



भारतीय अंतरिक्ष विज्ञान एवं प्रौद्योगिकी संस्थान

(भारत सरकार, अंतरिक्ष विभाग के तहत स्वायत्त संस्थान)

(वि. अ. आयोग अधिनियम 1956 की धारा 3 के अधीन मानित विश्वविद्यालय घोषित)

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Indian Institute of Space Science and Technology

(An Autonomous Institute under Department of Space, Govt. of India)

(Declared as Deemed to be University under Section 3 of the UGC Act, 1956)

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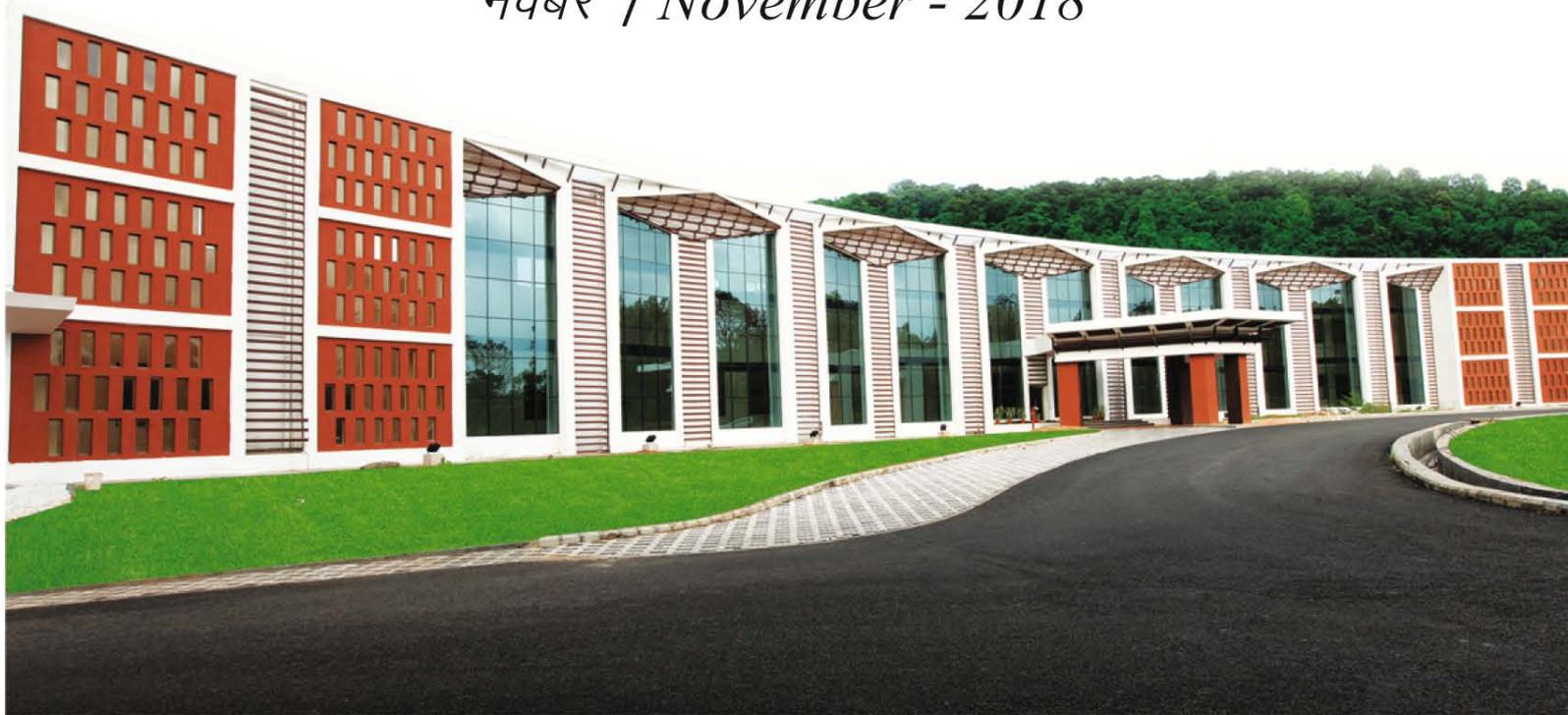
स्नातक कार्यक्रमों के लिए नियम, विनियम एवं दिशानिर्देश

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RULES, REGULATIONS AND GUIDELINES FOR UNDERGRADUATE PROGRAMMES

(For the Students admitted from 2018 batch onwards)

नवंबर / November - 2018



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I - STUDENTS ADMISSION RULES

1. Admission for students of Indian nationality seeking to pursue education in the Institute shall be on all India basis, through a Common Entrance Test recognized by the Institute.
2. Reservation of seats for various categories shall be as per the guidelines issued by the Government of India from time to time.
3. Admission to Under Graduate (**B.Tech as well as Dual Degree (B.Tech and Master of Science/ M.Tech)**) programmes shall be during the first year only.
4. Students admitted to Under Graduate Programmes shall have to continue with the course initially allocated at the time of admission. However, the Institute may allow a change of branch to a limited number of students at the end of the first year, subject to meeting the academic requirements stipulated by the Institute.
5. The Admissions to Under Graduate Programmes will be through personal/online counselling in the order of merit.
6. Each student admitted to any of the programme of the Institute shall submit the original marks cards of Classes X and XII, Transfer Certificate, Pass Certificates issued by the respective academic Board/University, Category Certificate wherever applicable and Medical Fitness Certificate issued by a Civil Surgeon, at the time of admission.
7. The admission, provisional or otherwise, of any student who either does not submit the required documents by the stipulated date or fails to meet any other stipulated requirements for admission shall stand cancelled.
8. Each student selected for admission shall execute a Surety Bond (on an Rs.500/- Non-Judicial paper) in the prescribed format duly signed by the student, parent and surety at the time of admission at the Institute. The bond conditions, inter-alia, are as under:- (Please refer to the surety bond executed by the students for full details)
 - On completion of course in four years of admission for B.Tech and five years of admission for the dual degree programmes with a minimum of 7.50 CGPA on a 10 point scale, a student shall be considered for absorption, stream wise, in the order of merit in ISRO/DOS

