

INDIAN INSTITUTE OF SCIENCE
EDUCATION AND RESEARCH
THIRUVANANTHAPURAM

*An autonomous institution under the
Ministry of Education, Government of India*



GUIDE BOOK OF REGULATIONS FOR
THE BS-MS DUAL DEGREE PROGRAMME

2022-23

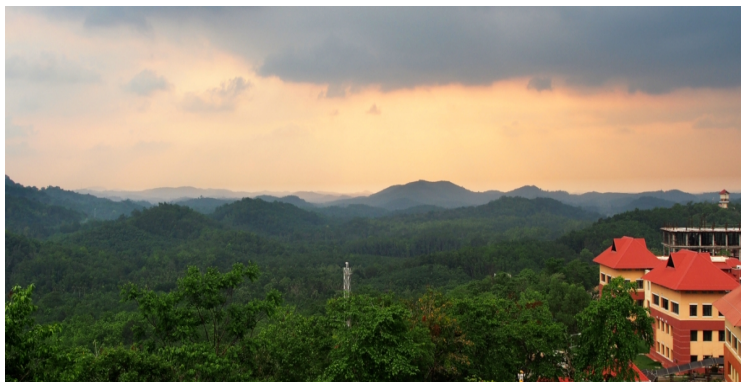
www.iisertvm.ac.in

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
THIRUVANANTHAPURAM

The Indian Institute of Science Education and Research Thiruvananthapuram (IISER TVM) is an autonomous institution under the Ministry of Education, Government of India established in 2008. IISER TVM is dedicated to scientific research and science education of international standards. Traditionally, teaching has been segregated from research in undergraduate science curricula in our country. IISER TVM aims to provide high quality education in modern science, integrating research at the very undergraduate level, and to develop a spirit of enquiry amongst its students cutting across disciplines by promoting interdisciplinary research.

Currently IISER TVM offers a five-year BS-MS programme in four basic sciences, namely *Biological Sciences*, *Chemical Sciences*, *Mathematical Sciences* and *Physical Sciences*, Integrated and Interdisciplinary (i^2 Sciences) BS-MS programs in Biological Sciences, Chemical Sciences, Mathematical Sciences, Physical Sciences and Data Sciences. In addition it offers MSc, Integrated Ph.D (IPhD) and Ph.D programmes in basic sciences.

About The Institute



The campus of IISER TVM is situated at Vithura, at the foothills of the Ponmudi Hills, about 40 km from Thiruvananthapuram. The campus is blessed with rich greenery, three streams, a river running through it and a spectacular mountain backdrop.

The fully residential institute provides hostel facilities and dining facilities to all the students. Apart from the mess facilities available to the residents, the students have the options to explore various multi cuisine eateries located inside the campus. The well-equipped computer laboratories and resourceful library are available for all students. The Institute Health Center is staffed with doctors and nurses, providing round the clock medical services. On campus sports facilities like football, volleyball, basketball courts and indoor stadium help to keep-up the physical and mental well being of the students. Various student clubs like science club, cultural club, music club host programmes throughout the year making campus life vibrant and jovial.

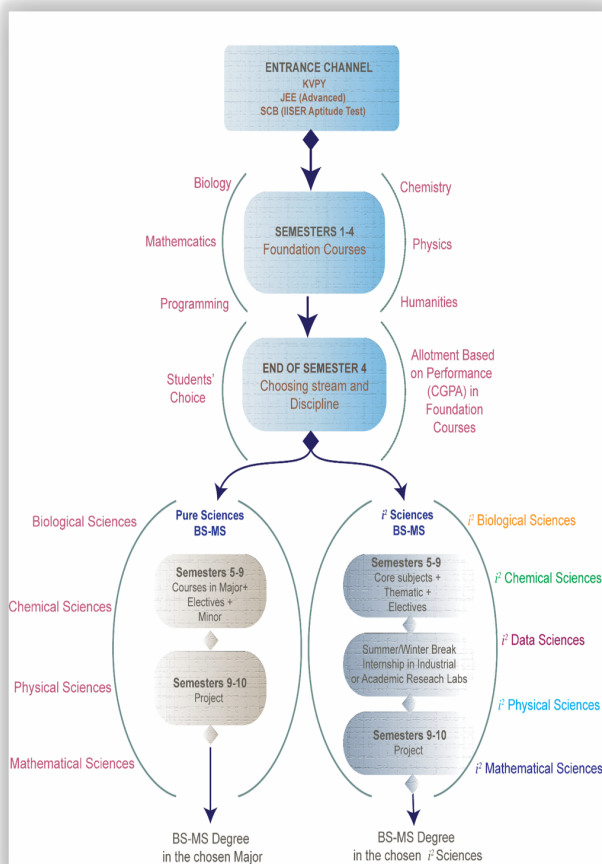
Contents

About The Institute	vi
Guidelines and Course Structure	1
Overall Structure of BS MS Programmes	1
The BS-MS Programmes	2
Registration	4
Degree Requirements	5
BS-MS Course Structure	5
Credit Requirement	5
BS-MS Course Codes	8
Assessment and Grading	9
Continuous Assessment	9
Grading	9
Class Committee	11
Responsibilities of the Class committee	11
Course Feedback	12
Essentials for Completing Courses	12
Re-evaluation of End Semester Examination	14
Ceiling of Credits in Semesters 5 - 8	14
Project Evaluation	15
Removal from the Rolls	16
Conduct and Discipline	17
Code of Conduct	17
Honour Pledge	19
Library Regulations	20
Deans, Heads and Coordinators	23

Faculty	25
Guest Faculty	31
AD-HOC Faculty	32
Administration	33
Dean – Academic Office	36

Guidelines and Course Structure

Overall Structure of BS MS Programmes



The BS-MS Programmes

At IISER TVM, one starts with an open mind. The curriculum provides training in the fundamentals of natural sciences, mathematics and computation, and then lets one choose the area that one would like to pursue and specialise in. Students enrolled in BS MS dual degree programme have a choice to get a master's degree in one of the four basic sciences or they can choose from one of the five newly conceptualised integrated and interdisciplinary sciences (i^2 sciences) streams.

