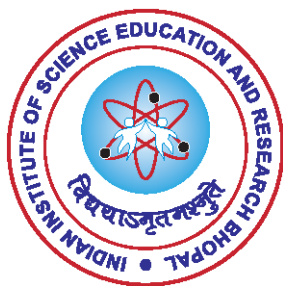


Students' Affairs Manual



2017-2018

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल
Indian Institute of Science Education and Research
Bhopal

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भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल
Indian Institute of Science Education and Research
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1. GENERAL INTRODUCTION

The Indian Institute(s) of Science Education and Research (IISER(s)) were created in 2006 through a proclamation of the Ministry of Human Resource Development (MHRD), Government of India, to promote quality education and research in basic sciences. Soon after the announcement, two of these Institutes at Pune and Kolkata were started in 2006. This was followed by the start of an Institute at Mohali in 2007, Bhopal and Thiruvananthapuram in 2008, Tirupati in 2015 and Berhampur in 2016.

Subsequently, these Institutes were brought under the ambit of an Act of the Parliament (NITs Amendment Act-2012, no. 28 of 2012) promulgated with the assent of the President of India on June 7, 2012, vide Gazette Notification no. 13, dated June 8, 2012. Now, each IISER is a degree granting autonomous Institution with a focus on integrating science education and research.

IISER Bhopal provides a platform for the faculty to engage in high quality teaching and research, at both the undergraduate and postgraduate levels in frontier areas of science. Further, it is the philosophy of the Institute to remove barriers between traditional science subjects.

This booklet is an overview of Students' Affairs and the guidelines/regulations that the Institute follows for hostel management, students' welfare, mentoring Student Activity. However, in addition to these general guidelines, Office of the Students' Affairs may impose specific requirements, approved by the DoSA, from time to time, in order to achieve their goals.

2. STUDENTS' AFFAIRS OFFICE

- Office of the student affairs receives, process and maintains all records related to accommodation and welfare of students registered in various programmes BSMS, PhD, and IPhD.
- Students can submit all papers for signature of the Dean, Students' Affairs such as allotment of Hostel, Mess, Hostel leave, Student Activity Council (SAC) proposals, VH accommodation and any other applications requiring signature of DoSA who are admitted /enrolled students as per list received from academic office.
- Office of the student Affairs deals with temporary hostel accommodation to Post Docs/JRF/VSRs interns students, visiting students Researchers as per rules and availability of rooms.
- Disseminating information pertaining to all Student matters to students and faculty.
- Issuing necessary memoranda/orders.
- Acting as a channel of communication between students, Counsellors, Wardens, Student Activity Council, and Faculty Adviser to SAC.

3. THE COUNCIL OF WARDENS (COW)

This standing committee consists of the Hostel Wardens of each hostel and the Chairperson Council of Wardens (CoW). The Committee is headed by the Dean, Students' Affairs. The committee examines and recommends suitable remedial measures for matters related to hostels, mess and general welfare of the

students.

4. FUNCTIONS AND DUTIES OF WARDENS

The Warden shall be responsible for the total Hostel management and shall exercise control over all matters relating to it, inter alia.

- Looking after the maintenance and upkeep of hostel, furniture and fixture therein.
- Allotment of rooms, discipline in the hostels, welfare, health and security of inmates therein.
- Maintain room wise list of hostel residents.
- To advice and help hostel residents on various activities (games, cultural etc.)
- Pay particular attention to smooth settling down of freshers and to see that ragging is not carried out.
- Vacation of rooms as per requirement and take custody of such vacant rooms/hostels.
- To liaise with parents/guardians of students.
- To look after sick residents in consultation with the Institute's medical consultant and arrange to their hospitalization, where necessary. Cases of sick students also to be reported to the Registrar and Director.
- To report cases of theft of residents' belongings or hostel property to Security Officer and Registrar/Director.
- Other matters relevant for smooth and safe management of hostels as per direction issued from time to time by the Director.

Notwithstanding any of the above, the DoSA retains

powers of final review of guidelines/policies recommended by the CoW and such matters as may be brought in appeal before it. In discharging his/her responsibilities, the Dean, Students' Affairs shall make full use of the appraisals and the recommendations of the Council of Wardens.

