

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE

General Rules & Regulations of the Institute

All the students and associates affiliated to IACS have to complete mandatory registration at the time of joining. The following rules and regulations are applicable to the registered students only at IACS.

1. ON CAMPUS ACCOMMODATION

- 1.1 Limited number of accommodations within the IACS campus are available. These are provided based on certain criteria and also on the basis of need. Campus residence enables the student 24 hour access to their research and also develop a strong academic and professional interaction with other students.
- 1.2 An amount of Rs 10000.00, which may be revised from time to time, will have to be deposited as Security Deposit at the time of Admission. This is refundable after successful completion of the tenure of the PhD programme and after getting Clearance Certificate.
- 1.3 The canteen located inside the IACS campus sells meals and snacks. Students also operate the students' mess located in the Hostel for meals.
- 1.4 Parents and close relatives of the student may request for guest house facilities with prior permission from the Competent Authority, subject to availability.
- 1.5 Students may be fined for causing loss or damage of any property of the Institute including the on campus accommodation.
- 1.6 The rules concerning a boarder while staying inside the IACS residential premises are within the purview of the IACS administration and the same may be amended from time to time.

2. SCHOLARSHIP AND OTHER FINANCIAL SUPPORT FOR RESEARCH

- 2.1 The stipend of Integrated PhD students for the first two years will be Rs. 12000/-per month (or as to be declared from time to time).
- 2.2 After successful completion of the first two years an INT-PhD student gets fellowship as per prevalent rules and as declared from time to time.
- 2.3 The stipend of PhD students as Junior Research Fellow (JRF) will be as per the existing rules of the Institute (or as to be declared from time to time).
- 2.4 On successful completion of two years as JRF, on recommendation of the Progress Monitoring Committee (PMC), a JRF may be upgraded as a Senior Research Fellow (SRF) and the Fellowship may be increased as per rules of the Institute (or as to be declared from time to time) per month. Henceforth, the student will be designated as SRF for the 3rd year. The same amount of fellowship will continue for the 4th and 5th years. In the event of PMC not finding the progress / performance of the JRF, it may recommend that the student will continue as JRF with the

existing fellowship.

- 2.5 Extension of fellowship from the 3rd to 4th year and 4th to 5th year for an SRF will be on the basis of the progress report that the student will submit and on the basis of the recommendation of the PMC.
- 2.6 Int-PhD and PhD students must submit their monthly leave record duly signed by their respective supervisor or HoD or Dean (Academic & Students Affairs). Stipend will be released after receiving the attendance record latest by 25th day of the month.
- 2.7 It is expected that Fellows will have published work to continue their fellowship. This will form an important quantitative and qualitative criterion for judging the progress made by the student.
- 2.8 The Int-PhD research fellows and the JRFs should avail themselves of fellowship from any other extramural agency such as CSIR / UGC / INSPIRE / RGNF etc. if they succeed in obtaining such a fellowship.
- 2.9 Students will be paid HRA as per the prevailing rules of the GOI and other extramural funding agencies, as applicable, subject to fulfilling the criteria stipulated therein. Students receiving fellowships will be responsible for abiding by the conditions and guidelines attached therein.
- 2.10 Tuition and other statutory fee for new entrants will be applicable as and when mandated by Institute/Governing Council/Ministry/Partnering Institutes. However, the Institute charges no tuition fee at this point of time.
- 2.11 The students (JRFs & SRFs) are paid contingencies for their research expenditure. At present it is Rs. 5000/- per year for JRFs and SRFs (or an amount to be declared from time to time). This amount is paid as reimbursement of the bills submitted. The terms of utilization may be adhered to as under:
 - a. Tours undertaken within the country in the interest of research work.
 - b. Registration Fee for attending Seminars / Conferences / Workshops.
 - c. Other expenses exclusively for the purpose of research work.

The yearly amount may be utilized in a particular year or may be accumulated to be used any time during the 5-year tenure. However, the yearly utilization, duly signed by the thesis Supervisor has to be submitted by the end of each completed year. Even if the student stays beyond five years, a maximum of Rs. 25000/- may be utilized by one student. For a student staying less than 5 years, the amount will be on pro-rata basis. This will be from all sources including extramural fellowship.