Each academic year at IISER TVM is divided into 2 semesters of approximately 17 weeks each interspersed by the winter break in the month of December and summer break during the months of May- July.

(a) Varsha Semester : August – November,

(b) Vasanth Semester : January – April,

The courses in the first four semesters (years 1 and 2) comprise the FOUNDATION COURSES, common to all BS-MS programmes offered by the Institute. The curriculum covers fundamentals of natural sciences, mathematics and computation along with courses that enrich language and scientific communication skills. Typically, each theory course consists of 3 hours of lectures per week, supplemented by a 1-hour tutorial held in small groups under the supervision of lecturers and dedicated teaching assistants. The laboratory-based courses are held in staggered batches to ensure adequate opportunities for all individuals to access instruments and other facilities.

At the end of the fourth semester, the students make their choice regarding either basic sciences BSMS or for i^2 Sciences BSMS.

1. Basic Sciences BSMS

- Biological Sciences
- Chemical Sciences
- Mathematical Sciences
- Physical Sciences

2. i^2 Sciences BSMS

- i^2 Biological Sciences
- i^2 Chemical Sciences

- i^2 Data Sciences
- i^2 Mathematical Sciences
- i^2 Physical Sciences

See <https://www.iisertvm.ac.in/i2sciences> for further information.

The allotment to any of these streams will be based on competition between all candidates who opt for each of the streams. Selection will be based on the performance of the candidates in the Foundation Courses with weightage given to performance in the courses relevant to the core discipline/ i^2 discipline opted for.

Currently, the maximum number of students that can be admitted to the various i^2 sciences programme is restricted to 15 each for i^2 Biological Sciences, i^2 Chemical Sciences, i^2 Mathematical Sciences, i^2 Physical Sciences, and 20 for i^2 Data Sciences. The allotment to basic sciences Major stream is limited to top 30% of the total number of students in the batch.

The students opting for BSMS *Major* degree in any one of the basic sciences course can also choose to take courses that lead to a *Minor* degree in another subject. Both Major and Minor choices will be reflected in the BS-MS degree certificate that will be awarded by IISER TVM on successful completion of the programme.

There is no minor option available for BS-MS i^2 Sc programme.

Once a stream is chosen, students learn core and advanced topics in the third and fourth year. They are also required to choose electives courses; available and appropriate for their level; to enhance breadth of their knowledge. The Foundation and Core courses in BSMS and BSMS i^2 sciences are designed to prepare students for Competitive Examinations and various National Eligibility Tests for doctoral studies in India and the world.

Every student works for a thesis by research in their fifth year of study. It allows one to apply one's training to tackle problems of science, industry and society. Students can choose a faculty/scientists from other institutions/industry as a Co-guide for BSMS project. An MoU has to be signed between the faculty/scientists from external institutions for joint co-guidance. This MoU is applicable only in those cases where the co-guidance of the student does not lead to any additional financial implications to the institute apart from regular student fellowships. Any intel-

lectual property sharing arrangement will require a supplementary MoU signed by authorized representatives of the institute.

In order to inculcate scientific values and develop scientific temper, students are encouraged to do a research project every year during summer vacation period. They are expected to do a project work under a Research Supervisor (Mentor) in any recognised University or Institute or Research Laboratories/ Centres of their choice either in India or abroad. Students are encouraged to apply for scholarships offered by various institutes, academies, state governments, Government of India and various international academic bodies to undertake such summer internships.

The meritorious students are encouraged to apply and earn scholarships to support their studies (eg KVPY/ INSPIRE etc). The guidelines provided by the funding agencies are applicable for the continuation of such scholarships.

Note: The medium of instruction, examination and project report for all courses is English. The syllabi and curricula of the BS-MS programme is subject to revision from time to time.

Registration

- Every student must register for the new semester on the registration day prescribed by the academic office.
- Registration involves payment of the prescribed fees for the semester.
- Late semester registration fee of Rs. 250/- per day to a maximum of Rs. 1750/- for a week will be levied from the first day of commencement of the class.
- Late registration after the first week of the semester can only be done with the permission of the Dean (Academics) or the Director of the institute.
- Every student on the joining, is assigned a Faculty Adviser; who will guide the student in all academic matters.
- Students should also register for all the courses they wish to take in that semester on the day of the registration.(If necessary with due consultation of their faculty advisor).
- BS-MS students can register and credit MOOCs from NPTEL and SWAYAM platforms, which are NOT offered by IISER TVM, with prior approval from the head of the school. Maximum TWO such

courses may be credited towards Minor/Elective courses. Applicable fees for such courses has to be borne by the student independent of the tuition fees paid to IISER TVM.

Degree Requirements

IISER TVM follows a credit based system for the successful completion of the degree programme. Each course (theory as well as laboratory) is assigned with a number of credits and continuous assessment is used to award a letter grade to a student taking that course based on relative grading scheme. A cumulative grade point average (CGPA) is calculated based on the letter grades received by the student. The minimal requirement for award of BSMS dual degree is:

- Each student should acquire a minimum of 187 credits for BS-MS programme and 190 credits for BS-MS i^2 Sc programme, with a CGPA of 5.0 or greater for being eligible for the BS-MS dual degree.
- ALL FOUNDATION courses of the first two years must be successfully completed.
- All 3rd and 4th year courses designated as CORE by the school, in the chosen Major/ i^2 Sc discipline of student, have to be successfully completed.
- Students are also expected to complete 3 credits in Humanities courses.
- Successful completion of the fifth year project is mandatory for the award of the BS-MS dual degree.
- No disciplinary action should be pending against the student.

