

Hostel and Campus rules and regulations for students



Enforced from 15th November, 2025

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BERHAMPUR

IISER BERHAMPUR HOSTELS

IISER Berhampur has on campus hostel facility. Hostel accommodation is subject to availability for all registered students of the Institute. BS-MS students shall normally occupy a seat/room only during the semester. No BS-MS student will occupy a room during vacation period (as specified in the Academic Calendar of the Institute) unless a specific permission has been granted to them. Hostel accommodation, subject to availability, will be provided to Integrated PhD and PhD students throughout the entire duration of their programme (seven years for Integrated PhD and five years for PhD students, or until the submission of thesis, whichever comes first).

Hostel accommodation (if available) may be provided for a limited period to project staff (for example, Project Assistant, Project JRF, Research Associate etc.) and post-doctoral fellows. If accommodated, they are required to pay all applicable charges as decided by the hostel administration. They will also have to follow the same rules and regulations as applicable to regular boarders of the Hostel, and shall not be eligible for HRA (House rent allowance) component of their salary/stipend/fellowship.

Students are allotted hostel rooms either in single occupancy or double-shared occupancy. First year (BS-MS) students are compulsorily accommodated in the double - shared occupancy rooms, while the rest of the batches are accommodated based on availability. Allotment of rooms and the process of allocation shall be at the sole discretion of the hostel administration.

All students residing in the hostel must follow the basic etiquettes, discipline, instructions from the Hostel administration, and codes of conduct as prescribed. This document compiles broadly all hostel, mess, and campus rules, regulations, model codes of conduct, how to raise a complaint and details of some of the committees pertaining to student welfare. However, the Hostel Administration may issue any additional instruction with approval of the Competent Authority as felt necessary in later dates which will also be binding upon all Hostel inmates. In addition, Annexure I covers information on medical facilities, and grievance committees. Annexure II lists out the details of various kinds of student indiscipline and the disciplinary actions proceedings (Student indiscipline and functioning of Disciplinary committees).

Throughout this document, hostel administration refers to the hostel wardens, the Associate Dean of Student Affairs (with Hostel and Mess charges), and the Dean of Student Affairs.

A. Hostel Rules and Regulations

1. General Discipline and Decorum

Students are expected to maintain discipline and decorum in the hostels at all times. Any act of indiscipline or obscene behaviour will lead to disciplinary action.

Vandalism: Destruction or defacement of Institute property, such as pasting posters, writings, spray-painting, or wall chalking, is a serious offense. Except the warden-approved designated places for the same in the hostel premises, such

activities are strictly prohibited, and any violations will be treated with appropriate disciplinary action.

Reporting Damage: Damage to hostel property must be reported by the students immediately to the warden/caretaker. If a student is found guilty, she/he will have to bear the full cost of repairs or replacement as decided by the Hostel Administration.

Damage Charges: Hostel residents will be charged for a damage to their allotted hostel room and the furniture therein, except for wear and tear.

Piracy: The use of pirated software, movies, music, books, journals, etc., is a serious offense and punishable under law besides being subject to strict disciplinary action.

Possession of Institute properties: Possession such as lab materials and equipment (such as, glassware, beakers, flasks, pipettes, thermometer etc.), answer sheets (official answer booklets used in institute exams), additional hostel furniture (such as, chairs, tables), etc. are prohibited.

2. Hostel Access

Boys' Hostels: Girls are not allowed in the rooms of a Boys' Hostel at any time of the day.

Girls' Hostels: Boys are not allowed in the rooms of a Girls' Hostel at any time of the day.

Entry/Exit Register: Each hostel maintains an Entry/Exit register. Entry and exit of students residing in a hostel will be strictly monitored between 7:30 PM and 6:00 AM at the main gates and between 11:00 PM and 6:00 AM in the hostels. Students must sign the entry/exit register at the security desk in the hostel and at the main gate. Students must carry their Institute ID cards and produce them upon request by hostel authorities or security staff.

Late Night Pass: If a student expects to be late (between 11:00 PM and 6:00 AM) in arriving to the campus or departing from the hostel during such late-night hours, a written or email approval from the hostel warden must be produced at the security desk (campus main gate as well as the hostel entrance).

Students with less than 18 years of age should seek written permission from the warden upon acknowledgement of their parents to go out of

campus including beyond Berhampur city during any time of the day or night.

3. Prohibited Activities

Ragging, Hazing, and Harassment: Ragging, hazing, bullying, sexual harassment, and any form of abuse (physical, verbal, online or otherwise) are serious offenses that can lead to strict disciplinary actions, and may also include termination of registration and expulsion from the Institute.

