Indian Institute of Science Education and Research Thiruvananthapuram

An autonomous institution under the

Ministry of Human Resource Development, Government of India

Guide Book of Regulations for The BS-MS Dual Degree Programme

2016-17

www.iisertvm.ac.in

The Indian Institute of Science Education and Research (IISER) is an Institution conceived and established by the Ministry of Human Resources Development (MHRD) of the Government of India. The mission of the Institute is to offer postgraduate level teaching of the highest international standards to school leaving (+2) students and also to conduct frontline research leading to Ph.D. Degree, in basic sciences like Biology, Chemistry, Physics, Mathematics and other Interdisciplinary Science subjects.

The seven IISERs established by MHRD are at Berhampur, Bhopal, Kolkata, Mohali, Pune, Thiruvananthapuram and Tirupati.

IISER THIRUVANANTHAPURAM CAMPUS

IISER TVM started functioning in August 2008 at the transit campus in the Department of Computer Science of the College of Engineering, Thiruvananthapuram (CET).

The Institute is residential. The permanent campus of 200 acres is under construction at Vithura, at the foothills of the Ponmudi Hills, about 40 km from Thiruvananthapuram, and a set of buildings got inaugurated in January 2016. The classes for a batch of students will be commenced from the ensuing academic year. The site for the campus is blessed with rich greenery, three streams, a river running through it and a spectacular mountain backdrop.

Contents

Regulations

The BS-MS Programme

IISER-TVM is set up to provide education and perform research in diverse disciplines of basic sciences. The IISER-TVM BS-MS dual degree curriculum is designed to reflect the point of view that the sciences are a seamless whole with no barriers between disciplines.

- The BS-MS programme is of 10 semesters duration.
- Each academic year has 2 semesters of roughly 17 weeks each.

  (a) Varsha Semester : August – November.
  (b) Vasanth Semester : January – April.

- The first two years (i.e. the first 4 semesters) will consist of FOUNDATION courses common to all students.
- 3rd and 4th year courses will be specialized in one *major* (Biology, Chemistry, Mathematics or Physics). A student may choose to take courses that lead to a *minor(s)* in another subject(s).
- The 5th year will be devoted to a thesis by research.
- The medium of instruction, examination and project report will be in English.
- The syllabi and curricula of the BS-MS programme is subject to revision from time to time.
- In order to inculcate scientific values and develop scientific temper, students are required to enrol in a Research Project every year. The students are expected to do project work under a Research Supervisor (Mentor) during summer vacation period, in any recognized Universities or Institutes or Research Laboratories/Centres of their choice (preferably outside of the parent institution) either in India or abroad as per the norms of the funding agency.

- The Department of Science and Technology (DST), Government of India has instituted the INSPIRE Fellowship available to a limited number of students of IISER as per the rules of DST. The INSPIRE/KVPY fellowship is contingent upon good performance in each semester with a minimum AGPA (Annual Grade Point Average) of 6.0. If the AGPA falls below 6.0, the stipend will be stopped and may be restarted only when the AGPA goes to 6.0 or above. Institute may provide financial subsistence to students from SC/ST who are not able to retain INSPIRE/KVPY scholarship as per applicable provisions.

Registration

- Every student must register for the courses of a semester on the first day (registration day) of the semester.
- To register for a course ALL prerequisites must be successfully completed [1].
- Registration involves payment of the prescribed fees for the semester.
- Fine will be levied for late registration done after the first day of 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.

Faculty Adviser

Every student is assigned a Faculty Adviser who will guide the student in all academic matters.

Assessment and Grading

CONTINUOUS ASSESSMENT

Continuous assessment will be adopted for all courses.

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[1] refer page 4, clause 2 of Essentials for Completing Courses

Theory Course

> Assignments   : 10%
> Two Mid-Semester Examinations : 20% each
> End-Semester Examination   : 50%

Practical Course

80% weightage will be given for experiments through a continuous evaluation (contribution from experiments as well as viva during the practical hours). 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:

$$\mathrm{SGPA} = \sum_i \mathrm{C}_i \mathrm{G}_i / \sum_i \mathrm{C}_i$$

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

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

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

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

(d) Cumulative Grade Point Average is calculated as

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

Where, C_k = credit for the kth course; G_k = Grade point secured by the student in the kth 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 is to be calculated based on all course credits completed with a Pass Grade only.

Degree Requirements

- Each student should acquire a minimum of 175 credits 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 of the students' major have to be successfully completed.

- Successful completion of the major project is mandatory for the award of the BS-MS dual degree.

- No disciplinary action should be pending against the student.

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 the prescribed book in every class and attendance percentage will appear in the grade transcript.

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 determined 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 and completed with a D grade or better (applicable *only* for minor/elective courses) or
   (c) ALL Degree Requirements[2] are satisfied.

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.

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[2] see page 4

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.

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.

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.

- 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.

Course Feedback

Online course feedback by students will be taken with full confidentiality for every course.

Re-evaluation of End Semester Examination Answer Sheets

Request for re-evaluation of answer sheets should be given 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.

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. Out of total 9 credits, 30% of weightage comes from Project guide and the remaining 70% is awarded by the Project Evaluation Committee (PEC)[3]. 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. The phase-II carries 15 credits and the distribution of scheme of evaluation will be same as mentioned above.