- 2.12 The Institute provides adequate funding and facilities for carrying out advanced research. Other substantial expenditure involving equipment, computer resources and consumables, etc are given to the Faculty with whom the student is registered.

3. TENURE OF DOCTORAL RESEARCH

- 3.1 The total tenure as JRF plus SRF will not exceed 5 (Five) years. This will include the tenure of fellowships awarded by UGC / DST / CSIR or any other funding organization /institution. However, in view of the fact that IACS has to depend on other institutes/universities for the PhD degree, on recommendation of PMC, the tenure at present may be of 5 years + 6 months + 6 months in instances wherever it is absolutely necessary, or till getting a provisional degree certificate, whichever is earlier.
- 3.2 A student who has joined as a JRF must inform IACS if s/he has availed of any such fellowship

prior to joining IACS.

- 3.3 A Research Fellow/Associate who joins on the first day of the month, her/his tenure will be completed on the last day of the previous month. In other cases the tenure will be completed on the last day of the same month of joining the Fellowship.
- 3.4 Generally 5 year period should be sufficient for completion of the research. In rare and exceptional cases, with a recommendation of the PMC, the fellowship may be extended.

4. REGISTRATION WITH DEGREE AWARDING UNIVERSITY/INSTITUTE

PhD Research Fellows must register themselves for PhD under the respective University/Institute within two years of joining to meet the requirements of Fellowship.

5. PROGRESS MONITORING COMMITTEE (PMC)

- 5.1 A PMC for each student is to be formed after completion of 12 months as JRF and before the lapse of 18 months. Supervisors will propose the Committee in consultation with the HoDs and duly approved by the Dean (Academic and Students Affairs). The Committee will annually monitor the progress of the student and suggest any improvement that will add value to the thesis of that student.
- 5.2 On completion of first two years as JRF, a rigorous comprehensive examination will be held.
- 5.3 Next PMC meeting would be held at the end of 4th year of the PhD tenure if the progress is slow and it needs monitoring.
- 5.4 Normally, the last PMC meeting would be convened by the Supervisor for assessing the Thesis Colloquium.
- 5.5 The PMC will meet at the end of next 6 months and then again at the end of another 6 months till the student gets a provisional degree.
- 5.6 The Committees, however, can meet, if required, for sending annual reports to extramural funding agencies such as CSIR, etc.
- 5.7 Asutosh Mookherjee best thesis award will be awarded each year to the best thesis judged by a duly formed committee.

6. PUBLICATION / PATENT

Each fellow is registered with a Research Supervisor to carry out her/his doctoral thesis work. The results of a Fellow's research work may be published in standard refereed journals at the discretion of the Research Supervisor. It should be ensured that the assistance provided by the agency providing fellowship is always acknowledged in all such publications. The right to commercial exploitation of the result and patent right arising out of the investigation will, however, rest with IACS (DST). Only in cases of NET (CSIR) fellows or other extramural agencies, the above right will rest with IACS (DST) and CSIR or other extramural governmental agencies.

7. OBLIGATION OF RESEARCH FELLOWS (INCLUDING INT-PHD)

- 7.1 S/he will be a full time researcher and submit herself/himself to the disciplinary regulations of the Institute/Laboratory where s/he is working. Regular attendance of the fellow has to be

ensured by the research supervisor/HOD by keeping an attendance register.