Consequences: Refer to the Anti-ragging and Anti-sexual harassment sections of Annexure I.

Smoking and Tobacco Use: Smoking and use of tobacco products in the hostels are strictly prohibited.

Consequences: Will be treated as a **category II violation** as defined in Annexure II.

Alcohol and Drugs: Possession, distribution, and consumption of alcoholic beverages, intoxicants, and illicit drugs are strictly prohibited. Entering the hostel or boarding transportation in an intoxicated state will lead to strict disciplinary action.

Consequences: Will be treated as a **category III violation** as defined in Annexure II.

Motor Vehicles: Students are not allowed to keep or use motor vehicles (e.g., motorbikes, scooters, cars, etc.) inside the Institute campus.

Consequences: the violation will be treated as a **category II violation** as defined in Annexure II.

Possession of weapons: Students are not allowed to possess any weapon (fire arms, sword etc.) that can be used to cause harm to others.

Consequences: Will be treated as a **category III violation** as defined in Annexure II.

Possession of personal entertainment system: Possession and use of audio systems/speakers is prohibited inside the hostel rooms. The use of personal TV, VCR, VCD/DVD, etc. is also strictly prohibited.

Consequences: Will be treated as a **category I violation** as defined in Annexure II.

Cooking in the hostel room: Cooking by students in the hostel room, in any scale or manner/method, is strictly prohibited. Possession of kitchen equipment – such as, induction heaters, ovens, stove etc. will be treated as evidence for this violation.

Consequences: Equipment will be confiscated and such a possession will be treated as a **category I violation** as defined in Annexure II.

Cross-gender entry into the residential areas: As mentioned earlier, Girls are not allowed in the rooms of Boys' Hostel and the residential zones at any time. Similarly, boys are not allowed in the rooms of Girls' Hostel and residential zones at any time. Cross-gender access with adherence of all discipline protocols as applicable is strictly restricted to the ground floors of the hostels.

Consequences: Will be treated as a **category II and III violation** as defined in Annexure II.

4. Religious Practices

Religious Practices: Religious practices are permitted for students only within their allotted rooms, without disturbing other residents and without causing any defacement of the hostel property (see point 1b).

Unauthorized Religious Activities: Organizing or practicing unauthorized religious activities in any other areas of the hostel is prohibited. Such cases may be treated as **category I violations** as defined in Annexure II.

5. Residential Rules

Room Responsibility: Each student is responsible for the upkeep of their room and hostel premises. Any issues should be recorded by the students in the complaint register.

Escalating Issues: If maintenance issues are not addressed, students should report them to the warden, A-DoSA Hostels, or DoSA.

Room Locking: For security reasons, the students must lock their rooms when leaving for the classes, lab work or any other activity.

Personal Property: The hostel authority is not responsible for any loss or damage to students' personal property, they are responsible for its proper security and safe custody.

Outdoor Games: Playing outdoor games (e.g., cricket, soccer etc.) inside the hostels is prohibited.

Indoor Games: Indoor games like Table Tennis, Carom, etc., are allowed in designated areas of the hostel. Badminton and basketball can only be played in designated areas in the hostel centrum and in the indoor sports complex.

Decorations: Decorations are allowed in designated areas of hostels only with prior approval by the hostel administration.

6. Responsibilities

Concern towards fellow Residents: If a roommate or neighbour is missing from the campus for more than 24 hours without a valid reason, or she/he is showing odd behaviour for which one can be apprehensive of his/her safety and security due to any reason, it is the responsibility of other students to report it to the warden immediately.

Reporting Emergencies: In case of accidents or emergencies, students must inform the warden immediately. Failing to report such incidents may result in disciplinary action. Wilfully hiding incidents may be classified under Category II or III depending on the severity (see Annexure II).

Noise Levels: Maintain low sound levels to avoid disturbing others. Loud music or disturbing noises between 11:00 PM and 7:00 AM are strictly prohibited.

Electrical Appliances: Students must switch off fans, lights, and other electrical appliances when not in use. These should ideally be unplugged when not in use. The Institute is not responsible for any damage to personal appliances (for example, mobile phone, laptop etc.) due to an electrical surge.

Water Conservation: Students should close any dripping taps or showers when not in use.

Cooking: Cooking in hostel rooms is strictly prohibited. See section 3 as well.

Prohibited Appliances: Possession by students of any cooking equipment, including electrical appliances like microwaves, induction cooktops, toasters, etc., in the hostel rooms is strictly prohibited. The use of air coolers, water coolers, refrigerators, irons, and other heat-generating appliances is also prohibited due to fire and electrocution hazards.