BS-MS Course Structure

CREDIT REQUIREMENT

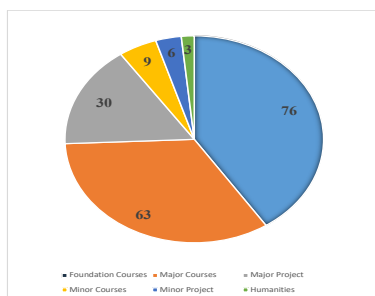
The first two years of the BS-MS programme consists of FOUNDATION courses common to all students. Third and fourth year courses are specialized in one major (Biology, Chemistry, Mathematics or Physics) and one or more minors OR in i^2 Sc disciplines. The fifth year is devoted to a thesis by research. The general structure of the BS-MS programme in basic sciences and BSMS programme in i^2 Sc is given below.

General Credit Structure BSMS Programme in Sciences

YEAR .	SEMESTER	CREDITS	COURSES/PROJECT
1-2	1-4	76	Foundation courses
3-5	5-9	63	Core Courses , Elective Courses
3-5	5-8	9	Minor Courses
3-5	5-8	6	Minor Project
3-5	5-10	3	Humanities
5	9-10	30	Research Project
	Total	187	

Note: Minor project is optional in some of the Schools. However students are required to credit courses in lieu of the minor project.

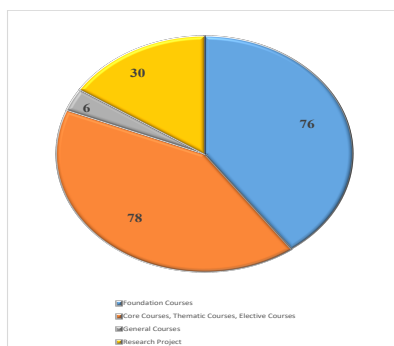
Distribution of Credits for BSMS Basic Sciences



General Credit Structure in i^2 Sc Programme

YEAR .	SEMESTER	CREDITS	COURSES/PROJECT
1-2	1-4	76	Foundation courses
3-5	5-9	78	Core Courses , Thematic Courses, Elective Courses
3-5	5-8	6	General Courses
5	9-10	30	Research Project
	Total	190	

Note: Minimum credit requirement and semester-wise division of courses between Core-Thematic-Electives vary between the five i^2 Sciences streams.

Distribution of Credits for BSMS i^2 Sciences

BS-MS Course Codes

The FOUNDATION, CORE and THEMATIC courses are numbered in the format,

XYZ LCC (LTPC)

The ELECTIVE courses are numbered in the format,

XYZ LCCD (LTPC)

The numbering may be understood as

XYZ	:	Subject /Programme Code
L	:	Level of the course (1, 2, 3, 4 or 5)
CC (CCD)	:	Course number
L	:	Lecture hours per week
T	:	Tutorial hours per week
P	:	Practical hours per week
C	:	Credits

Subject / Programme Codes

BIO : Biological Sciences	CHY : Chemical Sciences
MAT : Mathematical Sciences	PHY : Physical Sciences
IDC : Interdisciplinary Studies	HUM : Humanities
DSC : Data Sciences	I2B : i^2 Biological Sciences
I2C : i^2 Chemical Sciences	I2D : i^2 Data Sciences
I2M : i^2 Mathematical Studies	I2P : i^2 Physical Sciences

Assessment and Grading

CONTINUOUS ASSESSMENT

Continuous assessment will be adopted for all courses. Written examination for mid semester and end semester will be conducted as per the academic curriculum for all core and elective courses. The distribution of marks out of total marks 100 will be as follows:

Theory Courses:

The following table lists the different components and their weightage involved in the final assessment for theory courses.

SL. NO.	TYPE OF EXAM	WEIGHTAGE (%)
1	Assignments/Quiz	10 – 20
2	One Mid-Semester Examination	≥ 30
3	End-Semester Examination	≥ 50
	Total	100

Practical Courses:

Practical courses will be evaluated using continuous evaluation giving 80% weightage for experiments (contribution from experiments as well as viva during the practical hours). All Experiments will be given equal weightage. Marks will be given on completion of each experiment which will also be recorded in the lab note books of students. 20% weightage will be given for written/viva examinations at the end of the semester.

GRADING

Relative grading will be adopted.

(a) The letter Grade and Grade Points are as follows:

A+	10
A	9
B+	8
B	7
C+	6
C	5
D	4
F	0

In addition, there shall be two other grading symbols which can be used to indicate the special position of a student in a subject:

I - for “Incomplete”
W - for “Withdrawn”

(b) Semester Grade Point Average (SGPA) is calculated as:

$$\text{SGPA} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

Where, C_i = Credit for i^{th} course; G_i = Grade point secured by the student in the i^{th} course. Summation is over *all the courses credited* by the student in the particular *semester*.

(c) Annual Grade Point Average (AGPA) is calculated as:

$$\text{AGPA} = \frac{\sum_j C_j G_j}{\sum_i C_j}$$

Where, C_j = Credit for j^{th} course; G_j = Grade point secured by the student in the j^{th} course. Summation is over *all the courses credited* by the student in the particular *academic year*.

(d) Cumulative Grade Point Average is calculated as

$$\text{CGPA} = \frac{\sum_k C_k G_k}{\sum_k C_k}$$

Where, C_k = credit for the k^{th} course; G_k = Grade point secured by the student in the k^{th} course. Summation is over all the courses *credited* by the student in *all the completed semesters, no course counting twice*.

CGPA in the final transcript will be calculated based on all course credits completed with a Pass Grade.

Class Committee

Constitution of class committee will be as follows:

- One faculty/Co-ordinator nominated by Dean(AA) to serve as a Chairman of the class committee, preferably the BS-MS coordinator for first two years and Head of the school for Major courses from third year onwards.
- Faculty members of each of the Theory/Coordinator of Lab based courses of respective class/batch.
- Two students from the respective class preferably a male and a female of higher CGPA; and
- Faculty advisors of the respective class/batch.