establishments, subject to availability of vacancies for the purpose of absorption in the year of completion of the course.

- The student cannot claim for absorption in ISRO/DOS against the vacancies notified for absorption during the subsequent years.
- In case of absorption in ISRO/DOS, students have to serve ISRO/DOS for a minimum period of 3 years.
- The rejection of offer of absorption will amount to non-fulfillment of service obligation of 3 year in ISRO/DOS.

9. The admission of any student may be cancelled by Director, IIST, at any point of time if the student:

- has supplied false information or suppressed some relevant information while seeking admission;
- has violated the Code of Conduct & Discipline as determined by the Institute;
- has not met the academic performance standards as per stipulation of the Institute;
- is found to be unfit on medical grounds while studying in the Institute.

10. The Institute shall be open to persons of either sex of whatever race, caste or class, and no test or condition shall be imposed as to religious belief or profession while admitting the students.

11. Institute may make changes in the Rules, Regulations and guidelines as deemed appropriate in the best interest of maintaining academic standards.

II - DISCIPLINARY RULES FOR STUDENTS

(A) IN THE CAMPUS:

1. A student of the Institute shall conduct himself/herself, both within and outside the campus of the Institute, in a manner befitting a student of an Institute of national importance. No student is expected to indulge in any activity, which tends to bring down the prestige of the Institute.

2. Every student shall maintain high degree of discipline, decorum and decency, punctuality and attendance.

3. Students shall show due respect and courtesy to the Teachers, Administrators, Officers & Employees of the Institute, during their stay in the premises of the Institute and extend good neighbourly behaviour to fellow students.

4. Students of the Institute are required to remain on campus at all times during the semester session except when they are specifically exempted by the Competent Authority on genuine grounds. Unauthorized absence will be treated as a serious breach of the Code of Conduct and Discipline.

5. Students shall refrain from resorting to unfair means and malpractices during examinations.

6. No student is allowed to use the cell phone within the academic premises of the Institute or to keep cell phones in their bags while in the academic sessions/practical classes. The security instructions followed at the Institute and other government institutions shall be binding on the students during their visit/stay in the said premises.

7. Students are expected to maintain a clean environment and not to litter the campus.

8. Every student shall display his/her Identity Card while on the campus and produce the same on demand by the authorities.

9. Students shall come to the class room in decent and presentable attire.

10. The following acts are strictly prohibited:

a) writing on walls, toilets & roads and pasting of posters on the wall of the premises;

b) indulging in any act of sexual harassment of any person;

c) bringing any political influence in matters pertaining to his/her academic career;

d) indulging in Strike, Picketing, Gherao, etc.,

e) use of Internet for purposes other than academic related activities;

f) violation of discipline and decorum at the Institute functions/ Convocation / Institute Day/ Sports Day etc, whether held inside or outside the campus;

g) non-adherence to prescribed dress code and disorderly conduct in the labs.

h) Damage to institute property.

(B) IN THE HALLS OF RESIDENCE

1. IIST is residential in nature and all registered students will be required to reside in the halls of residence to which they are assigned at the time of registration or as per changes made from time to time.
2. No Student shall change or give up the assigned residence in any Hall of Residence without the prior permission of the concerned wardens or officials designated to function as wardens.
3. Separate accommodation will be provided to girl students within the campus.
4. Students shall be responsible for the good upkeep of furniture and fittings provided in the rooms for the entire period of their stay in the Institute.
5. Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance, disinfection, etc.
6. Students shall be responsible for the safe keeping of their own property. In the event of loss of personal property of a student due to theft, fire or any other cause, the Institute shall accept no responsibility and shall not be liable for payment of compensation.
7. All members of Halls of Residence must maintain a decent dress code especially in the Institute, Dining Hall and Common Areas.
8. All games / sports / cultural activities must be carried out with restraint and decorum exhibiting a high level of sportsmanship. Such programmes and activities will not be allowed beyond the time stipulated by the Institute.
9. Students going out of the institute must obtain prior permission from the concerned authorities, indicating his/her destination and probable time of return.
10. For overnight or longer stay off campus, a resident must get prior permission of appropriate authority and indicate his/her destination and the expected duration of absence in writing to the Administrative officer–Hostel Services. In the event of unexpected absence from the Hall under emergency conditions, the resident must report to the authorities through phone at the earliest opportunity. Before proceeding on vacation or long leave, it is mandatory for every resident to inform the Administrative officer–Hostel Services. in writing about his/her destination.

11. All Hall properties such as newspapers, books, Television, Washing Machines and other utilities must be used with utmost care as per the user procedures defined by the Institute and willful damage to these will be considered a serious offence.

