

The Constitution of the Students Affairs Council of IISER-Kolkata

Preamble

The Students Affairs Council (SAC) of Indian Institute of Science Education and Research, Kolkata is a democratically elected representation of the student community. The purpose of the SAC is to serve as a legislative body, framing policies and decisions for the benefit of the student community. It shall serve as a channel through which the student community can voice their opinions and concerns. The SAC shall continuously strive to identify student-related issues and help resolve them, thus building a healthy environment in the institute.

Objectives

- ❖ To foster, develop and increase students' social awareness.
- ❖ To promote interaction and knowledge sharing.
- ❖ To nurture the aptitude of the student community for holistic development.
- ❖ To promote and develop organizational ability.
- ❖ To function as the office for all election/nominations of students for SAC activities.
- ❖ To offer desk support for all student activities.

Tenure

The student representatives on the SAC shall hold office from September 15th of the ensuing year, for a period of 1 year.

Pledge of the SAC

We, the students of Indian Institute of Science Education and Research, Kolkata, shall strive for the holistic development of the student community. We shall work with a sense of morality and responsibility to ensure the welfare of one and all. We shall always maintain an atmosphere of harmony in the institute. We promise to follow the principles enshrined in the Constitution in letter and spirit. We, hereby, adopt the Constitution of the Students Affairs Council and pledge to abide by the principles laid down in it.

1 ORGANIZATION AND ORGANIZATIONAL PRINCIPLES

- a) The SAC will function through the Student Council. The Student Council (hereafter referred to as the 'Council'), headed by the SAC, shall:
 - i. Serve as the main forum of expression of student opinion.
 - ii. Be in continuous touch with the students and administration and act as a feedback system.
 - iii. Act as the central policy making body of the SAC.
 - iv. Guide and check the functioning of the various sub-committees under the SAC. However, it shall not interfere in day-to-day governance of the clubs and committees, in order to ensure that the free functioning of the committees within the general policy framework defined by the Council is not affected.

b) The Student Council under the SAC shall be composed of five Central Committees.

The five Central Committees are as follows:

- i. Academic Committee
- ii. Cultural Affairs Committee
- iii. Hostel & Transportation Committee
- iv. Food, Health & Hygiene Committee
- v. Games & Sports Committee

2 STUDENT OFFICE BEARERS

- i. Each Central Committee of the Student Council (as mentioned in 1 (b)) shall have 3 General Secretaries – one each from BS-MS, Int. PhD and PhD. The General Secretaries are the highest student office bearers of the SAC.
- ii. The General Secretaries to the various Central Committees shall be elected by the student community of the institute through a democratically conducted election based on the principle of '**one-person-one-vote**'. In the event of one (or more) post(s) remaining vacant due to lack of nomination, suspension/impeachment/resignation of the incumbent office bearer or other reasons, the other members of the Student Council shall call for a re-election. In the event of non-filing of nominations for re-election, members of the Student Council shall nominate a suitable candidate upon consultation with the Dean of Students. Else, the post shall remain vacant through the remainder of the term.
- iii. A student can:
 - a) Hold 1 position in one of the Central Committees of the Student Council as a General Secretary.
 - b) Hold positions in 1 club and/or 1 of the subcommittees under the Central Committees.
In the event of a student, who is an office bearer of a sub-committee/club, getting elected onto one of the Central Committees, he/she will have to relinquish the position on the sub-committee/club. The vacant position on the sub-committee/club shall be filled through fresh elections.

3 STUDENTS AFFAIRS COUNCIL

Composition:

- ❖ The Director – Chairman
- ❖ Dean-Students - President
- ❖ Dean- Academics (Member)
- ❖ Chief Warden – Convener
- ❖ Hostel Cum Mess Committee Convener (Member)
- ❖ Invited Faculty Members by Chairman/President/Convener
- ❖ Nominee – Senate (unless otherwise mandated, Academic Gen. Secy. – PhD and BS-MS shall be nominated to the Senate).
- ❖ General Secretaries – Academics
- ❖ General Secretaries – Hostel & Transportation
- ❖ General Secretaries – Cultural Affairs
- ❖ General Secretaries - Games & Sports
- ❖ General Secretaries – Food, Health & Hygiene
- ❖ Coordinators, Institute Student Mentorship Programme (Max 5 posts)

3.1 Functions of the SAC

The SAC shall function on the principle of consensus. Members of the SAC are encouraged to take decisions through consensus. Views of all members of SAC – faculty and student alike – are to be respected and equal importance is to be given to all views. In the event of the issue discussed being contentious and consensus cannot be achieved, the decision shall be put to vote and arrived at on the basis of simple majority.

- a) The SAC shall consider all items pertaining to student activities in the Institute brought before it, either by one of its members, students or faculty members.
- b) Structure of the SAC may be changed if the President deems it necessary, upon discussion with members. However, such decisions shall need the support of the majority of the members of the Student Council present.
- c) The SAC shall approve and ratify the proposals for formation of new student bodies in the Institute.
- d) If it is felt by the SAC that some policy or decision of a particular sub-committee/club/cell is detrimental to the interests of the student community, the SAC shall ask that sub-committee/club/cell to consider those policies or decisions in the light of its suggestions.
- e) The SAC is authorized to make any amendment to the Constitution and forward it to the Senate for approval, if deemed necessary by the SAC Chairman. However, such constitutional amendments shall require the support of the majority of the members of the Student Council present.

3.2 Meetings of the SAC

- a) The SAC shall meet at least once during a semester. The Convener shall call the meetings of the SAC.
- b) A notice of 7 days shall be provided to the members of the SAC prior to a meeting. In addition, this notice shall contain an agenda for the meeting. All members of the SAC shall have the right to suggest additional items for the Agenda. These additional items may be included in the Agenda, provided they are agreed upon by the Convener at least 48 hours before the proposed meeting. In such case, a revised agenda shall be notified. However, emergency meetings of the SAC may be convened, if deemed necessary, without the stipulated notice period of 7 days.
- c) The quorum for all SAC meetings shall be 50% of its total possible strength. It is expected that all members of the SAC be present in meetings dealing with major policy changes/constitutional amendments. It is also advised that such issues are not discussed in the absence of any member of the SAC.
- d) A member of the SAC may invite any person to a meeting with the consent (and on behalf) of the Convener for a specific agenda item.
- e) The SAC is encouraged to take decisions by consensus. The minutes of all meetings shall be recorded by the Convener of the meeting and circulated to all members of the committee within two weeks. It shall be signed by all signatories and made available on the respective portals within a fortnight of the meeting.

4 STUDENT COUNCIL

The Student Council and the various Central Committees shall regularly review the activities of the different clubs and associated bodies within their domain and make suggestions to improve their functioning, if and when necessary.

Composition:

- ❖ The President – Dean of Students
- ❖ Convener – Chief Warden
- ❖ General Secretaries - Academics
- ❖ General Secretaries – Cultural Affairs
- ❖ General Secretaries – Hostel & Transportation
- ❖ General Secretaries - Games & Sports
- ❖ General Secretaries – Food, Health & Hygiene

4.1 Functions

- a) The Student Council constantly mentors, monitors and reviews all the student activities to achieve the objectives of SAC and plan for overall development of the student community.
- b) All the clubs shall be answerable to the Student Council.
- c) The Student Council shall coordinate all activities of the student community through the various clubs.
- d) If it is felt by the Student Council that some policy or decision of a particular club/committee is detrimental to the interest(s) of the student community, the Student Council shall ask that club/committee to consider those policies in the light of its suggestions. The Student Council shall implement all such policies/decisions on ratification.
- e) The Student Council shall forward implementation on any policy or decision outside its domain to SAC, if required.
- f) The Student Council may recommend amendments to the Constitution of the SAC, to achieve the objectives of SAC.
- g) The budget of the various clubs and committees presented by the office bearers shall be discussed, deliberated and delivered by the corresponding General Secretaries, in consultation with the Dean of Students.
- h) Unless institute finances are involved, in certain situations, the General Secretaries are empowered to take decisions. In such events, the respective General Secretaries shall be responsible for any eventuality. It is mandated that the decisions be later communicated to the Dean of Students. Events involving institute finances shall need prior approval from the Dean of Students.