RESPONSIBILITIES OF THE CLASS COMMITTEE

- To review periodically the progress of the classes.
- To discuss problems concerning the students and make suitable recommendations to improve the academic performances of the students.
- The method of assessment of the course will be executed by the concerned faculty as per the academic rule and may consult with the class committee for any advise if needed. This should be announced to the students at the beginning of the semester.
- The class committee excluding the student members is responsible for the finalisation of the semester results.
- The class committees shall meet at least thrice in a semester after each test/exam. The class committee meeting at the end of the semester would finalise the grades. Each class committee will communicate its recommendations to the Dean(AA).
- Based on the recommendation of the class committee, the academic performance of the student shall be communicated to their parents, if necessary.

COURSE FEEDBACK

Online course feedback is collected from every student for each course credited by him/her.

Essentials for Completing Courses

1. Students are expected to attend all the classes. Students with over-all 80% attendance or above will only be permitted to write the end semester examination. Attendance will be recorded in every class.
2. To register for any course a student must have completed ALL prerequisite courses (if any) with a D grade or better.
3. A student with an F grade in a course may be given a repeat final examination. An F grade may be improved at best to a D grade as a result of the repeat final exam.

Under-performing students from semesters 1-4 may be given remedial classes during semester break before the repeat final examination.

4. Repeat of a course is not permitted if the student has obtained a grade D or above in the same course.
5. The incomplete grade I is a *transitional* grade which will be given to the students who miss the end semester examinations under exceptional circumstances (e.g. serious medical reasons) as determined by the course instructor and the BS-MS coordinator in consultation with the School coordinator (if applicable) and approved by the Dean (Academics).

Make-up examination will be given to these students provided they meet 80% attendance and other academic requirements as per the rules and regulations of the institute.

The actual grade obtained after the make-up examination will be taken and will reflect in the transcript replacing the I grade. In case a student obtains an F grade in the make-up final examination, he/she will be eligible to write the repeat final examination.

Absence in the make-up examination will automatically lead to zero marks in that examination and the final grade in that course will be de-

terminated based on the other examinations taken in that course.

If the absence of a student in an examination is not approved by the Dean (Academics) (e.g. a deliberate attempt to skip the examination), he/she will be awarded zero marks in that particular course examination. The final grade in that course will be determined based on the other examinations of that course taken by the student.

6. Withdrawal of a registered course in a semester is usually permitted/enforced under very special cases, e.g. due to prolonged illness. W grade is given in these circumstances and the student is asked to repeat the concerned course with same course number taking all examinations when offered next. The new grade obtained by the student will be taken into consideration and appear in the transcript. However, the previous W grade will also appear in the transcript.
7. W grade will not have any effect in the calculation of SGPA, AGPA and CGPA. If a student has W grade in a registered course in a particular semester, SGPA will be calculated based on the grades obtained in other registered courses of that semester. Similar rule applies to the calculation of AGPA and CGPA.
8. If a student does not clear a FOUNDATION/CORE course even after writing (or skipping) the repeat final examination, he/she is required to repeat the course with the same course number when offered next taking all examinations. Until the course is repeated and passed by the student, it is treated as a *backlog* in the student's records. Both the grades, the new grade and the previous F grade, will appear in the grade transcripts.
9. An F grade obtained in a course will contribute to the CGPA until
 - (a) a course with the same course number is completed with a D grade or better (applicable for foundation and core courses) or
 - (b) substituted with an alternative/same course of the respective school and completed with a D grade or better (applicable *only* for minor/elective/additional courses)
10. A maximum of two backlog courses from the first two years MAY BE allowed, at the discretion of the Dean (Academics) and the Director, before a student can choose a major and proceed to the third year.

However, the student will not be allowed to choose the subject(s) in which he/she has a backlog course(s) as his/her major.

11. A student who has more than two F and/or W grades in a particular semester of the *first four semesters* will have to repeat ALL the courses of that semester. Only the new grades obtained in ALL the courses will be taken into consideration and the previous grades will be converted to W grades.
12. The student gets elevated gradually to each semester(s) by completing/attempting all the courses of previous semester(s) by registering and writing the end semester examinations as per rule and meeting other academic requirements as per guide book.

RE-EVALUATION OF END SEMESTER EXAMINATION

Students are given a chance to ask for a re-evaluation of end semester examination answer sheets. However such requests should be made by the student within 7 days of the announcement of end semester results as a written request to the Academic Office and by paying a prescribed re-evaluation fee.

CEILING OF CREDITS IN SEMESTERS 5 - 8

A student of semesters 5-7 can register for a maximum of 21 credits in each semester. A student opting for a minor project (6 credits) in semester 8 can register for a maximum of 18 credits (including the minor project credits). However, students who are not opting for minor project can register up to 21 credits in semester 8.

Students should discuss with their faculty adviser and school coordinator (in which they are majoring) regarding registration of suitable courses at the beginning of each semester. This will help the students to avoid unwanted complications at the end, e.g., fulfilling major/minor credit requirements and graduation requirements.

Project Evaluation

- The major project work is carried out in two stages (Phase-I and Phase-II), each spread over a semester. At the end of ninth semester, the student is required to submit a preliminary brief report of his/her work by a prescribed date to the Project Coordinator and present it to an Internal Project Evaluation Committee as a seminar. Project evaluation carries 30% of weightage comes from Project guide and the remaining 70% is awarded by the Project Evaluation Committee (PEC)¹ in each stage. The second stage (Phase-II) of the work is continued in the following semester and a final report has to be submitted at the end of tenth semester.
- PEC is constituted by School and the project co-ordinator will submit to the academic section the names of the project examiners at least two weeks before the submission of the second stage project. The project report, prepared according to the prescribed format available in the academic section, will be submitted to the School at least one week before the probable date of oral examination. The oral examination will be held before semester vacation starts. The whole evaluation process should be completed by a deadline stipulated by the Academic Section.
- The School will record the date of submission of the project and arrange to send the project reports to the examiners. The project coordinator will inform the date of the oral examination to the examiners and send a copy to the academic section. The project will be evaluated by the Project Evaluation Committee and the result will be submitted to the Project Coordinator, who in turn will forward it to the Academic Section.
- On successful completion of the oral examination, each student will be required to submit one corrected bound copy and a soft copy of the project report to the School/ supervisor(s).
- Extension of time usually not exceeding 3 months from the announced last date for submission of the project report may be granted by the School with permission of Dean/Director in the case of students with insufficient progress in the project work. In such a case the concerned students will be temporarily awarded 'I' grade. Further, if the reports

¹ However, in the case of SoM, project phase-I consists of major project of 9 credits and an associate research elective for 3 credits.

are not submitted within the allowed time period, the 'I' grade will be automatically converted to 'F' grade.

