

# Students' Affairs Manual



2023-24

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



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Indian Institute of Science Education and Research  
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(First version-2017-18)

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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 Academic programmes. BS, BSMS, PhD, IPhD & M.Sc.
- Students can submit the following papers in the students Affairs Office:  
Allotment of Hostel, Mess, Hostel leave, Student Activity Council (SAC) proposals, and any other applications related to students Affairs 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. Students can also submit VH accommodation Form as per VH accommodation policy.
- 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 Mess and the Chairperson Council of Wardens (CoW). The Committee is headed by the Associate Dean, Students' Affairs. The committee examines and recommends suitable remedial measures for matters related to hostels, mess

and general welfare of the students. Preferably there shall be warden in Charge separately for each hostel and Mess.

#### **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 Hostel warden, DoSA, Registrar office and Director Office.
- To report cases of theft of residents' belongings or hostel property to Security Officer, DoSA, Registrar office and Director Office. 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 Academic Programmes of the Institute. (BS, BS-MS, PhD, I.PhD and M.Sc.). Institute has a total of 07 Hostels (04 Boys Hostel and 03 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 provides Mess with facility of canteen in each Mess, The Mess is allotted Batch wise (Admitted year) to the students and both Boys and Girls of each batch avail the mess facility together. Mess facility is looked after 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.

- 5.4 Each Hostel and associated Mess shall have warden in charge.

## **6. HOSTEL & MESS REGISTRATION**

Every student allotted hostel is required to register in the allotted mess. (*It is Mandatory for a Hosteller to register in 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.

### **The Code of Conduct for Mess users:**

1. Students will be required to pay their monthly mess fees by 5<sup>th</sup> of every month in advance for that month. It is reiterated that no cash transaction is allowed, and the students must submit proof of having paid the mess fees, whenever asked to do so.
2. By 10<sup>th</sup> of every month all mess caterers will display the list of paid and unpaid mess fee status reports and the list of defaulting students

will be displayed in each mess also. Such students will not be allowed to use any of the mess services in the campus, until all past dues are cleared, and No Dues is obtained from the respective mess.

3. A fine of Rs. 1000/- will have to be paid by the students whose mess fees are due for 30 days or more.
4. All the facilities and services provided by the Institute are available only for students in good standing in all respects. Students defaulting in mess fees payments will not be able to get all or any of the academic or non-academic service requests until all the past dues are cleared e.g. issuing of transcripts, bonafide certificate, provisional or original degree certificates, library and computing facilities, holding of any official position in any of the student bodies etc.
5. Registration for next semester is contingent upon clearing of mess fees No Dues, and in case of default the registration will not be allowed or suspended.
6. In case of continued and recurrent default in payment of mess fees dues, the Institute may deduct all such dues amounts from the fellowship(s), R&D project salary, Caution Money etc. for clearing the dues of mess caterers. The office of Dean, Students' Affairs will advise the concerned office in this regard.

## **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.

Hostel Registration of a Student will be cancelled, if they fails to pay monthly Mess fee by the stipulated date. Registration of students will also be cancelled if he/she fails to pay Penalty imposed in a disciplinary matter. In Case of Cancellation of Hostel Registration student will be required to vacate the Hostel immediately, failing to which will be considered to be in violation of the code of conduct for students. Strong disciplinary actions will be taken against him/her including Academic suspension.

## **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.

### **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.

Further, if a student(s) is found indulge in unlawful gathering, Obstructions/Blockage of /Exit of Institute Main Gate, Buildings, Road, Pathways, Protest, Shouting Slogans, inciting or instigating other students and creating a mob, using abusive language will be considered to be in violation of the code of conduct for students. Strong disciplinary actions will be taken against him/her.

A student is found uploading image/photograph/video of any IISER Bhopal student and community on social media without obtaining his/her written consent or any other act of students which are prohibited in the academic manual and Students Affairs Manual and declared prohibited in an advisory/memoranda issued from time to time by the Institute will be considered to be in violation of the code of conduct for students.

