

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/>
- 7) 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 (for details of measures against sexual harassments in the Institute can be found at: <https://www.iiserkol.ac.in/web/en/internal-complaints-committee/>)
 - 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 or outside the campus
 - Willfully 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
 - Smoking is prohibited and punishable
 - 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
 - Not intimating his/her absence to the Warden of the Hostel before availing any leave, or general disobeying of Hostel rules on leaves
- 8) Commensurate with the gravity of the offense, the punishment may be reprimand, fine, disciplinary action, expulsion from the Hostel, debarment from an examination, rustication for a specified period, or, even, outright expulsion from the Institute.

IISER Kolkata Hostel Rules and Regulations – Salient Points:

- 1) The full details of the IISER Kolkata hostel rules will be available in the document: IISER Kolkata Hostel Rules and Regulations, available in the Institute website.
- 2) The Chief Warden is the custodian of all hostel related matters of all hostels in the Institute. The Wardens of the individual Hostels are the custodians of the students in the respective Hostels. In any hostel-related matter the student should contact the Hostel Attendants, Hostel Assistants, Assistant Wardens and the Wardens.
- 3) For any hostel-related issue/emergency, in the absence of Wardens or the Chief Warden, the decision of the Security or the Hostel Staff (Hostel Attendants or Hostel Assistants) is final, and must be obeyed by all students during the existence of that issue/emergency.
- 4) Behaviors that are prohibited in and around residential facilities-
 - Unauthorized absence from the Institute Campus or any Hostel
 - Entry into restricted areas of the residential facilities. These include, but are not limited to-
The residence hostel roof, windows, ledges. Toilets designated for use by members of the opposite sex
 - Display of signs/displays in windows or exterior surfaces of any building of the Institute
 - Interfering with the rights or safety of one's roommate(s) and/or other students or creating a hostile environment within the residential facilities
 - Noise or behavior that disturbs other residents in the residential facilities and/or interferes with their studies. Noise level should be kept low so as not to cause inconvenience to neighboring members. Specifically, no loud music should be played, or disturbance be caused through actions during 11 PM to 7 AM.
 - Possessing cooking appliances such as electric heaters, toasters, toaster ovens, hot plates
 - Activities that present a risk of injury to persons or property within and around a residential facility
- 5) In case of a lab overstay beyond 12 midnight by a student, he/she must inform, by an e-mail to his/her Supervisor, the Hostel Assistant, and the Chief Security Officer by 11 PM that night.
- 6) For possession and use of motorcycles and scooters: Security Office only issues the vehicle stickers to the students after obtaining certain documents for the office records. The use of bicycles is encouraged.
- 7) In the case of emergency at late nights or early mornings, the students should contact the resident Hostel Attendant/Hostel Assistant, who, if required, will contact the Warden. If this channel of information cannot be established, or in the case of extreme emergency, the student can call the Warden directly.
- 8) Fine has to be paid for losing keys of locker/almirah/drawer etc. as per the rules.
- 9) 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, in general, used for the conduction of any particular group's religious practice. In the case of such an event planned, the Warden must be consulted and asked for permission.
- 10) Students will use lock-and-key provided to them by the Institute 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.
- 11) Students are required to strictly follow the Hostel Leave Rules when they leave the campus even for a day or for a long vacation. Students should consult the document on Hostel Rules and Regulations for further details.

- 12) Students are not allowed to stay in the hostel during summer or winter vacations unless they are officially registered for a research/summer program at IISER Kolkata. Those students who have to appear for make-up 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.
- 13) 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/Hostel staff. Their rooms will be used to accommodate students/visitors from other Universities/Institute during the summer and winter vacations. 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.
- 14) 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.
 - All guests must be escorted by their host at all times.
 - 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).
 - Opposite sex visit is allowed between 10 AM to 10 PM to the common room/mess and other designated places (as per the Hostel Rules and Regulations).
 - The Institute does not condone cohabitation.
 - Individuals in violation of these or other IISER Kolkata rules and regulations may be required to leave a residential facility.
- 15) Pets are not allowed in Institute's residence hostels.
- 16) Storage and use of inflammable materials in hostel rooms is banned.
- 17) Students are not encouraged to receive any phone calls after 11 PM in their respective rooms. If needed they can go to the common room and talk over there.
- 18) Students are encouraged to use the common room for their study after 11 PM to avoid inconvenience to the other students who are sharing room. For detailed rules consult the Hostel Rules and Regulations.
- 19) Students are encouraged to take their meals in their respective messes.
- 20) Disciplined behavior and cleanliness are of prime importance/highly appreciable.
- 21) Ill-behavior with fellow student is punishable.
- 22) Always save water and electricity by closing water taps, switching off fans and lights when not in use.
- 23) Visitors are not encouraged to enter students' rooms. They may use the student common room for meetings. Cross-gender visitations among the residential students are permitted in all hostels between 10:00 AM and 10:00 PM.
- 24) Any expenditure arising out of damage and breakage of the items provided by the Institution in the Hostels will have to be borne by the student.

IISER Kolkata Policy Regarding Access to the Computer System and Network:

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. 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:

- ❖ 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 and disciplinary action may be initiated.

Validity of your Computer Account:

Your computer account for accessing network, email etc. will be valid as long as you are registered in the academic program. For graduating students, accounts will remain valid for up to six months from the date of convocation.

Software Policy:

As advised by the Ministry of Education 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).

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:

Students admitted to all program of the institute have to fill and submit the "Medical History form" (available at <https://www.iiseradmission.in/downloads/index.html#fnc>) and "Undertaking form for mental health issues of the students". 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://apply.iiserkol.ac.in/Undertaking_Form_Mental_Health_Students.pdf

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 Academic Section 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 number of 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 have to be strictly adhered to when requesting re-examination on medical grounds.

Students must comply with the academic guidelines at all times during their stay at the Institute.

Hostel accommodation for incoming students of Master of Science and PhD Programs will be provided subject to availability

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 ₹3000.00 (Rupees three thousand only) will be deducted.
- If the registration is complete and the student withdraws within one month of commencement of classes.
- ₹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.

=====

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 and disciplinary 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.