Consequence: Violations will be treated as Category I (see Annexure II), and the appliance found in the room will be confiscated.

7. Fire and Safety Guards

Fire Hazards: Students should exercise caution when using items like candles, incense sticks, and lamps (diya) in the hostel rooms, as they are fire hazards.

Tampering with Safety Equipment: Tampering or playing with safety equipment (e.g., fire extinguishers) is a serious offense and will lead to disciplinary action .

Consequence: Category II or III violations as per the Disciplinary Actions manual depending on the severity of the case.

8. Transportation

Transportation Arrangements: The hostel/Institute does not provide transportation for individual students unless it is an emergency situation. Students must make their own arrangements.

For medical cases, including emergencies, the Institute ambulance service may be used based on the approval of the Institute Medical Officer.

For all non-medical transport requirements which are permissible as per the Institute norms (such as, station drop, airport drop, etc.), a student may contact the travel desk.

9. Media & Social Media Conduct

Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about individuals belonging to the Institute on social media or indulge in any such related activities that could potentially damage the reputation of the Institute.

Bullying and/or harassment of any staff/student/faculty member/guest of the Institute via any means including phone, text, emails or internet forums, blogs and social media including publishing and sharing offensive material(s) about an individual(s) is strictly prohibited.

Complaints regarding these violations can directly be raised with the DoSA or A-DoSA.

Consequence: Category II or III violations as defined in Annexure II depending on the severity of the case.

10. Vacating Hostel

Vacating at Semester End: At the end of each semester, BS-MS students must vacate their rooms and hand over the room to the caretaker.

Students who wish to retain their rooms during vacations must obtain prior approval from the Dean of Student Affairs (DoSA). In such cases, hostel room fees may be levied as per the prevailing rate.

Exceptions for PhD/Integrated PhD/Dissertation Students: These students are generally exempt from vacation rules but must vacate their rooms after submitting their thesis.

11. Availing Leaves

Approval for Absence: Students must seek prior approval from the warden if they wish to stay outside the hostel during weekends, holidays. **Even absence for a single night from the hostel/campus would require prior approval from the warden.**

Leave for Absence: Any absence of one night or more requires leave approval. Unauthorized absence will lead to disciplinary action - category I or II depending on the seriousness of such absence. Typically, late arrival to the campus upon the resumption of the semester, or similar minor absence would be considered for category I case. A more prolonged, unsanctioned absence will be considered under category II.

Arriving / Departing during late night: If a student expects to be arriving late (between 11:00 PM and 6:00 AM) to the campus or intends to depart from the hostel/campus during such late-night hours, a written or email approval from the warden must be produced at the security desk (main gate as well as the hostel entrance).

Academic vs Hostel leave:

- i. Depending on whether the leave duration has academic activities (classes, exams, research etc.), a student either has to take an academic leave (which includes permission to leave the hostel as well) or hostel leave.
- ii. **Academic leave:** If a student applies for leave which would result in missed classes / examinations / research work or any compulsory academic activities, an academic leave form must be filled. In this case, the leave sanctioning authority would be the Dean / Associate Dean, Academic Affairs. However, the warden of the corresponding hostel needs to forward such a form - and a record will also be kept in the hostel office.
 1. Records of Academic leaves of all students will be maintained at the Office of Academic Affairs.
 2. Students need to follow the leave rules outlined in the Programme manual (BSMS/iPhD/PhD/MS). For

example, types of leaves, applicable quota of leaves, additional documents needed to support a leave application - are all mentioned in the programme manual.

- iii. **Hostel leave:** Any leave application that does not fall under the above-mentioned category, will be considered as Hostel leave only. For example, if a student wants to leave the campus for a short trip during a weekend, or holidays, a student needs to submit a hostel leave form. The leave sanctioning authority in this case is the DoSA/A-DoSA. The warden of the corresponding hostel needs to forward such a form - and a record will be kept in the hostel office.
- iv. The two types of leave forms can be found at the end of this document.
- v. Leave applications **must** be submitted **at least five days in advance** to the proposed commencement of the leave tenure. This is because a student is permitted to leave the hostel only after explicit approval of the required type of leave by the competent authority.
- vi. If a student wishes to avail a mess rebate for the duration of leave, a Mess rebate form must be submitted along with the leave application. Rebates will be approved only for approved leaves. See section D for more details. *This rule is subject to change based on the prevailing Mess contract.*

Exceptions on timeline: In emergencies involving personal, medical, or family matters, a student may apply for leave by directly contacting the warden. This is applicable to hostel leave only. The warden will assess if the situation truly warrants an emergency exception. The warden will have the right to deny allowing such exceptions. In such cases, mess rebate may not be granted since rebate can only be granted for advance intimations.