Strong disciplinary actions will be taken against him/her.

Complaint Management module:

- On-line IWD complaint Management modul: For Hostel General Maintenance-Civil/Electrical/Housekeeping complaint,
- On-Line forms using Student Portal (using login ID): For Hostel leave, Mess rebate, Slot booking for Counseling, Student profile Form, General Maintenance (civil/electrical , Lost and found)
- Standing Committees: Council of Wardens (CoW), GRC, IC, ARC, has been set up at IISER Bhopal for complaint redressal. Aggrieved students may write for grievance redressal. The committee may consider any grievance/ complaint of the student members and arrange for counseling/Investigation. The committee may forward any complaint to the competent authority or other designated committees, agencies, platform, forum wherever necessary. The aggrieved students may also write to Unit In charge/Section In Charge/HoD/Deans.
- Students are not allowed to approach any external agency before exhausting the existing provision of grievances settlement in the Academic/Students affairs Manual and Hostel Rules : Web link for hostel rules [https://iiserb.ac.in/dosa/hostel\\_rules](https://iiserb.ac.in/dosa/hostel_rules)

## **10. HOSTEL RULES AND REGULATIONS**

### **HOSTEL RULES**

The following rules need to be followed in all IISER Bhopal hostels in addition to the Rules of Conduct listed in the UG/PG Manual. 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. Senior Batch students are not expected to call 1st year students in their rooms alone at any time. Academic/Professional discussion should be done in open area/hostel common room. Violation of either of the conditions will lead to penalty and prosecution for ragging.

3. Hostel Leave:

Submit On-Line Hostel leave: Students going out of Campus must return to the hostel same day, If any student is not planning to return Campus on the same day and wish to stay overnight outside the campus during weekends, holidays or any other time or student is going home. He/She is required to take hostel leave from warden in charge and produce the same before leaving at the Institute Main Gate. (If hostel leave is for a academic working day then students are required to upload academic leave while applying for On line hostel leave) (*Web link for hostel leave Click to Apply.* It is “Mandatory to submit On-line hostel Leave”. Students are required to produce approved hostel leave at Main Gate Security. Additionally, before leaving the hostel, write your name, Roll No, date and destination place with Signature in the Hostel Leave Register kept at the Hostel Security. Students are required to carry their Institute ID

card at all times and produce it on demand by the Institute Authorities. Students must return to the hostel by 01.00 a.m. (2.00 am in case of extended library time during exams) and students are also advised not 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 is required to take hostel leave from warden in charge and produce the same before leaving at Institute main gate (as per existing hostel leave rules). 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/-.

4. The authorities have decided that due to Covid-19 Pandemic Situation students going out of campus in Bhopal city on one day out pass must return by 10.00 PM. *(Hostel rule no 4 may be read as deleted, resolved in CoW meeting dated Feb 16,2023). Students to follow Hostel rule no 03.*
5. Ragging, hazing, bullying, sexual harassment and sexual abuse of any kind is 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. (a) 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 /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 (if Found 2<sup>nd</sup> time involve). In the event of 3<sup>rd</sup> time involvement CoW may recommend Termination from the Institute.* That a student suspected for consumption of alcohol is required to undergo Breath Analyzer test. Students not-cooperating, misbehaving for Breath Analyzer test may be assumed for having alcohol and same fine/penalty may be imposed. An additional penalty



of Rs.2000/- for refusal /non-cooperation/misbehavior may also be imposed. that a Standing Committee comprising of Warden/Asst. Warden/Security & SAC representative may also discuss security issues involving students and resolve as per hostel rules accordingly.

