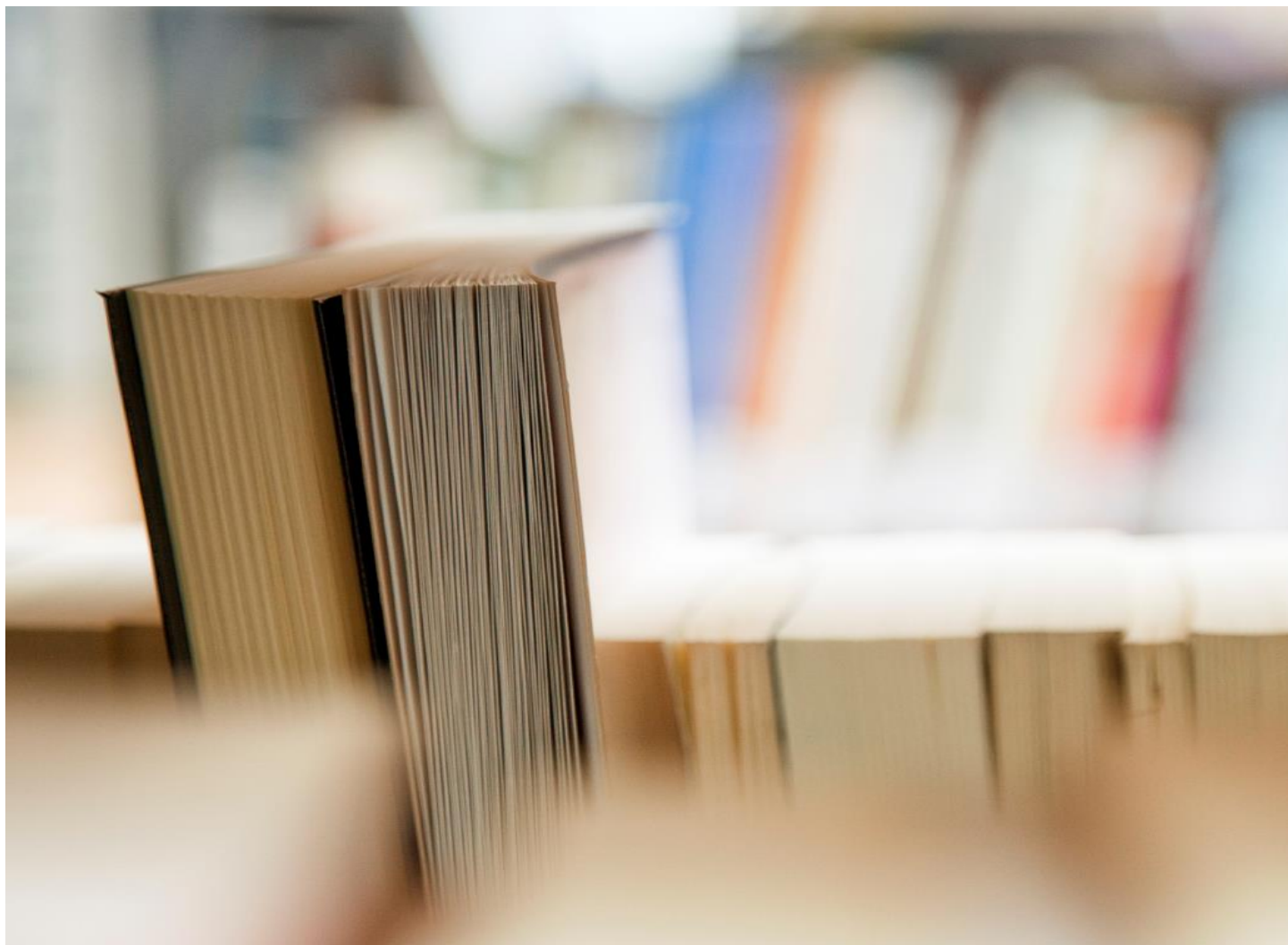
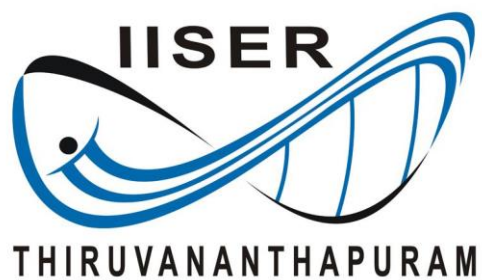