4.2 Student Council Meetings

- a) The Student Council meetings are chaired by the Dean of Students.
- b) The General Secretaries shall ensure that the meetings of the Student Council are conducted with a minimum periodicity of once a semester, prior to the SAC meeting scheduled for the semester.

5 CENTRAL COMMITTEES OF THE STUDENT COUNCIL

5.1 Academic Committee

The Academic Committee shall be represented on the Student Council by the General Secretaries. Student representatives from different batches and streams shall be elected and shall be formed into the Under-Graduate Academic Committee (UGAC) and Post-Graduate Academic Committee (PGAC).

- a) The academic committee shall look into matters related to academic activities and research.
- b) The three Academic General Secretaries and Conveners, Institute-level UGAC & PGAC shall be the core members of the committee.
- c) The 15 Class Representatives and 10 Departmental Representatives (DR) forming the UGAC and PGAC shall also be part of the Academic Committee.

5.1.1 Class Representatives (CRs) and Departmental Representatives (DRs)

Structure:

Class Representatives:

- a) BS-MS 1st year → 1 Boy & 1 Girl
 - b) BS-MS 2nd Year → 1 Boy & 1 Girl
 - c) BS-MS 3rd year
 - d) BS-MS 4th year
 - e) BS-MS 5th year
- } One candidate from each year each department (Total 15)

Departmental Representatives:

- a) The PhD and Int.PhD shall have Departmental Representatives, one PhD and one Int.PhD from each department.

Roles & Responsibilities of Class & Departmental Representatives:

- a) CRs and DRs shall be responsible for the coordination between the institute and the students.
- b) CR and DR, Int.PhD shall inform DoSA about those students who are unable to perform satisfactorily in class and shall also try to counsel those particular students. If found necessary, CR/DR may forward the matter to the Counselling Cell, under the joint supervision of DoSA and DoAA.

5.1.2 Departmental Representative Committee (DRC)

Composition:

- a) Institute level PGAC convener
- b) General Secretary Academics, PhD
- c) General Secretary Academics, Int.PhD
- d) All 10 Departmental Representatives

Functions:

- a) The main function of the committee is to address the problems faced by research scholars as well as 1st and 2nd year Int.PhD students.
- b) The faculty member of the DRC shall convene a meeting at least once a semester. Under extraordinary circumstances, the General Secretaries may request the President, SAC or the faculty member of the DRC to convene a meeting.
- c) Any matter related to PhD course work and Int.PhD course shall be discussed and deliberated by the committee and if required, may be forwarded to UGAC as the course structure is, in general, under the purview of UGAC.
- d) The committee shall keep record about the non-availability and/or non-functionality of institute/department level central facilities and raise the point in department/institute level PGAC. If required, the committee shall correspond with respective Department Chairpersons, Faculty-in-Charge of the respective instrument and also Dean of Research & Development (DoRD).
- e) The committee shall decide the points which the students want to be discussed in the Senate and forward it to PGAC.

5.1.3 Department-level Academic committees

Each department shall have a Departmental Under-Graduate Academic Committee (UGAC) and a Post-Graduate Academic Committee (PGAC). The CRs and DRs shall be the student representatives in the UGAC and PGAC respectively.

Under-Graduate Academic Committee (Department-level):

- a) Class Representatives of BS-MS 3rd, 4th and 5th year of each department shall be members of the respective departmental UGACs.
- b) The Convener of UGAC shall inform the CRs regarding the UGAC meeting. Presence of the CRs in all UGAC meetings is appreciated.
- c) The CRs are expected to give feedback and opinion on behalf of the entire class regarding review of syllabus, course structure, introduction of new courses, among other issues.
- d) In the event of an issue mandating approval from the Senate, the CRs shall request the UGAC Convener to take necessary action. The same shall be communicated to the Academic General Secretaries.

Post-Graduate Academic Committee (Department-level):

- a) The Departmental Representatives of Int.PhD and PhD batches of each department shall be members of the respective departmental PGACs.
- b) The Convener of PGAC shall inform the DRs regarding the PGAC meeting. Presence of the DRs in all PGAC meetings is appreciated.
- c) The DRs are expected to discuss and give feedback and opinion about the Int.PhD courses, course structure and PhD course work.
- d) The DRs are expected to raise all matters related to research, requirement of some new software under department level or institute level central facility, subscription of new journals, among other requirements, in PGAC meetings.
- e) In the event of an issue mandating approval from the Senate, the DRs shall request the PGAC Convener to take necessary action. The same shall be communicated to the Academic General Secretaries.
- f) DR should inform the HoD or PGAC convener regarding problems faced by any individual PhD/Int.PhD student like the course work, guide selection change of supervisor among other issues.

5.1.4 Institute-level Academic Committees

Under-Graduate Academic Committee (Institute-level):

- a) The General Secretary, Academics (BS-MS) shall be a member of Institute-level UGAC.
- b) The General Secretary, Academics (BS-MS) is expected to attend all institute level UGAC meetings.
- c) The General Secretary, with the help of Departmental Student Representative to the DoAA shall inform the Convener, UGAC about issues students want to put forward in the Senate.
- d) The General Secretary shall provide feedback regarding course structure and other matters related to academics.
- e) The General Secretary, Academics (PhD and Int.PhD) may consult the Institute-level UGAC convener for PhD course work and matters pertaining to Int.PhD work and exams.

Post-Graduate Academic Committee (Institute-level):

- a) The General Secretary, Academics (Int.PhD and PhD) shall be members of the Institute-level PGAC.
- b) The General Secretaries are expected to attend all institute-level PGAC meetings.
- c) Any problem faced by research scholars and Int.PhD students may be raised in PGAC meetings. Request for any new policy formulation and/or modification of existing policies may also be placed in PGAC.

5.1.5 Clubs under the Academic Committee

The following clubs shall be under the Academic Committee:

- a) Science Club

5.1.6 Other Activities under the Academic Committee

The Academic General Secretaries shall be members of the following institute-level committees:

- a) Alumni Cell
- b) Placement Cell
- c) Website & Server Management Cell
- d) Outreach activity Cell
- e) Central Computing Committee

5.2 Hostel & Transportation Committee

The Hostel & Transportation Committee shall be represented on the Student Council by the General Secretaries.

Composition:

1. General Secretaries, Hostel & Transportation.
2. Wing Representatives from all hostels/halls.
3. Coordinators, Students Alumni Relations Cell (SARC) – 5 (1 from each department)

5.2.1 Functions

- a) The functions of the Hostel & Transportation Committee include discussion on all matters pertaining to hostel affairs, maintenance and development of hostel infrastructure in the institute.
- b) After discussion, the General Secretaries of the Hostel & Transportation Committee shall place the agendas in front of the Student Council.
- c) The Hostel & Transportation Committee meetings shall be convened by the General Secretaries of Hostels with a minimum periodicity of at least once a month; any of the members can request for a meeting. Presence of Wardens, Chief Warden and Dean of Students in the meetings is appreciated.
- d) Meetings regarding formulation of hostel rules and regulations shall mandate the presence of at least two of the General Secretaries, Hostel & Transportation.
- e) Wing representatives shall be answerable to the General Secretaries, Hostel & Transportation.
- f) Meetings regarding maintenance issues may include authorities from Estate Office, Electrical Maintenance Unit and Public Health Office and should be conducted at least once a semester.
- g) **Students Alumni Relation Cell (SARC):** The Student Alumni Relation Cell shall be constituted by the Hostel & Transportation Committee. This cell shall maintain files with the contacts of the students leaving the Institute in coordination with DoSA's and DoAA's office. The contact details should contain address for the place they are headed to for pursuing higher studies/other career options. SARC should have members from BS/MS, Int.PhD and PhD.
- h) Detailed guidelines about hostels can be found in on the intranet (Guidelines/Rules/Minutes under DoSA section) as well as Appendix – II.