(b) If any student is found in-possession, distribution, and consumption of illicit drugs in the Institute; They will be suspended/terminated from the Institute, and they will be handed over to the police/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 willful 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 counsellor. 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 PM and 7 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 9AM to 7PM. 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 students 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 authorization 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 before 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.
30. Senior Batch students are not allowed to enter first year hostels after 09.00 P.M.Students violating rules may be penalized.
31. Unauthorized entry of persons allowed by students : (Under no circumstances shall any student allow entry of unauthorized person in his/her hostel room without prior permission from the wardens and without the knowledge of the caretakers.
32. Incidents of students bursting crackers inside hostel, toilet blocks and damage to Institute property are reported. The Institute Authorities have taken serious note of these incidents. Student may please note that “Bringing, possession or bursting fire crackers is strictly prohibited

and NOT allowed in Campus. Violations will result in disciplinary actions and fine/penalty of Rs. 5000/- will be imposed. Also during any specific events bursting fire crackers without permission is strictly prohibited. Prior approval is required for bursting firecrackers on some festivals/occasions to celebrate and in such instances; firecrackers may be used only in designated place(s) under supervision of student representative(s) coordinating such events.

33. Hostel residents who do not comply with Hostel Authorities: That there is a rule in place in the existing hostel rules Quote: *Hostel rule no: 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 Incident Report Form (FIR Form) 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 Incident Report Form.* Un Quote That:

a) *Refusals to sign the Incident Report Form /refusal to cooperate with hostel authorities/ security may attract penalty/Fine of Rs. 1000/-, in addition to any fines levied for breach of conduct rules/hostel rules if found guilty after investigation may be imposed.*

b) *Refusals to pay the penalty/comply with the disciplinary orders: Fine of Rs. 2000/- in addition to any fines levied for breach of conduct rules/hostel rules may be imposed.*

c) *Regarding student not submitting hostel leave: As per hostel rule student is required to take hostel leave from warden in charge and produce the same before leaving at the Institute Main Gate. It has been observed that some students are going on hostel leave without submitting hostel leave. It was discussed that student not submitting hostel leave may be penalized with a fine of Rs.1000/-.*

d) Cancellation of hostel allotment of students who do not comply with warning letter/disciplinary orders: students who have not complied with the warning letter/disciplinary orders (*i.e. not paid penalty/ fine imposed upon student as per warning letter/disciplinary orders*) despite reminders. That such students may not be allowed Hostel accommodation for next semester till dues along with fine are cleared by them.

34. Regarding student requesting for hostel leave in emergency situations: (*Please read with hostel rule no 03.*) As per hostel rule no 03 student is required to apply for On-Line hostel leave to take approval from warden in charge and produce the same before leaving at the Institute Main Gate. During a running academic semester it is mandatory to take academic leave and it is also mandatory to upload the approved academic leave while submitting online hostel leave. During emergency situations (*like Medical Emergency Situations in family when a student has to leave the campus on urgent basis*) and when student is unable to take academic leave, the student can write an email to DoAA for Academic leave (*clearly explaining medical emergency situation along with proof*) and attach the same email while submitting On line hostel leave. Upon resuming campus after leave and not submitting hostel leave may be considered an act of indiscipline and



the student may be penalized with a fine of Rs.1000/- as per existing penalty/fine for not submitting hostel leave as per hostel rule no 33 (c).

35. Institute observes zero tolerance for violence. Any violations of this advisory will result in disciplinary action with a penalty/fine of Rs. 5000/- and may also lead to suspension from the hostel facilities.

#### 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.

#### Fine Structure

S. No.	Particulars	Fine
1	Use of all unauthorized electrical appliances such as heaters, Induction, room heaters, iron is strictly prohibited and these will be confiscated, and the concerned student will be penalized.	5,000.00
2	Boarders will be fined if they were found damaging, creating trash and mess in the premises of the Institute or in the Mess area. Prior approval from the Warden in must before organizing any party.	5,000.00
3	The consumption or storage or supply of liquor or any sort of intoxicant is strictly	10,000.00 or as