CONDUCT RULES FOR STUDENTS

INDIAN INSTITUTE OF SCIENCE EDUCATION AND
RESEARCH THIRUVANANTHAPURAM



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**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
THIRUVANANTHAPURAM**

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

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CODE OF CONDUCT

It is a privilege to be a member of the Indian Institute of Science Education and Research Thiruvananthapuram (IISER TVM), an academic institution of national importance. Students, therefore, are obliged to conduct themselves in a responsible manner, and comply with the established guidelines, rules and regulations of IISER TVM. Students of IISER TVM are expected to possess personal integrity, show respect for Institute resources, value scholarship and teaching, and cultivate respect for rights of others.

Disciplinary policies of IISER TVM are in place to ensure a secure and enriching academic environment for all members of the community, and to promote civility on campus. Students are responsible for familiarizing themselves with the rules and regulations of the Institute and must adhere to these rules and regulations. Lack of knowledge of the rules and regulations will not be entertained as an excuse or defense for misconduct/dishonesty, and will not be a basis for leniency.

Students must adhere to the Institute rules and regulations. Any violation will be handled according to the rules set forth by IISER TVM. The Institute will initiate disciplinary action against students who violate the Students' Conduct Rules. Authorized officials of the Institute will notify the parents/guardians of erring students in regard to the details of misconduct and the disciplinary actions that would be enforced.

IISER THIRUVANANTHAPURAM STUDENTS' CONDUCT RULES

1. SHORT TITLE AND COMMENCEMENT

These rules may be called the IISER TVM Students' Conduct Rules

2. APPLICATION OF RULES

- 2.1 The rules shall apply to the students enrolled for various programmes of the Institute, both on and off-campus, whose conduct may have serious consequences or adverse impact on the academic integrity and/or reputation of the Institute.
- 2.2 These rules shall also apply to those students enrolled at other institutions/universities, but who are studying at, or visiting the Institute and indulging in improper conduct (on or off campus) during their period of stay at the Institute. The cases/disciplinary issues of such students may be referred to their institutions/universities to initiate proceedings as per their regulations.

3. DEFINITIONS

- 3.1 Institute means IISER TVM
- 3.2 Student means any person pursuing a course in the institution including, but not limited to, BS-MS, I-Ph. D., M.Sc., Ph. D., alumni recharge programme, etc., and personnel engaged in various research projects and visiting/intern students.
- 3.3 SDC means Students Disciplinary Committee
- 3.4 IC means Internal Committee
- 3.5 SAC means Student Affairs Council
- 3.6 Competent Authority means Director of the Institute/Chairman, Senate

4. STUDENT DECORUM

- 4.1 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 civilized and dignified manner.
- 4.2 Every student should carry his/her identity card, and the latter should be shown on demand to any faculty member/official or security personnel.

4.3 Students shall refrain from

- a. expressing their views through mass demonstrations / strikes, or in any manner that disrupts or interferes with the normal functioning of the Institute
- b. participating in any form of intimidation, coercion or wrongful confinement or any violent activity that could prevent any student, employee or officer/authority of the Institute from discharging one's duties.

4.4 Students shall not join or continue to be members of any non-academic association or organization, the objectives or activities of which are prejudicial to

- a. the sovereignty, integrity and security of the State
- b. public order, decency or morality
- c. the interest of the Institute as an academic institution of national importance.

4.5 Students shall not raise any funds or make any collection in cash or kind without the prior consent of the Competent Authority.

4.6 Students are not permitted to give press/social media releases without the prior permission of the Competent Authority.

5. OFFICIAL COMMUNICATIONS/NOTICES

It is the duty of all students to check their Institute emails routinely. Plea of ignorance of any notice sent through email will not be accepted as an excuse.