5.3 Cultural Affairs Committee

The Cultural Affairs Committee shall be represented on the Student Council by the General Secretaries.

Composition:

- ❖ General Secretaries, Cultural Affairs
- ❖ Arts Club Office Bearers
- ❖ Dance Club Office Bearers
- ❖ Dramatics Club Office Bearers
- ❖ Literary Club Office Bearers
- ❖ Movie Club Office Bearers
- ❖ Music Club Office Bearers
- ❖ Nature Club Office Bearers
- ❖ Photography Club Office Bearers
- ❖ SPIC MACAY Office Bearers

5.3.1 Functions

- a) The Cultural Affairs Committee shall co-ordinate all activities of the clubs under this group and shall draw up the program of all cultural activities on the basis of the proposals submitted by respective members.
- b) The General Secretaries shall prepare an Events Calendar based on the proposals submitted by the respective clubs. They shall also recommend the budget for the various clubs required to successfully organize events.
- c) The club office bearers shall be in charge of their respective spheres and objectives under their purview.
- d) Clubs under the Cultural Affairs Committee shall be answerable to the General Secretaries, Cultural Affairs.
- e) The Cultural Affairs Committee shall regularly review the progress of cultural events in the light of the proposals made and shall offer suggestions to and modify the plan of individual secretaries, to meet the objectives of SAC.
- f) The Cultural Affairs Committee shall take all the decisions by consensus. However, in the event of the issue discussed being contentious, the decision shall be put to vote and arrived at on the basis of a simple majority. The minutes of all meetings shall be forwarded to the SAC for information and approval.

5.3.2 INQUIVESTA

Inquivesta is the annual fest of IISER-Kolkata. The fest organizing committee is a subcommittee under the Cultural Affairs Committee of the Student Council

- a) The Fest Organizing Committee (from now on will be referred to as the Inquivesta Core Committee or just the Core Committee) shall be composed of heads of various departments required to run the fest. The various departments are given below:
- i. Sponsorship Management
 - ii. Public Relations
 - iii. Web Designing
 - iv. Media Designing
 - v. Arena Management
 - vi. Hospitality
 - vii. Finance Management

In addition to these categories, the Core Committee shall consist of an Events Coordinator and an overall Fest Coordinator.

- b) The Core Committee shall work in tandem with other sub-committees and clubs in the institute to ensure the success of the fest.
- c) Elections shall be conducted by the Student Council for the posts of the Fest Coordinator, Events Coordinator & 5 members of the Core Committee. Post-elections, the elected office-bearers shall select the other members to the Core Committee. Selection of the every member onto the Core Committee shall be justified by the Fest Coordinator to the Student Council.
- d) The total number of members on the Core Committee shall not exceed 20.
- e) The elected and selected candidates shall choose their departments and it shall be submitted in writing to the Student Council for ratification, no later than 3 days after the formation of the Core Committee.
- f) The Fest & Event Coordinators shall be answerable to Student Council & SAC regarding the organization of the fest in general and functioning of the Core Committee in particular.
- g) The Core Committee in general and the Events Coordinator in particular shall select the event organizers for various events in a systematic, open and fair manner. It is advisable that a written record is maintained regarding the selection of event organizers.
- h) The event organizers are answerable to the Events Coordinator & Fest Coordinator.
- i) The Core Committee shall hold regular meetings and it is advisable that the minutes of all official meetings are forwarded to Student Council for their perusal.
- j) The Student Council shall serve as an Advisory Body to the Core Committee. Members of the previous Core Committee can be invited, if necessary, for meetings between Student Council & the Core Committee.

5.4 Games and Sports Committee

Composition:

- ❖ General Secretaries, Games and Sports
- ❖ Athletics Club Office Bearers
- ❖ Badminton Club Office Bearers
- ❖ Basketball Club Office Bearers
- ❖ Chess Club Office Bearers
- ❖ Cricket Club Office Bearers
- ❖ Football Club Office Bearers
- ❖ Table Tennis Club Office Bearers
- ❖ Volleyball Club Office Bearers

5.4.1 Functions

- a) The Games and Sports Committee shall co-ordinate all activities of the various clubs under this group and shall draw up the program of all sports activities on the proposals submitted by the respective members of this committee. It shall recommend the Sports Budget, which shall include items for purchase, to the Dean of Students.
- b) The General Secretaries, Games and Sports shall coordinate activities of individual clubs in all matters concerning sports activities of the institute and shall brief the Dean of Students from time to time. An Events Calendar shall be prepared based on the proposals made by the various clubs and submitted to the Dean of Students, every semester.
- c) The Games and Sports Committee shall, from time to time, review the progress of games and sports events in light of proposals made, and shall offer suggestions to and modify (if necessary) plans of individuals clubs, to meet the objectives of the SAC.
- d) Games and Sports committee will be responsible for coordinating and hosting Inter IISER Sports Meet (IISM).

5.5 Food, Health & Hygiene Committee

The Food, Health & Hygiene Committee shall be represented on the Student Council by the General Secretaries.

Composition:

- ❖ Convener, Hostel-cum-Mess Committee (HMC)
- ❖ Chief Warden
- ❖ General Secretaries, Food, Health & Hygiene Committee
- ❖ Members of the Students Mess Committee
- ❖ Mess Manager – Invited Member

5.5.1 Functions

- a) The functions of the Food, Health & Hygiene Committee include discussion on all matters pertaining to mess facility in the hostels.
- b) The Food, Health & Hygiene Committee shall review suggestions and feedback by the student community and authorities and act accordingly to improve the quality of food and services provided in the Mess.
- c) Student Mess Committee shall make recommendations regarding services provided, requirement of staff and other issues to the Food, Health & Hygiene Committee, which shall be communicated to the Student Council & SAC.
- d) The meetings shall be convened by the General Secretaries, Food, Health & Hygiene Committee with a minimum periodicity of at least once a month. The presence of Faculty Convener, Hostel-cum-Mess Committee in the meetings is appreciated.
- e) The minutes of all meetings shall be conveyed to the Faculty Convener for necessary action.
- f) The members of the subsequent SMC shall be selected by the members of the incumbent SMC and General Secretaries, Food, Health & Hygiene, in consultation with the Dean of Students & Convener, Hostel-cum-Mess Committee.
- g) The General Secretaries, along with the members of the SMC shall convene at least 2 meetings of the HMC every semester. Presence of the Convener (HMC), DoSA and Chief Warden in these meetings is appreciated. Presence of at least 1 General Secretary and 2 members of SMC is mandated in these meetings.
- h) The General Secretaries shall convene at least 2 meetings per semester to discuss medical-related issues. Presence of Faculty-in-Charge (FIC), Medical Unit and DoSA, along with that of higher authorities (Registrar, Director) is mandated.
- i) The SMC shall be composed of 12 members who shall be in-charge of the functioning of the Mess. Of the 12 members, 6 shall be from BS-MS, 3 from Int.PhD & 3 from PhD streams.

6 ELECTIONS

The essence of a democratic system lies in the election of representatives who address the issues of the electorate. The beauty lies in the fact that the electorate can choose whether to give their representatives another term in office depending on their performance. This feedback keeps the system in check and ensures that those in office justify their election. Election to the Student Council and to other clubs & committees shall be based on the principle of “**one-person-one-vote**”. Votes shall be cast as **secret ballot**.

