongings and Personal Conduct

14.1 IISER Kolkata shall ordinarily not be liable for theft, loss or damage to personal belongings, money, gadgets, vehicles, digital data, valuables, jewelry, documents or other personal property kept within campus or hostel premises, except in cases involving proven institutional negligence or statutory liability.

14.2 Students are advised to maintain adequate personal security and, where necessary, suitable insurance coverage for personal property.

14.3 In appropriate cases, the Institute may assist in ascertaining facts through available security mechanisms, CCTV records or a fact-finding process constituted by the competent authority.

14.4 IISER Kolkata shall not ordinarily be responsible for consequences arising out of unauthorized absence, violation of leave rules, breach of disciplinary regulations, concealment of material information or failure to comply with institutional instructions, except where liability arises under applicable law or proven institutional negligence.

15. Disciplinary Measures and Procedure

15.1 Depending on the nature and gravity of misconduct, IISER Kolkata may impose warning, reprimand, fine, probation, community service, withdrawal of privileges, confiscation of prohibited articles, recovery of costs, hostel expulsion, suspension, semester withdrawal, rustication, cancellation of registration, withholding of results, certificates or degree, expulsion from the Institute, police complaint or legal action, as applicable.

15.2 No major disciplinary penalty shall ordinarily be imposed without providing the student a reasonable opportunity of being heard, except in urgent situations involving immediate safety, security, medical or institutional risk.

15.3 Disciplinary proceedings shall ordinarily follow the principles of fairness, proportionality, natural justice and reasoned decision-making, subject to the nature of the case and applicable institutional rules.

15.4 A student aggrieved by a major disciplinary action may submit an appeal before the designated appellate authority within the prescribed period, in accordance with institutional rules.

16. Force Majeure and Institutional Disruption

16.1 IISER Kolkata shall not ordinarily be liable for disruption, delay, restriction or modification of institutional services, academic schedules, hostel facilities or administrative functioning caused by natural disasters, epidemics, governmental orders, civil disturbances, technical failures, security emergencies, public health requirements or other force majeure circumstances.

16.2 The Institute may issue special instructions during such circumstances, and students shall comply with the same.

17. Jurisdiction and Legal Proceedings

17.1 All matters relating to admission, registration, hostel accommodation, disciplinary proceedings, academic decisions, examinations, fees and refunds, student conduct, institutional administration, interpretation of these By-laws, or any dispute arising out of a student's association with IISER Kolkata shall be subject to the jurisdiction of courts having territorial jurisdiction over IISER Kolkata.

17.2 The decisions of competent authorities shall ordinarily be final and binding, subject to applicable law, statutory remedies, institutional appeal provisions and principles of natural justice.

18. Cancellation of Registration and Withdrawal from the Institute after Admission

18.1 The registration of a student in all courses shall automatically be cancelled if the student remains continuously absent for a period of four weeks during a semester without prior permission from the Dean of Academics of the Institute.

18.2 In the event that a newly admitted student wishes to withdraw from the Institute after admission, the refund of fees shall be processed in accordance with the Institute's prevailing rules, regulations, and guidelines, as applicable from time to time.

19. Political activities

19.1 In line with the norms of maintaining academic discipline, institutional neutrality, and a conducive learning environment, students shall refrain from engaging in political activities within the campus premises.

19.2 Political activities shall include participation in or organization of meetings, demonstrations, campaigns, or any activity associated with political parties or electoral processes within the campus. The institution encourages informed academic discourse on political and social issues within approved forums, but prohibits their conversion into organized political activity on campus.

19.3 Any breach of this provision shall be dealt with in accordance with the disciplinary regulations of the institution.

20. Undertaking by Student and Parent/Guardian

A. Parents/guardians are requested to disclose the information truthfully and tick (✓) the applicable boxes wherever relevant. The information disclosed shall remain confidential and shall be used only for the purpose of providing appropriate support, counselling, safety measures, and reasonable accommodation, in accordance with applicable law.