12. All residents should strictly adhere to the timings set down for meals by the authorities.

13. Students who have accommodation in a Hall of Residence shall abide by the rules and procedures of the Hall of Residence as defined from time to time both in letter and spirit.

14. Each student shall note the following for strict compliance.

- a. Willful damage of furnishings due to improper handling and misuse shall be treated as an act of gross indiscipline and suitable action in terms of levy of fine towards compensating the loss of property shall be taken.
- b. Use of electrical appliances like heaters, refrigerators, Television, VCR, VCD, DVD players, Play Station, etc. in the rooms is strictly prohibited.
- c. Engaging personal attendants and keeping pets are not permitted.
- d. Acquaintances/relatives/parents/ friends of students will not be permitted to visit individual rooms or stay in Halls of Residence. Short duration visits to the Visitors Room/Office Room may be permitted by the Warden on request. All such visits must be recorded in the Visitors Book maintained for the purpose.
- e. Bursting of crackers (except in specified pre-notified place during Diwali or festive occasions), playing loud music, etc., in the Halls of Residence, in other rooms, in the corridors, etc., are strictly prohibited.

(C) GENERAL:

1. Smoking in the Institute campus and Halls of Residence is strictly prohibited.
2. Possession, distribution and consumption of Alcohol, drugs and all other intoxicants in the Institute and Halls of residence are banned. All reported/suspected cases will call for strict disciplinary/legal action as per the rules of the Institute.
3. Ragging, in any form, is strictly prohibited and any violation shall be considered as a serious offence, leading even to dismissal from the Institute

(The UGC Regulations, 2009 on curbing the menace of ragging in Higher Educational Institutions is given as Appendix II).

4. Improper behaviour with fellow students, staff, wardens, harassment of Juniors/Seniors, causing disturbance to others, etc., will be treated as acts of indiscipline.

5. Each student shall respect the rights and privileges of other individual to express his/her ideas, pursue his/her interests and follow the style of life most meaningful to him/her without infringing on the Code of Conduct and Discipline.

6. Victimization or harassment of any one, for any reason, shall be treated as a serious breach of discipline.

(D) VIOLATION OF CODE OF CONDUCT AND DISCIPLINE

1. In order to ensure orderly behaviour with fellow students and a commitment not to perpetuate any kind of indiscipline and misbehaviour in the campus as well as Halls of Residence, the Institute shall take deterrent action as detailed below depending on the gravity of the offence and as per decision of appropriate authorities of the Institute.

i. Reprimand.

ii. Imposition of fine.

iii. Suspension from attending classes and academic privileges.

iv. Suspension/Expulsion from the hostel.

v. Debarment from any test, examination or other evaluation process

vi. Withholding the results

vii. Disallowing the use of certain facilities of the institute.

viii. Debarring from representing the Institute in any regional, national or international meet, tournament, youth festival etc.

ix. Withholding/withdrawing Assistanceship/Scholarship, awards, medals and other benefits.

x. Rustication for a specified period

xi. Expulsion from the Institute along with recovery of Assistanceship Fee and imposition of prescribed penalty as per the rules of the Institute.

In cases involving a group of students, where the persons committing or abetting the acts of discipline are not identified in spite of all efforts, the Institute may resort to collective punishment.

2. Any student on whom a penalty has been imposed under the provisions aforementioned may appeal against such penalty to the appropriate higher authorities for a final decision thereon.

3. All students should comply with the Rules and Supplementary Rules and Bye-Laws as may be applicable to all registered students of IIST from time to time. Ignorance of any of these shall not be accepted as an excuse for its non-observance on the part of the students. For any violation of the rules and for any other act of indiscipline, the Competent Authority of the Institute shall take action as deemed necessary and appropriate.

(E) ATTENDANCE RULES OF IIST

1. IIST is a fully residential institute, where students are expected to attend every lecture, tutorial and practical class and draw maximum benefit from these learning sessions. Attendance shall be an important criterion in judging whether an individual student has satisfied the requirements for completion of a given semester. Absence from classes should only be in exceptional circumstances, with the prior knowledge and permission of competent authorities.

2. An attendance record will be maintained by the faculty member using the 'icampus' software, based on roll calls (or any equivalent procedure), in every scheduled lecture, tutorial and practical class. **The percentage of attendance at the end of the semester will be deciding the eligibility of a student to appear in the end semester examination for that subject.**

3. Although the students are expected to have 100 % attendance in all subjects, relaxations subject to a minimum attendance of 80% can be given in the following cases:-

- a. Specific illness, hospitalization, accident etc.
- b. Participation in State, National and International level Sports
- c. Participation in approved cultural, technical and other events
- d. Other very genuine reasons

Note: Absence in all such cases (except unexpected medical exigencies needing hospitalization) should be with the prior permission of competent authorities. In

the case of hospitalization, the student should apply for condonation within 3 days of returning to the campus.

4. A student, who has an attendance lower than 80% in any subject shall not be permitted to appear in the end semester examination of that subject, whatever the reason for shortfall may be (except prolonged illness and very genuine family exigencies). Also, such attendance shortage students shall also not be allowed to attend the winter/summer course and the examination that immediately follows as well as the summer supplementary examination for all UG students. The registration of the student for the course will be treated as cancelled and he/she shall be awarded 'I' grade in that subject.