- 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

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[3] However, in the case of SoM, project phase-I consists of major project of 6 credits and an associate research elective for 3 credits.

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 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.

Sample Grade Card

OFFICIAL GRADE CARD

Name of Student : XXX   Roll Number : IMSXX00X   Date of Issue : XX-XXX-20XX
Graduating class : 20XX - Dual degree BS-MS programme   PAGE 1 of 1
                  XXX has attended 2 semesters of classes at IISER Thiruvananthapuram

Varsha 20XX   Credits   Grade

BIO 111	Introductory Biology	3	B
BIO 112	Introductory Biology Lab	1	B+
CHY 111	Atomic Structure and Chemical Bonding	3	B
CHY 112	Chemistry Lab I	1	B+
HUM 111	Functional English	1	B
IDC 111	Mathematical Tools	3	B
MAT 111	Introduction to Algebra	3	B
PHY 111	Mechanics I	3	C
PHY 112	Physics Lab I	1	A

SGPA: 6.89

Vasanth 20XX

BIO 121	Introductory Physiology	3	C+
BIO 122	Introductory Physiology Lab	1	B+
CHY 121	Chemistry of Elements	3	C
CHY 122	Chemistry Lab II	1	B+
HUM 121	Humanities	1	B
IDC 121	Mathematical Tools II	3	A
MAT 121	Introductory Analysis I	3	C
PHY 121	Electrodynamics I	3	C
PHY 122	Physics Lab II	1	B+

SGPA: 6.37

Total credits completed: 38 CGPA: 6.63

Dean (Academics)   Grade Card No: XXXXXXXXX

Credit Requirement

The first two years of the BS-MS programme consists of FOUNDATION courses common to all students. Third and fourth year courses will be specialized in one major (Biology, Chemistry, Mathematics or Physics) and one or more minors. The fifth year will be devoted to a thesis by research. The general structure of the BS-MS programme is given below.

BS-MS Course Structure

Sl. No.	Course Description	Minimum Credits	Period
1	Foundation Courses	76	Semester I to IV
2	Major Courses	57	Semester V to X
3	Major Project	24	Semester IX to X
4	Minor Courses	9	Semester V to VIII
5	Minor Project	6	Semester VIII
6	Humanities	3	Semester V to X
Total		175	

Remark: *Minor project is optional in certain schools. However, students may adjust this credit by taking additional courses.*

Course Codes

The FOUNDATION and CORE courses are numbered in the format,

$$XYZ \; \text{LSC (LTPC)}$$

The ELECTIVE courses are numbered in the format,

$$XYZ \; \text{LSCD (LTPC)}$$

The numbering may be understood as

XYZ	:	Subject Code
L	:	Level of the course (1, 2, 3, 4 or 5)
S	:	Semester (1 = Varsha, 2 = Vasanth)
C (CD)	:	Course number (in a particular subject) in that year and semester
L	:	Lecture hours per week
T	:	Tutorial hours per week
P	:	Practical hours per week
C	:	Credits

Subject codes

BIO	: Biological Sciences	CHY	: Chemical Sciences
MAT	: Mathematical Sciences	PHY	: Physical Sciences
IDC	: Interdisciplinary Studies	HUM	: Humanities

Semesters 1 to 4

FOUNDATION COURSES

The foundation courses are compulsory for all the students and a sample structure of the foundation courses is given below:

First Year:

Semester 1

Sl. No.	Course	Credits	Total
1	BIO 111	3	This Semester
2	CHY 111	3	19
3	MAT 111	3	
4	PHY 111	3	
5	IDC 111	3	
6	HUM 111	1	
7	BIO 112	1	
8	CHY 112	1	Cumulative
9	PHY 112	1	19

Semester 2

Sl. No.	Course	Credits	Total
1	BIO 121	3	This Semester
2	CHY 121	3	19
3	MAT 121	3	
4	PHY 121	3	
5	IDC 121	3	
6	HUM 121	1	
7	BIO 122	1	
8	CHY 122	1	Cumulative
9	PHY 122	1	38

Second Year:

Semester 3

Sl. No.	Course	Credits	Total
1	BIO 211	3	This Semester
2	CHY 211	3	19
3	MAT 211	3	
4	PHY 211	3	
5	IDC 211	3	
6	HUM 211	1	
7	BIO 212	1	
8	CHY 212	1	Cumulative
9	PHY 212	1	57

Semester 4

Sl. No.	Course	Credits	Total
1	BIO 221	3	This Semester
2	CHY 221	3	19
3	MAT 221	3	
4	PHY 221	3	
5	IDC 221	3	
6	HUM 221	1	
7	BIO 222	1	
8	CHY 222	1	Cumulative
9	PHY 222	1	76

Semesters 5 to 10

Major and Minor Courses

Every student is allowed to choose a major subject. The available majors are in Biology, Chemistry, Mathematics and Physics. Number of seats in each major subject is limited. The top 30%, in the order of merit, among the students who have chosen a particular major subject will be given preference. Each student has an option to choose one minor as well. Both choices will be reflected in the BS-MS degree certificate that will be awarded by IISER TVM on successful completion of the programme.