6. MISCONDUCT

Misconduct refers to any unacceptable behavior/act and failure to act on something that is unlawful and/or inappropriate. Misconduct has been categorized into following four types:

- 6.1 Academic misconduct
- 6.2 Non-academic misconduct
- 6.3 Media & Social Media-related misconduct
- 6.4 Criminal Offence

6.1 Academic misconduct

Academic misconduct includes, but not limited to

- a. Unauthorized access to institutional facilities/records
- b. Tampering of data/records (reading, copying or destroying)

- c. Interference with the work of others.
- d. Any disruptive activity in a classroom or in an Institute event
- e. Being irregular in attending classes and laboratory
- f. Violation of exam rules and regulations (details can be found on the **Exam Hall Regulations** web page and in Section 9a. of this document)
- g. Any act of fraud/misrepresentation/dishonesty
- h. Plagiarism – appropriation of another individual(s) text, results or ideas without citation
- i. Falsification of data – inaccurate representation/misrepresentation of research records or results, manipulation of equipment settings to produce a preconceived outcome, etc.
- j. Fabrication of results - making up false data and recording them

6.2 Non-academic misconduct:

Non-academic misconduct includes, but not limited to

- a. Ragging in any form
- b. Lack of courtesy or inappropriate conduct or disruptive acts (within or outside Institute premises)
- c. Stealing, destroying, defacing, damaging and misusing Institute property or property belonging to others
- d. Any kind of inducement to any staff of the Institute expecting undue favour.
- e. Organizing meetings or gatherings or taking out processions without prior permission from the Institute
- f. Accepting membership of any groups banned by the Institute/Government of India.
- g. Any act that compromises the safety/security of individuals or Institutional facilities.
- h. Misappropriation of any belongings of fellow students/staff/faculty
- i. Indulging in acts of gambling in the Institute's premises
- j. Engagement in disorderly, lewd and indecent conduct, which may include creating excessive noise, inciting fellow students or participating in a riot or any mass disruption at the Institute
- k. Political activity of any form inside the campus
- l. Infringement of personal privacy
- m. Caste/religion/ethnicity/gender/physical disability based discriminatory behaviour/remarks
- n. Sexual harassment/assault
- o. Unauthorized occupation of the hostel rooms or unauthorized acquisition and use of Institute furniture/property in halls of residence or elsewhere
- p. Abuse of the Institute property including computers, electronic equipment, etc.

- q. Possession of banned substances or dangerous items (illegal drugs, weapons, firearms *etc.*) that endanger safety of the student himself/herself or others.
- r. Smoking on the campus of the Institute.
- s. Possession, consumption, distribution or sale of alcohol and tobacco products, and illicit/narcotic drugs inside the premises of the Institute
- t. Any act that affects the reputation/orderly conduct of the Institute

Please refer to the Hostel Regulations webpage for more information on Hostel rules
https://www.iisertvm.ac.in/files/read/hostel_regulations_2020-21

6.3 Media & Social Media-related misconduct

- a. Students will not interact or share information, on behalf of the Institute, with media representatives or invite media persons to the campus without prior permission from Institute authorities.
- b. Audio or video recording of lectures in classrooms or actions of other students or faculty or staff in the class without prior permission from appropriate authority.
- c. Providing audio and video clippings of any activity on the campus to media without prior permission from the concerned authority/authorities.
- d. Video/audio recording, taking photographs, or streaming audio/video of any person, without that person's knowledge and consent.
- e. Displaying any poster or distributing any pamphlet inside the campus, or on social media without approval from the appropriate authorities.
- f. Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals belonging to the Institute on social media or indulge in any such related activities that could potentially damage the reputation of the Institute.
- g. Bullying and/or harassment of any staff/student/faculty member/guest of the Institute via any means including phone, text, emails or internet forums, blogs and social media including publishing and sharing offensive material(s) about an individual(s).
- h. Students are not allowed to create Facebook/Twitter/WhatsApp /any other similar social media accounts using IISER TVM/Indian Institute of Science Education and Research Thiruvananthapuram or its modifications as the domain name.

6.4 Criminal misconduct

Any criminal offence committed either inside or outside the Institute, when the student is on the rolls of the Institute.

Students must bear in mind that any violation of the disciplinary code of conduct may reflect as a factual description of the violation in the Conduct Certificate issued by the Institute.

7. PROCEDURE TO HANDLE COMPLAINTS

7.1 For Non-academic matters:

Depending on the nature of misconduct, the complaint/ action of misconduct will be dealt with by the following authorities:

- Level 1 - Asst. Warden, Hall of Residence and Warden, Hall of Residences – Matters pertaining to Hostel Regulations.
If the matter is unresolved at this level, it escalates to Level 2.
- Level 2 – Dean/ Associate Dean (Students Affairs) (In consultation with Asst. Wardens and Warden)
If the matter is not resolved at this level, it further escalates to the Students Disciplinary Committee (SDC)

7.2 For Academic matters:

Depending on the veracity of the misconduct, the matter will be dealt with by the following authorities:

- Level 1 - Course faculty/Invigilator and BS-MS Coordinator/Ph. D. Coordinator – Matters pertaining to misconduct in class rooms/exam halls/laboratory, etc.
If the matter is unresolved at this level, it escalates to Level 2.
- Level 2 - Dean/ Associate Dean (Academic Affairs) (In consultation with Course faculty/Invigilator and Coordinator of BS-MS/Ph. D.).
If the matter is not resolved at this level, it further escalates to the Students Disciplinary Committee (SDC)

The above functionaries while disposing the case at their level, will also be communicating to the SDC the disciplinary action awarded by them to the student(s). Such a record helps to keep track of repeated offences/offenders, if any.

8. STUDENTS DISCIPLINARY COMMITTEE

Excluding the matters to be dealt with as those stated in (7), complaints that are serious in nature, and severe misconducts will be admitted – either directly or when forwarded by the functionaries mentioned in (7), in case the matter is unresolved at their respective levels – and heard by the Students Disciplinary Committee (SDC), constituted by the Director of the Institute, consisting of the following members:

- | | | | |
|----|--|---|-------------|
| a. | Faculty In-Charge Disciplinary Committee | – | Chairperson |
| b. | Head of School(s) Concerned | – | Member |
| c. | BS-MS Coordinator | – | Member |
| d. | I-Ph.D. / Ph.D. Coordinator | – | Member |
| e. | Chief Warden & Wardens | – | Member |
| f. | Special invitee(s) – case-dependent | – | Invitee |

While hearing the deposition of accused student(s) and witnesses, the Chairperson, SDC may invite two senior student observers, one from the BS-MS (5th Year) and the other from the Ph.D./I-Ph.D. programs, to be present with the SDC. One of the observers would be a woman and the other, a SC-ST observer if the accused student(s) belong(s) to the SC-ST community.

The Committee is responsible for carrying out the proceedings independently in a free and fair manner, submit a fact-finding report and recommend suitable punitive action(s), if any, based on the hearings/investigation of the complaint. The Committee will define the quantum of fine and/or the duration of social service as compensatory/retribution measures. The Committee submits its report/recommendation to the Director for approval, through the Dean of 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.

9. PUNISHMENT & DISCIPLINARY AUTHORITY

- 9.1 Once a complaint is received, the SDC will determine whether the matter falls within the scope of the SDC rules. If the matter falls outside the scope of the SDC rules, the person raising the allegation will be referred to the relevant Cell/Authority, within the Institute, that deals with complaints of such nature (ICC/SC/ST/OBC Cell). In case of criminal misconduct External authorities will be informed.
- 9.2 If the complaint is within the scope, the SDC also determines whether to instruct the student to not communicate or contact certain individuals till the hearing of complaint is over/fact finding report is finalized & approved, and communicated to all concerned parties.

- 9.3 No student shall be punished without giving him/her a reasonable opportunity of being heard by the authorities
- 9.4 No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by the SDC or any other inquiry, after following the routine procedure, and providing due opportunity to the student charged with the offence, to defend himself/herself.
- 9.5 Each case referred to the SDC will be treated with fairness and considered on its own merit, based on the evidence and the circumstances presented.
- 9.6 In case the Director or any competent authority is of the opinion that there exists *prima facie* evidence against a student, he may temporarily order suspension of the student, including withdrawal of any or all facilities available to a *bona fide* student, pending inquiry
- 9.7 All disciplinary actions will be notified in writing to the concerned students and their parents/guardians, by the Office of the Dean of Academic Affairs or Office of the Dean of Student Affairs depending on whether the misconduct relates to academic or non-academic issues.
- 9.8 Notwithstanding any punishment mentioned in the following section, the Director may, keeping in view the gravity/nature of misconduct/act of indiscipline and the manner and the circumstances in which the misconduct/indiscipline has been committed, award a punishment in excess of, or less than, or any other

Following are some of the disciplinary actions, but are not limited to:

- a. Reprimand (Verbal/ Written)
- b. A defined period of social service as deemed fit by the Committee
- c. Fine ranging from Rs.500/- to Rs. 50,000/-
- d. Compensation against vandalism on actual basis
- e. Exclude or restrict access to Institute facilities
- f. Suspend a student from academic, sport, cultural activities and/or hostel for a specified period
- g. Student may be debarred from examination
- h. Withdrawing/ withholding of scholarship/fellowship/benefits
- i. Withholding of grades and/or degrees, revoking of awarded degrees
- j. Expelled from the rolls of the Institute
- k. Factual description of the misconduct in the Conduct Certificate issued by the Institute.