12. Guest Policy

Guest Permission: Students must seek prior permission from the warden to have guests on campus, including in the hostel.

Guest Registration: Guests must register at the main security gate and at the hostel security desk. A visitor pass will be issued.

Day-Guests: Day guests are allowed only between 8 AM and 6 PM.

Guest Access: Guests are allowed only in common areas of the hostels, such as the lobby. They are not permitted in residential areas of a hostel without approval of the warden of the hostel.

Guest Accommodation: Students can accommodate guest(s) in their room with warden's approval, but the stay should not exceed three days. Male

guests are not allowed in the girls' hostels, and female guests are not allowed in the boys' hostels.

13. Contact Point

a. Emergency:

i. Health Centre: +916370704749 (healthcenter@iiserbpr.ac.in)

b. Generic:

1. Dean of Student Affairs (dosa@iiserbpr.ac.in)
2. Associate Dean (adosa@iiserbpr.ac.in)
3. Coordinators of Student Affairs,
 - i. Student Welfare (csa_wel@iiserbpr.ac.in)
 - ii. Cultural activities (csa_cult@iiserbpr.ac.in)
 - iii. Sports activities (csa_sports@iiserbpr.ac.in)
 - iv. Science activities (csa_science@iiserbpr.ac.in)
4. Wardens:
 - i. Girls' hostel warden (warden_girls@iiserbpr.ac.in)
 - ii. Boys' hostel warden (warden_boys@iiserbpr.ac.in)
5. Dean of Academic Affairs (doaa@iiserbpr.ac.in)
6. Office of Student Affairs: office_sa@iiserbpr.ac.in
7. Office of Academic Affairs (UG): office_ug@iiserbpr.ac.in
8. Office of Academic Affairs (PG): office_pg@iiserbpr.ac.in

c. Grievance committees - See Annexure I

1. Internal complaints committee (ICC)
comm_icc@iiserbpr.ac.in
2. Students' Grievance redressal committee (SGRC)
sgrc@iiserbpr.ac.in
3. Anti-ragging committee
arcr@iiserbpr.ac.in

B. Rights of Hostel Authorities

Hostel authorities: Dean of Student Affairs, Associate Dean of Student Affairs (Hostels), Hostel wardens, or any other authority as assigned by the Competent Authority.

1. **Spot checks:** The hostel authorities reserve the right to carry out spot checks on the hostels and rooms without giving any prior notice to the students. Students are expected to cooperate with the authorities in this regard.
2. **First information report (FIR):** Students are required to sign FIRs when

approached by caretakers/guards for violating hostel rules. Though students have the choice of disagreeing with the charges, they do not have a choice with regard to signing the FIR.

3. **Change of rooms:** Hostel authorities reserve the right to change the room of a hostel resident within the same hostel, or to a different hostel, if necessary. Students are not allowed to change hostel rooms without prior approval of the warden.
4. **Maintenance of hostel rooms:** In order to facilitate timely maintenance work, service personnel might have to enter hostel rooms whenever necessary under the directive of the warden / caretaker. However, every effort will be made to respect the privacy and dignity of the students. If needed, a student may be asked to vacate the room or relocate to a different room during such maintenance work.
5. Faculty or staff members other than hostel authorities are not permitted inside hostels without prior approval from the warden/Competent Authority.

C. Counselling and medical services for the students

Being a residential campus, IISER Berhampur has a fully functional medical facility led by a Medical Officer. At the time of admission, students are encouraged to declare their medical and psychiatric history with sufficient details to the extent as permissible under applicable laws. Such details will be kept confidential, and will only be used to address medical or psychological cases.

IISER Berhampur provides psychological/mental health wellness support and professional counselling services to students. The available clinical services include evaluation, time limited psychotherapy, referrals and medication management. In addition to individual appointments, outreach programmes are offered on topics such as stress reduction, time management, study skills and cultural adjustment. All new students should submit the psychographic information during registration. All matters related to student counselling are primarily reported to the Coordinator of Student Affairs, Student Welfare, and DoSA.

D. Student Mess:

IISER Berhampur mess facility is controlled by a student body called the Student Mess Committee (SMC). This committee is composed of student representatives from all the batches of students staying in a hostel. This SMC is a student body under the Student Activity Council (SAC), and is headed by the elected Secretary of SMC. DoSA may assign one or more Faculty Advisors to help the students run the committee. SMC will connect to the Institute Mess committee (constituted by the Director) that is chaired by the DoSA. The code of conduct in the Mess is outlined below. Violation of one or more

codes of conduct is treated as a disciplinary violation and falls under the purview of the Disciplinary committee.