The minimum number of credits required to obtain a BS-MS degree from IISER TVM is 175. Out of this, 76 credits are carried by the FOUN-DATION courses taken by all students over the first two years.

A minimum of 57 credits from courses in the major subject and 9 credits from courses from non-major subjects taken during the 3rd, 4th and 5th years are needed for graduation. Individual schools are free to place additional requirements for obtaining a major or minor in their respective disciplines. Schools will also specify how the credits are split between theory and laboratory courses.

The student may alternatively opt to have no minor, but takes the 9 course credits from more than one school excluding the school of his/her major.

In addition to the courses, each student will undertake a one year research project in his/her major subject worth 24 credits during the 5th year. The 6 credit minor project undertaken by the student during the 8th semester should be done in a school other than the school of his/her major.

Minor project is optional in certain schools. In that case, students are required to take additional courses from non-major subjects to compensate the lost credit.

A course in humanities of the student's choice from among the available courses worth three credits will also have to be successfully completed for awarding the BS-MS degree.

A table outlining the course requirements (sample structure only) for the 3rd, 4th and 5th years is given below. The total earned credits shown are minimum values. Individual schools may choose to offer more courses or courses that carry less/more credits than what is shown in the table.

Credits earned from the first two years: 76

Third Year

SEMESTER 5

SL. No.	COURSE	CREDITS	MAJOR CREDITS	MINOR CREDITS	TOTAL
1	Major 1	3	This Semester	This Semester	This Semester
2	Major 2	3	15	3	18
3	Major 3	3			
4	Major 4	3			
5	Major 5(Lab/Theory)	3	Cumulative	Cumulative	Cumulative
6	Minor 1	3	15	3	94

SEMESTER 6

SL. No.	COURSE	CREDITS	MAJOR CREDITS	MINOR CREDITS	TOTAL
1	Major 1	3	This Semester	This Semester	This Semester
2	Major 2	3	15	3	18
3	Major 3	3			
4	Major 4	3			
5	Major 5 (Lab/Theory)	3	Cumulative	Cumulative	Cumulative
6	Minor 1	3	30	6	112

Fourth Year

SEMESTER 7

SL. NO.	COURSE	CREDITS	MAJOR CREDITS	MINOR CREDITS	TOTAL
1	Major 1	3	This Semester	This Semester	This Semester
2	Major 2	3	12	3	18
3	Major 3	3			
4	Major 4 (Lab/Theory)	3			
5	Minor 1	3	Cumulative	Cumulative	Cumulative
6	Humanities	3	42	9	130

SEMESTER 8

SL. NO.	COURSE	CREDITS	MAJOR CREDITS	MINOR CREDITS	TOTAL
1	Major 1	3	This Semester	This Semester	This Semester
2	Major 2	3	12	6	18
3	Major 3 (Elective)	3			
4	Major 4 (Lab/Theory)	3	Cumulative	Cumulative	Cumulative
5	Project (Minor)	6	54	15	148

Fifth year

SEMESTER 9

SL. NO.	COURSE	CREDITS	MAJOR CREDITS	MINOR CREDITS	TOTAL
1	Major 1 (Elective)	3	This Semester 12	This Semester 0	This Semester 12
2	Major Project Phase-I and Seminar-I	9	Cumulative 66	Cumulative 12	Cumulative 160

SEMESTER 10

SL. NO.	COURSE	CREDITS	MAJOR CREDITS	MINOR CREDITS	TOTAL
1	Major Project Phase-II and	15	This Semester 15	This Semester 0	This Semester 15
	Seminar-II(Final Project Report)		Cumulative 81	Cumulative 15	Cumulative 175

Distribution of Credits
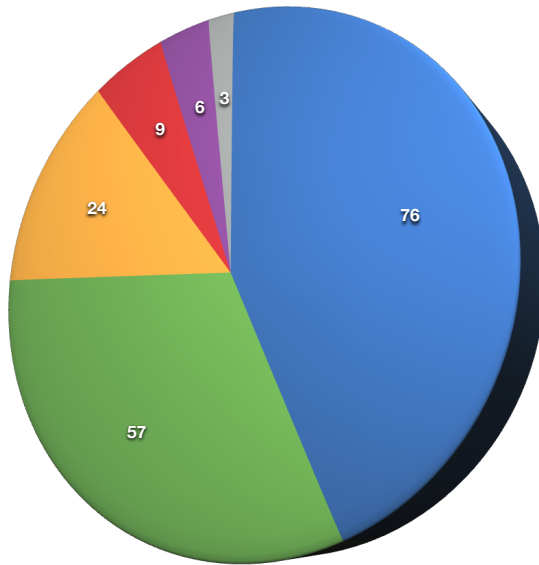
First and Second Year
Courses in major (Theory/Lab)
One year project in major
Courses in minor (Theory)
Mini project in minor
Humanities

Choice Form

At the end of the fourth semester, the students make their choice regarding the major and minor subjects. The following choice form is to be filled up and submitted to the Academic Office. The major subject will usually be allotted based on the student's CGPA and performance in that subject in the first four semesters. The Academic Office will arrange counselling session involving students and concerned members of the faculty before finalizing the allotment of major.

