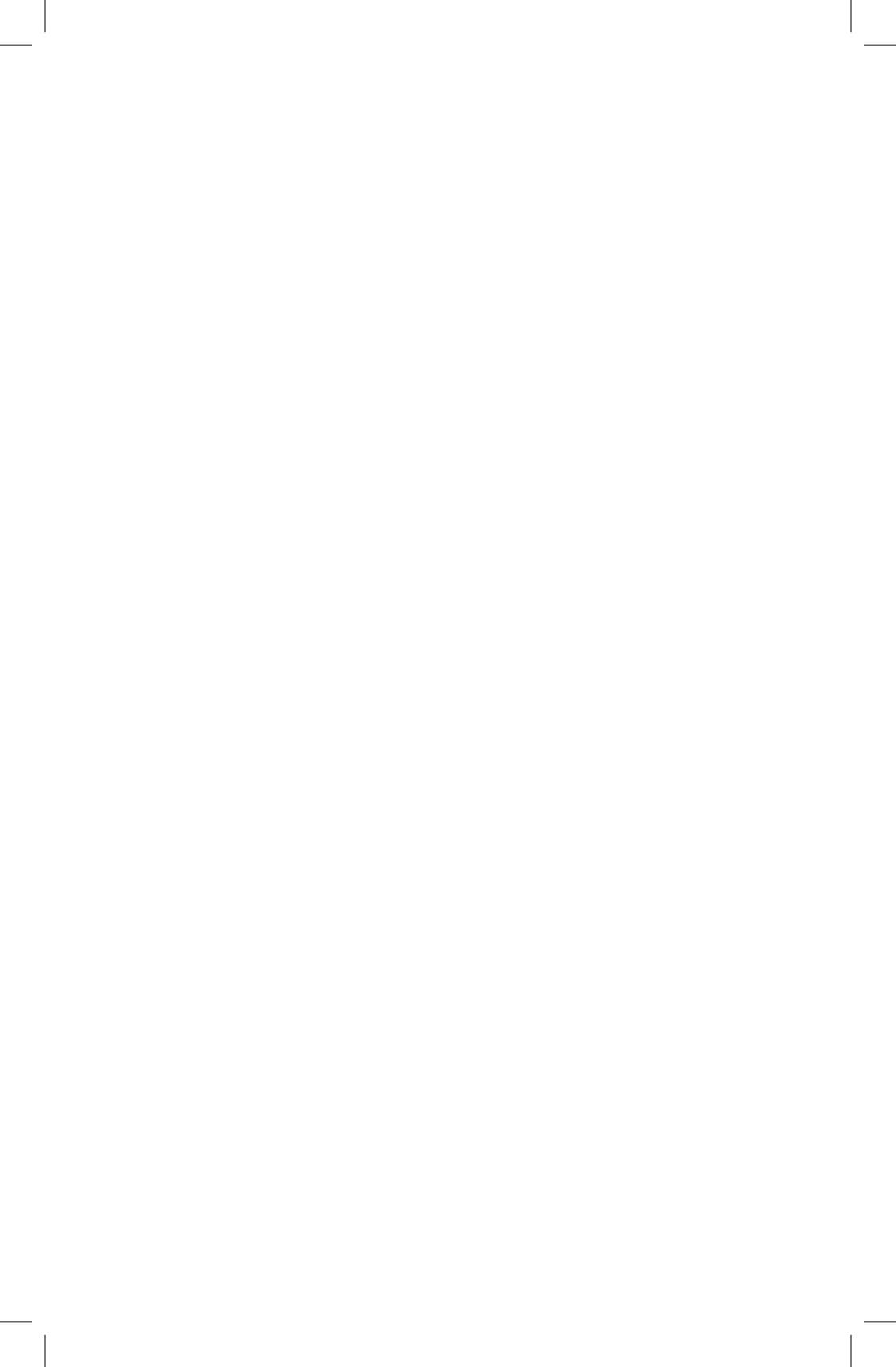


MANUAL FOR POSTGRADUATE STUDIES

General Rules and Guidelines



NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
BHUBANESWAR

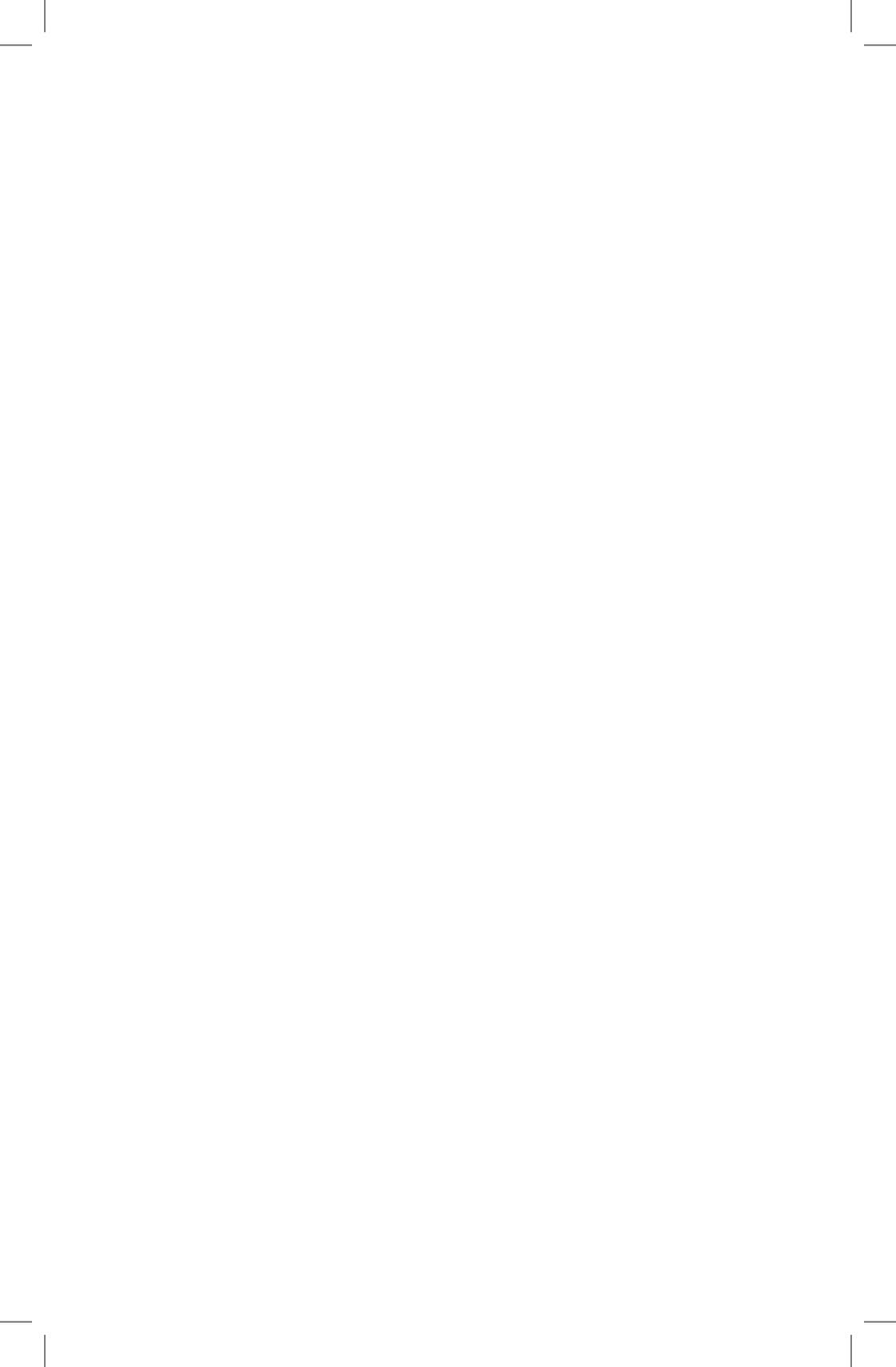


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1 PREFACE

National Institute of Science Education and Research (NISER) was established in 2007. It is envisioned to be a unique, premier research institution in India that operates under the umbrella of the Department of Atomic Energy (D.A.E) and strives to become a center of Excellence in science education and research in basic sciences viz., Biology, Chemistry, Mathematics and Physics and in related areas. This apart, NISER is planning to introduce two more schools in the disciplines of Computer Sciences and Earth and Planetary Sciences.

There is a noticeable decline among bright students taking to studies and research in Basic Sciences.

In response to this impending national need to reverse this trend, NISER has set forth an ambitious vision of teaching and research in the four basic sciences to prepare students for high quality research and channelize them into promising career path through linkages with research institutions and industries that are engaged in Research and Development.

The aim of this distinguished institute is to attract bright, motivated students, nurture them to become world class scientists for the country who will take up challenging research and teaching assignments in universities, D.A.E institutes, research and development laboratories and various industries.

NISER, envisions research as a catalyst for expanding and diversifying the country's economy; enhancing the education of its citizens and the training of its work force.

In striving towards this vision, NISER will distinguish itself as a premier institute that embraces scholarly excellence, innovation, creativity inclusiveness, and merit.