Code of conduct for IISER Berhampur mess

This code of conduct pertains to the responsible usage of the mess facilities inside the Institute's premises by all its individuals. Appropriate action will be initiated against individuals upon any violation of this code.

1. General Guidelines

- All students residing in the hostels are, by default, mess users.
- Since the mess is a part of the hostel facility, all users must strictly adhere to the hostel rules and regulations.
- Actual mess usage (i.e., compulsory/pay per meal etc.) may vary depending on the terms and conditions of the prevailing mess contract.

2. Mess Access and Eligibility

- The mess facilities are available only to registered users and approved guests.
- Approved guests also include IISER Berhampur community members with valid ID cards and up to **three guests per member**.
- For groups exceeding three (up to ten guests), prior booking must be made with the Student Mess Committee (SMC) at least one day in advance. The SMC reserves the right to decline such requests.

3. Guest Policy

- The SMC determines the maximum number of guests allowed per meal.
- Mess staff may refuse service to additional guests exceeding the approved limit.
- Guest payments must comply with the prevailing mess rules, which are subject to change with time.

4. Mess Timings and Conduct

- Students must strictly follow the mess timings.
- Mess food is served for individual students. Sharing food between two or more students within the mess premises is prohibited.
- Taking mess utensils (such as, plates, bowls, glasses and cutlery) outside the mess by the students is not permitted.
- Students must queue in an orderly manner while waiting for food, water, or when disposing of used plates.
- Placing used glasses on water filters, coolers, or any surface other than the designated disposal tub is strictly prohibited.

5. Food Consumption and Takeaway

- Food is to be consumed only within the mess premises.
- Lunch boxes or tiffin boxes may only be used by **registered boarders who are ill or have valid reasons (such as, health, injury, quarantine etc.)**.
- The mess manager or caretaker may stop a student from packing food if the reason is deemed invalid.

6. Food Wastage

- Excessive food wastage is considered a social offense.
- The SMC or the mess caretaker may report such incidents to the A-DoSA or DoSA.
- If a student is repeatedly found wasting food, such cases may result in **Category I disciplinary action (see Annexure II)**.

7. Feedback and Complaints

- A feedback and complaint register is available in the mess hall.
- Students may record their complaints in this register.
- In order to take the necessary punitive action on the contractor, each such complaint must be countersigned by the mess manager.

8. Kitchen Access

- Only authorized individuals—Institute Mess Committee members, SMC members, wardens, or official mess inspection committees—are allowed entry into the kitchen of the hostel mess.
- All other mess users are strictly prohibited from entering the kitchen.

9. Prohibited Items and Attire

- Students are not allowed to place bags, handbags, satchels, or personal belongings on the mess tables.
- Wearing lab coats or any other protective lab gear inside the mess premises is strictly prohibited.

10. Conflict between student and the mess staff

- Students must avoid arguments or confrontations with mess staff under all circumstances.
- Any complaints or concerns must be directed to the SMC.
- The students can be asked to show their ID-card by the mess manager or the mess caretaker or the security at any point as needed.
- Any violations of the above mess rules can become Category I or Category II of the Disciplinary action depending on the severity.

E. How to raise a Complaint?

See Annexure I (A,B,C) for the explicit steps to raise a complaint against any harassments, ragging/bullying and grievances. For any further complaints the students may contact conveners of all the Disciplinary Committees, Wardens, A-DoSA and DoSA.

Savings:

The provision of the Statute and NITSER Act besides instructions of the Govt. of India & decisions of the Board will have precedence over any of the above guidelines and regulations including those mentioned in the Annexures, if the same is not in consistent with the applicable Statute/Act/Govt. of India Instructions/BoG decisions. The Govt. of India

instructions as applicable to HEIs will also hold in those cases where the above regulations are silent.