5. Condonation of Attendance: Attendance shortfall below 80% can be condoned only on special grounds such as prolonged illness and very genuine family exigencies, subject to the following conditions:

a. Such condonation will be done only in exceptional circumstances and will be decided on a case by case basis.

b. The student must have secured at least 80% attendance for the period other than his/her condonation period.

c. Overall attendance in a course including the period of illness and/or absence on special grounds is not below 60%.

6. All cases of medical emergency must be duly certified by the Physician based in the campus.

7. The Institute authorities shall alert parents about attendance shortfalls of their wards at the appropriate time.

III - AWARD OF ASSISTANCESHIP

1. Students' at the IIST are provided DOS Assitanceship subject to prescribed academic performance level. However, at the beginning of each semester, every student has to remit the prescribed fees in full.

2. The DOS Assistanceship package meets the expenses towards Statutory Semester Fees, Student Amenity Fee, Hostel charges (including dining), Establishment charges, Medical coverage and Book Grant*

*of these only the book grant is paid directly to the eligible students either as reimbursement against submission of bills or books procured based on his/her request.

3. In the event the Student (other than the Student belonging to SC, ST and PD category) while studying in IIST, fails to secure a minimum Grade Point Average (GPA) of 7.50 on a ten point scale in a semester, the said student will not be eligible for Assistanceship for the said semester. If a student from General/OBC category secures a GPA of 7.50 and above (in a scale of 10) in a semester, the prescribed fees that he/she has paid at the beginning of the semester will be returned to the student.

4. For the student belonging to SC,ST and PD category, graded Assistanceship will be provided only if he/she secures a minimum GPA of 6.50 (in a scale of 10) in every semester. However SC, ST, PD category student, who secures a GPA of 5.50 and above, but less than 6.50 (in a scale of 10) in a semester, has to remit the pre-notified fees except for the Tuition fees to continue the studies in the said semester. In the event the SC, ST, PD category student secures a GPA of less than 5.50 (in a scale of 10) in any semester; he/she will not be eligible for Assistanceship for the said semester. If a student from SC/ST/PD category secures a GPA of 6.50 and above (in a scale of 10) in a semester the prescribed fees that he/she has paid at the beginning of the semester will be returned to the student. For the SC,ST,PD category students who has secured a GPA of 5.50 and above but less than 6.50 in a semester, the prescribed tuition fee that he/she has paid at the beginning of the semester will be returned to the student.

IV - HEALTH SCHEME FOR STUDENTS

Services offered from the Health Centre for students of IIST will be of primary health care level and ambulatory type/ out patient care, based on the primary health care concept applicable to and within the context of health related issues of students of IIST. Scope of care includes primary care general medicine (care of any condition that is not life threatening or emergent) and minor surgical procedures.

Essential Health care based on practical, scientifically sound, and socially acceptable methods and technology made universally accessible to individuals.

Location: Health Centre for Students of IIST functions at Hostel DHANISHTA (Ground Floor)

Services offered by Health Centre for students of IIST

- Treatment of common diseases, injuries, minor skin diseases.
- Minor Surgical procedures like wound suturing, Incision and drainage of abscess.
- Care of wounds, skin infections with dressings.
- Intra venous fluid therapy in necessary cases (IV drip)
- Care of trauma (Minor traumas like fall with soft tissue injuries, Sprains)
- Care of any emergency with life threatening conditions, Stabilize the patient with BLS and refer to a higher center in ambulance for further expert care.
- Referral to a specialist in appropriate cases.
- General health checks-up of students as per schedule prepared by IIST
- Promotion of mental health, with availability of a qualified student councilor.
- Minor lab procedures like Routine urine examination using dip stick
Blood sugar estimation, using Gluco check.
- Immunization against major infectious diseases
Prevention and control of locally endemic diseases
- Education concerning prevailing health problems and the methods of identifying, preventing and controlling them
Proper nutrition, an adequate supply of safe water and basic sanitation
- Promotion of mental health
- Provision of essential drugs
- Providing Health education to students.
- Blood collection for lab tests.

Health Insurance Coverage to UG/PG/PhD students

- Group Medi Claim Policies for a sum insured of Rs.2 Lakhs per annum.
- Personal Accident claim Policy + OP (related to accidents)
- Students covered under the above insurance will be provided with Cashless Cards.
- In patient treatment can be availed from the hospitals enlisted by the Company which provides the insurance coverage as prescribed by the Doctor at the Health Centre for Students of IIST.

Medical Team: Medical team consists of qualified doctor of general practice and experienced nurses.

Counseling Services

- A qualified Counselor is attached with the Medical Centre for students of IIST functioning at Hostel Dhanishta. Direct and On-call counseling facilities are available at the Counseling desk SAMEEKSHA.

Medical center timing

- Consultation is walk-in basis. Doctor will be available for consultation at the clinic from 02.00 pm to 10.00 pm. Remaining time Doctor will be available on on-call basis. 24 hour service of Staff nurse is available. (Timing is liable to change as and when needed)

Ambulance: 24 hour ambulance with driver is available for transferring emergency cases to the specialist hospitals.

Referrals

- Referral to a specialist doctor can be done only through the Doctor of Medical Centre for students of IIST. Details of such specialized treatment availed should be reported back to the Doctor of Medical Centre for students of IIST for proper documentation of the medical history. Students are not supposed to avail specialist consultation without the said referral.
- The specialist consultation and associated medical costs that are not part of the insurance shall be borne by the students themselves.