5. HOSTEL AND MESS

- 5.1 Institute provides Hostel accommodation to all the students registered in the BSMS Course, PhD and Integrated PhD Programmes. Institute has a total of 06 Hostels (04 Boys Hostel and 02 Girls Hostel). Hostel building has provision of ramp at entrance and lift (elevators) facility is also available for easy movement of students. Provision of rooms with attached toilet is also made available for the students with disability.
- 5.2 Hostel Rooms are allotment in conformity to the student registered in the programme. Allotment is managed by the duly constituted Council of Wardens of the IISERs.
- 5.3 Institute has 04 Mess with facility of canteen in each Mess, The Mess is been allotted Batch wise (Admitted year) to the students and both Boys and Girls of each batch avail the mess facility together. Mess facility is controlled by a student body called as the Student Cooperative Mess Management (SCMM) Committee. This committee has student representatives from all the batches of students staying in the hostel and warden in charge of the associated hostel supervise the decisions of the committee.

6. HOSTEL & MESS REGISTRATION

Every student allotted hostel is required to register in the allotted mess. Registration process will be carried on the dates mentioned in the academic calendar. The Office of Student Affairs will carry out registration of students for all the semesters including the summer semesters, centrally, under the supervision of all Warden In charges. It is the duty of every student to ensure that he/she has completed the pre-requisites No-Dues. The student must ensure that there are no dues towards hostel and mess. All students must be present, in person, on the day of registration. They should also carry a copy of their mess fee deposit proof along with them to the registration desk.

All students are strongly advised to meet with care takers /Mess Managers for Mess Registration prior to hostel registration.

7. CANCELLATION OF HOSTEL REGISTRATION

Hostel Registration of a student will be cancelled if he/she fails to register in the allotted mess for a given semester by the last date for late registration stipulated in the academic calendar.

8. HOSTEL LEAVE

Hostel Leave should be applied On line by the student through On-Line student portal. The Hostel leave will be approved by the Hostel wardens. (Student must attach a copy of approved academic leave by DoAA). required to attach with the On-Line Hostel Leave application.

In case of un-official Academic leave the soft copy of academic leave application from DoAA office is required to attach with the On-Line Hostel Leave application.

8.1 Vacating hostel during Semester drop/Semester leave

If the student drops a semester due to medical reason or otherwise approved by DoAA. He/She should be required to vacate the Hostel Accommodation.

9. CODE OF CONDUCT

Each student should conduct himself/herself in such a manner as appropriate to a student of a reputed Institute. Further, he/she should not indulge in such an act that may bring disrepute to the Institute. He/she is expected to show courtesy and respect to teachers, administrators, officers and employees of the Institute. He/she is expected to be courteous to visitors of the Institute, residents of the campus and maintain good neighbourly relations with fellow students.

A student who behaves with lack of courtesy and decorum, indulges in unbecoming activities (both inside and outside the Institute), causes wilful damage and/or removal of Institute property or belongings of fellow students, disturbs others in their studies, breaches rules and regulations of the Institute, behaves in an unseemly fashion will be considered to be in violation of the code of conduct for students. Strong disciplinary actions will be taken against him/her.

10. HOSTEL RULES AND REGULATIONS

The following rules need to be followed in all IISER Bhopal hostels in addition to the Rules of Conduct listed in the UG Manual of Academic affairs. Necessary action will be initiated against those who are found in violation of any of these rules.

HOSTEL RULES

The following rules need to be followed in all the hostels at IISER Bhopal. Necessary action will be initiated against those who are found in violation of any of these rules.

1. Students are expected to display an acceptable form of behavior, maintain discipline and decorum in the hostels.
2. Boys are not allowed in Girls Hostels at any time. Likewise, girls are not allowed in the Boys Hostels at any time. Senior Batch students are not allowed to enter first year hostels after 09.00 P.M.
3. Students must return to the hostel by 01:00 a.m. and are not allowed to leave the hostel before 5:00 a.m. These timings may be changed if found necessary for maintaining discipline. Occasionally, if the hostel resident expects to be late beyond the stipulated time, he/she should obtain a late night pass in advance from the Warden In-Charge and this pass must be produced to the security guard on returning to the hostel before signing the late register. Students who wish to stay outside the hostel during weekends, holidays or any

other time, need to get prior approval of the warden-in-charge.