6.1 Elections of the Student Council

6.1.1 General Guidelines

- a) The Student Council has a term of one year, generally, from the September 15th of the ensuing year till the September 15th of the next year.
- b) Elections shall be held in the last week of August or the first week of September, to ensure a sufficient time window for a smooth transition of power.
- c) Prior to the elections, an in-house appreciation of members of the Student Council shall take place. **Office bearers who fail to get appreciated for their tenure in office shall not be eligible to contest ANY election or hold any office for a period of 1 year.**
- d) An Election Commission (EC) shall be constituted by the Dean of Students, in consultation with the Director for conducting the elections. The EC shall be headed by a nominated Chief Election Officer (CEO). The EC can frame and enforce its own rules & regulations during the election period.
- e) The EC shall be responsible for imposing a **Model Code of Conduct** from the time the nominations are called for, till the elections are successfully conducted. Decision of CEO on all electoral matters shall be final & binding.
- f) The incumbent Student Council shall assist in the process of elections.
- g) Filing of nominations shall begin two weeks before the date of polling and close one week before the date of polling.
- h) The incumbent Student Council shall provide all nominees an opportunity to share their manifesto with the student community through an interactive session.
- i) The Student Council has 15 elected positions – 3 General Secretaries for each of the 5 Central Committees.
- j) The electorate for each of the BS-MS General Secretaries shall be composed of all students enrolled for the BS-MS program. Students of the 1st, 2nd and 3rd Year Int.PhD shall be eligible to vote for electing the General Secretaries from Int.PhD. Students belonging to 4th Year Int.PhD onwards & the PhD program shall be eligible to vote for electing the General Secretaries from PhD.
- k) In the course of the election, the nominee securing the highest number of votes shall be declared elected. In the event of there being only one nominee for a position, the nominee shall be elected unopposed. In case of a tie, the CEO shall call for a re-election on a different date.
- l) In case of suspension/impeachment/resignation of an office bearer, the Student Council shall call for re-elections, depending on the duration of the remainder of the term.
- m) Members of the previous Student Council shall be constituted into an Advisory Board to provide guidance and assistance to the incumbent Student Council, if and when necessary.

6.1.2 Eligibility Criteria

- a) Only those students who shall be in the institute until the completion of the term in office are eligible to contest.
- b) **It is appreciated that nominees gain experience by serving as an office bearer of any one of the clubs or sub-committees before contesting to be a General Secretary in the Student Council.**
- c) No student can contest for more than one position in the Student Council.
- d) No student under academic probation shall be eligible to contest.
- e) No student with a CGPA ≤ 6.00 and/or an active backlog (F in any credited course) shall be eligible to contest.
- f) No student under disciplinary probation shall be eligible to contest for a period of two years.
- g) Office bearers of the previous term can seek re-election, provided they have not been de-appreciated for their term in office.

6.2 Elections of Class Representatives & Departmental Representatives

The elections of Class Representatives & Departmental Representatives shall be held with the elections of the Student Council.

6.2.1 General Guidelines

- a) 1st year BS-MS students shall elect 1 male & 1 female Class Representative.
- b) 2nd year BS-MS students shall elect 1 male & 1 female Class Representative.
- c) From 3rd year BS-MS onwards, students belonging to different departments shall elect one Class Representative.
- d) Students belonging to different departments of Int.PhD & PhD shall elect one Class Representative.
[In the event of lack of nominations for Class or Department Representatives, the Chairperson of the Department shall nominate a student for the position.]**

6.2.2 Eligibility Criteria

- a) Only those students who shall be in the institute until the completion of the term in office are eligible to contest.
- b) No student under academic probation shall be eligible to contest.
- c) No student with a CGPA ≤ 6.00 and/or an active backlog (F in any credited course) shall be eligible to contest.
- d) No student under disciplinary probation shall be eligible to contest for a period of two years.
- e) Office bearers of the previous term can seek re-election, provided they have not been de-appreciated for their term in office.

6.3 Elections of Club Office Bearers

Each club shall have three office bearers – a Secretary, a Treasurer & a Convener. They shall divide the responsibilities among themselves to ensure the smooth functioning of the club. A student can be an office bearer of **ONLY ONE CLUB** or/and **ONE SUB-COMMITTEE** (Inquivesta, SMC) at a time.

6.3.1 Guidelines

- a) The elections for club office-bearers shall be conducted in the month of March/April by the Student Council during the General Body Meeting (GBM) of the club.
- b) It is mandatory that 20 or 2/3 of the registered club members (whichever is lower) be present for the election to be conducted.**
- c) It is mandated that at least 1 General Secretary of the Central Committee to which the club belongs to, be present to carry out electoral modalities.
- d) It is mandated that at least 1/3 of the total members of the Student Council be present during the GBM.
- e) Prior to the election of the new set of office bearers, the incumbent office bearers shall present an annual report which shall include an overview of activities conducted & guidelines for subsequent office bearers.
- f) Members of the club shall appreciate the incumbent office bearers. Office bearers who fail to get appreciated for their tenure in office shall not be eligible to contest ANY election or hold any office for a period of 1 year.**
- g) Only those who have been members of the club for a minimum period of six months prior to the election shall be eligible to cast vote.
- h) Nominees shall share their manifesto and appeal to the members of the club to cast votes in their favor.
- i) Appreciation as well as election shall take place by secret ballot, unless otherwise specified.

6.3.2 Eligibility Criteria

- a) Only those students who have been members of the club for a minimum period of six months prior to the election shall be eligible to contest.
- b) Only those students who shall be in the institute until the completion of the term in office are eligible to contest.
- c) No student under academic probation shall be eligible to contest.
- d) No student with a CGPA ≤ 6.00 and/or an active backlog (F in any credited course) shall be eligible to contest.
- e) No student under disciplinary probation shall be eligible to contest for a period of two years.
- f) Office bearers of the previous term can seek re-election, provided they have not been de-appreciated for their term in office.

6.4 Election & Selection of the Inquivesta Core Committee

6.4.1 Guidelines

- a) The elections for Inquivesta Core Committee shall be conducted once the Core Committee of the previous edition submits its report. It is advised that the election of the Core Committee take place before the summer break.

However, under special circumstances, if the election takes place after the summer break, the following points need to be kept in mind:

- a) Students need to be in their 2nd year or above in the respective streams (BS-MS, Int.PhD and Research Scholars) to file candidature.
 - b) The electorate shall also be composed of students belonging to 2nd year or above in the respective streams (BS-MS, Int.PhD and Research Scholars).
- b) The Elections shall be conducted by the Student Council.

6.4.2 Election Criteria

- a) No candidate under Disciplinary or Academic probation shall be eligible to contest elections. The same applies for members who are selected onto the Core Committee.
- b) It is advised that candidates with a GPA ≤ 6.00 do not file candidature for the elections. The same applies for members who are selected onto the Core Committee.

Any candidate who is found guilty of malpractice during any of the above mentioned elections shall be debarred from contesting elections & being part of the Core Committee. Disciplinary hearing maybe initiated, if deemed necessary by Student Council & Dean of Students. Such candidates shall not be eligible to contest any election for a period of two years.

6.5 Model Code of Conduct

This Code of Conduct is a collection of some expected behaviors and restrictions that must be followed by all candidates standing in the elections. These guidelines come into effect once the announcement of the election is made till the announcement of the results. Violation of these norms will attract punitive actions from the Election Commissioners ranging from cancellation of candidature to prohibition from participating in future elections.