	<p>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. <i>Additionally, the CoW may recommend suspension from the hostel for the entire semester ( if Found 2<sup>nd</sup> time involve) with an information to the law enforcing authority. In the event of 3<sup>rd</sup> time involvement CoW may recommend Termination from the Institute.</i></p> <p>That a student suspected for consumption of alcohol is required to undergo Breath Analyzer test. Students not-cooperating, misbehaving for Breath Analyzer test may be assumed for having alcohol and same fine/penalty may be imposed. An additional penalty of Rs.2000/- for refusal /non-cooperation/misbehavior may also be imposed. that a Standing Committee comprising of Warden/Asst. Warden/Security &amp; SAC representative may also discuss security issues involving students and resolve as per hostel rules accordingly.</p>	<p>recommended by the CoW</p>
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4	The use of motor vehicles such as car, motor cycle, scooters, mopeds, etc. by students/hostel residents is strictly prohibited inside the Institute/hostel premises.	5000.00
5	Hostel inmates who are found guilty of misconduct or guilty of infringement of any of the rules prescribed in Hostel rules shall be liable to fine, suspension, rustication or dismissal either from the hostels and/or from the Institute by the appropriate authority.	5000.00
6	Playing music and videos etc. in loud volume inside the rooms is strictly prohibited as it causes disturbance to the inmates. Any such complaint against boarders will be viewed very seriously and seizure of the gadgets will be made alongwith imposition of heavy fine	1000.00
7	Boarders will be personally and collectively responsible for any loss/damage to the properties and equipment and other fittings in the common halls. In case of damage to any buildings, furniture, apparatus or other property of the college, the loss caused to the institution shall be recovered directly from those identified persons whenever possible. But, if persons who cause the damage are unknown, the cost of repairing it, as may be assessed by the hostel authorities, will be distributed equally among all the students of such groups or associations as may be found responsible.	Destruction of Institute Property: Fine commensurate with cost of repair/replacement of property (Minimum fine of Rs. 1000/-) or as applicable

8.	Hostel or Mess boarders misbehaving and abusing with the Mess Workers/Manager/Institute employees.	2000.00
9.	Inappropriate use of electricity (non-switching off the lights or fans while	1,000.00

	leaving) in the Hostel by the students.	
10.	Unauthorized entry of persons allowed by students.	10,000.00
11.	Keeping pet animals in hostel room / taking food out of Mess and feeding pet animals inside hostel. If the student is found repeating the same, it shall lead to expulsion from the hostel (in addition to implementation of fine for the second time).	5,000.00
12.	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/Caretakers. The students not carrying ID cards must sign in a separate register “Students not carrying ID Card” and those repeatedly not carrying ID Cards between 01.00 am to 06.00 am must be penalized.	200.00
13.	<p>“In order to effective implementation of hostel rules, safety and security of the students the following can be implemented by the Security wing in consultation with CoW :</p> <p>a. Main Gate security may check all motorised vehicle with or without having IISERB Sticker between 10.00 PM to 06.00 AM. and may deny entry into the campus if any person in the vehicle found intoxicated or carrying alcoholic beverages. The person(s) in the vehicle found intoxicated will be</p>	5000.00

	<p>penalised with imposition of fine/penalty of Rs 5000/- (Five thousand only) per person.</p> <p>It is also decided that if in a vehicle alcoholic beverages and illicit drugs are found, the driver of the vehicle will be penalised with imposition of fine/penalty of Rs 5000/- and the vehicle, liquor/alcoholic beverages will not be permitted to enter in the Campus.</p>	
14	<p>Senior Batch students are not allowed to enter first year hostels after 09.00 P.M. Students violating rules may be penalized. Senior Batch students are not expected to call 1st year students in their rooms alone at any time. Academic/Professional discussion should be done in open area/hostel common room. Violation of either of the conditions will lead to penalty and prosecution for ragging.</p>	5000.00
15.	<p>On-duty security guard can check ID cards of late entry students. Students while entering Campus/ hostels must show ID cards. The Late entry students may be penalized with warning &amp; fine.</p>	1000.00
16	<p><i>Refusals to sign the Incident Report (FIR form) /refusal to cooperate with hostel authorities/ security may attract penalty/Fine of Rs. 1000/-, in addition to</i></p>	1000.00