- 7.2 In case a Fellow decides to appear for any competitive examination like Civil Services Examination, s/he has to seek prior permission from the supervisor and the supervisor should inform the Dean (Academic & Students Affairs) about it.
- 7.3 The Research Fellow is not to take any assignment other than related to her/his approved research programme, paid or unpaid. Her/His taking up any paid assignment at any time in the course of fellowship, without prior permission in writing from the Director, IACS, is liable to call for disciplinary action including termination of fellowship.
- 7.4 Once a Research Fellow accepts the Fellowship and joins, it only rests on the incumbent to continue the research for the normal tenure of the fellowship or for a period less than that during which the original objectives of the research problem may have been achieved.
- 7.5 No fellow shall discontinue her/his Fellowship without prior approval of the Director, IACS. In case s/he wishes to discontinue the fellowship prior to completion of the tenure on attainment of original objectives of research, s/he must submit the resignation to the Director, IACS through the Supervisor / Dean (Academic and Students Affairs) one month in advance, indicating specific reasons for not continuing the Fellowship. The Fellowship shall cease from the date stipulated in the IACS Clearance Certificate approving the resignation. Institute retains the rights to ask the concerned student to refund the amount of funds disbursed for fellowship in the event of premature departure of student without getting the PhD thesis submitted.
- 7.6 In case a student decides to discontinue the fellowship, take up a job and continue the research work as external / part-time student under his / her supervisor, he / she should obtain prior permission in writing from the Director, IACS. Certain facilities like the computer and limited use of the library may be given to her/him for a certain period in that case.
- 7.7 The research fellows should submit the monthly leave record duly countersigned by the supervisor and the HOD to the Students' Cell by the 25th day of every month,. The Int-PhD students should submit a report on their attendance at classes, i.e., no. of classes held and no. of classes attended. For both Int-PhD and PhD students, attending 100% classes is mandatory. However, on account of exigencies, the attendance may be considered upto 90%, not less than that. Absence more than 10% without adequate reasons (like medical exigencies) would attract deduction from the stipend and may lead to further action.

8. LEAVE

- 8.1 Leave with stipend not exceeding 30 days for each completed year of tenure may be allowed by the competent authority (Head of the Department upto 10 days, and Dean (Academic and Students Affairs) upto 30 days). The leave will be treated as part of the Fellow's tenure. Any leave beyond 30 days will require approval from the Director. All foreign travel leave must be approved by the Director.
- 8.2 The leave due can be carried over to the next year; however, not more than 90 days can be accumulated at any time during the tenure. Of this not more than 30 days can be availed of at the end, prior to completion of the tenure of fellowship. During the first year of Fellowship or any incomplete year, leave may be granted on pro-rata basis.
- 8.3 Sanction of leave without stipend may be considered by the Director, IACS under special circumstances. In case a Fellow proceeds on leave before termination of fellowship, he/she must join back before the expiry of tenure, failing which the tenure will be deemed to have terminated with effect from the date he/she proceeded on leave. The fact of joining back from leave should be communicated to Dean (Academic & Student Affairs) immediately.

- 8.4 The Supervisor/HoD /Dean (Academic and Students Affairs) may grant leave to a Fellow in her/his charge with the concurrence of the Dean (Academic and Students Affairs) if the leave is due, as prescribed in the above paragraph. If leave is not due, such cases will be decided by the Dean (Academic and Students Affairs)/Director, IACS only as per rule. The Fellow should not be allowed to proceed on leave to visit abroad for attending conferences/seminars etc. without prior approval. The entire duration of such foreign visit if funded by any national/international agency, whether partially or fully, would be treated as leave without stipend. Foreign travel without approval may result in termination of Fellowship. Leave without pay will be considered if the duration of visit is more than 1 month/year.
- 8.5 Married women Fellows with less than two surviving children are entitled to full stipend during the period of absence upto 180 days on grounds of maternity. Such leave shall be forwarded by the Supervisor / HoD and sanctioned by the Dean (Academic and Students Affairs) / Director. The Fellowship amount for leave period will be paid after the fellow resumes duty and submits a medical certificate in support of actual confinement. It is expected that the Fellow will make up the deficiency during the remaining tenure.
- 8.6 Married male Fellows of IACS with less than two surviving children are entitled to 15 days paternity leave during confinement of his wife on submission of relevant documentary proof.
- 8.7 **Research fellows will be allowed Academic Leave for any academic work to be carried out outside the Institute with prior concurrence/approval of the competent authority, i.e. Supervisor, HoD, Dean (Academic and Students Affairs), Director, as the case may be. A fellow will be entitled for Academic Leave, provided s/he does not get any regular fellowship/financial support apart from some subsistence allowance.**
- 8.8 For leave on medical ground, a certificate from the attending doctor (approved list of IACS) may have to be submitted along with the leave application form.