(If any student goes directly to an outside hospital, he or she has to bear all the expenses related to it and any further follow up visits. IIST will not bear any such expenses incurred)

Medicines:

- Essential medicines including injections are available in the Health Center. Students will be given medicines prescribed by the doctor from the Medical Centre for students of IIST.

Responsibility of Students & parents/guardians

- Students seeking medical care should personally register themselves as IIST students with Health Centre.

- Reports of specialist consultation whenever availed, as advised by the doctor of Health Centre, shall be submitted to the Health Centre for upkeep of records.
- The expenditure towards those services/items which are not covered (non-medical items) by the Insurance Company shall be borne by students/parents.
- Parents of the students should take care of their wards during in-patient treatment.
- Since there is a Primary Health care facility inside the campus and provision for inpatient and specialist consultancy is available through its health insurance, there are no provisions for the Institute to reimburse any cost of medicines procured from outside.

V - EVALUATION OF PERFORMANCE

1. Credit System and Course Registration: The salient features of the Course

Registration Scheme will be the following:

(i) Each student should necessarily earn the minimum number of credits prescribed by the Institute at the end of every year to become eligible to move to the subsequent year.

(ii) The maximum time limit for successful completion of the course shall be 6 years for the B.Tech. Programmes.

2. A student should earn the following minimum credits at the end of each academic year:-

Table I – B Tech Students

	B Tech (Aerospace)		B Tech (Avionics)	
	No. of Credits offered at the end of	Minimum No. of credits to be secured for promotion	No. of Credits offered at the end of	Minimum No. of credits to be secured for promotion
End of First	42	29	42	29
End of Second	84	72	86	74
End of Third	128	119	127	118

Table II – Dual Degree Students

	No. of Credits offered at the end of each Year	Minimum No. of credits to be secured for promotion	PG Component
End of First	42	29	
End of Second	81	69	
End of Third	124	115	
End of Fourth Year	160	151	Astronomy and
	163	154	Earth System Science
	162	153	Optical Engineering
	163	154	Solid State Physics

- In case of failure to secure the minimum credits at the end of each year as indicated above, the students will not be promoted to the next year and will not be eligible for employment in ISRO/DOS centres.
- If a first year UG student fails in a subject, he/she has the option to register for winter/summer course and clear the backlog subject in the first year itself. For UG students other than in the first year, who have failed in a subject, have the option to clear the same by writing the summer supplementary examination.
- UG students will have to repeat the failed subjects by registering and attending the classes for the failed subjects along with the junior batch of students, if they fail to clear the backlog subjects in the summer supplementary examination and do not secure the minimum number of credits to get promoted to the next year.
- Students who have not secured the minimum number of credits to get promoted to the next year and who are repeating a year to clear the failed subjects will have to pay the Assistancesship fee as applicable at that time for that semester/year.
- Repeating students who do not have any failed subjects in a particular semester will not be permitted to stay in the campus during that semester.
- Even after repeating a year, if a student fails to secure the prescribed minimum credits to get promoted, his/her academic pursuit in the Institute will be terminated.

3. The academic performance of each student in each course will be assessed on the basis of continuous assessment during the course and an end semester examination.

4. In theory Programmes (that are taught primarily in the contact mode), the weightage for the continuous assessment and end semester examination will be

50:50. There will be one end semester examination of three hours duration in each lecture based subject.

5. In the case of laboratory Programmes and practicals the evaluation is continuous.

6. It is mandatory that the students shall appear for the end semester examination for completion of the course and secure at least the pass percentage, set by the Institute, based on continuous assessment and the end semester examination.

7. Institute may make changes in the Assessment procedure, as deemed appropriate in the best interest of maintaining academic standards.

8. For the benefit of first year students, who could not pass the first and second semester examinations in the first attempt, remedial classes will be arranged during winter and summer vacations. From the second year onwards, only supplementary examination shall be conducted during the summer vacation with contact hours of 10 hours duration for each subject. **There shall be no restriction on the number of backlog courses a student can choose to appear during the summer supplementary examination.**

9. Student absenting from examination such as Quiz, Teacher's Assessment test, etc., without any valid reason will not be entertained for repeat quiz/Teacher's Assessment test to improve their internal marks. Also, student absenting from end semester examinations without justifiable medical reasons will not be allowed to write the summer/winter supplementary examination which follows immediately.

10. Students who are absent from Quiz examinations due to medical reason should submit a request for reappearance through HoD including proper medical certificate from IIST Health Centre within three working days from the date of absence.

11. The concerned faculty member and the head of the respective Department should duly inform the Academic Section and re-schedule the Quiz examination for a student who has missed the Quiz exam on medical grounds within 7 days after the end of the respective Quiz examinations.

12. The internal marks amounting to 50 marks inclusive of Quiz I (15 marks), Quiz II (15marks) and Teacher's Assessment (20 marks) secured during the regular classes only will be carried forward for the remedial

(summer and winter Programmes), as well as for the Summer Supplementary examination. For the first year, Under Graduate students there will be two Quizzes and an optional improvement quiz for those students who has secured less than or equal to 10 marks out of 30 marks in the two quizzes. The students who opt for improvement quiz will get the benefit of best of two quizzes, subject to a maximum of 10 marks out of 30.

13. Students repeating a year for clearing the backlog courses have to first register for those backlog courses only. In such cases, the internal marks amounting to 50 marks inclusive of Quiz I, Quiz II and Teacher's Assessment will be awarded based only on the repeating course performance.