	<i>any fines levied for breach of conduct rules/hostel rules if found guilty after investigation may be imposed.</i>	
17	<i>Refusals to pay the penalty/comply with the disciplinary orders: Fine of Rs. 2000/- in addition to any fines levied for breach of conduct rules/hostel rules may be imposed</i>	2000.00
18	<i>Regarding student not submitting hostel leave: As per hostel rule student is required to take hostel leave from warden in charge and produce the same before leaving at the Institute Main Gate. student not submitting hostel leave may be penalized with a fine.</i>	1000.00
19.	Bringing, possession or bursting fire crackers is strictly prohibited and NOT allowed in Campus. Violations will result in disciplinary actions and fine/penalty of Rs. 5000/- will be imposed. Also during any specific events bursting fire crackers without permission is strictly prohibited. Prior approval is required for bursting firecrackers on some festivals/occasions to celebrate and in such instances; firecrackers may be used only in designated place(s) under supervision of student representative(s) coordinating such events.	5000.00
20.	Institute observes zero tolerance for violence. Any violations of this advisory will result in disciplinary action with a penalty/fine and may also lead to suspension from the hostel facilities.	5000.00 or as recommended by the CoW

## 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/AR/DR, 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](mailto: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/OO-78-Re-constitution-of-Internal-Complaints-Committee.pdf](http://web.iiserb.ac.in/prabandhak/assets/office_orders/director_office/OO-78-Re-constitution-of-Internal-Complaints-Committee.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/Dy. 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](https://www.iiserb.ac.in/dosa/hostel_rules)

DoSA Office Website: <https://www.dosa.iiserb.ac.in>

Student Portal Login: <https://dosa.iiserb.ac.in/student/login>

DoSA Office Notice Board:

[https://dosa.iiserb.ac.in/notice\\_board](https://dosa.iiserb.ac.in/notice_board)

## **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**



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

**Student & Hostel Goods Information Sheet**

(Please fill the form in Block Letters only)

**Part – (A) Students Personal Information**

Name of Student: .....

Name of Parents: .....

Full Address: .....

.....City .....State

Programme: BS/ BS-MS /M.Sc/ I.PhD/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.: .....

Name of Health Insurance Service Provide and Health Insurance Policy number: .....

**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. (Before going home during vacations students are requested to sign in a register kept at Security hostel entrance)

(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. I shall ensure that I am in the Hostel from 01.00 am to 05.00 am during academic session. I shall not stay out of hostel on any night without the written permission of Hostel In charge and concerned Warden. I shall not go on leave without the formal permission of the Institute.
3. I shall not use electrical gadgets, not permitted by the institute, in my room.
4. 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.
5. 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.
6. I will not possess or consume cigarettes, liquor, tobacco or any kind of drugs or intoxicants anywhere on campus.
7. 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.
8. 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.
9. I shall not allow any relative or non-hosteller to stay in my hostel room without the prior permission of the Caretaker/Warden.
10. I will keep my parents' information up to date and immediately inform the institute of any changes.
11. I have read the hostel rules under web link [www.iiscrb.ac.in/dosa/hostel\\_rules](http://www.iiscrb.ac.in/dosa/hostel_rules).
12. Anti-drug declaration: I am aware that the possession use, sale and distribution of alcohol/tobacco/any psychoactive substances are wrong and harmful. I shall refrain from using, being under the influence of, possessing, furnishing, distribution, of alcohol/tobacco/any psychoactive substances within the premises of the institute/university or during any sponsored activities by the institute university. I shall report to the authorities of the institution any irregular behavior that that I observe in relation to the possession, use, sale, and distribution of alcohol/tobacco/any psychoactive substances which may have occurred at the institution or during any activities conducted by any students or institution. I shall support and actively participate in any substance use prevention education programmes which may be organized by the institution/government which would enable me to be a better student and citizen of India. I shall co-operate with the authorities of the institution and other relevant authorities in their investigation of any substance-related incident of which I may have psychoactive substances in or around my institution.
13. I certify that I will abide by the above undertaking.