9. TERMINATION OF STIPEND / FELLOWSHIP

- 9.1 The Fellowship shall normally stand terminated on completion of 5 years + 6 months + 6 months from the date of joining as JRF or the date of getting a provisional degree certificate from the University, whichever is earlier or from the date the Fellow resigns and his / her resignation has been accepted. The fellowship may also be terminated any time if the fellow is found to be not well enough in his studies / research or is found to be involved in disciplinary activities. The decision of the Director based on the opinion / recommendation of enquiry committee / academic authority shall be final.
- 9.2 If a fellow leaves the Institute without permission, stipend due at any time shall not be paid to her/him, till all dues are cleared and certified by the Supervisor/Dean (Academic and Students Affairs). Responsibility in such cases shall be that of the Fellow.
- 9.3 Research Fellows must settle their claims within one year of leaving the Fellowship.
- 9.4 Taking part in unlawful activities or inciting other students to engage in unlawful activities may lead to termination of stipend / Fellowship.

10. MEDICAL BENEFITS

Research Fellows including Integrated PhD students during the tenure as research fellow will get reimbursement of medical bills (for self only) as per Rules of IACS, provided they are registered in IACS.

11. GENERAL – DOS & DON'TS

- 11.1 The students are expected to be well disciplined. They should uphold the integrity of the Nation and have a dignified behaviour suitable for a National Research Institution. Students are required to abide by the regulations duly imposed by the Administration, and by information distributed or posted on bulletin boards.
- 11.2 Ragging and gender-related harassment are strictly prohibited at the Institute and will attract severe disciplinary action.
- 11.3 No student or guest or visitor, regardless of age, is permitted to consume or possess any alcohol, drug, liquor or intoxicants inside the campus. This includes individual rooms and public areas. The commitment of all residential to maintain an alcohol-free environment forms the basis of a respectful and safe community. The entire campus is a non-smoking zone. Fines are imposed for smoking within the campus.
- 11.4 No guest of student is allowed to enter in the Campus after 2200 hrs without prior permission. Guests are not allowed to visit lab / students' bay without prior permission from the Competent Authority.
- 11.5 Original room key must be deposited to the Security before leaving for educational tour or general leave or resignation.
- 11.6 Delivery of food by external food vendors is allowed at the reception area of hostel and not inside individual room.
- 11.7 Poster, flex, banner etc. with political or communal content are strictly prohibited inside the campus.
- 11.8 Clearance Certificate is necessary for resignation.
- 11.9 At least one photo id card is to be carried at all times.
- 11.10 To facilitate smooth clearance, the Personal Laptops/Desktops and other valuable gadgets / belongings are to be recorded at the office of the Registrar. Such information in the form of an inventory are to be kept in the personal files of the students. For guests it should be registered in a Register kept at the Guest House.
- 11.11 Vehicles of all kinds should be kept / parked properly in the designated places.
- 11.12 Decency in all respect conducive to academic atmosphere should be maintained in the campus. Any act amounting to misconduct and breach of discipline may call for disciplinary action.

12. BREACHES OF DISCIPLINE

- 12.1 Participation in any act or threat, physical or mental, perpetrated for the purpose of submitting a student or any other person to physical pain or discomfort, indignity or humiliation.
- 12.2 Defacing or deliberately destroying any property of the Institute or of another person in the campus or connected with the Institute.
- 12.3 Unauthorised possession of any property belonging to the Institute, Hostel or any individual.
- 12.4 Any surreptitious, non-consensual recording of telephonic/mobile conversation or speech may have implications relating to privacy and will be handled as per prevalent law/s.
- 12.5 Misrepresentation of institutional data/information/repository in any kind of print or electronic media is prohibited.
- 12.6 Unauthorized access/sharing of institutional data/information/property violating ownership protection rights and/or information act will be punishable.