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH THIRUVANANTHAPURAM

Academic Section

Application form for choosing Major   Deadline: **XX/XX/XXXX**

1 Name:

2 Roll No:

3 Whether all courses up to 3rd sem are cleared in the first attempt. If No, list those courses.

4 **Choice of Major**: Subject GPA and CGPA up to 3rd Sem. For eg., **Subject GPA** is calculated as follows. If MAT 111 – A^{+} MAT 121 –B^{+}; MAT 211 – B^{+}; Maths GPA= (3*10+ 3*8+3*8)/(3+3+3) = 8.67(corrected up to 2 dec.)
Index Point = 0.5*(Subject GPA + CGPA)

Choice in order of Preference	Major Subject	Sem-I Grade		Sem-II Grade		Sem-III Grade		Subject GPA	CGPA up to 3rd Sem	Index Point
		Theory	Lab	Theory	Lab	Theory	Lab			
First Choice										
Second Choice										
Third Choice										
Fourth Choice										

5 Choice of Minor, if any, in order of preference(Optional)

1

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Declaration:

I hereby declare that the details furnished in the application are true.I agree to the allotment of major based on my preferences and academic standing upto 4th semester.

Date :   (Signature of the Student)

For Office Use:

Choice in order of Preference	Major Subject	Sem-IV Grade		Subject GPA	CGPA up to 4th Sem	Index Point
		Theory	Lab			
First Choice						
Second Choice						
Third Choice						
Fourth Choice						

Conduct and Discipline

CODE OF CONDUCT

Disciplinary policies of Indian Institute of Science Education and Research Thiruvananthapuram (IISER-TVM) are put in place to ensure a secure academically enriching environment for all members of the community and to promote civility on campus. Students of IISER-TVM are expected to show personal integrity, respect for Institute resources, and respect for others rights, for the values of scholarship and teaching. Students are expected to adhere to the institute rules and regulations. Any violation will be handled according to the rules set forth by the Senate and Board of Governors of IISER-TVM. The administrators of the institute will notify parents/guardians if a student violates the Code of Conduct. Any of the following shall constitute violation of the Code of Conduct for students and makes the student liable to disciplinary action by the Institute.

- Lack of courtesy and disorderly conduct or disruptive acts (within or outside Institute premises).
- Any act that compromises the safety/security of individuals or Institutional facilities.
- Wilful damage or unauthorized removal of Institute property.
- Unauthorized access to institutional facilities/records.
- Tampering of data/records (reading, copying or destroying).
- Any act of fraud/misrepresentation/dishonesty.
- Misappropriation of any belongings of fellow students/staff/faculty.
- Adoption of unfair means during examinations or misconduct in research.
- Infringement of personal privacy.
- Ragging in any form.
- Caste/religion/ethnicity/gender/physical disability based discriminatory behaviour/remarks.
- Sexual harassment/assault.
- Possession of banned substances or dangerous items (illegal drugs, weapons, firearms etc.) that endangers safety of student himself/herself or others.
- Any act that affects the reputation/orderly conduct of the institute.

THE DISCIPLINARY PROCEDURE

1. The Students Disciplinary Committee (SDC) of the Institute is constituted under the chairmanship of a faculty member by the Director. Depending on the issues of allegations involved, the Chairman of the SDC may invite additional members, for example the Coordinator of BS-MS/PhD Programme, students faculty adviser/research supervisor, Deputy Registrar (Academics & Administration) in case of academic related issues, to facilitate with the investigation.

2. SDC will investigate the allegations of misdemeanours or violation of the Code of Conduct, without bias. The SDC will subsequently submit a fact-finding report and recommend disciplinary action(s), if any, to the Dean, Student Affairs.
   Complaints related to caste/religion/ethnicity/gender-specific discrimination and sexual harassment will be investigated by an appropriate committee of the Institute and will report directly to the Director.

3. While hearing the disposition of the accused student(s) and witnesses, the Chairman, SDC may invite two senior student observers (with one woman and/or SC-ST observer if the accused student(s) belong to the same community), from the BS-MS (5th Yr) and PhD/IPhD programmes respectively, to be present with the SDC.

4. The student observers are to be invited by the Chairman, SDC in consultation with the Dean, Student Affairs, from a list of nominees forwarded by the Schools. The list of nominees is valid for a year.

5. The student observers shall withdraw at the conclusion of the above and may submit their remarks (if any) in writing to the Chairman, SDC for consideration.

6. The Chairman, SDC, shall keep records of the entire proceedings of the meetings.

7. All disciplinary actions shall be notified in writing to the concerned students and their parents/guardians by the Office of the Registrar.

8. A student who feels aggrieved with the disciplinary action may appeal to the Director. The appeal has to be filed within a period of one month from the date of intimation of disciplinary action stating clearly the case and explaining his/her position and reason(s) for reconsideration of the decision.

DISCIPLINARY ACTIONS

Violation of the Code of Conduct shall invite disciplinary action, which may include penalties such as, reprimand, fine, suspension/expulsion from the hostel, debarring from examinations, withdrawing/withholding of scholarship/fellowship/benefits or access to institute facilities, withholding of grades and/or degrees, revoking of awarded degrees, suspension for a certain period or even permanent expulsion from the Institute.