4. Students are required to carry their institute ID cards at all times in the compound of the hostels and produce it on demand by the hostel authorities. On-duty security guard can check ID cards of late entry students between 01.00 am to 06.00 am. During this period the students while entering hostels must show their ID cards to the on-duty security guard. The students not carrying ID cards must sign in a separate register “Students not carrying ID Card” and those repeatedly not carrying ID Cards must be penalised with a fine of Rs 200/-.
5. Ragging, hazing, bullying, sexual harassment and sexual abuse of any kind are a very serious offense. Students are warned that involvement in such callous behaviour might lead to total rustication.
6. Smoking/use of tobacco products in the hostels is strictly prohibited.
7. Students are allowed to practice their own religious beliefs only within their allotted hostel rooms, without causing any inconvenience to other hostel residents. The organization or the practice of unauthorized religious activities in any other place within the hostel premises is strictly prohibited.
8. Possession, distribution, and the consumption of alcoholic beverages and illicit drugs in the hostels is strictly prohibited. Also, entering the hostel premises or boarding institute transportation in an intoxicated state is prohibited. The consumption or storage or supply of liquor or any sort of intoxicant is strictly

prohibited and if found guilty, the offenders will be dealt with severely, including prosecution. Any kind of gambling is also prohibited. If any student is found in-possession, distribution, and the consumption of alcoholic beverages and illicit drugs/Prohibited products in the hostels; he/she will have to pay a fine/penalty as recommended by the committee. Additionally, the CoW may recommend suspension from the hostel for the entire semester with an information to the law enforcing authority.

9. Students are not allowed to use motor vehicles (motorbike, scooter, car etc.) inside the Institute campus (that hostel rules applied on all hostel resident including project Research Student and staff temporarily residing in hostels). Any hostel resident if found keeping/riding a Motorised vehicle will be penalized with a fine).
10. Vandalism (or the wilful destruction or defacement of institute property) is a very serious offence. This includes acts such as pasting of posters, writings, wall chalking, slogans of any kind etc. Strong action will be taken against hostel residents found guilty of committing such an offence. Any damage to the hostel property must be reported immediately to the warden/caretaker. Hostel residents will be charged for all damages except damages caused due to normal wear and tear.
11. Playing outdoor games like cricket, soccer etc. inside the hostels is strictly prohibited. However, indoor games like TT, carom, and badminton can be played, but only in the designated areas.

12. The hostel authorities reserve the right to make spot checks on the hostel and rooms without having to give prior notice to the students. Students are expected to cooperate with the authorities in this regard. Students must sign FIRs when approached by care takers/guards for violating hostel rules. Though students have the choice of disagreeing with the charges, they do not have a choice with regard to signing the FIR.
13. Routine medical tests and psychographic profiling of students will be done by the medical staff and the counselor. These tests are mandatory and all students must get these done within the stipulated time.
14. The hostel authorities reserve the right to move hostel residents to other hostel units if necessary. Students are not allowed to change hostel rooms without prior approval of the warden-in-charge.
15. Each student in the hostel also assumes the responsibility of the proper upkeep of his/her room and the hostel premises. Students should record any complaints/issues regarding hostel maintenance (without any delay) in the hostel complaint register. It is the duty of the hostel management to address these issues as soon as possible. If maintenance issues remain unaddressed even after repeated complaints, students should report it to the warden In-Charge or the DOSA. In order to facilitate timely maintenance work, service personnel might have to enter rooms whenever necessary under the directive of the warden in charge/caretaker. However, every effort will be made to respect the privacy and dignity of the students.

16. Before leaving their rooms, hostel residents are advised to lock all doors for security reasons. Students should take care of their own belongings and the hostel management will not be responsible for any loss/damage of the personal property of students.
17. If students find their roommate/neighbours missing for more than 24 hours for no verifiable reason, it is the both mandatory and the moral responsibility of the student to report it to the warden in charge immediately. This is to enable the hostel authorities to take immediate action if any untoward incident had taken place.
18. In the event of an accident or other such emergency situations, the warden must be informed immediately. Action can be taken against students for withholding such important information from the authorities.
19. Due consideration must be accorded to other hostel residents as well as residents of the surrounding areas at all times. Noise level must be kept low to allow others the opportunity to study or sleep in comfort. Playing any kind of loud music or making disturbing noises between 11:00 PM and 7:00 AM is strictly prohibited.
20. All fans, lights and electrical appliances must be switched off when not in use. Students should also conserve water by closing any dripping or open taps/showers when not in use.
21. Cooking equipment of any kind including electrical appliances such as air coolers, microwaves, induction cooktops, toasters, coffee/tea makers, rice cookers etc. are prohibited. Also, heat generating appliances like

irons, immersion rods etc. are strictly prohibited, as these are serious fire hazards. In general, students are expected to exercise caution while using materials such as candles, incense sticks, dhoop, diya, etc., which are potential fire hazards. Students will be held responsible for any damage caused to the hostel due to the irresponsible usage of such materials.