Psychological / Psychiatric Conditions: (Please tick ✓ wherever applicable)

- ☐ Anxiety Disorder
- ☐ Depression
- ☐ Attention Deficit Hyperactivity Disorder (ADHD)
- ☐ Autism Spectrum Disorder (ASD)
- ☐ Panic Disorder
- ☐ Obsessive Compulsive Disorder (OCD)
- ☐ Bipolar Disorder
- ☐ Learning Disability requiring support/accommodation
- ☐ Emotional or Psychological Counselling History
- ☐ Psychiatric Treatment / Therapy / Prescribed Psychiatric Medication
- ☐ History of Self-Harm / Suicidal Ideation / Severe Emotional Distress
- ☐ Any Other Psychological / Psychiatric Condition (please specify):

Behavioral Concerns: (Please tick ✓ wherever applicable)

- ☐ Aggressive or Violent Behavior
- ☐ Bullying or Harassment-related Incidents
- ☐ Substance Abuse / Addiction-related Concerns
- ☐ Repeated Disciplinary Misconduct in Previous Institution(s)
- ☐ Serious Anger Management Issues
- ☐ Habitual Absenteeism / Refusal to Follow Institutional Rules
- ☐ Behavior causing risk to self or others
- ☐ Cyber Misconduct / Threatening Behavior
- ☐ Destructive, Disruptive or Abusive Conduct
- ☐ Requirement of Special Supervision / Counselling / Institutional Intervention
- ☐ Any Other Behavioral Concern (please specify):

The above information is sought solely to ensure the student's safety, well-being, counselling support, and appropriate institutional assistance during their stay and studies at IISER Kolkata.

I/We hereby declare that my/our son/daughter does suffer from the above-mentioned behavioral conditions to the best of my/our knowledge and belief.

Signature of the Student: _____

Name of the Student: _____

Application/Roll Number: _____

Date: _____

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

Relationship with Student: _____

B.

Anti-Ragging Affidavit Form

Student's Details

Full Name: _____

Email Address: _____

Phone Number: _____

Enrolment No: _____

Permanent Address: _____

Course / Programme: _____

Year of enrolment: _____

Parent / Guardian Details

Full Name: _____

Email Address: _____

Phone Number: _____

Permanent Address: _____

Student's Declaration

- a) I, hereby declare that I will abide by the anti-ragging policy of IISER Kolkata and understand the consequences of any violation.
- b) I confirm that I have read UGC's regulations on Ragging (SUMMARY OF UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.).
- c) I confirm that I have read the Judgment of the Hon. Supreme Court on Prevention of Ragging. (SUMMARY OF THE JUDGMENT OF THE HON. SUPREME COURT DELIVERED ON THE 8th MAY 2009.)
- d) I promise that I will not indulge in Ragging or any form of violent behavior. Neither will I tolerate being ragged or subjected to violence.
- e) I understand that if I am accused of Ragging, the responsibility is on me to prove that I am not guilty.
- f) I will not remain a spectator to acts of Ragging. I will report the matter immediately to Director, IISER Kolkata or to the Anti-Ragging Committee Member Helpline at 033-6136-0000-2207 or email to anti-ragging@iiserkol.ac.in

Date: _____

Signature: _____

Parent's / Guardian's Declaration

I, _____ [Parent's / Guardian's Full Name], parent/guardian of the above-named student, have read and understood the anti-ragging policy and will support the institute in its implementation.

Date: _____

Signature: _____

C.

Honour Code

I solemnly promise that as a student of IISER Kolkata, I shall strive to uphold the academic integrity and this honour code of the Institute. I shall not take part in any academic dishonesty and shall not provide or receive unlawful assistance. I shall not commit plagiarism. I shall not claim content from any other sources as my own work. I shall duly acknowledge and cite the original source and authors wherever applicable.

I further acknowledge that the Institute reserves the right to take appropriate action, including termination of studentship and revocation of my earned credentials, should I be found guilty of breaching the above.

Signature:

Name:

ID Number:

Programme:

Department:

D. I/We have carefully read and understood the By-laws, Hostel Rules, Student Conduct Regulations, Medical and Mental Health Undertakings, Anti-Ragging Regulations, Network Policy, Academic Regulations and all other applicable rules, regulations and policies of IISER Kolkata.

I/We agree to abide by the same and understand that any violation may result in disciplinary, administrative, civil or criminal action, as applicable.

I/We further declare that all relevant medical, psychological, psychiatric, emotional, behavioral, disciplinary and other material information relating to the student has been disclosed truthfully and completely to IISER Kolkata to the best of my/our knowledge and belief.

I/We understand that deliberate concealment, suppression or misrepresentation of material information may invite appropriate administrative or disciplinary action and that IISER Kolkata shall not ordinarily be held responsible for consequences arising directly from such deliberate concealment or misrepresentation, except where liability arises under applicable law.

Signature of the Student:

Name of the Student:

Application/Roll Number:

Date:

Signature of Parent/Guardian:

Name of Parent/Guardian:

Relationship with Student:

Witness 1

Name:

Signature:

Witness 2

Name:

Signature:

Student's
passport size
photograph