The Senate may withhold recommendation of a student, who is found guilty of a major offence, to the Board of Governors for the award of a degree, even if the student has satisfactorily completed all the academic requirements.

Lack of knowledge of the rules and regulations is not admissible an excuse or defence for misconduct/dishonesty, and shall not be a basis for leniency.

Disciplinary Action for Malpractices in Research:

Students involved in conducting research at IISER-TVM are expected to maintain highest standards of integrity. Any form of unscrupulous conduct will be investigated by competent authorities and could warrant a variety of disciplinary actions, in severe cases cancellation of BS-MS registration or even cancellation of an awarded Degree at any time.

Research misconduct can take place in many forms, including deliberate interference with the integrity of the work of others, plagiarism, falsification of data, and fabrication of data. In particular, students are expected to observe the practice of acknowledging source(s) of information reproduced in his/her thesis, reports, publications, or seminars.

Plagiarism includes, without citation, the appropriation of another individual(s)s text, results, or ideas.

Falsification includes actions such as not accurately representing research records or results, manipulating reagents or equipment settings, to produce a preconceived outcome.

Fabrication includes making up data and recording them.

HONOUR PLEDGE

1. The student must sign and submit to the Institute the following Honour Pledge at the time of registration in the Varsha semester. 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/-   Sd/-
Student   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 MHRD, Govt. of India.

LIBRARY REGULATIONS

1. Library Hours:

   a. Monday to Friday: 9 AM to 7.30 PM
      Saturday: 9 AM to 5 PM
      Sunday and Holidays: Closed
   b. During Exam Week: 9 AM to 10 PM.
   c. Circulation Timing:
      Monday to Friday: 9.15 AM to 5.15 PM
      Saturday: 9 AM to 12 Noon

2. Membership: All registered BS-MS students are eligible for membership in the institute library.
3. BS-MS students can borrow maximum 4 books at a time for 2 weeks, provided they do not have any overdue book. (Note: Some books may have a shorter loan period depending on the demand)
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. All items taken out of the library (including personal items, if any) are to be produced for verification by the check point staff engaged in front of the library.
5. Students must carry their identity cards inside the library and it must be produced whenever asked for. Identity card is mandatory for borrowing books from the Library.
6. Strict silence has to be maintained by all users in the library.
7. Use of mobile phones, laptops, consumption of food and drinks are strictly prohibited inside the library.
8. Use of the user PC kept inside the library is allowed only for accessing library catalogue, e-journals, e-books and academic databases.
9. Return of 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. Renewal of a book is possible only 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 member. A late fee of Rs. 10/- per day per book will be imposed for the non-compliance with the requirement.

10. Any book, including reference books can be borrowed for overnight reference, at the closing time of the library and to be returned at 9 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 book will be charged.

11. Mutilation of books in any form (e.g. underlining, writing on pages, tearing off pages, damaging the binding etc.) will lead to a heavy 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. Members 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. All such replaced books must be of the latest edition. If the book is part of a set or series they may be called upon to replace the whole set or series. In case of the lost books is untraceable in market or out of print Library Committee reserves the right to decide appropriate penalty

13. BS-MS students must return all the books they borrowed before they go for vacation.

14. Users should obey the Library Rules and Regulations. Violation of rules and any act of misbehaviour will be brought to the notice of the Library Committee Chair, and will lead to strong disciplinary action.

HOSTEL REGULATIONS

1. Students should be either in the hostel or in the Institute. Prior permission from the concerned warden and matron have to be obtained in case the student plans to go anywhere else for a few hours. This has to be recorded in the register kept with the matron/security in the Hostel.

2. ALL students must return to their respective hostels by 10.00 pm. Students CAN NOT leave the hostels after 10 PM. Parents of the defaulters shall be contacted and the local police might be informed in case such activities happen without prior permission of the warden.

3. Leaving the hostel for a day or longer need prior permission from the faculty adviser of the student and the BS-MS coordinator with mandatory intimation to concerned matron and warden. Students are required to fill up the leave application form available from the Academic Of-

fice and get it signed by the appropriate authority. The form should be submitted to the Academic Office with a copy to the concerned matron/warden/security of the hostel.

4. Permanent address including the phone numbers of the parent(s)/guardian has to be given to the Warden/IISER office. Also the address has to be updated whenever there is a change due to shifting/ change of phone number of the parents etc.

5. All the BS-MS students have to vacate the hostel during the vacation time. If any student wants to stay back during the vacation, special permission has to be obtained from the competent authority in advance.

6. Any kind of loud noise in the rooms, corridors and premises of the hostel, especially during night, is prohibited.

7. Students are required to take care of their personal belongings, keep the respective rooms clean and the hostel premises tidy.

8. Students are required to take utmost care for the hostel furniture, TV, washing machines, building structure, electrical fittings etc.

9. Students should strictly avoid getting into arguments with fellow hostellites, localites and security officers/matrons of the hostel.

10. Cooking inside the rooms is strictly prohibited.

11. Guests are not allowed in hostel rooms.

12. In case of any emergency (illness, accidents etc), contact the concerned warden.

13. Please switch off all electrical equipment after usage, if found otherwise, a fine will be levied, including recovery of cost of electrical equipment/fitting/ appliances etc.