- a) No candidate shall indulge in any activity which may aggravate or create mutual hatred or cause tension between different castes and communities – religious, linguistic, etc.
- b) Criticism of other candidates, when made, shall be confined to their policies and programs. Candidates shall refrain from criticism of all aspects of private life, not connected with public activities. Criticism of other candidates based on unverified allegations or distortion must be avoided.
- c) There shall be no appeal to caste, regional and communal feelings for securing votes. Lecture halls, CC or any other place on the college campus shall not be used as a forum for election propaganda. No rallies and public meetings shall be held. A proper platform for putting candidate's uniqueness will be provided by the Election Commission (if demanded).
- d) All candidates must scrupulously avoid all activities which are "corrupt practices", such as bribing of voters, intimidation of voters, impersonation of voters, provision of transport and conveyance of voters to and from the polling station. Candidates are asked not to arrange any parties or treats as long as the code of conduct is in effect.
- e) The right of every individual for peaceful and undisturbed personal life shall be respected, however much the candidates may resent that individual's opinions or activities.
- f) No candidate shall permit himself/herself or his/her supporters to make use of any college building, compound wall etc., for suspending banners, pasting notices, writing slogans etc.
- g) Candidates shall ensure that their supporters do not indulge in any kind of fighting with the other candidates and their supporters. Candidate would be held responsible for the same.
- h) Use of electronic mail for election propaganda is strictly prohibited.
- i) Any notification or announcement for cultural and sports events or prize distribution and thanks-giving ceremonies must not be placed in this duration.
- j) Election or your candidature cannot be given as an excuse to miss classes, lectures or labs.
- k) For issues which have not been foreseen in this section, the decision taken by the Dean of Students shall be final and binding.

6.6 Censure Motion, Motion of No-Confidence & Impeachment

It is natural that in any elected body differences of opinion should arise on various issues. However, if the situation reaches a point where these differences are irreconcilable, the functioning of the elected governing body might be hampered, which is not in the best interests of the institute.

Under those circumstances, the following procedures might be adopted:

- a) **Censure Motion:** If the members of a governing body/club/committee deem that one of the members on the body is no longer fit to hold that position, they may pass a censure motion against that office-bearer.

Upon passing of the censure motion, the individuals passing the motion and the individual against whom the motion is being passed shall be asked to present their cases in front of the rest of the club/committee. The proceedings shall be held in presence of the members of Student Council. A censure motion does not require the person against who the motion has been passed, to step-down.

- b) **Motion of No-Confidence:** If the members of a governing body/club/committee deem that one of the members on the body is no longer fit to continue in the position, they may pass a motion of no-confidence against that office-bearer.

Upon passing of the no-confidence motion, the member against who the motion is passed is required to prove a majority, with majority of the members voting for his/her continuation in the club/committee. In the event of the person being unable to get the required number of votes, he/ she shall respectfully resign from office with immediate effect. The proceedings shall be held in the presence of the members of Student Council.

- c) **Impeachment:** If an office-bearer is found to be falling short in some respect, failing to carry-out responsibilities and obligations or making decisions that might hamper the functioning of the club/committee, he/she may be impeached from the position. The proceedings for impeachment can be initiated only by Student Council or higher body. **An impeached individual shall be barred from contesting ANY elections or holding any office for the next two years.**

7 FINANCES

- a) The total funds of the SAC shall comprise of:
 - i. Contributions made by students as annual SAC fees
 - ii. Regular contribution made by the Institute based on the SAC budget.
 - iii. Funds from other sources such as sale of tickets, sponsorship.
- b) The total funds available under (a) and (b) in the above point shall be determined by every Senate as per the Budget scheme in effect at the time of the adoption of this Constitution, as per the decision of the Board of Governors of the Institute.
- c) All fees payable by the students towards SAC shall be collected centrally by the Cashier of the Institute. Information regarding the total amount available for SAC shall be sent by the Institute Cashier to the DoSA and Chief Warden. A book keeping is required for formal receipt of the money by any SAC/ Institute officials to be used for SAC purposes. This log book would be counter signed by the Chief Warden and/or the DoSA for the release of money. Detailed breakup of the expenditure made along with the copy of the bills should be submitted to DoSA's office for file keeping apart from submission to the Institute finance.
- d) It is a mandate to have party bills submitted for payment and the payment shall be made directly to the vendor/supplier.
- e) The rules and procedures of the SAC pertaining to Finances shall be coordinated by the SAC purchase committee and Institute purchase guideline has to be followed in cases where no specific rule has been made by the DoSA for a certain kind of purchase. **It is mandatory to have a panel of suppliers for each specific class of items required by the SAC.** These suppliers will supply on credit, based on proper purchase authorization and payment will be made to them directly through Institute Finance office.
- f) Finance Committee shall finalize the budget on the recommendation and requirements of various clubs/councils/committees and shall present to the Senate for ratification.
- g) In the budget of the Student Council, separate heads are to be made for various club activities, other major expenses and estimates of miscellaneous expenses.
- h) Estimated income from all sources should be shown in the Budget at the beginning of the semester.
- i) Only the Senate shall pass the Annual Budget, and only the Senate shall make any adjustment to the Budget.
- j) Normally, no budget head should overshoot. However, if reallocation of funds is essential, DoSA and Chief Warden shall obtain the permission from the competent authority and notify the Student Council.
- k) The purchase committee of the SAC shall submit regular reports (at least one in three months) on the status of the SAC Finances.
- l) The expenditure of SAC shall be mostly guided by the funds available to SAC.

- m) Accounts for any expenditure should be submitted within 15 days of the expenditure made.
- n) Payment for any bill shall be made only after the same has been verified for payment by the concerned executive. However, no bill/voucher will be accepted as valid and adjusted for unless scrutinized and accepted as proper, as per rules of the Institute purchase policy.
- o) Accounts for all expenditure made from the SAC funds shall be maintained by the Dean of Students Office.
- p) The Senate shall take disciplinary action against any person(s) against whom a case of gross financial mismanagement/misappropriation has been reported and accepted as true after the concerned person(s) has (have) been given adequate opportunity to defend himself/herself (themselves). The decision shall be referred to the Director/Dean of Students for implementation.
- q) Proceedings initiated by one Student Council and not completed during its term shall be continued by the next Student Council, possibly after re-appraisal of the issue as a result of which the new Student Council may extend time limit for clearance of outstanding amounts.
- r) If the Finance Committee of a particular year fails to point out cases of gross financial mismanagement/misappropriation of funds which are subsequently discovered by the succeeding Purchase Committee, then disciplinary action will be initiated against the Purchase Committee members of the previous term.
- s) The Purchase Committee will present its final report before the joint session of the Senate. This report must include a balance sheet of income & expenditure, any exceptional expenditure, justification (if needed) and recommended action.
- t) Written annual report of the purchase committee, checked by the audit, should be circulated to the students through the Student Council.

NOTE: For individual purchase/expenditure of more than Rs.15, 000/-, as per the institute guidelines, it is mandatory to submit quotations from a minimum of 3 suppliers/vendors/providers before finalizing the purchase.