22. The use of materials held by copyright such as software, movies, music, books, journals etc. is a very serious offence and is punishable under law. All students are strongly advised against any form of copyright infringement inside campus.
23. The Hostel Management/Institute is not responsible for the arrangement of any form of transportation for students, (particularly to/from the airport/railway station), unless it is an emergency situation. Students requiring transportation should make arrangements independently.
24. The common area above Mess 2 is accessible to all students from 9:00 AM to 7:00 PM. The Gym above Mess 2 is a girls gym and is out of bounds for the boys. The boys' gym is housed in Hostel-1.
25. No student may occupy more than one room at a time. Students who are shifting rooms within hostel, inter hostel must do so within the timeframe of one day. Any student found to be occupying more than one room at a time will be penalized and additionally occupied rooms will be vacated.
26. In the event that a student wants to take leave during the semester he/she must fill out the hostel leave form and get it approved by the warden and hand it over to

the caretaker before leave. This must be done in addition to filling out the leave form issued by the DOAA office. Leave will not be approved by wardens unless the academic leave form is first approved. This holds also during the summer and winter breaks when the student is staying on campus as part of any activity for which he/she has registered in the academic office.

27. During the vacation period all undergraduate hostel rooms **MUST** be vacated unless an authorisation has been obtained from the warden. Hostel rooms for any academic activity in the vacation period will be re-allotted if required. Under no circumstances shall any student occupy a hostel room without prior permission from the wardens and without the knowledge of the caretakers.
28. Change of rooms - Room changes are allowed only after the authorization of wardens. Room change form must be filled, and approval of warden must be taken be changing rooms.
29. Keeping Pet animals /Taking food out of Mess and feeding pet animal is strictly prohibited. Hostel inmates who are found guilty of misconduct shall be liable to fine, if the student is found repeating second time a severe punishment including expulsion from the hostel.

11. THE INSTITUTE ANTI-RAGGING POLICY

Ragging in any form is strictly prohibited and is considered as a serious offence. Involvement of a student in any form of ragging may lead to his/her expulsion from the Institute.

The following is a description of what constitutes ragging as per the Raghavan Committee recommendation to the Supreme Court:

Ragging is as any act which violates the dignity of the individual student or is perceived to violate his/her dignity. Ragging is a cognizable, non-boilable, non-compoundable offence with punishment ranging from one-year imprisonment and fine up to 7 years rigorous imprisonment and fine.

Broadly ragging can be categorized in the following way for which various term of punishment are prescribed:

- Verbal: Where senior causes mental harassment, discomfort for the junior by forcing him/her to answer unacceptable/ personal questions, dance, sing etc is said to rag the junior. It also includes within its ambit cyber ragging. Punishment: 1 year imprisonment or fine or both.
- Severe Verbal Ragging: Where the mental harassment, discomfort is to such an act as forces the junior to withdraw from the college. Punishment: 7 year imprisonment with fine.
- Physical: Any act by the senior towards the junior which in its bodily injury on the junior, like beating the junior, hitting him/her with objects etc. Punishment: 7 year imprisonment with fine.
- Sexual Ragging: Where the senior asks the junior to do an act which damages sexual dignity of the junior. Punishment: 7 year rigorous imprisonment and fine.

The Institute Anti-Ragging Committee consists of :

- Dean, Students' Affairs (Chairperson)
- Chairperson, Council of Wardens (Vice-Chairperson)

- All the Wardens (Member(s))
- President, SAC (Member)
- Superintendent or AR, DOAA or DOSA (Member Secretary)

The Committee will oversee the implementation of the provisions of the verdict and the Govt. of India guidelines in this regard from time to time.

Penalty for Ragging (Institute level) -

- Expulsion from the educational institution, if found guilty on inquiry by the Institution against a complaint lodged by any other student.
- Any student convicted with imprisonment shall be dismissed from the educational institution in which he/she has been prosecuting his studies for the time being, and shall not be readmitted to that educational institution.

12. AUTOMATION INITIATIVES

The Institute has initiated automation on the following fronts for the convenience of the students:

Universal complaint registration and redressal portal.
 Online hostel leave application and processing.
 Online mess-rebate application and processing.
 Online Counselling slot booking.
 Caste and other discrimination form.
 Online lost & found portal

Online Anti Sexual Harassment complaint registration and redressal email ID: womenscell@iiserb.ac.in

13. STUDENTS' COUNSELLING SERVICES

IISER Bhopal provides psychological and professional counselling services to students as well as consultation to faculty and staff. Our clinical services include evaluation, time limited psychotherapy, referrals and medication management. In addition to individual appointments, we offer outreach programs on topics such as stress reduction, time management, study skills and cultural adjustment. For more information on student counselling services, please visit:

<https://www.iiserb.ac.in/dosa/counselling>

Please note that it is mandatory for all new students to submit the psychographic Student Information Blank provided during registration to the counsellor.