14. Please take care of your personal belongings.

15. Anti-ragging regulations of the institute have to be strictly followed in the hostels too.

16. Use of drugs/alcoholic beverages/tobacco products in the hostels is strictly prohibited. Smoking in public is a punishable offence.

Violation of any of the above rules shall make the student liable to disciplinary action by the Institute.

Deans, Heads and Coordinators

1. Prof. M. P. Rajan
   Dean (Academics)
   e-mail: rajanmp@iisertvm.ac.in   Tel: 0471-2599411

2. Dr. Ramesh Chandra Nath
   Associate Dean (Students Affairs)
   Head-in-Charge, School of Physics
   e-mail: rnath@iisertvm.ac.in   Tel: 0471-2599427

3. Dr. Hema Somanathan
   Associate Dean (R&D Consultancy)
   e-mail: hsomanathan@iisertvm.ac.in   Tel: 0471-2599420

4. Dr. Anil Shaji
   Associate Dean (Planning and Development)
   e-mail: shaji@iisertvm.ac.in   Tel: 0471-2599422

5. Dr. Tapas Manna
   Head, School of Biology
   Faculty-in-charge, Faculty Affairs
   e-mail: tmanna@iisertvm.ac.in   Tel: 0471-2599425

6. Dr. Mahesh Hariharan
   Head-in-charge, School of Chemistry
   e-mail: mahesh@iisertvm.ac.in   Tel: 0471-2599413

7. Dr. Utpal Manna
   Head, School of Mathematics
   e-mail: manna.utpal@iisertvm.ac.in   Tel: 0471-2599414

8. Dr. Ravi Maruthachalam
   Coordinator, BS-MS Programme
   e-mail: ravi@iisertvm.ac.in   Tel: 0471-2599424

9. Dr. Bindusar Sahoo
   Coordinator, PhD and IPhD Programmes
   e-mail: bsahoo@iisertvm.ac.in   Tel: 0471-2599695

10. Dr. Reji Varghese
    `Coordinator, IPF Programmes`
    e-mail: reji@iisertvm.ac.in   Tel: 0471-2597437

First year and Second year Faculty advisors/Coordinators

1. Dr. Hema Somanathan
   `First Year Faculty advisor/Coordinator`
   e-mail: hsomanathan@iisertvm.ac.in   Tel: 0471-2599420

2. Dr. Bikas C. Das
   `First Year Faculty advisor/Coordinator`
   e-mail: bikas@iisertvm.ac.in   Tel: 0471-2597437

3. Dr. Reji Varghese
   `Second Year Faculty advisor/Coordinator`
   e-mail: reji@iisertvm.ac.in   Tel: 0471-2597437

4. Dr. Saikat Chatterjee
   `Second Year Faculty advisor/Coordinator`
   e-mail: saikat@iisertvm.ac.in   Tel: 0471-2594409