8 GENERAL RULES & GUIDELINES

- ❖ An official Certificate of Recognition from the Dean of Students shall be awarded only to selected members of the Student Council posts for outstanding performance.
- ❖ It is preferable that the Student Council provide an events calendar before the beginning of the Semester which will be merged with the academic calendar upon verification and ratification by Dean of Students & Dean of Academics office. However, under certain situations, dates of events can be shifted by the clubs in consultation with the concerned General Secretaries and Dean of Students.
- ❖ Being an Institute of National Importance (INI) under MHRD of the Government of India, the institute shall not uphold or discriminate against festivities & celebrations of any religion. However, if the student community willingly wishes to celebrate any festival without hurting the sentiments of fellow students, the institute, through SAC, shall provide necessary logistical support.
- ❖ Events organized by the student community for fellow students like Fresher's Party, Farewell, DJ Night, New Year and the like shall be provided with the necessary logistical support [permission for using campus premises, A/V support, if deemed necessary] by the Institute through SAC. However, the students organizing such events shall be held responsible, should any untoward event occur.
- ❖ Unless institute finances are involved (apart from those sanctioned in the club/committee budget), clubs may make propositions to conduct events 1 week prior to the event. Permission shall be granted based on availability of venue and provided that no two club events are coinciding. The General Secretaries are empowered to authorize clubs to conduct events. However, all correspondence shall be copied to Dean of Students. The Dean of Students and/or other authorities involved shall raise objections, if any, at this stage, before the event is announced to the student community.
- ❖ For events involving institute finances (apart from those sanctioned in the club/committee budget), an intimation needs to be provided 15 days prior to the event. In certain situations, requests may be considered, based on the discretion of the Student Council & Dean of Students.
- ❖ Any hostel-based event shall be in consultation with and permitted by Chief Warden. General Secretaries are empowered to authorize such events. However, all correspondence should be copied to Chief Warden & Dean of Students. The Chief Warden &/or Dean of Students shall raise objections, if any, at this stage, before the event is announced to the student community.
- ❖ Club/Committee office bearers, upon election in the month of March/April, shall propose a budget in presence of the Student Council, Dean of Students & other invited members. A committee comprising of the concerned General Secretaries, Dean of Students & other invited members shall deliberate & discuss over the proposed budget before sanctioning it. These procedures shall be completed before the summer vacation or before the announcement of elections for the subsequent Student Council, at the latest. **IT IS MANDATORY THAT AT LEAST ONE GENERAL SECRETARY OF THE CONCERNED CENTRAL COMMITTEE BE PRESENT IN ALL MEETINGS PERTAINING TO THE BUDGET OF CLUBS.**

Violation of any of the principles laid down in the Constitution of the Student Affairs Council of IISER Kolkata by any individual – faculty or student – warrants that a public hearing be initiated against the concerned individual. If proven guilty, the concerned individual shall be required to tender an apology to everybody in the IISER Kolkata community, using the institute mailing facility.

Appendix - I

Mass Email Approval Policies and Procedures:

Definition

Mass email, by definition, is any unsolicited email sent quickly, in large quantities and is recognized as an efficient, cost-effective, and environment-friendly use of technology for facilitating communication within the IISER Kolkata community. Mass email messages can be sent to a mailing list email addresses or a pre-defined target group. Mass emails, however, also have a high potential for misuse. In order to enable proper use of the system and to facilitate the functioning of the institute, the following authorizations and approvals are necessary for sending bulk email.

Authorizations and Approvals

Authorization to send bulk email is automatically granted in the following three cases:

1. **Local Authority:** Academic Department Chairpersons are authorized to send messages to their students, faculty, or staff, without any further approvals.
2. **Official Institute Announcements:** Certain administrative departments that need to make periodic announcements to members of the IISER Kolkata community are granted authority to send mass email for matters of institute business. The following offices have been granted this authority.

	Authorized Offices
For Students: Target Groups (Institute-wide)	Office of the Director, Office of the Deans, Departmental Heads(HOD) IISER Kolkata IT Department, Office of the Registrar, Institute Health Center, Institute Security

3. **Emergency:** During an institute community-wide emergency, approval may be **bypassed**. Emergency communications are coordinated by Institute Security Officer and the Directors Office or Health Center.

****Students are not allowed to send bulk emails to faculty or staff mailing groups. All such emails need to go through Dean of Students. Violation of the aforementioned rules may call for disciplinary action.**

Appendix – II

IISER KOLKATA HOSTELS

Rules and Regulations for Students

NOTE: Appendix – II shall be updated from time-to-time, in line with the reviewing of IISER-Kolkata Hostel Rules & Guidelines by the authorities.

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PART II: REGULATIONS

Chapter 1: HOSTEL LEAVE RULES

1.1: Leave rules BS-MS 1st -4th year +Int.PhD 1st year

1.2: Leave rules BS-MS 5th year +Int.PhD 2nd year (onward) + all MR + all PhD

1.3: Late Permission

1.4: Lab overstay

1.5: Enforcement

1.6: Fines

1.7: Risk of Non-Compliance

Chapter 2: LOCKS

2.1: Loss of Keys

Chapter 3: COOKING

Chapter 4: SMOKING

4.1: No Sale

4.2: Reporting

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4.4: Implementation of Fine

Chapter 5: DRINKING (Alcohol)

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Chapter 6: PETS

Chapter 7: DEFACING OF HOSTEL PROPERTY

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PART III: RULES

Chapter 9: VISITORS

9.1: Procedure to be followed w.r.t visitors

9.2: Girl's Hostel

9.3: Boy's Hostel

9.4: Newspaper vendor

Chapter 10: DJ NIGHTS

Chapter 11: COMMON ACTIVITY ROOM

11.1: Permission for using Common area for mass scale function

11.2: Access to Mess

Chapter 12: ROOFS & TERRACE

Chapter 13: RELIGIOUS CELEBRATIONS

Chapter 14: GAME & SPORTS TIMINGS

Chapter 15: JURISDICTION OUTSIDE HOSTELS

PART IV: GUIDELINES

- 1. Change of room**
- 2. Cleaning of room**
- 3. Cleanliness of common area and surroundings**
- 4. Maintenance of Hostel property & Repair request mechanism**
- 5. Promoting Fraternity**
- 6. Medical facility and Medical Emergency**
- 7. Security**

PART V: Annexures

Annexure 1: Fines

Annexure 2: Grievance Redressal Mechanism

PART I: INTRODUCTION

Students shall follow the Guidelines for Student Conduct in IISER Kolkata. These Hostel Rules and Regulations of IISER - Kolkata are available on the Intranet.

* The Dean of Academic Affairs is the custodian of the students' academic matters, and the Dean of Students' Affairs is the custodian of the students' extra-curricular activities and campus life. The Chief Warden is the custodian of all hostel related matters of all hostels in the Institute. The Wardens of the individual Hostels are the custodians of the students' in the respective Hostels.

* For any hostel-related matter the student should contact the Attendants, Assistant Wardens, and the Wardens. (Refer Annexure-2)

* For any hostel-related issue/emergency, in the absence of Wardens or the Chief Warden, the decision of the Security or the Hostel Staff (Attendants or Assistant Wardens) is final, and must be obeyed by all students during the existence of that issue/emergency.

PART II: REGULATIONS

Chapter 1: HOSTEL LEAVE RULES

IISER Kolkata, a MHRD Institute of National Importance, consists of a fully residential campus. All students in this campus should stay in Hostels as full-time boarders. *[Although the construction of new Hostels and Students' facilities in the campus is in full swing, there has not been arrangement of enough space for all students yet. The Institute is expediting efforts to build adequate hostels for all students taking into account the future projection of student strength.]*

(1.1) The following tables explain the Leave Rules for students in Hostels For BS-MS 1st-4th year, and Int.PhD 1st year students:

Sl. No	Declared Vacation Period/ Semester	Duration	Destination	Mechanism to be followed Before leaving
1	Vacation	Any	Home	Fill leave Form
2	Vacation	<1 day (no night stay beyond 12pm outside hostel)	Kolkata area	No
3	Vacation	>1 day (night stay outside Hostel)	Not Home	Fill leave Form
4	Semester	Weekend (Fri 6pm-Mon 8am)	Home	No
5	Semester	<1 day (no night stay beyond 12pm outside hostel)	Kolkata area	No
6	Semester	Weekdays >1 day (night stay outside hostel)	Any	Leave form + Application by email to DoAA

(1.2) For BS-MS 5th year, all MR, Int.PhD (2nd year onwards), and all PhD students:

Sl. No.	Declared Vacation Period/ Semester	Duration	Destination	Mechanism to be followed Before leaving
1	All Year	Weekend (Fri 6pm-Mon 8am)	Home	No
2	All Year	Working Day	Any	Advisor permission + Fill the out register at security desk
3	All Year	Holiday	Any	Fill leave Form

Note 1: Declared Vacation Period: Summer (between Spring and Autumn semesters), Winter (between Autumn and Spring semesters), Autumn Break (as declared), Spring Break (as declared).