Annexure I: Some Committees as per regulations

A. Internal Complaints Committee (ICC) and Policy Against Sexual Harassment

The Institute has implemented the UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 which broadly define sexual harassment to include:

- i. “An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely; -
 - a. any unwelcome physical, verbal or nonverbal conduct of sexual nature;
 - b. demand or request for sexual favours;
 - c. making sexually coloured remarks
 - d. physical contact and advances; or
 - e. showing pornography”
- ii. any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-
 - a. implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
 - b. implied or explicit threat of detrimental treatment in the conduct of work;
 - c. implied or explicit threat about the present or future status of the person concerned;
 - d. creating an intimidating offensive or hostile learning environment;
 - e. humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

Sexual Harassment takes place, if a person:

1. subjects another person to an unwelcome act of physical intimacy, like grabbing, brushing, touching, pinching, *etc.*
2. makes an unwelcome demand or request (whether directly or by implication) for sexual favours from another person, and further makes it a condition for employment/payment of wages/increment/promotion, *etc.*
3. makes an unwelcome remark with sexual connotations, like sexually explicit compliments/cracking loud jokes with sexual

- connotations/making sexist remarks, *etc.*
4. shows a person any sexually explicit visual material, in the form of pictures/cartoons/pin-ups/calendars/screen savers on computers/any offensive written material/pornographic emails, *etc.*
 5. engages in any other unwelcome conduct of a sexual nature, which could be verbal, or even non-verbal, like staring to make the other person uncomfortable, making offensive gestures, kissing sounds, *etc.*

Often such behaviour goes unpunished because of hesitation on the part of the victim to report such behaviour owing to a sense of shame or fear or both. To protest against any such behaviour that a person feels to be unwanted and unacceptable is important. The Internal Complaints Committee (ICC) at IISER Berhampur has been set up with the aim of providing a platform to complain about any unwelcome behaviour. The composition and functioning of ICC complies with the guidelines prescribed in the UGC Regulations 2015 and the Prevention of Sexual Harassment (PoSH) Act 2013.

The present members of the Complaint Cell are:

- Presiding officer (a senior woman faculty member)
- Member Secretary, a woman faculty members
- Member (a woman faculty member)
- Two Non-teaching staff members
- A member from NGO or person familiar with the issues relating to sexual harassment
- Three student nominees (for matters involving students)

If you are being harassed, this is what you can do:

- Don't feel a sense of shame. Tell the harasser very clearly that you find her/his behaviour offensive.
- Don't ignore the harassment in the hope that it will stop on its own. Come forward and complain.
- Talk about harassment to somebody you trust. It will not only give you strength but also help others in similar situations to come forward and complain.
- Keep a record of all incidents of sexual harassment in a notebook. If you feel the need to register a formal complaint later, this record will be helpful.
- Complaints can be submitted to the Internal complaints Committee through email comm_icc@iiserbpr.ac.in.

The Role of the ICC:

- To act as Enquiry Authority on a complaint of sexual harassment.
- To ensure that victims and witnesses are not victimised or discriminated against

because of their complaint.

- To take proactive measures towards sensitisation of the staff, students and faculty members of the Institute on gender issues.

B. Anti-ragging committee and institutional policies to prevent ragging

The Institute has a zero-tolerance policy towards all forms of ragging. Ragging in any form is strictly prohibited and is considered a serious offence. Involvement of a student in any form of ragging may lead to her/his expulsion from the Institute. The following is a description of what constitutes ragging as per the Raghavan Committee recommendation to the Supreme Court:

Ragging is any act, which violates the dignity of the individual student or is perceived to violate her/his dignity. Ragging is a cognisable, non-bailable, non-compoundable offence with punishment ranging from one year imprisonment and fine to 7 years rigorous imprisonment and fine. Broadly, ragging can be categorised in the following way for which various terms of punishment are prescribed:

1. **Verbal:** Where a senior causes mental harassment or discomfort to a junior by forcing her/him to answer unacceptable/personal questions, to dance, to sing, *etc.*, it amounts to ragging the junior. Cyber ragging is also included in its ambit.

Punishment: 1 year imprisonment or fine or both.

2. **Severe Verbal Ragging:** Where the mental harassment or discomfort is to such an extent that it forces the junior to withdraw from the college.

Punishment: 7 years imprisonment with fine.

3. **Physical:** Any act by the senior towards the junior which inflicts bodily injury on the junior, like beating the junior, hitting her/him with objects, *etc.*

Punishment: 7 years imprisonment with fine.

4. **Sexual Ragging:** Where the senior asks the junior to do an act which damages the sexual dignity of the junior.

Punishment: 7 years rigorous imprisonment and fine.

Penalty for Ragging (Institute level):

The Institute will expel the student, if the latter is found guilty upon enquiry against a complaint lodged by any other student.

Any student convicted with imprisonment shall be dismissed from the educational institution in which she/he has been prosecuting her/his studies for the time being, and shall not be readmitted to that educational institution.