Faculty

SCHOOL OF BIOLOGY

1. Dr. Ullasa Kodandaramaiah
   e-mail: ullasa@iisertvm.ac.in   Tel: 0471-2559450

2. Dr. Tapas Manna
   e-mail: tmanna@iisertvm.ac.in   Tel: 0471-2599425

3. Dr. Ravi Maruthachalam
   e-mail: ravi@iisertvm.ac.in   Tel: 0471-2599424

4. Prof. Srinivasula Srinivasa Murty
   e-mail: sms@iisertvm.ac.in   Tel: 0471-2590406

5. Dr. Ramanathan Natesh
   e-mail: natesh@iisertvm.ac.in   Tel: 0471-2599403

6. Dr. Kalika Prasad
   e-mail: kalika@iisertvm.ac.in   Tel: 0471-2599404

7. Dr. Sunish Kumar Radhakrishnan
   e-mail: sunish@iisertvm.ac.in   Tel: 0471-2599416

8. Dr. Hema Somanathan
   e-mail: hsomanathan@iisertvm.ac.in   Tel: 0471-2599420

9. Dr. Nishant K.T.
   e-mail: nishantkt@iisertvm.ac.in   Tel: 0471-2593190

10. Dr. Jishy Varghese
    e-mail: jishy@iisertvm.ac.in   Tel: 0471-2599424

11. Dr. Nisha Kannan
    e-mail: nishankannan@iisertvm.ac.in

12. Dr. Satish Khurana
     e-mail: satishkhurana@iisertvm.ac.in   Tel: 0471-2599402

13. Dr. N. Sadananda Singh
     e-mail: nssingh@iisertvm.ac.in

SCHOOL OF CHEMISTRY

1. Dr. Ajay Venugopal
    e-mail: venugopal@iisertvm.ac.in   Tel: 0471-2590677

2. Dr. Adithya Lakshmanna
    e-mail: adithya@iisertvm.ac.in   Tel: 0471-2590698

3. Dr. Alagiri Kaliyamoorthy
    email: alagiri@iisertvm.ac.in   Tel: 0471-2599694

4. Prof. K. George Thomas, FASc, FNA
    e-mail: kgt@iisertvm.ac.in   Tel: 0471-2597425

5. Dr. Kana M. Sureshan
    e-mail: kms@iisertvm.ac.in   Tel: 0471-2599412

6. Dr. Gokulnath Sabapathi
    e-mail: gokul@iisertvm.ac.in   Tel: 0471-2599694

7. Dr. Mahesh Hariharan
    e-mail: mahesh@iisertvm.ac.in   Tel: 0471-2599413

8. Dr. Reji Varghese
    e-mail: reji@iisertvm.ac.in   Tel: 0471-2597437

9. Dr. Ramesh Rasappan
    e-mail: rr@iisertvm.ac.in   Tel: 0471-2599402

10. Dr. Rajendar Goreti
     e-mail: rajendar@iisertvm.ac.in

11. Dr. R. S. Swathi
    e-mail: swathi@iisertvm.ac.in   Tel: 0471-2592388

12. Dr. Sukhendu Mandal
    e-mail: sukhendu@iisertvm.ac.in   Tel: 0471-2590549

13. Dr. A. Thirumurugan
    e-mail: thiru@iisertvm.ac.in   Tel: 0471-2590307

14. Dr. Vinesh Vijayan
    e-mail: vinesh@iisertvm.ac.in   Tel: 0471-2597449

15. Dr. Vennapusa Sivaranjana Reddy
    e-mail: siva@iisertvm.ac.in   Tel: 0471-2599650

SCHOOL OF MATHEMATICS

1. Dr. K. R. Arun
   e-mail: arun@iisertvm.ac.in   Tel: 0471-2590697

2. Dr. Saikat Chatterjee
   e-mail: saikat@iisertvm.ac.in   Tel: 0471-2594409

3. Dr. P. Chiranjeevi
   e-mail: chiranjeevi@iisertvm.ac.in   Tel: 0471-2599687

4. Dr. Mithun Mukherjee
   email: mithunmukh@iisertvm.ac.in

5. Dr. Sheetal Dharmatti
   e-mail: sheetal@iisertvm.ac.in   Tel: 0471-2599401

6. Dr. Sachindranath Jayaraman
   e-mail: sachindranathj@iisertvm.ac.in   Tel: 0471-2592408

7. Dr. Utpal Manna
   e-mail: manna.utpal@iisertvm.ac.in   Tel: 0471-2599414

8. Dr. Sarbeswar Pal
   e-mail: spal@iisertvm.ac.in   Tel: 0471-2599687

9. Dr. M. P. Rajan
   e-mail: rajanmp@iisertvm.ac.in   Tel: 0471-2599411

10. Dr. Shrihari Sridharan
    e-mail: shrihari@iisertvm.ac.in   Tel: 0471-2590703

11. Dr. Viji Z. Thomas
    e-mail: vthomas@iisertvm.ac.in

SCHOOL OF PHYSICS

1. Dr. Sreedhar B. Dutta
   e-mail: sbdutta@iisertvm.ac.in   Tel: 0471-2599421

2. Dr. Rajeev Naveenchandra Kini
   e-mail: rajeevkini@iisertvm.ac.in   Tel: 0471-2599402

3. Dr. Amal Medhi
   e-mail: amedhi@iisertvm.ac.in

4. Dr. Joy Mitra
   e-mail: j.mitra@iisertvm.ac.in   Tel: 0471-2598408

5. Dr. Deepshikha Jaiswal Nagar
   e-mail: deepshikha@iisertvm.ac.in   Tel: 0471-2590526

6. Dr. Manoj Namboothiry
   e-mail: manoj@iisertvm.ac.in   Tel: 0471-2599426

7. Dr. Ramesh Chandra Nath
   e-mail: rnath@iisertvm.ac.in   Tel: 0471-2599427

8. Dr. Archana Pai
   e-mail: archana@iisertvm.ac.in   Tel: 0471-2599423

9. Dr. Ravi Pant
   e-mail: rpant@iisertvm.ac.in

10. Prof. V. Ramakrishnan, FASc (CHENNAI), F INST. P (LONDON)
    e-mail: ramakrishnanlaser@iisertvm.ac.in   Tel: 0471-2597421

11. Dr. Bindusar Sahoo
    e-mail: bsahoo@iisertvm.ac.in   Tel: 0471-2599695

12. Dr. M. M. Shaijumon
    e-mail: shaiju@iisertvm.ac.in   Tel: 0471-2599402

13. Dr. Anil Shaji
    e-mail: shaji@iisertvm.ac.in   Tel: 0471-2599422

14. Dr. S. Shankaranarayanan
    e-mail: shanki@iisertvm.ac.in   Tel: 0471-2599415

15. Dr. Madhu Thalakulam
    madhu@iisertvm.ac.in   Tel: 0471-2590307

16. Dr. Mayanglambam Suheshkumar Singh
    email: suhesh.kumar@iisertvm.ac.in   Tel: 0471-2599695

17. Dr. Bikas C. Das
    e-mail: bikas@iisertvm.ac.in   Tel: 0471-2597437

18. Dr. Vinayak B. Kamble
    e-mail: kbvinayak@iisertvm.ac.in

19. Dr. D. V. Senthil Kumar
    e-mail: skumar@iisertvm.ac.in   Tel: 0471-2599650

20. Dr. K. Shadak Alee
    e-mail: ksalee@iisertvm.ac.in

ADJUNCT FACULTY

1. Prof. S. Natarajan, FASc, FNASc, FNA
   Solid State and Structural Chemistry Unit, IISc, Bangalore
   e-mail: snatarajan@sscu.iisc.ernet.in