(1.3) Late permission

In exceptional cases, if a student fails to comply with the above provision, he/she must e-mail (preferred)/SMS the Warden, Assistant Warden, and the Chief Security Officer the details of his/her stay outside campus as soon as possible. This will be accepted only as an exception, and may not be repeated.

(1.4) Lab overstay

In case of a lab overstay beyond 12 midnight by a student, he/she must sign in the LOG REGISTER with the nearby security desk by 12 pm that night.

(1.5) Enforcement

Students are requested to cooperate during regular checks of Hostel rooms (mostly from the outside, but, if required, including the inside too) by the Hostel staff to help enforce the Leave Rules. However access by the authority to any student's room in his absence will be restricted except in unavoidable circumstances.

(Note: Unavoidable Circumstances include fire and on fan/light)

(1.6) Fines

Fines for violating the leave rules will be as per Appendix 2

(1.7) Risk of non-compliance

The Institute will not be responsible for non-compliance of rules of Hostels such as leaving hostel without intimation and/or permission by a boarder. In such a case, the Institute might not be in a position to help the student against any harm which, god forbid, may occur to him/her during his/her stay outside the campus

(Note 1: The weekend allowance (Case 4 for BS-MS, Case 1 for PhD) will be revisited soon after seeing the response from the students. The local students are strongly discouraged to leave hostels and visit their homes just each and every weekend. The Wardens will request the Institute to arrange for buses to make a day visit to Kolkata (or other attractions) on various weekend days.

Note 2: The students need to appreciate the general philosophy behind urging them to stay in the Hostels as much as possible, and not to visit home at each and every opportunity. IISER Kolkata is a national institute with a cosmopolitan demography. Many students are from distant states and cannot go home every weekend. As a national institute, IISER Kolkata has a responsibility to inculcate an atmosphere of fairness, and encourage the students to become independent of their home environment. Weekends and holidays are the time best suited to organize extra-curricular activities which promote friendship and bonding among students. The Institute, therefore, practices the Hostel Leave Rules with utmost seriousness, and expects the students to cooperate.)

Chapter 2: LOCKS

*Personal locks are not allowed for room doors for the reasons of safety and security.

*You should use the lock and key for room, almirah (the in-built lock), and table drawers (if applicable) provided by the Institute.

*You may buy a new lock and keys by yourself (for the external lock of the almirah)

*When leaving station during vacation, leave all the keys (except almirah keys) with the Security Desk.

(2.1) Loss of keys

(1) If you lose the door lock/key:

You have to provide a new lock of Godrej company and submit the copy of key to the security or pay a fine for the actual cost of the lock and keys (between Rs. 300-500) to the institute, who will take the responsibility of the replacement of the lock and keys.

(2) If you lose the key for almirah/study table,

Institute will take the responsibility of the key replacement (for in-built lock) and you have to pay a fine of Rs.500 (for in-built lock).

Chapter 3: COOKING

Cooking inside the Hostel rooms is strictly prohibited. If evidence of cooking, including the presence of electrical appliances/gadgets for cooking purpose like Induction cook-tops, Heaters, Microwave Ovens, and Electric Kettles, is found, then, in addition to the confiscation of appliances and fine will be imposed as per appendix 2.

(Exception 1: However, a sufficient number of machines to dispense hot water will be procured in due time. Until then, only small electric kettles to prepare only hot waters will be allowed in hostel rooms.

(Exception 2: Cooking appliances which are not provided by the institute are allowed but on the condition that they will be used in the common room.)

Chapter 4: SMOKING

IISER Kolkata, being an Educational Institution, is a public place within which smoking is prohibited.

(4.1) Fine

Fine as per appendix 2 will be imposed if found smoking in the Hostels or within 20 feet of them, whenever reported. Warden's decision will be final.

(4.2) No sale

Sale or buy of tobacco products and cigarettes within 100 yards of the Hostel premises is prohibited.

(4.3) Reporting

Students and IISER community are strongly encouraged to report (verbal/written) any incident of smoking (live smoking, smell of smoking from inside a room/area etc.) to Attendants/ Assistant Wardens/ Wardens. Anonymity will be strictly maintained.

(4.4) Implementation of fine

For a faculty, DOFA will be intimated and the faculty will honor the fine imposed by the Chief Warden. For a staff (permanent/contractual/casual/daily/students mess etc.) the Registrar/respective section Head/Deans, for construction site workers the company through the Institute Engineer, and for visitors the host will be intimated. The staff, company, and the host will honour the fine imposed by the Chief Warden. The fined person will pay cash to the Assistant Warden against a receipt from the Money Receipt Book.

Chapter 5: DRINKING (ALCOHOL)

Drinking and storing of alcoholic beverages within the Hostels and its premises is prohibited. Following guidelines will be followed:

(5.1) Reporting

Anonymous reporting (verbal/ written) of drinking incidents and reporting of storage of bottles of alcoholic beverages in common fridges to Attendants/ Assistant Wardens/ Wardens is encouraged. The boarders are strongly advised not to take advantage of fellow-feeling of friends who do not report for the sake of good relationship and courtesy. The notable drinking related complaints can be:

- Disturbing others in a drunken state.
- Vomiting in public places.
- Smell of alcohol which may turn out to be obnoxious to non-drinkers.

(5.2) Fine

Fine as per Annexure 1 will be imposed if evidence of drinking is found in the Hostels or within 20 feet of them (this includes if a person is found within the same radius in an inebriated state). Warden's decision will be final. The fined student will pay cash to the Assistant Warden against a receipt from the Money Receipt Book.

Chapter 6: PETS

Fine as per Annexure 1 will be imposed if evidence of keeping pets/stray dogs/cats (which includes feeding a stray/pet dog/cat) is found in the Hostels or within 20 feet of them. If a student finds a kitten or puppy, he/she should report it to the Attendant/Assistant Warden at once.

Chapter 7: DEFACING OF HOSTEL PROPERTY

Defacing the walls and doors of any part of the Hostels with graffiti and pictures (or otherwise) which are permanent in nature is a punishable offence with fine as per Annexure 1, and repair by the resident or payment of repair/repaint cost to the Institute.

Chapter 8: FANS & LIGHTS

If fans and/or lights are found to remain turned on in a vacant room left locked by the student(s), a penalty as per Annexure 1 will be applied, and the fine will be equally divided among the roommates in that room.

PART III: RULES

Chapter 9: VISITORS

To promote fraternity among the students at the same time ensuring the safety of the students Rules regarding Visitors are supposed to be followed by every individual.

The rules are laid down taking at most care to incorporate the aspiration of every students, however if anyone has any problem they are free to consult the respective General Secretaries (Hostel) about their grievances following the proper channel as mentioned in Annexure 2.

(9.1) Procedure to be followed w.r.t visitors

Following procedure needs to be followed whenever any visitor visits your room:

Step 1: Sign-In to the log register kept at the security desk of every hostel (signature of the visitor along with the host simultaneously is mandatory, ensuring responsibility to the host for accompanying the visitor and also preventing trespassers)

Step 2: Sign-Out to the log register kept at the security desk of every hostel (signature of the visitor along with the host simultaneously is mandatory)

Format of the log register:

Sl. No.	Visitor's Name	Host's Name	Date & time (IN)	Sign Of HOST	Sign Of VISITOR	Date & time (OUT)	Sign Of HOST	Sign Of VISITOR

(9.2) Girl's Hostel

(A) BS-MS & Int.PhD (or any Students sharing room)

Female visitor will be allowed in the hostel rooms during the visiting hour i.e. 6am to 10pm. However the host must take into account the following points:

1. Procedure to be followed w.r.t visitors is followed as per 9.1 of the "IISER-Kolkata Hostel Rules and Regulations for Students"
2. A roommate reserves the right to free access to her room at all times and must not be restricted by the visitation of a guest.
3. It will be the responsibility of the host to inform her roommate, prior to the visit of any guest.