- Those who fail in the first stage assessment will be required to re-register for the first stage in the following semester. Likewise, those who obtain an 'F' grade in the final (second stage) assessment will be required to re-register for it in the subsequent semester.
- The one semester six credit minor project evaluation will also be carried out in a similar manner as mentioned above and the evaluation process has to be completed by the end of the semester as stipulated by the academic section. The evaluation has the following weightage: Project Guide:- 30% and PEC - 70%. The rules for submitting the final minor project report remain same like final major project report.

In exceptional cases the Director may at his discretion override any of the above provisions.

Removal from the Rolls

Any one of the following circumstances will lead to removal from the rolls:

- Failure to maintain the minimum SGPA of 4.0 in any two consecutive semesters will lead to automatic removal of the student from the rolls.
- Failure to clear any FOUNDATION/CORE course after repeating the same course *once* will lead to the removal of the student from the rolls.
- ALL FOUNDATION courses of the first two years must be completed in a maximum of six semesters. Failure to do so will lead to the removal of the student from the rolls.
- All requirements for the BS-MS degree must be completed in a maximum of FOURTEEN SEMESTERS. Students will be automatically removed from the rolls at the end of fourteen semesters.
- If a student does not register for two consecutive semesters without due intimation and approved leave, the student will automatically be removed from the rolls.
- A student may also be removed from the rolls as a result of disciplinary action for serious misconduct and/or violation(s) of the code of conduct of the institute.

Conduct and Discipline

CODE OF CONDUCT

Every student is expected to evolve as a responsible citizen with a commitment to upholding the dignity and reputation of the Institute. Students are expected to be courteous and respectful in their interactions with all members of the IISER community and behave in a civilised and dignified manner.

- **Hostel Regulations:** IISER-TVM being a residential Institute, all registered students are expected to reside in the Institute hostel throughout their course of study. There are separate hostels for boys and girls. Each room will usually be shared by two students and is furnished with basic furniture and electrical fittings. Residents of the hostels/hall of residences must abide by the hostel regulations detailed in Hostel Regulations booklet, a copy of which is available on the institute webpage.
- **Disciplinary Regulations:**
Any misconduct will invite a disciplinary action against the student. Misconduct refers to any unacceptable behaviour/act and failure to act on something that is unlawful and/or inappropriate. Misconduct has been categorised into following four types:
 1. Academic misconduct
 2. Non-academic misconduct
 3. Media and Social Media-related misconduct
 4. Criminal Offence

Based on the nature of an offence a disciplinary committee will be formed which will decide the further course of action. The detailed information on code of conduct and disciplinary procedure of the institute is available on the institute webpage in the booklet titled Code of Conduct; which is binding for all students of the institute.

- **Internal Committee:** Institute upholds the equal opportunity and gender equality as per the constitution of India. The objective of the Internal Committee is to investigate complaints and recommend action against

any kind of sexual harassment. Further information regarding the same is available on the institute webpage.

HONOUR PLEDGE

1. The student must sign and submit to the Institute the following Honour Pledge The pledge must be counter-signed by the parent/guardian.

IISER TVM STUDENT HONOUR PLEDGE

- a. I promise, on my honour, that I will conduct myself in the Institute and outside, with decorum and decency befitting the high moral and ethical standards expected of the members of the National Institute, IISER TVM and follow its Code of Conduct, Rules and Regulations.
- b. I will not engage in ragging. I understand that ragging is unlawful and liable to prosecution by law enforcement authorities of the State besides any disciplinary action the Institute may take which may include dismissal from the Institute.
- c. I will not engage in overt/covert sexual harassment.
- d. I will not resort to any dishonest practice in examinations/assignments.
- e. I will not engage in plagiarism in my writings and will acknowledge the work of other authors according to international practices.
- f. I will follow the Library and Hostel regulations of the Institute.
- g. I understand that violation of this pledge makes me liable to disciplinary action by the Institute.

Sd/-
Student

Sd/-
Parent/Guardian

2. The student and his/her parent/guardian should also sign, at the time of admission, the prescribed anti-ragging forms (visit <http://iisertvm.ac.in/anti-ragging-initiatives>) as per the stipulation of the MoE, Govt. of India.

LIBRARY REGULATIONS

1. Library Hours:
 - a. Monday to Friday: 9 AM to 10.00 PM (Break 7.30 PM - 8 PM)
 - b. Weekends and Holidays: 9 AM to 5.30 PM (Break 1 PM - 1.30 PM)
 - c. Library remains open on all holidays except during January 26, August 15 & October 2.
2. Membership: All registered students are eligible for membership in the institute library.
3. BS-MS students can borrow maximum 4 books at a time for 15 days, provided they do not have any overdue book. (Some books may have a shorter loan period depending on the demand). Users can borrow/return the books using the self-service kiosk installed in the library.
4. Users must leave their bags and other belongings outside the Library. Only notebooks and papers are allowed inside the library. Borrowed books are allowed to be taken to the library for return/renewal only.
5. Students must carry their identity cards, and it must be produced whenever asked for. Institute identity card, which serves as the library card, is mandatory for borrowing books from the library either through the self-service-kiosk or otherwise.
6. Strict silence to be maintained in the library.
7. Mobile phone conversation, Consumption of food and drinks are strictly prohibited inside the library. Use of mobile phone is permitted for using QR Code based 'M-Library Services' only.
8. Users are encouraged to use the computers kept inside the library for accessing the library catalogue, e-journals, e-books, and academic databases. Laptop can only be used in the designated place in the library.
9. Return of the borrowed book is mandatory before the due date. A fine of Rs. 1/- per day per book for the first week of delayed return and Rs. 10/- per day per book thereafter will be levied. Books can be renewed once, before the due date, if there is no pending reservation against it. A book may be recalled any time before the due date if it is urgently required by another user. A late fee of Rs. 10/- per day per book will be imposed for the noncompliance with the requirement.
10. Reference textbook and borrowable books can be borrowed for overnight reference, half an hour before the closing time of the library and to be

returned before 9.30 AM on the next working day. Only one book can be borrowed for overnight reference. A late fee of Rs. 50/- per day per book for the delayed return of such item will be charged. All library payment will be accepted online only, at periodic intervals.