2. Prof. A. K. Nandakumaran
   Department of Mathematics, IISc, Bangalore
   e-mail: nands@math.iisc.ernet.in

3. Prof. S. Mahalingam
   Department of Biotechnology, IIT Madras
   e-mail: mahalingam@iitm.ac.in

4. Prof. Thanu Padmanabhan, FASc, FNASc, FNA
   Distinguished Professor, Inter-University Centre for Astronomy and
   Astrophysics, (IUCAA), Pune
   e-mail: paddy@iucaa.in, nabhan@iucaa.in

EMERITUS PROFESSOR

1. Prof. M. S. Gopinathan, FASc, FNA
   e-mail: gopi@iisertvm.ac.in   Tel: 0471-2597428

HONORARY PROFESSOR

1. Prof. R. Balasubramanian, FASc, FNA, FNASc
   Director, Institute of Mathematical Sciences, Chennai
   e-mail: balu@imsc.res.in

2. Prof. N. Mukunda, FASc, FNA, FNASc, FTWAS
   e-mail: nmukunda@gmail.com

3. Prof. M. S. Raghunathan, FASc, FNA, FNASc, FTWAS, FRS
   Department of Mathematics, IIT Bombay
   e-mail: msr@math.tifr.res.in

4. Prof. Vijayalakshmi Ravindranath, FASc, FNA, FNASc, FTWAS, FAMS
Centre for Neuroscience
Indian Institute of Science, Bangalore
e-mail: viji@cns.iisc.ernet.in

VISITING PROFESSORS

1. Prof. M. S. Ramachandra Rao
Department of Physics, IIT Madras
e-mail: msrrao@iitm.ac.in

2. Prof. S. Sampath, FNA, FASc
Department of Inorganic and Physical Chemistry
Indian Institute of Science, Bangalore
e-mail: sampath@ipc.iisc.ernet.in

VISITING FACULTY

1. Dr. Guram Donadze
School of Mathematics

GUEST FACULTY

1. Dr. G Jayakumar
School of Chemistry

2. Dr. M D Ajitha Bai
School of Chemistry

3. Prof.Vijayakumar
Humanities

4. Prof. Anne Marie
Humanities

5. Dr. Tony Thomas
   School of Mathematics

6. Prof. Ganga Devi
   School of Biology

7. Dr. Gopakumar
   School of Physics

Administration

1. Prof. V. Ramakrishnan, FASc (Chennai), F Inst. P (London)
    Director
    e-mail: director@iisertvm.ac.in   Tel: 0471-2597421

2. Mr. M. Radhakrishnan
    Registrar
    e-mail: registrar@iisertvm.ac.in   Tel: 0471-2597459

3. Mr. B. V. Ramesh
    Deputy Registrar (F&A)
    e-mail: ramesh@iisertvm.ac.in   Tel: 0471-2597422

4. Mr. S. Hariharakrishnan
    Assistant Registrar (A&A)
    e-mail: hariharan@iisertvm.ac.in   Tel: 0471-2599408

5. Mr. Sudin B Babu
    Assistant Registrar (GA)
    e-mail: sudin@iisertvm.ac.in   Tel: 0471-2597427

6. Dr. Sainul Abideen P.
    Assistant Librarian
    e-mail: sainul@iisertvm.ac.in   Tel: 0471-2599400

7. Dr. Goldwin Hemalatha M.
    Medical Officer
    e-mail: mo.hemalatha@iisertvm.ac.in   Mob: 09447733335

8. Dr. Thiraviam P.
    Medical Officer
    e-mail: mo.thiraviam@iisertvm.ac.in   Mob: 9443693225

9. Mr. Sreekumar P. Y.
    Scientific Officer (IT)

e-mail: sreekumarpy@iisertvm.ac.in   Tel: 0471-2595409

10. Shri. Gopakumaran Nair
    Assistant Security Officer
    e-mail: aso@iisertvm.ac.in   Tel: 0471-2592409/2590104 Mob: 9497211046

11. Mr. Satya Srinivas Naraharisetti
    Superintendent (Hostel & Hospitality)
    e-mail: satya@iisertvm.ac.in   Tel: 0471-2590498

12. Mr. Manoj Kumar S.
    Superintendent (Office)
    e-mail: mano459@iisertvm.ac.in   Tel: 0471-2590498

13. Mr. Arun Raghunath
    Superintendent (GA)
    email: arunraghunath@iisertvm.ac.in   Tel: 0471-2597438

14. Mr. Jayan V
    Assistant Security Officer, Vithura Campus
    email: asovithura@iisertvm.ac.in
    Tel: 0472-2815014, 0472-2788303

Academic Office

1. Ms. Divya V.J.
   Technical Assistant
   e-mail: acad@iisertvm.ac.in
   Tel: 0471-2597433, 0471-2557060 EXT - 1301

2. Ms. Suja V.R
   Multi Skill Assistant
   e-mail: acad@iisertvm.ac.in   Tel: 0471-2597433