14. POLICY AGAINST SEXUAL HARASSMENT

In terms of section 4(1) of the Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013 an Internal Complaint Committee is Constituted by the Institute. For more information please visit:

[http://web.iiserb.ac.in/prabandhak/assets/office_orders/director_office/Notification ICC 2018-23.pdf](http://web.iiserb.ac.in/prabandhak/assets/office_orders/director_office/Notification_ICC_2018-23.pdf)

15. ACTS OF INDISCIPLINE

An act of indiscipline includes act of violation of any of the hostel rules as mentioned above at para 9:

16. DISCIPLINARY ACTION

The Warden-in-charge of a hostel has the power to reprimand, impose fine or take any other suitable measures against a resident who violates either the code of conduct for students or rules and regulations pertaining to the concerned hostel.

All the major acts of indiscipline, which may have serious repercussion on the general body of students, and/or which may warrant a uniform as well as more formalized nature of investigation, shall be forwarded to the Standing Committee / Council of Wardens.

The Standing Committee consists of ex-officio and other members including:

- DoSA (Ex-officio Chairperson)
- Chairperson Council of Wardens (Ex-officio Member)
- All the Wardens In-charge of the hostels (Ex-officio Member)
- Superintendent or Assistant Registrar, Students' Affairs (Ex-officio Member Secretary)

Besides these members, the Chairperson may invite any other person(s) to be associated with the proceedings of a particular case, if his/her participation is considered necessary in disposing off the matter.

Disciplinary action may comprise one or more of the following categories:

- 16.1 An order of caution/warning a student for violating hostel rule.
- 16.2 An order of warning with imposition of fine penalty for violation of hostel rules as decided by the Wardens and requiring student to submit undertaking.
- 16.3 An order of Suspending a student not exceeding 15 days either from hostel or all activities of the Institute, Departments or from any form of specified activities with or without imposition of fine/penalty.
- 16.4 An order of Suspending a student exceeding 15 days either from hostel or all activities of the Institute, Departments or from any form of specified activities with or without imposition of fine/penalty.
- 16.5 An order directing a student to cease and desist from indulging in any act of indiscipline.
- 16.6 An order directing a student to vacate the premises and prohibiting him/her from re- entering the same for period not exceeding three days.

17. DISCIPLINARY AUTHORITY

The Director is empowered to take any disciplinary action against any student in respect of any act of indiscipline, whether committed within the campus or elsewhere.

18. IMPORTANT WEB-LINKS

Forms, guidelines and other important information pertaining to Students Affairs, including Hostel and Mess , can be accessed online. A list of important web-links is as follows:

Institute Website: <https://www.iiserb.ac.in>

Office of Student Affairs: <https://www.iiserb.ac.in/dosa>

Forms: <https://www.iiserb.ac.in/forms>

Manuals: <https://www.iiserb.ac.in/manuals>

Anti-Ragging:

<https://www.iiserb.ac.in/dosa/antiragging>

Women's Cell:

<https://www.iiserb.ac.in/womenCell/about>

Counselling:

<https://www.iiserb.ac.in/dosa/counselling>

Hostel rules and fine structure:

https://www.iiserb.ac.in/dosa/hostel_rules

19. PROVISIONS FOR AMENDMENTS

Notwithstanding anything contained in this manual, the Council of Wardens headed by DoSA of the Indian Institute of Science Education and Research Bhopal reserves the right to modify/amend without notices the curricula, requirements, and rules pertaining to Student Affairs.

20. FORMS



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Indian Institute of Science Education and Research Bhopal

Student & Hostel Goods Information Sheet

(Please fill the form in Block Letters only)

Part – Students Personal Information

Name of Student:

Name of Parents:

Full Address:

.....CityState

Programme: BS-MS /PhD(other please specify)

Hostel No. :Girl's ☐ /Boy's ☐

Batch Year:Roll No. : Room No.:

Present Email Id (In Block Letters): (Permanent).....

Mobile No.(Self):.....Parents Mob.:

Part - (B) Items/Furniture provided (please specify the number/s)

Cupboard:Table: chair:Cot:

Fan:Tube light:Study Light:Internet Port:

I have verified that all the items/furniture provided to me is in good condition.

Signature of Student

Note: Student will be responsible for any damage/loss of furniture provided to him/her otherwise Penalty/repairing charges have to be borne by the student.

Students are strictly advised not to place the furniture outside the room.

Students are requested to inform Hostel caretakers through email and fill leave application when he/she leave hostel premises during Academic session and Academic recess.