(B) PhD & Int.PhD (or any Students of Single Room):

Female visitor will be allowed in the hostel rooms during the visiting hour i.e. 6am to 10pm. However the host must take into account the following points:

1. Procedure to be followed w.r.t visitors is followed as per 9.1 of the "IISER-Kolkata Hostel Rules and Regulations for Students"

(9.2) Boy's Hostel

(A) BS-MS & Int.PhD (or any Students sharing room):- Any visitor irrespective of their gender will be allowed in the hostel rooms during the visiting hour i.e. 6am to 10pm. However the host must take into account the following points:

1. Procedure to be followed w.r.t visitors is followed as per 9.1 of the "IISER-Kolkata Hostel Rules and Regulations for Students"
2. A roommate reserves the right to free access to his room at all times and must not be restricted by the visitation of a guest.
3. It will be the responsibility of the host to inform his roommate, prior to the visit of any guest.

(B) PhD & Int.PhD (or any Students of Single Room):

Any visitor irrespective of their gender will be allowed in the hostel rooms during the visiting hour i.e. 6am to 10pm. However the host must take into account the following points:

1. Procedure to be followed w.r.t visitors is followed as per 9.1 of the "IISER-Kolkata Hostel Rules and Regulations for Students"

(9.4) NEWSPAPER Vendor

The Newspaper vendor, which will be registered to the Institute by issuing of an I-card, will be allowed for the doorstep delivery of the newspaper. He will have to Sign-In and Sign-Out during his visit. However for the Girl hostel he is supposed to drop the newspaper at the security desk of the girl's hostel.

Chapter 10: DJ NIGHTS

The DJ nights may not be organized within the Hostel premises. This should be held in any open space/outside ground in the campus with prior permission from DOSA.

Chapter 11: Common Activity Room

(11.1) Permission for using Common area for mass scale function

The permission to use common area of Hostels - generally given against recommendation of an appropriate authority (DOSA, DOAA, etc.) - needs to be taken from the Chief Warden by the students in charge of the event.

No matter who takes the permission, keeping the SAC in the loop (e. g., keeping them in the CC of an e-mail) is mandatory.

(11.2) Access to mess

The main door and all entries of the main mess dining area of hostels will be closed for students after 11:30 pm every night. Special access (such as for a late night sports event) may be given only through permission of the Chief Warden.

Chapter 12: Roofs

Roof of the B wing of NSCB and E wing of ICVS will be accessible for the students. However students are not encouraged to be present at the roof after sunset.

Girls Students can also have the access of the roof of the B wing of NSCB. However, security will lock the terrace door of B and A wing of the NSCB hostel when they go to lock the grilled doors.

Chapter 13: Religious Celebrations

Performing any puja or religious function using common area within the Hostel premises is generally discouraged. However, the Chief Warden/DOSA may grant permission in special cases, where large student participation is anticipated and/or based on his own discretion about the feasibility and importance of the Puja/function.

Chapter 14: GAMES & SPORTS TIMINGS

Sports and games are allowed till 12 AM, strictly, and that too unless it disturbs other boarders.

Game timings during exams: Sports activities within hostel premises are strongly discouraged for the following period – starting from 7 days before the first day of the exam and ending at the last day of the exam (both Mid-semester and End-semester) – whereas the absolute time limit will be 9 PM instead of 12 AM for this period.

Chapter 15: Jurisdiction outside hostel

The Chief Warden/ Wardens do not have jurisdiction over any premises outside the Hostel area. which exceeds a 20 feet distance from the hostels. The students must seek permission from DOSA and/or additional appropriate authority to use such premises.

PART IV: GUIDELINES

1) Change of Room:

Every student should occupy the room and seat allotted to him/her by the Institute. Students may not exchange rooms without permission of Wardens.

A student is responsible for all property in his/her allotted room. The student is required to report any property damage at the earliest.

2) Cleaning of Room:

Every student should keep his/her own room clean.

In general, no housekeeping support will be provided for cleaning facility in this regard. After cleaning your respective rooms please collect the garbage neatly and place it in the baskets/dustbins provided outside the rooms for collective disposal.

(Note: However sufficient number of vacuum-cleaner for cleaning of rooms will be procured in due time and will be kept in the Assistant Warden Office. Anyone issuing the same has to register in the log book and while returning it will be the duty of the security to check if it is in proper condition or not. Till then housekeeping support will be provided for cleaning facility in this regard once every fortnight.)

3) Cleanliness of common area and surroundings:

Please remember to flush the toilets and leave the wash basins clean after every use. Do not throw plastics, paper tissues or any other material into the water holes/outlets/commodore/toilets etc., as this results in clogging of the sewer as well as water lines.

Do not leave behind any disposed items like sanitary towels used/soiled tissues or dirty clothing in the wash rooms. House keeping people might find it prohibitively difficult to clean the toilet/latrines/wash room if it is found untidy in above such manners.

4) Maintenance of Hostel Property & Repair request Mechanism:

(a) Use of mosquito net hooks as clothesline/clothes hanger is discouraged, as this results in breaking of the hooks. Use the towel rack and hooks instead.

(b) Please remember not to leave power chords dangling on the floor with the respective switches on as this may result in "earthing" of the block leading to power supply disruption.

(c) Switch off all electrical power/line/gadgets when not in use. In case of any damage caused by negligent use of fire/electrical gadgets, the student(s) will be responsible to pay the cost for the repair/replacement of Institute property.

(d) Please do not displace any hostel property without permission from the Assistant Warden.

If tables and chairs are needed for birthday celebrations, e-mail with numbers should be sent to Assistant Wardens.

(e) Pay attention to the notices pertaining to the use of various appliances (Washing Machines, Microwaves, Induction Cookers etc.) in the Hostels.

(Note: However Institute will provide for the cleaning of cooking appliances on a daily basis and of the Washing Machine on Monthly basis by the cleaning staffs)

(f) Please note your complaints or request for repairs in the complaint register placed at Security Desks. They shall be attended to by competent authorities.

5) Promoting Fraternity:

(a) For a shared room, turn off the room light and turn on your personal light (table lamp) after 12 midnight. Exercise this option unless you have a mutually agreed upon time among room-mates.

(b) All students are strongly encouraged to participate in student activities in the Hostels, especially in the Hall Day of his/her hostel.

6) Medical facility and Medical Emergency:

Students are encouraged to report to the Medical Centre at once if you feel unwell for any reason.

7) Security:

(a) Keep you and your parents'/guardians' phone numbers and address up to date in the Hostel register.

(b) Cooperate with Security/Hall Attendant in repairing furniture, light fixtures or other Institute property in your room.

(c) Please complete the official formalities taking help from the Assistant Warden while leaving a hostel room permanently for any reason.

In the case the issue is urgent or unattended for long, you may approach the Hostel staff/authority through your Wing Representative (WR)/ General Secretary (Hostel).

PART V: Annexures

Annexure 1: Fines

1st Incidence of particular type → Warning

2nd Incidence of particular type → Rs 500 + 2nd Warning

3rd Incidence of particular type → Rs 1000 + 3rd Warning

4th Incidence of particular type → Disciplinary Action

The fined student shall pay cash to the Assistant Warden against a receipt from the Money Receipt Book. The decision of the Warden in consultation with the General Secretary (Hostel) shall be final).

Annexure 2: Grievance and Redressal Mechanism

In case of any grievances, students are advised to follow the following hierarchy for reporting any incident:

Aggrieved → Wing Representative → General Secretaries (Hostel) → Assistant Warden /Attendant → Warden/Chief Warden → DOSA → Director

The grievance hierarchy will be followed till the stage where grievance is resolved and will terminate there.