14. Students will be given the corrected Quiz assessments as well as the corrected class test and corrected assignments after the above have been duly evaluated.

15. Students have the option of physically seeing the evaluated answer papers of end Semester Examination/Summer and Winter examinations after 4 days of the conduct of examination. **This benefit is available to the student before the finalization of grades and result publication.** Due to this facility, there is no reevaluation option to the students for the end semester examination papers and Summer/Winter examination papers.

16. Evaluation of Laboratory Programmes

- I. Attendance is compulsory for lab Programmes and any relaxation from attending a few lab classes can only be possible under genuine medical reasons.
- II. Any UG lab course must mandatorily make provision for two regular lab classes (two weeks to be kept free) before the end of the semester to enable students to complete (or even repeat if the experimental results are not satisfactory) any lab experiments during their lab course.
- III. In addition to a continuous evaluation during the regular lab classes, a lab course can also have either a final lab examination (where a student has to perform an experiment and be evaluated) or a final viva-voce examination where he/she is evaluated. The continuous evaluation will have 70 marks weightage, while the final exam/final viva-voce will have 30 marks weightage to decide on the final grade.
- IV. A student has to appear in his/her final lab examination or his/her final lab viva-voce without fail. Otherwise he/she would not be considered to have passed the lab course even if they have secured the necessary marks in their continuous evaluation. Such candidates will be given a '**F**' (**Failure**) grade in the lab course.

- V. A student whose performance in his/her final lab examination/final lab viva-voce is below par will be given a ‘F’ (**Failure**) grade. A student who has repeatedly been absent in several lab classes and/or who has not been serious in performing the experiments and submitting lab records, if any, in the regular lab classes will be given a ‘F’ (**Failure**) grade. A student who has secured a ‘F’ Grade in a lab course will have to register for the said lab course as and when it is offered and will have to repeat all the experiments and be subjected to either a final lab exam or a final lab viva-voce.
- VI. For final year students failing in a lab course, arrangements will be made so that the student can complete all the lab experiments and will be allowed to take the final lab exam/final lab viva voce before he/she leaves the institute at the end of his/her undergraduate programme.

17. Grading: Based on the performance in each course, a student is awarded at the end of the semester, a letter grade in each of the courses registered. The letter grades, the corresponding grade points and the ratings are as follows:

Letter Grade	Grade Point
S	10
A	9
B	8
C	7
D	6
E	5
F	0
I	Incomplete
W	Withheld

The ‘I’ grade will be subsequently changed into appropriate grade when the student registers for the course again. A student is considered to have successfully completed the course and earned the credit if he/she scores a letter grade E or higher grade in that course.

18. Declaration of Result: After finalization of the grades, the result will be announced by the Institute as per the academic calendar announced by the Institute.

19. Total Grade Point Average (TGPA): On completion of a semester, each student is assigned Total Grade Point Average (TGPA) which is computed as below for all courses registered by the student during that semester.

$$\text{Total Grade Point Average} = \frac{\sum(C_i \times Gp_i)}{\sum C_i}$$

where

C_i , is the credit for i^{th} course in that semester

and

Gp_i is the grade point obtained for that course.

The summation is over all the courses registered by the student during the semester including the failed courses. The TGPA is rounded off to two decimals.

20. Cumulative Grade Point Average (CGPA): The overall performance of a student at any stage of the B.Tech. Degree programme is evaluated by the Cumulative Grade Point Average (CGPA) upto that point of time

$$\text{Cumulative Grade Point Average} = \frac{\sum(C_i \times Gp_i)}{\sum C_i}$$

where

C_i is the credit for i^{th} course in any semester.

and

Gp_i is the grade point obtained for that course.

The summation is for over all the courses registered by the student during all the semesters up to that point of time including the failed courses. The CGPA is also rounded off to two decimals. The ranking of the students in a batch for a particular branch at any intermediate or final stage is based on CGPA.

21. Grade Card: The Grade Card issued to the student at the end of a semester will contain the following information:

- a) Code number and title of the courses registered
- b) Credits for each course
- c) Letter grade and corresponding grade point.
- d) Total number of credits and corresponding grade points earned by the student up to the end of that semester
- e) TGPA
- f) CGPA

Choice Based Credit System (CBCS):

The institute has implemented the Choice Based Credit System (CBCS) for the UG programmes from the academic session 2018-19. CBCS provides an opportunity for students to have a flexible choice of courses or subjects within a programme as against the fixed set of courses or subjects that they are mandated to take.

A UG student in a particular UG programme has the choice to decide to choose some or all the electives listed under CBCS from his/her parent department or from the other departments under CBCS, provided he/she meets all the prerequisite requirement for registering for the electives under CBCS

Audit Courses

UG and PG students are allowed to audit courses

- (i) A student can only audit two courses during his/her entire period of study.
- (ii) The student will require a minimum attendance requirement of 80% similar to the credited course
- (iii) The student will have to take all the quizzes together with any class tests and need to submit class assignments similar to a credit course. The student however is exempted from writing the end semester examinations.
- (iv) The grade awarded for the audited course is 'AU' (AUdit) which does not carry any grade points and therefore does not figure in TGPA/CGPA calculations
- (v) Prior written permission of the course instructor who is offering the course and the respective Head of Department from where the course is offered are required to 'audit' any course.