Name and Roll no. of Student \_\_\_\_\_

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

Name of Parent \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_



**Office of Dean, Students Affairs  
COUNSELLING CELL**

**Student Information Blank**

इस फॉर्म में आपके स्वास्थ्य से संबंधित प्रश्न हैं। क्या आप सहज हैं और उत्तर देने को तैयार हैं? ☐ हाँ ☐ नहीं

This form contains questions related to your wellness. Are you comfortable and willing to answer? ☐ Yes ☐ No

यदि हाँ, तो कृपया इसे भरकर परामर्श कक्ष, कक्ष संख्या 101, 107, 108, प्रथम तल, भोजन कक्ष-3 के ऊपर में जमा करें।

If yes, please fill & submit it to the Counselling Cell, Room Nos. 101, 107, 108, First Floor, above Dining Hall-3

यदि नहीं, तो कृपया केवल अपना नाम और रोल नंबर का उल्लेख करें और इसे परामर्श कक्ष में जमा करें।

If no, please mention your Name & Roll Number only and submit it to the Counselling Cell, above Dining Hall-3

आपके द्वारा यहां दी गई जानकारी गोपनीय रहेगी। Information you provide here will remain confidential

शैक्षणिक कार्यक्रम/Academic Programme: ☐ BS-MS ☐ BS ☐ I-PhD ☐ PhD ☐ M.Sc.

अनुक्रम/क्रमांक/ Roll No. \_\_\_\_\_ नाम/Name: \_\_\_\_\_

माता-पिता/ अभिभावक का नाम/Name of Parent/Guardian: \_\_\_\_\_

आयु/Age: लिंग/Gender: ☐ पुरुष/Male ☐ महिला/Female ☐ Others/अन्य

निवास/Home Address: \_\_\_\_\_

Room & Hostel No.: \_\_\_\_\_

अभिभावक दूरभाष क्र./Parents Contact no.: \_\_\_\_\_ Local Guardian No.: \_\_\_\_\_

मोबाइल (स्वयं)/Mobile (Self): \_\_\_\_\_ ई-मेल/E-mail: \_\_\_\_\_

क्या आप वर्तमान में कहीं और मनोरोग सेवाएं, पेशेवर परामर्श या मनोचिकित्सा प्राप्त कर रहे हैं

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

☐ हाँ/Yes ☐ नहीं/No यदि हाँ, तो कृपया दवाओं का नाम सूचीबद्ध करें।/ yes, then please list the name of medicines:

क्या आपने पहले मनोचिकित्सा ली है?/ Have you had psychotherapy previously? ☐ हाँ/Yes ☐ नहीं/No

यदि हाँ, तो पिछले चिकित्सक के नाम का उल्लेख करें।/ yes, then mention previous therapist's name:

**स्वास्थ्य और सामाजिक जानकारी/ HEALTH AND SOCIAL INFORMATION**

1. वर्तमान में आपका शारीरिक स्वास्थ्य कैसा है? / How is your physical health at present? (Please mention)

खराब / असंतोषजनक / संतोषजनक / अच्छा / बहुत अच्छा  
Poor/ Unsatisfactory/ Satisfactory/ Good/ Very good

2. किसी भी लगातार शारीरिक लक्षणों या स्वास्थ्य संबंधी चिंताओं (जैसे पुराने दर्द/ सिरदर्द, मधुमेह) को सूचीबद्ध करें

Please list any persistent physical symptoms or health concerns (e.g., chronic pain, headaches, diabetes)

3. क्या आपको नींद से संबंधित कोई परेशानी आ रही है? Are you having any problems with your sleep habits?