11. Mutilation of books in any form (e.g., underlining, writing on pages, tearing off pages, damaging the binding, etc.) will lead to a hefty fine or even replacement of the book. Before borrowing a book, users should ensure the condition of the book and bring to the notice of the library staff, if any mutilation is found.
12. Users who lose/mutilate library books are liable to replace it with its latest edition along with a penalty of 20% of the total cost of the book. If the book is part of a set or series, they may be called upon to replace the whole set or series. In case the lost book is untraceable in the market or out of print, Institute reserves the right to decide appropriate penalty.
13. Users must return all the books they borrowed before they go on vacation.
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Deans, Heads and Coordinators

1. Prof. Anil Shaji
Dean (Academics)
e-mail: deanacad@iisertvm.ac.in
shaji@iisertvm.ac.in
Tel: 0471-2778016
0471-2778017
2. Prof. K. George Thomas
Dean (Faculty Affairs)
e-mail: dofa@iisertvm.ac.in
kgt@iisertvm.ac.in
Tel: 0471-2778205
3. Prof. K. M. Sureshan
Dean (Infrastructure & Planning)
e-mail: deanpnd@iisertvm.ac.in
kms@iisertvm.ac.in
Tel: 0471-2778067
4. Dr. Swathi R S
Dean (R&D Consultancy)
e-mail: deanrdc@iisertvm.ac.in
swathi@iisertvm.ac.in
Tel: 0471-2778063
5. Prof. Utpal Manna
Dean (Students Affairs)
e-mail: dosa@iisertvm.ac.in
manna.utpal@iisertvm.ac.in
Tel: 0471-2778136
6. Prof. Hema Somanathan
Head, School of Biology
e-mail: hodbiology@iisertvm.ac.in
hsomanathan@iisertvm.ac.in
Tel: 0471-2778243
7. Prof. Mahesh Hariharan
Head, School of Chemistry
e-mail: hodchemistry@iisertvm.ac.in
mahesh@iisertvm.ac.in
Tel: 0471-2778101

8. **Dr. Viji Thomas**
Head, School of Mathematics
e-mail: hodmaths@iisertvm.ac.in
vthomas@iisertvm.ac.in
Tel: 0471-2778055
9. **Dr. Joy Mitra**
Head, School of Physics
e-mail: hodphysics@iisertvm.ac.in
j.mitra@iisertvm.ac.in
Tel: 0471-2778140
10. **Dr. Dharmatti Sheetal**
Coordinator, BS-MS Programme
e-mail: sheetal@iisertvm.ac.in
Tel: 0471-2778128
11. **Dr. Saikat Chatterjee**
Coordinator, PhD and IPhD Programmes
e-mail: saikat@iisertvm.ac.in
Tel: 0471-2778113
12. **Dr. Reji Varghese**
Coordinator, MSc Programme
e-mail: reji@iisertvm.ac.in
Tel: 0471-2778074
13. **Dr. Soumen Basak**
Coordinator, Summer Visiting Programme
e-mail: sbasak@iisertvm.ac.in
Tel: 0471-2778129

Faculty

SCHOOL OF BIOLOGY

1. Prof. Srinivasa Murty Srinivasula
e-mail: sms@iisertvm.ac.in
Tel: 0471-2778171
2. Prof. Hema Somanathan
e-mail: hsomanathan@iisertvm.ac.in
Tel: 0471-2778063
3. Prof. Tapas Kumar Manna
e-mail: tmanna@iisertvm.ac.in
Tel: 0471-2778172
4. Dr. Poonam Thakur
e-mail: poonam@iisertvm.ac.in
Tel: 0471-2778254
5. Dr. Nishant K.T.
e-mail: nishantkt@iisertvm.ac.in
Tel: 0471-2778173
6. Dr. Stalin Raj V
e-mail: stalin@iisertvm.ac.in
Tel: 0471-2778160
7. Dr. Ullasa Kodandaramaiah
e-mail: ullasa@iisertvm.ac.in
Tel: 0471-2778068
8. Dr. Nisha N. Kannan
e-mail: nishankannan@iisertvm.ac.in
Tel: 0471-2778045
9. Dr. Ramanathan Natesh
e-mail: natesh@iisertvm.ac.in
Tel: 0471-2778087
10. Dr. Ravi Maruthachalam
e-mail: ravi@iisertvm.ac.in
Tel: 0471-2778175
11. Dr. Sabari Sankar Thirupathy
e-mail: sabari@iisertvm.ac.in
Tel: 0471-2778161

12. Dr. N. Sadananda Singh
e-mail: nssingh@iisertvm.ac.in Tel: 0471-2778047
13. Dr. Satish Khurana
e-mail: satishkhurana@iisertvm.ac.in Tel: 0471-2778046
14. Dr. Jishy Varghese
e-mail: jishy@iisertvm.ac.in Tel: 0471-2778169
15. Dr. Sandhya Ganesan
e-mail: sandhyag@iisertvm.ac.in Tel: 0471-2778059