9a. Disciplinary Action for Academic dishonesty/malpractice

Sl. No.	Nature of Malpractice	Recommended penalty
1	Communicating with other student(s) inside the examination hall (or) discussing with other student(s) outside the examination hall while the examination is in progress	The erring student(s) will be awarded one grade less in the subject concerned.
2	Copying from another students' answer paper, (or) helping other student(s) to copy, (or) possessing the answer paper of another student (or) passing an answer script to another student (or) exchanging question paper with some answers written on it	The erring student(s) will be awarded "F" grade in the subject concerned.
3	Possessing/consulting incriminating* material inside/outside of the examination hall while the examination is in progress.	The erring student(s) will be awarded "F" grade in the subject concerned and one grade less in all the other subjects in the concerned semester.
4	Hacking/logging into other student's moodle account and copying in a computer course exam	The erring student(s) will be awarded "F" grade in the subject concerned and one grade less in all the other subjects in the concerned semester, and all privileges related to use of computer lab facility and/or Institute email id will be withdrawn for the subsequent semester
5	Involved in malpractice in an examination for the second time in a 'premeditated' manner	The erring student(s) will be awarded "F" grade in ALL courses credited in that semester
6	Involved in malpractice in an examination for the third time in a 'premeditated' manner	Depending upon the seriousness of the malpractice and previous records, the SDC of the Institute will have the discretion to recommend one of the following actions: The erring student(s) will be awarded "F" grade in ALL courses credited in that semester and suspended for the subsequent semester, (Or) Expelled from the Institute
7	Impersonation in the examination	Expelled from the Institute
<i>*Incriminating materials include written/printed material; unauthorised additional sheets with or without write-ups; bits, scribbles on scales/handkerchief/on the body/on the desk, wall, floor etc.; use of programming calculator/organizer/audio-devices/electronic communication devices; storage devices or any other material that contains or transmits information.</i>		

- Due to disciplinary action of lowering one grade, if a student receives an “F” grade (as in cases 1, 3 and 4 of the above table), he/she may be allowed to take the repeat final examination.
- In all other cases where a student has been awarded an “F” grade as a result of disciplinary action, he/she cannot seek repeat/make-up examination/special class in the subject(s) concerned. Moreover, he/she will have to repeat the same course (in case of Foundation/Core course) whenever it gets offered or any other course (in case of minor/elective course).

9b. Disciplinary Action for consumption, or storage or supply of Prohibited substances within the Institute

Disciplinary action for consumption/storage/supply of prohibited substances inside the campus

IISER TVM has ZERO TOLERANCE towards substance abuse within the campus. Offenders, if found guilty, will be dealt with severe punishments, including prosecution from law enforcement agencies.

If any student is found in possession of, distributing or consuming alcoholic beverages/illicit drugs/prohibited substances in the hostels or any other location within the campus, he/she will have to pay a fine/penalty as recommended by the Committee. Repeated offenders run the risk of expulsion from the hostel/Institute, and prosecution by law enforcement agencies.

Prescribed penalty for offences

Sl. No.	Offence	Penalty
1	Smoking inside the campus	
	<i>First time</i>	<i>Rs.2,000/-</i>
	<i>Second time</i>	<i>Rs.5,000/-</i>
	<i>Third time</i>	<i>Rs.10,000/-</i>
	<i>Fourth time</i>	<i>Expulsion from hostel</i>
2	Drinking inside the campus	
	<i>First time</i>	<i>Rs.5,000/-</i>
	<i>Second time</i>	<i>Rs.10,000/-</i>
	<i>Third time</i>	<i>Rs.25,000/-</i>
	<i>Fourth time</i>	<i>Expulsion from hostel</i>
3	Narcotics and Banned substances	
	<i>First instance</i>	<i>Expulsion from hostel/Institute and reporting to law enforcement agencies</i>

10. INTERPRETATION / APPEAL

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.

In case any dispute arises with regard to the interpretation of any of these Rules, the matter shall be referred to the Director, whose decision thereon shall be final.

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 other academic requirements.

PROCESS FLOW-HANDLING THE COMPLAINTS