(vi) If the auditing course requires any pre-requisite, the student needs to meet the above

(vii) The 'AU' grade would be awarded by the instructor, if the attendance is satisfactory and additional requirements in terms of the academic performance for internal marks (quizzes, class tests and class assignments) as set out by the instructor are met. If the attendance and the academic performance are not satisfactory, the instructor will award a 'NP' (No Pass) grade.

(viii) The course successfully completed in Audit mode will be reflected in the Semester Grade Report and the Transcript as Audit Course

(ix) A student securing a 'NP' (No Pass) grade for auditing a course will not find the same reflected in his/her transcript.

(x) A student who has registered for an elective course will be permitted to convert the above credited elective course mid-way to an audited course. In such cases the student will have to register for additional credited course to meet the credit requirements for that semester.

Changing the Elective

UG students wishing to change an elective that they have already registered will have to give a written request to Academic Section within a week after the commencement of the semester. The written request to change the elective must have the consensus of both the Instructors (registered elective as well as the changed elective).

VI. CREDITED SUMMER INTERNSHIP AND PROJECT WORK:

UG/Dual Degree students are permitted to undergo their credited summer internship/ credited project work in IIST as well as any ISRO/DOS unit and also in any other institute/organization of national importance.

UG/Dual Degree students who are permitted to undergo credited summer internship/project work in other organizations within the country are eligible for a per-diem of Rs. 150/- per day for accommodation and food charges on production of original receipts subject to the students not receiving any fellowship or Assistanceship or any other financial assistance from the host organization.

The duration of entitlement for Dual Degree students doing project outside IIST and within the country will be subject to a maximum of 9 months, while the same for UG students undergoing project outside IIST and within the country

will be restricted to a maximum of 4 months. UG and Dual Degree Students are permitted to undergo their credited summer internship/ credited project work at any institute outside the country at no cost to the Institute.

Dual Degree students undergoing credited project work in an organization outside the Institute and within the country can claim reimbursement of food and accommodation charges on production of original receipts once at the end of 9th semester and again at the end of 10th semester.

All UG and Dual Degree students undergoing credited project work outside institute will have to physically appear for the final evaluation of project (One Phase for UG and Phase I and II for Dual Degree) at the end of the semester.

Guidelines to Candidates appearing for the Quizzes and End Semester Examinations

1. Candidates appearing in the Quizzes and for the End Semester examination must bring their **valid Identity card** without which they will not be permitted to write the examination. The invigilator is authorized to demand the ID card of a candidate any time during the examination or immediately before or after it.
2. The candidates are not permitted to carry Cell Phones, Programmable Calculators, PDAs, iPods and other electronic equipments to the examination hall. If the candidates are found in possession of such equipments, strict disciplinary action will be initiated. Only those calculators issued by the Institute, geometry sets and approved tables like statistical tables will be permitted inside the hall.
3. Candidates are strictly prohibited from bringing any bits of paper, manuals, textbooks, loose sheets or other materials to the hall with the intention of gaining undue advantage in the examination. Writings or drawings on body parts, clothes, footwear or any examination aids like calculators, geometry sets and printed tables will be regarded as a malpractice attracting serious disciplinary action.
4. Candidates are advised to enter the examination hall at the stroke of the first Bell (15 minutes before the commencement of examination). **Under no circumstance, a candidate will be permitted to enter examination hall after the scheduled time of commencement of the examination.**
5. The second bell will ring at the scheduled time of commencement of the examination. The third bell will ring 30 minutes after the commencement of the examination. The fourth bell will ring 10 minutes before the end of the examination and the fifth and final bell will ring at the end of the examination.
6. **Candidates are not allowed to leave the examination hall in the first 30 minutes or in the last 10 minutes. In the interim period, candidates can move out of the hall, after depositing the answer sheets, but they will not be allowed to reenter the hall and resume writing the examination.**
7. Strict silence shall be maintained inside the examination hall.

8. The candidates must write their **Student ID No.** in the Answer book in the space earmarked for it. They should also carefully fill other details required on the first page of Answer book.
9. An attendance sheet will be circulated in the hall. All candidates must affix their signature against their names in the attendance sheet.
10. The candidates are advised to go through the instructions on the first page of the Answer book before writing their answers. On receiving the question paper, the candidates shall verify the Course code, Course title, Number of pages and Number of questions in the question paper. If there is any discrepancy, the candidates are advised to bring it to the notice of the Invigilator immediately.
11. Examination malpractices of any nature will be treated with utmost seriousness and disciplinary action may extend up to expulsion from the Institute. Any student found indulging in any form of examination malpractice during end semester examination and winter/summer supplementary examination will not have his/her answer paper evaluated and will be awarded “I” grade for all the theory courses registered during that semester or summer supplementary examination. Any student found indulging in any form of examination malpractice during quizzes or any class test during the period of study will get ‘Zero’ marks for that theory course only. **Wherever necessary, legal action will also be initiated against the candidates or any other person aiding, abetting or indulging in examination malpractice. If any candidate is found indulging in examination malpractice, the invigilator has the full authority to expel him/her from the examination hall.**
12. After completing the examination, the candidates shall personally handover the answer books to the Hall Invigilator. Keeping the answer book on the table and leaving the examination hall may result in the answer sheet not being considered for evaluation. A student who takes the answer book without submitting the same to the invigilator will be subjected to disciplinary action.

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110 002

**UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN
HIGHER EDUCATIONAL INSTITUTIONS, 2009.**

(under Section 26 (1)(g) of the University Grants Commission Act,
1956)

(TO BE PUBLISHED IN THE GAZETTE OF INDIA PART III, SECTION-4)

F.1-16/2007(CPP-II)

Dated 17th June, 2009.