The Institute Anti-Ragging Committee consists of:

The anti-ragging committee is constituted as per the UGC guideline (F-1-16/2007 (CPP-II) dated June 17, 2009. It has the following composition:

- The Director (Chairperson)
- Dean, Academic Affairs (Member)
- Dean, Student Affairs (Member)
- The Registrar (Member)
- Wardens (Member)
- Student representatives (as specified by the guideline)
- Parent representatives (as specified by the guideline)
- External member (as specified by the guideline)
- Associate Dean, Student Affairs (Member & Convener)

As mandated by the UGC guidelines, the Institute also has an **Anti-ragging squad**, consisting of the faculty members from different departments.

Complaints to the anti-ragging committee can be submitted by email:

arc@iiserbpr.ac.in. In addition, a student may also call the National Anti-ragging helpline: 1800-180-5522 (24×7 toll-free).

C. Students' Grievance Redressal Committee

A standing committee - **Students' Grievances Redressal Committee (SGRC)** will address all complaints / grievances from the students (all programmes including PhD) including harassment, discrimination, mistreatment etc. A more detailed list of scopes of the SGRC is as follows:

1. Non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission;
2. Delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission;

3. Failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;
4. Non-transparent or unfair practices adopted by the institution for the evaluation of students;
5. Complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minorities or persons with disabilities categories;
6. Denial of quality education as promised at the time of admission or required to be provided;
7. Harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force;
8. Any action initiated/taken contrary to the statutes, ordinances, rules, regulations, or guidelines of the institution.

How to register your grievance?

- Students can either email or submit a written letter to the Chairperson, SGRC (sgrc@iiserbpr.ac.in), you may choose to copy the email/letter to at least one member of the SGRC other than the chairperson.
- Students can also email or submit the letter to any one member of SGRC

Note that for sexual harassment and ragging, there are two separate committees - *Internal Complaints Committee* (comm_icc@iiserbpr.ac.in.) and *Anti-ragging committee* (arcr@iiserbpr.ac.in).

Annexure II: Student indiscipline, functioning of Disciplinary Committees, and actions thereof (for non-academic issues)

Category : Grade I (Approving authority: Dean of Student Affairs)		
Scope	Committee	Recommended actions
<p>All non-academic offences such as, Consumption of alcoholic drinks/Consumption of drugs/Entering the Institute or Hostel premises in an intoxicated state/Using two-wheelers and/or motor vehicles of any kind/Gambling /smoking in the campus/hostel, cooking in hostel room, minor theft, not following any other hostel rules, unruly or improper behaviour with other hostel members etc.</p> <p>(these are only illustrative, not exhaustive, the Hostel Administration will decide on any issues which are not specifically included here or Grade-II or Grade-III)</p>	<ol style="list-style-type: none"> 1. A-DoSA (Chair) 2. All Wardens 3. CoSA / A-DoSA Student Welfare 4. S-SWS / Hostel representative of the concerned hostel 5. AR/DR/Superintendent - Student Affairs (Convener) 	<p>Award strike points as warning. Three strikes will automatically take a case to Grade II. Fine of up to Rs. 5000/- Recovery of repair/replacement cost if any Recommend forfeit of caution deposit Community service Barring a student from representing IISER Berhampur or holding any position of responsibility for a period of 1 year.</p> <p style="text-align: center;"><i>(Any one or more of the above-mentioned punitive steps can be recommended by the committee)</i></p>

Category : Grade II
(Approving authority: Director)

Scope	Committee	Recommended actions
<p>All cases of referred by the Grade I committee All 3 strike cases All cases of indiscipline inside the hostel/campus that are not covered in Grade I, in the field or platforms during an intra-institute event or an event across institutes (which may have happened in some other campus).</p> <p>All cases of social and social media misconduct.</p> <p>All cases of indiscipline in the clubs and councils, laboratory and library (such as, theft, wilful destruction of library property, abusing library staff).</p>	<ol style="list-style-type: none"> 1. DoSA (Chair) 2. A-DoSA 3. DoAA 4. A-DoAA 5. Warden of the concerned hostel <i>(for hostel/campus issues)</i> 6. HoD of the concerned Dept. / Instructor / Supervisor <i>(for lab related issues)</i> 7. Faculty advisor of the club <i>(for student activity related issues)</i> 8. SAC president <i>(for student activity related issues)</i> 9. One of the elected SAC member (as the case may need) 10. AR/DR/Superintendent - Student Affairs (Convener) 	<ol style="list-style-type: none"> 1. Fine exceeding Rs.5000/- 2. Recovery of repair/replacement cost as involved 3. Suspension for a period of up to 15 days 4. Barring student from laboratory facility (or any other infrastructure) for any period of time 5. Barring a student from representing IISER Berhampur or holding any position of responsibility for more than 1 year to the remaining period of a student's tenure 6. Any action outlined in GI may also recommended by the committee <p><i>(Any one or more of the above-mentioned punitive steps can be recommended by the committee)</i></p>