SCHOOL OF CHEMISTRY

1. Prof. J. N. Moorthy, FASC, FNA
Director
e-mail: jnm@iisertvm.ac.in Tel: 0471-2778002
2. Prof. K. George Thomas, FASC, FNA
e-mail: kgt@iisertvm.ac.in Tel: 0471-2778040
3. Prof. Kana M. Sureshan
e-mail: kms@iisertvm.ac.in Tel: 0471-2778064
4. Prof. Mahesh Hariharan
e-mail: mahesh@iisertvm.ac.in Tel: 0471-2778101
5. Dr. Soumen De
e-mail: soumende@iisertvm.ac.in Tel: 0471-2778249
6. Dr. Veera Reddy Yatham
e-mail: reddy@iisertvm.ac.in Tel: 0471-2778244
7. Dr. Ajay Venugopal
e-mail: venugopal@iisertvm.ac.in Tel: 0471-2778076

8. Dr. Sukhendu Mandal
e-mail: sukhendu@iisertvm.ac.in Tel: 0471-2778107
9. Dr. R. S. Swathi
e-mail: swathi@iisertvm.ac.in Tel: 0471-2778079
10. Dr. Vinesh Vijayan
e-mail: vinesh@iisertvm.ac.in Tel: 0471-2778083
11. Dr. Reji Varghese
e-mail: reji@iisertvm.ac.in Tel: 0471-2778074
12. Dr. Alagiri Kaliyamoorthy
email: alagiri@iisertvm.ac.in Tel: 0471-2778050
13. Dr. Gokulnath Sabapathi
e-mail: gokul@iisertvm.ac.in Tel: 0471-2778052
14. Dr. A Muthukrishnan
e-mail: muthukrishnan@iisertvm.ac.in Tel: 0471-2778104
15. Dr. Rajendar Goreti
e-mail: rajendar@iisertvm.ac.in Tel: 0471-2778049
16. Dr. Ramesh Rasappan
e-mail: rr@iisertvm.ac.in Tel: 0471-2778051
17. Dr. Vennapusa Sivaranjana Reddy
e-mail: siva@iisertvm.ac.in Tel: 0471-2778057
18. Dr. Subrata Kundu
e-mail: skundu@iisertvm.ac.in Tel: 0471-2778048
19. Dr. A. Thirumurugan
e-mail: thiru@iisertvm.ac.in Tel: 0471-2778092
20. Dr. Basudev Sahoo
e-mail: basudev@iisertvm.ac.in Tel: 0471-2778253

21. Dr. Jerry Alfred Fereiro
e-mail: jerryfereiro@iisertvm.ac.in Tel: 0471-2778311
22. Dr. Y. Adithya Lakshmana
e-mail: adithya@iisertvm.ac.in Tel: 0471-2778305
23. Dr. Pushpita Ghosh
e-mail: pushpita@iisertvm.ac.in Tel: 0471-2778308
24. Dr. Rajendra Kurapati
e-mail: rkurapati@iisertvm.ac.in Tel: 0471-2778306

SCHOOL OF MATHEMATICS

1. Prof. M. P. Rajan
e-mail: rajanmp@iisertvm.ac.in Tel: 0471-2778116
2. Prof. Utpal Manna
e-mail: manna.utpal@iisertvm.ac.in Tel: 0471-2778136
3. Dr. P. Devaraj
e-mail: devarajp@iisertvm.ac.in Tel: 0471-2778145
4. Dr. Shrihari Sridharan
e-mail: shrihari@iisertvm.ac.in Tel: 0471-2778126
5. Dr. Sachindranath Jayaraman
e-mail: sachindranathj@iisertvm.ac.in Tel: 0471-2778118
6. Dr. Viji Z. Thomas
e-mail: vthomas@iisertvm.ac.in Tel: 0471-2778055
7. Dr. Arun K. R.
e-mail: arun@iisertvm.ac.in Tel: 0471-2778120
8. Dr. Dharmatti Sheetal

- e-mail: sheetal@iisertvm.ac.in Tel: 0471-2778128
9. Dr. Geetha Thangavelu
e-mail: tgeetha@iisertvm.ac.in Tel: 0471-2778134
10. Dr. Saikat Chatterjee
e-mail: saikat@iisertvm.ac.in Tel: 0471-2778113
11. Dr. Sarbeswar Pal
e-mail: spal@iisertvm.ac.in Tel: 0471-2778125
12. Dr. Srilakshmi Krishnamoorthy
e-mail: srilakshmi@iisertvm.ac.in Tel: 0471-2778149
13. Dr. Dhanya Rajendran
email: dhanya.tr@iisertvm.ac.in Tel: 0471-2778251
14. Dr. Dond Asha Kisan
email: ashadond@iisertvm.ac.in Tel: 0471-2778247
15. Dr. Sudarshan Kumar
email: sudarshan@iisertvm.ac.in Tel: 0471-2778255
16. Dr. Nagaiiaah Chamukuri
email: sudarshan@iisertvm.ac.in Tel: 0471-2778260
17. Dr. Mohemmed Ramiz Reza
email: ramiz@iisertvm.ac.in Tel: 0471-2778313

SCHOOL OF PHYSICS

1. Prof. Anil Shaji
e-mail: shaji@iisertvm.ac.in Tel: 0471-2778080
2. Prof. Ramesh Chandra Nath
e-mail: rnath@iisertvm.ac.in Tel: 0471-2778137
3. Dr. Joy Mitra
e-mail: j.mitra@iisertvm.ac.in Tel: 0471-2778140
4. Dr. Manoj AG Namboothiry
e-mail: manoj@iisertvm.ac.in Tel: 0471-2778081
5. Dr. Shaijumon M. M.
e-mail: shaiju@iisertvm.ac.in Tel: 0471-2778122
6. Dr. Kumaragurubaran Somu
e-mail: guru@iisertvm.ac.in Tel: 0471-2778103
7. Dr. Madhu Thalakulam
e-mail: madhu@iisertvm.ac.in Tel: 0471-2778084
8. Dr. Rajeev Naveenchandra Kini
e-mail: rajeevkini@iisertvm.ac.in Tel: 0471-2778138
9. Dr. Bindusar Sahoo
e-mail: bsahoo@iisertvm.ac.in Tel: 0471-2778230
10. Dr. Soumen Basak
e-mail: sbasak@iisertvm.ac.in Tel: 0471-2778129
11. Dr. Amal Medhi
e-mail: amedhi@iisertvm.ac.in Tel: 0471-2778152
12. Dr. Bikas C. Das
e-mail: bikas@iisertvm.ac.in Tel: 0471-2778071