PREAMBLE

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the Councils, brings forth this Regulation.

In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely;

1. Title, commencement and applicability.-

1.1 These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".

1.2 They shall come into force from the date of their publication in the Official Gazette.

1.3 They shall apply to all the institutions coming within the definition of an

University under sub-section (f) of section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a university under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

2. Objectives.-

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. What constitutes Ragging.- Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
- i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

4. Definitions.-

1) In these regulations unless the context otherwise requires,-

a) “Act” means, the University Grants Commission Act, 1956 (3 of 1956);

b) “Academic year” means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.

c) “Anti-Ragging Helpline” means the Helpline established under clause (a) of Regulation 8.1 of these Regulations.

d) “Commission” means the University Grants Commission;

e) “Council” means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or co-ordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils.

f) “District Level Anti-Ragging Committee” means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district.

g) “Head of the institution” means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.

h) “Fresher” means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.

i) “Institution” means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such

institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.

j) "NAAC" means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act;

k) "State Level Monitoring Cell" means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be.

- (2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be.

5. Measures for prohibition of ragging at the institution level:-

- a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside,
- b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

6 Measures for prevention of ragging at the institution level.-

- 6.1 An institution shall take the following steps in regard to admission or registration of students; namely,
- a) Every public declaration of intent by any institution, in any electronic, audio-visual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.
- b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full. Provided that the institution shall also draw attention to any law concerning ragging and its

consequences, as may be applicable to the institution publishing such brochure of admission/instruction booklet or the prospectus. Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.

- c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.
- d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.
- e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.
- f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the

applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.

- g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.
- h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.
- i) The institution shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
- j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.
- k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.
- m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.
- n) The faculties/departments/units of the institution shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.
- o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the institution, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year.

- p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

6.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely;

- a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities.
- b) The institution, through the leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the institution in earlier years.
- c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.
- d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.
- e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely; (i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations; (ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti-ragging committee; (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members ; (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration. (v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.

- f) The institution shall set up appropriate committees, including the course-in-charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.
- g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.
- h) Each batch of freshers, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.
- i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.
- j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.
- k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.
- l) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the Institution.
- m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.
- n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organisation authorised to do so.
- o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.
- p) The Head of the institution shall, on the basis of the information provided by the student under clause (o) of Regulation 6.2, apportion sectors to be assigned to

members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or en route while commuting to the institution using any means of transportation of students, whether public or private.

- q) The Head of the institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

6.3 Every institution shall constitute the following bodies; namely,

- a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.
- b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c) Every institution shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.
- d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
- e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving

adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

- f) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.
 - g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti - Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.
 - h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti- ragging measures at the level of the institution.
- 6.4 Every institution shall take the following other measures, namely;
- a) Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.
 - b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be publicised among all students residing in the hostel.
 - c) The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.
 - d) The professional counsellors referred to under clause (o) of Regulation 6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other

student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.

- e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.
- f) In order to enable a student or any person to communicate with the Anti- Ragging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.
- g) The faculty of the institution and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.
- h) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice.
- i) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.
- j) The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.
- k) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such Programmes or conducting training programme for teachers include inputs relating to anti- ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counselling approach.
- l) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and cross- check whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.
- m) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed

persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the institution.

- n) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.
- o) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti- Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.
- p) The Vice Chancellor of each University, shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

7. Action to be taken by the Head of the institution.- On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i. Abetment to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;
- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s);

- xvi. Threat to commit any or all of the above mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of “Ragging”.

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

8. Duties and Responsibilities of the Commission and the Councils.-

8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;

- a) The Commission shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
- b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
- d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- e) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.

- f) The Commission shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorised by the Commission or by the Central Government.

8.2 The Commission shall take the following regulatory steps, namely;

- a) The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
- c) The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission, that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging.
- f) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
- g) The Commission shall institute an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cell and University level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

9. Administrative action in the event of ragging.-

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereinunder:

a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

- i. Suspension from attending classes and academic privileges.
- ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- iii. Debarring from appearing in any test/ examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/ expulsion from the hostel.
- vii. Cancellation of admission.
- viii. Rustication from the institution for period ranging from one to four semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
- i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
 - ii. in case of an order of a University, to its Chancellor.
 - iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

9.2 Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely;

- i. Withdrawal of affiliation/recognition or other privileges conferred.

- ii. Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University.

Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.

- iii. Withholding grants allocated to it by the university, if any
- iv. Withholding any grants channellised through the university to the institution.
- v. Any other appropriate penalty within the powers of the university.

9.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

9.4 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely;

- i. Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
- ii. Withholding any grant allocated.
- iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
- iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.

- v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.



(Dr. R. K. Chauhan) Secretary

To,

**The Assistant Controller, Publication Division, Govt. of India,
Ministry of Urban Development and Poverty Alleviation,
Civil Lines
Delhi-110054**



भारतीय अंतरिक्ष विज्ञान एवं प्रौद्योगिकी संस्थान

(भारत सरकार, अंतरिक्ष विभाग के तहत स्वायत्त संस्थान)

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Indian Institute of Space Science and Technology

(An Autonomous Institute under Department of Space, Govt. of India)

(Declared as Deemed to be University under Section 3 of the UGC Act, 1956)

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