(Hostel Caretaker)

Hostel Undertaking by the Student

1. I shall attend all classes diligently and will not waste time in the Hostel or elsewhere on campus.
2. I will follow all hostel rules and encourage other inmates to do the same. I shall utilize my free time in the hostel for constructive & creative activities.
3. I shall ensure that I am in the Hostel from 1.00 am to 5.00 am during academic session.
4. I shall not stay out of hostel on any night without the written permission of Hostel In charge and concerned Warden.
5. I shall not go on leave without the formal permission of the Institute.
6. I shall not use electrical gadgets, not permitted by the institute, in my room.
7. I will not damage, deface or misuse Hostel property in any way. I will report any damage to hostel property immediately to the hostel care takers.
8. I shall keep valuables, cameras, mobile, phones etc, in my hostel room, under my personal care. The Institute will not be liable for any damage or loss of any kind.
9. I will not possess or consume cigarettes, liquor, tobacco or any kind of drugs or intoxicants anywhere on campus.
10. I shall maintain hostel decorum and I shall observe mess etiquettes, in particular I shall go properly dressed to the mess and will display a sober attitude in the dining hall.
11. I shall keep away from any type of ragging activity. I shall inform the management if I notice any indiscipline or ragging activity in and around the hostel. I understand that failing the above I shall be liable to suitable punishment by the competent authority.
12. I shall not allow any relative or non-hosteller to stay in my hostel room without the prior permission of the Care taker/Warden.
13. I will keep my parents information up to date and immediately inform the institute of any changes.
14. I certify that I will abide by the above under taking.

Name of Student _____

Signature of Student _____

Date _____

Place _____



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Indian Institute of Science Education and Research Bhopal
Office of Dean, Students Affairs

Counselor's Section

(Please fill the form and submit it to the Counsellor's Office, Room No 101, First Floor, Dining Hall-2.)

हमारे संग्रह के लिए, नीचे पूछी गयी जानकारीयों प्रदान करें. आपके द्वारा दी गयी जानकारी को गुप्त रखा जायेगा.

Please provide the following information for our records. Information you provide here will remain confidential.

नाम:/Name _____

माता-पिता/अभिभावक का नाम: /Name of parent/guardian _____

जन्म तिथि /Birth Date: ____ / ____ / ____ आयु/Age: _____ लिंग/Gender: ☐ पुरुष/ Male ☐

महिला/Female

वैवाहिक स्थिति/ Marital Status:

☐ अविवाहित/Never married ☐ जीवन-साथी (पार्टनर)/partnered ☐ विवाहित/Married

☐ अलग /Separated ☐ विवाह-विच्छेदित/तलाक़शुदा/Divorced ☐ विधुर/विधवा Widowed

स्थानीय पता/Local Address:

दूरभाष/Telephone

घर/Home Phone: () _____

मोबाईल/अन्य/Cell/Other Phone: () _____

ई-मेल/E-mail: _____

क्या आप अभी कहीं और मनोरोग संबंधी सेवायें, मनोवैज्ञानिक से सलाह या मनो-चिकित्सकीय उपचार ले रहे हैं?

Are you currently receiving psychiatric services, professional counselling or psychotherapy elsewhere?

☐ हाँ /Yes ☐ नहीं /No

क्या आपका पहले मनो-चिकित्सकीय उपचार हो चुका है?

Have you had previous psychotherapy?

☐ हाँ /Yes ☐ नहीं /No, यदि हाँ तो पूर्व मनो-चिकित्सक का नाम /at previous therapist's name

क्या आप वर्तमान में निर्धारित मनो-चिकित्सकीय दवाईयाँ ले रहे हैं (जैसे कि अवसादरोधी (एंटी-डिप्रेसेंट) या अन्य)?

Are you currently taking prescribed psychiatric medication (antidepressants or others)?

☐ हाँ /Yes ☐ नहीं /No यदि हाँ तो कृपया उन दवाईयों के नाम लिखिए /If Yes, please list:

यदि नहीं तो क्या पूर्व में आपके लिए कभी मनो-चिकित्सकीय दवाईयाँ निर्धारित की गई थीं?

If no, have you been previously prescribed psychiatric medication?