13. Dr. Deepshikha Jaiswal Nagar
e-mail: deepshikha@iisertvm.ac.in Tel: 0471-2778141
14. Dr. Ravi Pant
e-mail: rpant@iisertvm.ac.in Tel: 0471-2778127
15. Dr. Senthilkumar D. V.
e-mail: skumar@iisertvm.ac.in Tel: 0471-2778132
16. Dr. Sreedhar B. Dutta
e-mail: sbdutta@iisertvm.ac.in Tel: 0471-2778131
17. Dr. Mayanglambam Suheshkumar Singh
email: suhesh.kumar@iisertvm.ac.in Tel: 0471-2778139
18. Dr. Vinayak B. Kamble
e-mail: kbvinayak@iisertvm.ac.in Tel: 0471-2778056
19. Dr. Tuhin Subhra Maity
e-mail: tuhin@iisertvm.ac.in Tel: 0471-2778252
20. Dr. Tanumoy Mandal
e-mail: tanumoy@iisertvm.ac.in Tel: 0471-2778245
21. Dr. Shabnam Iyyani
e-mail: shanam@iisertvm.ac.in Tel: 0471-2778304

GUEST FACULTY

1. Prof. Thomas Kuruvila
Humanities
e-mail: thomaskuruvila@iisertvm.ac.in Tel: 0471-2778185

AD-HOC FACULTY

1. Dr. Harilal Madhavan
Economics
e-mail: harilal@iisertvm.ac.in
Tel: 0471-2778185

2. Dr. S. Ajith Kumar
Data Sciences
e-mail: ajith@iisertvm.ac.in
Tel:

Administration

1. Prof. J. N. Moorthy, FASC, FNA
Director
e-mail: director@iisertvm.ac.in Tel: 0471-2778002
2. Prof. Srinivasa Murty Srinivasula
Deputy Director
e-mail: deputy.director@iisertvm.ac.in Tel: 0471-2778004
3. Col. Robinson George (Retd)
Registrar
e-mail: registrar@iisertvm.ac.in Tel: 0471-2778006
4. Mr. B. V. Ramesh
Deputy Registrar (F&A)
e-mail: ramesh@iisertvm.ac.in Tel: 0471-2778011
5. Mr. S. Hariharakrishnan
Deputy Registrar
(Administration)
e-mail: hariharan@iisertvm.ac.in Tel: 0471-2778031
6. Mr. Sudin B Babu
Deputy Registrar (P & S)
e-mail: sudin@iisertvm.ac.in Tel: 0471-2778018
7. Mr. Satya Srinivas Naraharisetti
Assistant Registrar
(Academics, Student Affairs and Hostel Management)
e-mail: satya@iisertvm.ac.in Tel: 0471-2778007
8. Smt. Nimi Joseph Chaly
Assistant Registrar (F & A)
e-mail: nimi@iisertvm.ac.in Tel: 0471-2778012

9. **Dr. Sainul Abideen P.**
Assistant Librarian
e-mail: sainul@iisertvm.ac.in Tel: 0471-2778022
10. **Dr. Thiraviam P.**
Medical Officer
e-mail: mo.thiraviam@iisertvm.ac.in Mob: 9443693225
11. **Dr. Hemalatha Francis**
Medical Officer
e-mail: mo.hemalatha@iisertvm.ac.in Mob: 09447733335
12. **Dr. Mary P R**
Consultant Psychiatrist
e-mail: drprmary@iisertvm.ac.in Tel: 0471-2778069
13. **Dr. Neelima Gopinath**
Consultant Psychologist
e-mail: neelima@iisertvm.ac.in Tel: 0471-2778069
14. **Mr. Sreekumar P. Y.**
Scientific Officer (IT)
e-mail: kumar@iisertvm.ac.in Tel: 0471-2778032
15. **Shri. Santosh Kumar G**
Assistant Security Officer
e-mail: aso@iisertvm.ac.in Tel: 0471-2778026
Mob: 9530168458
16. **Mr. Jayan V.**
Assistant Security Officer
e-mail: asovithura@iisertvm.ac.in Tel: 0471-2778026
Tel: 0472-2815014
17. **Mr. Rajesh A. P.**
Multi-skill Assistant
e-mail: raj2567@iisertvm.ac.in Tel: 0471-2778010

18. **Mr. Pradeep Kumar C**
Multi-skill Assistant
e-mail: pradeepkumar@iisertvm.ac.in Tel: 0471-2778093
19. **Mr. Santhosh B. S.**
Multi-skill Assistant
e-mail: santhoshbs@iisertvm.ac.in Tel: 0471-2778180
20. **Ms. Sruthi R. Balu**
Multy-skill Assistant, SA office
e-mail: sruthi@iisertvm.ac.in Tel: 0471-2778182
21. **Mr. Ajith Prabha**
Superintendent (Director Office)
e-mail: pdirector@iisertvm.ac.in Tel: 0471-2778002

Dean – Academic Office

1. **Ms. Divya V. J.**
Technical Officer
e-mail: divya@iisertvm.ac.in Tel: 0471-2778017
2. **Ms. Archana P. R.**
Multi-skill Assistant
e-mail: archanasekhar@iisertvm.ac.in Tel: 0471-2778017
3. **Ms. Beena N. K.**
Multi-skill Assistant
e-mail: beenaraj@iisertvm.ac.in Tel: 0471-2778070
4. **Mr. Anil Prakash**
Multi-skill Assistant
e-mail: anilprakash@iisertvm.ac.in Tel: 0471-2778070