Bye-laws for Admission for Students of IISER Kolkata, Autumn Semester

IISER Kolkata Rules Regarding Students' General Conduct and Discipline:

1) Students shall follow the Guidelines for Student Conduct in IISER Kolkata as approved by the Institute governing bodies from time to time and as updated on the website of the Institute.

2) Students shall obey the Hostel Rules and Regulations of IISER Kolkata as approved by the Institute governing bodies from time to time and as updated on the website of the Institute.

3) The Dean of Academic Affairs is the custodian of the students' academic matters, and the Dean of Students' Affairs is the custodian of the students' extra-curricular activities and campus life. The Chief Warden is the custodian of the students' hostel related matters.

4) Students shall show due respect to all members of IISER Kolkata – especially, but not limited to, the fellow students, teachers of the Institute, the Wardens and the Chief Warden of the Hostels,the Sports Officers and other Professional Staff related to Student and Academic Affairs of the Institute, the Deans, the Administrative Staff, and the Housekeeping and Security Staff in and outside of the Hostels. Proper courtesy and consideration should be extended to the fellow students and to the employees of the Institute including the Hostels. They shall also pay due attention and courtesy to visitors.

5) 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.

6) 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. The information regarding anti-ragging measures taken in the Institute can be found in: https://www.iiserkol.ac.in/web/en/student-affair/anti-ragging/#gsc.tab=0

7) The following acts of omission and/or commission shall constitute gross violation of the code ofconduct and are liable to invoke disciplinary measures-
   - Ragging
   - Sexual Harassment (for details of measures against sexual harassments in the Institute can befound at: https://www.iiserkol.ac.in/web/en/internal-complaints-committee/#gsc.tab=0
   - Furnishing false statement of any kind in the form of application for admission or for award of scholarship, or for any reason for that matter
   - Displaying lack of courtesy and decorum; resorting to indecent behavior anywhere within oroutside the campus
   - Willfully damaging or stealthily removing any property/belonging of the Institute, Hostel orany 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 behavior, disturbing studies of fellow students

8) Commensurate with the gravity of the offense, the punishment may be reprimand, fine, disciplinary action, debarment from an examination, rustication for a specifiedperiod, or, even, outright expulsion from the Institute.

IISER Kolkata Policy Regarding Access to the Computer System:

1) **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 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 p o l i c y tries to conform to IT Act 2000 of Government of India and its addendum 2008.

Some of the forbidden activities are-
- Creation of ad hoc wireless network within campus area
- Sending spam (unsolicited bulk emails)
- Changing network configuration/connection of existing hardware, such as: removing
  - network cable from common access devices (desktops/printers), tampering with wireless access points
- Use of any mass-downloading software (download accelerator or similar)
- 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 a n d a disciplinary action will be initiated.

2) **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.

3) **Personal Devices:**

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

4) **Biometric Data:**

The Institute may collect the student's biometric data (eg.fingerprint) for exclusively internal usage purpose (for example: attendance, access to sensitive areas etc.)

IISER Kolkata Medical Facilities for Students:

1) The incoming students will have to fill in a medical form (this form only applicable for new BSMS students) declaring their medical history at the time of admission (*https://www.iiseradmission.in/wp-content/uploads/2019/06/medical_report_2019-1.pdf*)

2) 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 (Medical Officers ofthe Institute) 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 Officer. In particular, it

is not to be used as a means of transport to and from the Medical Centre.

3) We have a dedicated Mind Care and Wellness Centre. The mission of the centre is to address all the issues and factors leading to feelings of low mood, anxiety, stress, anger, low confidence, lack of motivation etc. and also to provide guidance to students and scholars to deal with issues and make better and healthier choices, leading to a healthy mental state. Counseling and Psychotherapy services are available for individual students

to improve their effectiveness, and thinking towards a healthier change. Counseling provides an opportunity for individuals to learn to make better choices, improve interpersonal skills, develop confidence and increase educational effectiveness. *Please click to know more at https://www.iiserkol.ac.in/~mcwc/*

It is of utmost importance that in case of any past history of on mental issues and psychological/psychiatric treatment of any student, parents are requested to fill in the UNDERTAKING (this undertaking is mandatory) and provide all details for future wellbeing of the student. Please find it available at *https://www.iiserkol.ac.in/~mcwc/docs/Undertaking-form-for-mental-health-issues-of-the-students.pdf*

4) Our Institute is also registered with YourDost, an online portal which provided 24 X 7 chat based counseling support to our students. They also provide audio-video sessions and organize related workshops/ webinars. The agency keeps all information of the users private and confidential. But intimate the Authorities about all red flag cases only.
Please register online with https://yourdost.com/

Regulations for Students Availing Medical Leave in IISER Kolkata:

1. 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 Officer. In the 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 Section 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 Officer 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 Section along with the above mentioned clearance(s).

2. 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 Section 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's Medical Officer after producing requisite medical documentation. He/she will then submit a joining report to the AcademicSection 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.

The following documents will have to be produced by the student for inspection by

the Institute's Medical Officer-

- Prescription from a registered medical practitioner (mentioning registration numberof the doctor) stating nature and duration of illness
- Details of medical treatment while on leave
- Fitness certificate

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

Research Students Applying for External Grants:

The Institute admits a large number of students in its Integrated-PhD and PhD programs from its own funding every year. Although the Institute will make every effort to support these research students during their entire stay in the program, the availability of funding is always subject to the fund allocation and regulations of the Ministry of Human Resource Development. IISER Kolkata strongly encourages all the Institute-funded research students to apply for externalgrants, as and when applicable during their stay in this Institute. The Faculty and the Administration will extend all possible help to the students to achieve this. This in no way is to discourage the research students to pursue their career in research programs in the Institute, rather to encourage them to be self-sufficient and utilize the Institute resources to the fullest capacity.

Penalties for Withdrawing from the Institute after Admission:

In case a new registrant decides to withdraw from the Institute, a refund of fees will be calculated as per the following guidelines

- If a candidate pays the fees, but does not appear for the registration, a processing fees of Rs.3000.00 (Rupees three thousand only) will be deducted.
- If the registration is complete and the student withdraws within one month of commencement ofclasses,
- Rs.8000.00 (Rupees eight thousand only) will be deducted.
- In case of withdrawal after one month of commencement of classes but before the mid-semester examination, 50% of the fees will be deducted.
- No money will be refunded if one withdraws after the start of the mid-semester examination.

Incoming Masters' Students:

INSTITUTE WILL NOT PROVIDE HOSTEL ACCOMMODATION.

Declaration: I have read and understood, and undertake to abide by all the above rules and regulations and any changes made thereof by the statutory governing bodies of the Institute, such as the Senate and Board of Governors, from time to time regarding academic anddisciplinary issues and issues related to students' campus life.

Signature of Student

I hereby fully endorse the undertaking made by my ward.

Signature of Parent /Guardian

Witnesses:

    1)

    2)