☐ हाँ /Yes ☐ नहीं /No यदि हाँ तो कृपया उन दवाईयों के नाम लिखिए /If Yes, please list:

स्वास्थ्य और सामाजिक जानकारीयें

HEALTH AND SOCIAL INFORMATION

1. आपका वर्तमान शारीरिक स्वास्थ्य कैसा है? (कृपया सही विकल्प पर गोला बनाएं)

1. How is your physical health at present? (Please circle)

खराब / असंतोषजनक / संतोषजनक / अच्छा/ बहुत अच्छा

Poor/ Unsatisfactory/Satisfactory /Good/ Very good

2. कृपया किसी भी, निरंतर होने वाले शारीरिक लक्षण या स्वास्थ्य संबंधी चिंता की जानकारी दें. (जैसे कि चिरकालिक पीड़ा, सिरदर्द, उच्च रक्तचाप, तनाव, मधुमेह इत्यादि)

2. Please list any persistent physical symptoms or health concerns (e.g. chronic pain, Headaches, hypertension, diabetes, etc.)

3. क्या आपको नींद से संबंधित कोई परेशानी आ रही है? ☐ नहीं ☐ हाँ

3. Are you having any problems with your sleep habits? ☐ No ☐ Yes

यदि हाँ, तो निम्न में से सही दशा चुनें.

☐ बहुत कम नींद ☐ बहुत ज्यादा नींद ☐ खराब नींद ☐ बुरे सपने ☐ अन्य _____

If yes, check where applicable:

☐ Sleeping too little ☐ Sleeping too much ☐ Poor quality sleep ☐ Disturbing dreams

☐ Other _____

4. एक सप्ताह में आप कितने दिन व्यायाम करते हैं? _____

4. How many times per week do you exercise? _____

प्रत्येक बार आप कितने समय के लिए व्यायाम करते हैं? _____
Approximately how long each time? _____

5. क्या आपको भूख या खान-पान के तरीके में कोई परेशानी आ रही है? ☐ नहीं ☐ हाँ
यदि हाँ, तो निम्न में से सही दशा चुनें: ☐ कम खाना ☐ ज्यादा खाना ☐ बहुत ज्यादा खाना ☐ स्वयं को खाने से रोकना
5. Are you having any difficulty with appetite or eating habits? ☐ No ☐ Yes
If yes, check where applicable: ☐ Eating less ☐ Eating more ☐ Binging ☐ Restricting
6. क्या आपको पिछले दो महीनों में अपने वजन में कुछ ज्यादा कमी का अनुभव हुआ है? ☐ नहीं ☐ हाँ
6. Have you experienced significant weight change in the last 2 months? ☐ No ☐ Yes
7. क्या आप मदिरा-पान करते/शराब पीते हैं? ☐ नहीं ☐ हाँ
7. Do you use alcohol? ☐ No ☐ Yes
8. क्या हाल ही में आपको कभी आत्महत्या करने का विचार आया है?
☐ बारबार/लगातार ☐ कभी-कभी ☐ ना के बराबर ☐ कभी नहीं
8. Have you had suicidal thoughts recently?
☐ Frequently ☐ Sometimes ☐ Rarely ☐ Never
9. क्या पहले कभी आपको आत्महत्या करने का विचार आया है?
☐ बारबार/लगातार ☐ कभी-कभी ☐ ना के बराबर ☐ कभी नहीं
9. Have you had them in the past?
☐ Frequently ☐ Sometimes ☐ Rarely ☐ Never
10. क्या आप इस समय किसी रिश्ते में हैं? ☐ नहीं ☐ हाँ
यदि हाँ तो आप इस रिश्ते में कितने दिन से बने हुए हैं? _____
10. Are you currently in a relationship? ☐ No ☐ Yes
If yes, how long have you been in this relationship? _____
11. पिछले एक साल में, क्या आपने किसी तनाव या अपनी जीवन शैली में किसी महत्वपूर्ण परिवर्तन का अनुभव किया है?
11. In the last year, have you experienced any significant life changes or stress or:
-
- या आपने कभी अनुभव किया?/Have you ever experienced?
अत्यधिक तनावग्रस्त स्वभाव/Extreme depressed mood: ☐ नहीं/No ☐ हाँ/Yes
स्वभाव में अनियंत्रित बदलाव/Wild Mood Swings: ☐ नहीं/No ☐ हाँ/Yes
तीव्र गति से बोलना/Rapid Speech: ☐ नहीं/No ☐ हाँ/Yes