☐ हाँ/Yes ☐ नहीं/No नींद की अवधि/ Sleep Duration \_\_\_\_\_

यदि हाँ, तो निम्न में से सही दर्शा चुनें/ If yes, check which is applicable:

☐ बहुत कम नींद/ Sleeping too little ☐ बहुत ज्यादा नींद/ Sleeping too much

☐ खराब नींद/ Poor quality sleep ☐ बुरे सपने/ Disturbing dreams ☐ अन्य/ Other \_\_\_\_\_

4. एक सप्ताह में आप कितने दिन व्यायाम करते हैं/ How many times per week do you exercise? \_\_\_\_\_  
व्यायाम का प्रकार/ Type of exercise \_\_\_\_\_

5. क्या आपको भूख या खान-पान के तरीके में कोई परेशानी आ रही है/ Are you having any difficulty with appetite or eating habits? ☐ हाँ/Yes ☐ नहीं/No

यदि हाँ, तो निम्न में से सही दर्शा चुनें/ If yes, check which is applicable:

☐ कम खाना/ Eating less ☐ ज्यादा खाना/ Eating more

☐ बहुत ज्यादा खाना/ Binging ☐ स्वयं को खाने से रोकना/ Restricting

6. क्या आपको पिछले दो महीनों में अपने वजन में कुछ परिवर्तनका अनुभव हुआ है/ Have you experienced significant weight change in the last 2 months? ☐ हाँ/Yes ☐ नहीं/No

7. क्या आप मदिरा-पान करते हैं/ Do you use alcohol? ☐ हाँ/Yes ☐ नहीं/No

8. पिछले एक साल में, क्या आपने किसी तनाव या अपने जीवन शैली में किसी महत्वपूर्ण परिवर्तन का अनुभव किया है/ In the last one year, have you experienced any of the significant life changes or stress: -

• अत्यधिक उदास मनाइश/ Extreme Unhappy Mood:	नहीं/No	हाँ/Yes	• बारबार शारीरिक कष्ट/ Frequent Body Complaints:	नहीं/No	हाँ/Yes
• अत्यधिक मन बदलाव/ Extreme Mood Swings:	नहीं/No	हाँ/Yes	• भय/डर/ Phobias:	नहीं/No	हाँ/Yes
• अत्यधिक तनाव से बोझना/ Extreme Stress:	नहीं/No	हाँ/Yes	• शरीर की छवि समस्या/ Body Image Problems:	नहीं/No	हाँ/Yes
• अत्यधिक चिंता/Extreme Worry:	नहीं/No	हाँ/Yes	• विचारों का दोहराव/ Repetitive Thoughts (e.g., Obsessions):	नहीं/No	हाँ/Yes
• घबराहट का दौरा / Nervousness Attacks:	नहीं/No	हाँ/Yes	• अचानक में दोहराव (जैसे बार बार किसी चीज को जाचना, हाथ धोना)/ Repetitive Behaviors (e.g., Frequent Checking, Hand-Washing):	नहीं/No	हाँ/Yes

#### अन्य जानकारी/ OTHER INFORMATION:

आपके अनुसार आपकी 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?

कृपया अपने शौक का उल्लेख करें/ Please mention your hobbies \_\_\_\_\_

#### घोषणा/ Declaration

मैं इससे एकता घोषित करता/करती हूँ कि ऊपर प्रस्तुत विवरण मेरे ज्ञान और विश्वास के अनुसार सही हैं और मैं आपको इसमें होने वाले किसी भी बदलाव के बारे में तुरंत सूचित करने का वचन देता/ देती हूँ। I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.

हस्ताक्षर/ Signature \_\_\_\_\_



**Office of Students' Affairs**

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल

Indian Institute of Science Education and Research Bhopal

Bhopal Bypass Road, Bhauri

Bhopal 462 066

Madhya Pradesh, INDIA