- 12.7 All the basic codes of conduct in general, as applicable to the regular employees, will apply in principle.
- 12.8 Unauthorised access to any Institute, Hostel or personal premise.
- 12.9 Fraudulent use of Student identity cards.
- 12.10 Making a false official statement to any Institute official, faculty or staff member.
- 12.11 Refusal to present identity card upon request by an authorised individual.
- 12.12 Participating in or promoting any disruptive activity or disrupting a lawful assembly on campus
- 12.13 Display of objectionable materials/posters/caricatures etc denigrating any institute official, faculty, staff member or a fellow student is prohibited and will attract severe penalty.
- 12.14 Indulging in any kind of disorderly, disruptive, lewd or indecent conduct leading to unreasonable noise and disruption of the office work in the Institute.
- 12.15 Possession of arms, explosives or any other weapon on campus,
- 12.16 Manufacturing, possessing, selling, using or being party thereto of any illegal drugs.
- 12.17 Intentionally furnishing false information to the Institute or altering institute records.
- 12.18 Drinking or having in possession any alcoholic beverages on the campus.
- 12.19 Failure to comply with the code of conduct of any other Institute, where the student is visiting, by the virtue of his being a bonafide of this Institute.
- 12.20 Failure to report a change in his/her permanent or local address to the hall manager of the students' respective hostel.

13. DISCIPLINARY ACTIONS

These have been spelt out in 3 categories:

- a) Major
- b) Intermediate
- c) Minor

MAJOR:

- a) Expulsion: Separation of the student from the Institute whereby the student is not eligible for readmission to the Institute.
- b) Dismissal: Separation of the student from the Institute for an indefinite period of time.
- c) Suspension: Separation of the student from the Institute for a definite period of time.
- d) Loss of hostel residence facility for a definite period of time.

INTERMEDIATE:

- a) Conduct Probation: An official warning that the student's conduct is in violation of the Institute regulations. This could be imposed for varying period of time and could entail:
 - i) Ineligibility to hold office in the Institute.
 - ii) Ineligibility to represent the Institute in any function.
 - iii) Ineligibility to receive an Institute administered scholarship, grant or award.
- b) Work Hours: Hours which a student maybe required to work in a specified area of service to the Institute.
- c) Restitution: A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid maybe in addition to receipt

of any of the above penalties.

- d) Public Apology: Tendering an apology to be displayed on all hostel and department notice boards
- e) Fine: A monetary penalty for having indulged in breach of conduct.

MINOR

- a) Restrictions: The withdrawal of specified privileges for a definite period of time. This may include such conditions as a requirement to remain on campus or sign in at previously designated areas during specified period of time, including holidays.
- b) Hostel Probation: An official notice by the Warden on behalf of the Council that the student's conduct is in violation of the Hostel regulations and stringent disciplinary action may result if the student does not rectify the situation.
- c) Reprimand: A verbal or written admonition that puts on record any incident which reflects unfavourably on the student.
- d) An apology: A written apology to the inferred party concerned as decided by the DC

RIGHTS IN DISCIPLINARY ACTION

1. There will be a disciplinary committee (DC) formed by the Director for hearing from the witnesses of all parties concerned. In all proceedings, the accused shall be presumed innocent until proven guilty.
2. The DC shall make the proceedings of the inquiry available if required, once the decision has been made.
3. The DC may preserve the confidentiality of its witnesses.
4. The decision of the DC after the entire proceedings, which may include appeals from the aggrieved party.

For Further assistance:

Contact Persons for clarification / interpretation

Ms. Saswati Bhattacharya, Academic Office

Email: ocsb5@iacs.res.in

Mr. Soumen Ghosh, Academic Office

Email: admskg@iacs.res.in

Professor-in-Charge, Academic Office

Professor Indra Dasgupta

Email: sspid@iacs.res.in

Ombudspersons & Student Counsellors:

Professor Sourav Roy (Chair)

Dr. Jyotirmayee Dash

Email: ombuds@bose.res.in

Address for correspondence

The Dean (Academic and Students Affairs)

Indian Association for the Cultivation of Science

Jadavpur

Kolkata – 700 032

Email: tpssg@iacs.res.in

Website: www. iacs.res.in

All official correspondences may be sent to the Dean (Academic & Students Affairs), after getting the same duly forwarded by the respective supervisors/mentors.