अत्यधिक चिंता/Extreme Anxiety: ☐ नहीं/No ☐ हाँ/Yes

घबराहट का दौरा पड़ना/Panic Attacks: ☐ नहीं/No ☐ हाँ/Yes

भय/डर/Phobias: ☐ नहीं/No ☐ हाँ/Yes

नींद में बाधा/Sleep Disturbances: ☐ नहीं/No ☐ हाँ/Yes

मतिभ्रम/Hallucinations: ☐ नहीं/No ☐ हाँ/Yes

अविवेचित समय का नुकसान/Unexplained losses of time: ☐ नहीं/No ☐ हाँ/Yes

अविवेचित स्मृति में हनन/Unexplained memory lapses: ☐ नहीं/No ☐ हाँ/Yes

मदिरा/मादक द्रव्यों का सेवन/Alcohol/Substance Abuse: ☐ नहीं/No ☐ हाँ/Yes

बारंबार शारीरिक कष्ट/Frequent Body Complaints: ☐ नहीं/No ☐ हाँ/Yes

भोजन संबंधित विकार/Eating Disorder: ☐ नहीं/No ☐ हाँ/Yes

व्यक्तित्व संबंधी विकार/Body Image Problems: ☐ नहीं/No ☐ हाँ/Yes

विचारों का दोहराव (जैसे कि सनक सवार होना)/Repetitive Thoughts (e.g., Obsessions): ☐ नहीं/No ☐ हाँ/Yes

आचरण में दोहराव (जैसे कि बार बार किसी चीज को देखना, हाथ धोना)/Repetitive Behaviours (e.g., Frequent Checking, Hand-Washing): ☐ नहीं/No ☐ हाँ/Yes

हिसक विचार/Homicidal Thoughts: ☐ नहीं/No ☐ हाँ/Yes

आत्महत्या का प्रयास/Suicide Attempt: ☐ नहीं/No ☐ हाँ/Yes

धार्मिक/आध्यात्मिक जानकारी/ RELIGIOUS/SPIRITUAL INFORMATION:

क्या आप अपने आपको धार्मिक मानते हैं?/Do you consider yourself to be religious? ☐ नहीं/No ☐ हाँ/Yes

यदि हाँ, तो आपकी श्रद्धा किस धर्म में है?/If yes, what is your faith? _____

यदि नहीं, क्या आप अपने आपको आध्यात्मिक मानते हैं?/If no, do you consider yourself to be spiritual?

☐ नहीं/No ☐ हाँ/Yes

परिवार के मानसिक स्वास्थ्य का इतिहास/ FAMILY MENTAL HEALTH HISTORY:

क्या आपके परिवार (घर के सदस्य या संबंधी) के किसी व्यक्ति को निम्नलिखित में से किसी भी परेशानी का अनुभव करना पड़ा है? (सही विकल्प को चुनें और परिवार के सदस्य जैसे कि भाई, बहन, माता-पिता, चाचा या चाची इत्यादि का उल्लेख करें.)

Has anyone in your family (either immediate family members or relatives) experienced difficulties with the following? (Circle any that apply and list family member, e.g. Sibling, parent, uncle, etc.)

पेशानी परिवार का सदस्य/ Difficulty Family Member

तनाव/दबाव /Depression: ☐ नहीं/No ☐ हाँ/Yes _____

बाईपोलर विकार (डिसऑर्डर)/Bipolar Disorder: ☐ नहीं/No ☐ हाँ/Yes _____

चिंता-जनित विकार/Anxiety Disorders: ☐ नहीं/No ☐ हाँ/Yes _____

घबराहट का दौरा पड़ना /Panic Attacks: ☐ नहीं/No ☐ हाँ/Yes _____

खंडित मनस्कता (स्किजोफ्रेनिया)/Schizophrenia: ☐ नहीं/No ☐ हाँ/Yes _____

मदिरा/मादक द्रव्यों का सेवन/Alcohol/Substance Abuse: ☐ नहीं/No ☐ हाँ/Yes _____

भोजन संबंधित विकार/Eating Disorders: ☐ नहीं/No ☐ हाँ/Yes _____

अधिगम अशक्तता /विकलांगता Learning Disabilities: ☐ नहीं/No ☐ हाँ/Yes _____

अभिघात (ट्रॉमा) का इतिहास /Trauma History: ☐ नहीं/No ☐ हाँ/Yes _____

आत्महत्या का प्रयास /Suicide Attempts: ☐ नहीं/No ☐ हाँ/Yes _____

अन्य जानकारी/OTHER INFORMATION:

आपके अनुसार आपकी(strength) शक्तियाँ/ताकत क्या हैं /What do you consider to be your strengths?

आप अपने बारे में सबसे ज्यादा क्या पसंद करते हैं? /What do you like most about yourself?

परिस्थितियों का सामना करने के किन प्रभावी तरीकों को आपने सीखा है?/What are effective coping strategies that you've learned? _____

धन्यवाद

Thank you

Office of Students' Affairs

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल

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