**Category : Grade III
(Approving authority: Director)**

Scope	Committee	Recommended actions
<p>Major non-academic indiscipline such as, vandalism, destruction of Institute property, physical fights and brawls, bullying or abusing or harassing other hostel members by any means (physical or online), possession of drugs or other illegal items including weapons, obscene acts.</p> <p>Recommended from Grade II committee.</p> <p>Repeat-offence of Grade II.</p> <p>Anything not covered under Grade I and Grade II</p> <p>Non-compliance to Disciplinary punishment of any type.</p> <p>Any other cases not included both in Gr.I or Gr.II or Gr.III as decided by the Hostel Administration.</p>	<ol style="list-style-type: none"> 1. DoSA (Chair) 2. A-DoSA 3. DoAA 4. A-DoAA 5. Faculty 1 (SC/ST or OBS representative) - if needed 6. Faculty 2 (A senior faculty) 7. One of the elected SAC member (as the case may need) 8. AR/DR/Superintendent - Student Affairs (Convener) 	<p>In addition to actions outlined in Grade I and Grade II, the following actions can be recommended:</p> <ol style="list-style-type: none"> 1. Suspension for a period of more than 15 days - up to 1 year. 2. Expulsion 3. Rustication 4. Enter adverse remark to the character roll <p><i>(Any one or more of the above-mentioned punitive steps can be recommended by the committee)</i></p>

Strike Rules:

A student may be issued a **Strike I, Strike II, or Strike III** by the Grade I Disciplinary Committee for offenses deemed appropriate, along with any additional actions as per the established rules. These strikes serve as formal warnings. Accumulation of **three strikes** will automatically escalate the case to the **Grade II Disciplinary Committee**. These warnings will be considered seriously in the evaluation of any future disciplinary incidents. The approving authority reserves the right to decide on the imposition of strikes, additional penalties and any subsequent actions, particularly in cases of repeated violations.

Quorum for a committee proceeding:

(DISCO: Disciplinary Committee)

Grade I DISCO	All members with at least one warden (of the corresponding hostel), one hostel representative (of the corresponding hostel), convener, and the Chair.
Grade II DISCO	All members with at least one warden (of the corresponding hostel), convener and the Chair.
Grade III DISCO	Full committee. In case of unavailability of a member, an officiating replacement can be nominated by the absentee with the approval of the Chairperson.

General approach of the disciplinary committee and other conditions:

A disciplinary proceeding against a student can be initiated by the DoSA/A-DoSA/Warden after receiving a formal complaint or by catching a student in the act or with circumstantial scenario. A Disciplinary committee (Grade I/II/III) will be required to carry out the necessary investigations on the basis of complaints received. The punishment will be imposed only when the committee is reasonably satisfied with the evidence and is convinced that the offence was committed by the student concerned.

All efforts will be made by the committee to counsel an offender and initiate actions which will be more reformatory in nature than punitive, wherever possible.

Timeline: All Disciplinary committee proceedings must be done within one month.

Appeal against a Disciplinary action recommended by a committee:

Students have the right to appeal against a punishment. Such an appeal needs to be addressed to the next higher authority of the authority who approved the disciplinary action or penalty. Thus, Grade I punishments, students need to appeal to the Director.

For Grade II and III, students need to appeal to the Chairperson-Senate. The final decision will be taken by the Chairperson-Senate.

Some common hostel / campus misconducts and the corresponding monetary punishments:

Sl. No.	Offense	Penalty (INR)	Penalty for repeat offence
1	Use of unauthorised electrical appliances in the hostel room	500/-	As per strike rules
2	Keeping the room dirty	500/-	As per strike rules
3	Defacement or breakage of the room or hostel property	Min. INR 2000/- or the actual cost of repair / replacement	As per strike rules
4	Misplacing / displacing common use items including hostel furniture	500/-	As per strike rules
5	Feeding or keeping dogs / cats / cows / monkeys or any other pet animals within the hostel premises	500/-	As per strike rules
6	Tampering with fire-safety and other safety equipment	5,000/-	As per strike rules

Paying the imposed penalty:

All penalty amounts are to be collected in separate account in the name of the institute. Payment will have to be made through SBI i-collect portal or as specified in the decision letter. The funds in this account will be used by the welfare activities following guidelines prepared by the DoSA in consultation with student representatives. These guidelines, usage of this fund, will have to be approved by the Director.

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