1.1 Academic Vision

- NISER strongly believes in research-based education which will place students in a discovery-oriented environment, expose them to the cutting edge of knowledge, and give them intellectual and problem-solving skills that will prepare them for leadership roles in every aspect of the nation-building of an emerging India.

- In addition to individual research projects of each faculty, NISER puts emphasis on arriving at “theme projects” for each school. That is, there will be one major project in each school which will reflect the spirit and composition of the school. This theme project will revolve around the emerging frontiers of the subject and will open new and hitherto unexplored vistas.
- NISER will also establish state of the art facilities in areas such as accelerated physics, materials chemistry, marine biology, financial mathematics to name a few to facilitate multidisciplinary research involving several groups within the institute and outside.
- NISER wants to establish Research parks which would act as nodal center for the scientific institute and industries to interact and innovate to bring about new technologies that are based on the research in NISER with opportunities for faculty and students to participate in International work.
- In due course, NISER will institute IPR, Consultancy Cell, Research and Development Cell.
- NISER will strongly collaborate with the neighboring institutes in Bhubaneswar and other D.A.E institutes to synergize efforts for mutual benefit and to create opportunities for NISER students to contribute and widen their career opportunities.

1.2 Postgraduate Programmes

All the Schools of NISER are offering Ph.D. programme in their respective disciplines.

2 ADMISSION

2.1 Academic Session

The academic session of the Institute is divided into three parts: two regular semesters and a summer term. The first semester will normally commence in the last week of July every year, and the second in the last week of December. The summer term will run from the middle of May to the middle of July.

2.2 Admission Calendar

Admissions to the Ph.D. programmes are normally made in May-June, for the first semester and in November-December for the second semester. The Dean of Academic Affairs, will notify the Academic calendar each semester.

In addition, the school may process applications for admissions to Ph.D. programmes on a continuous basis and admit students as per the existing procedure. The candidates admitted in the subsequent semesters, would be required to meet all the requirements of admission laid down by the School from time to time.

2.3 Eligibility for Admission and Reservation of Seats

The eligibility conditions given below are the absolute minimum. Schools may prescribe any requirements over and above these, subject to the approval of the Post Graduate Committee of the Institute (PGCI).

- The "specified minimum" marks/CGPA (Cumulative Grade Point Average), referred to in subsequent sections, implies a minimum of 60 percent marks or 6.0 (on a 10 point scale) as long as it is not less than the minimum pass marks/CGPA; otherwise, the "specified minimum" marks/CGPA implies the minimum pass marks/CGPA.
- Applicants having qualifications equivalent to the ones stated in sections 2.3.1 may also apply for admission to the appropriate programme.

- The number of candidates that are to be admitted into any programme shall be as decided by the Academic Council from time to time.
- The reservation policies of NISER are as per DAE rules.

2.3.1 *Ph.D. in Sciences*

The applicant must have a master's degree in the relevant subject or a bachelor's degree in engineering with marks/CGPA not below the specified minimum. In exceptional cases, candidates with B.Sc degree may be considered for admission to Ph.D. It is again for individual schools to decide.

2.4 Admission Procedure

The applicants must apply for admission on prescribed forms. The completed application forms must be sent directly to the Chairperson of the school concerned.

1. All admissions will be made on approval by the Chairman, Academic Council on the recommendations of the duly constituted selection committees and the Chairperson of the School concerned. A selection committee will consist of faculty members, one of whom will be from another school. The constitution of the selection committee will be proposed by the Chairperson of the school and approved by the Chairman, Academic Council.
2. Admission to the Ph. D. programmes will be based on written tests and/or interviews of the candidates who are already short listed by the school concerned.
3. The admission of Scheduled Castes/Scheduled Tribes candidates will be decided without comparing them with the general category candidates.
4. The selected candidates who have completed all the examinations including project/thesis examination and the viva voce before the date of registration but are unable to produce the certificate in proof of having passed and secured the minimum specified qualifying marks, may be considered for provisional admission. However, if

admitted provisionally, they will be required to produce the evidence of their having passed the qualifying degree examination with minimum specified marks by the last date for document submission as specified in the academic calendar (usually about 8 weeks from the date of registration), failing which the admission may be cancelled.

5. The provisions in paragraph 4 shall not be applicable in the case of M. Sc. students of the institute, who have been provisionally selected for admission to a Ph. D. programme. These students will be admitted to the Ph.D. programme subject to the condition that they must successfully complete all the prescribed requirements.
6. On approval by the Chairman, Academic Council, the schools will issue the admission letters to the candidates who will be required to accept the offer of admission by depositing the prescribed fee before the specified date.
7. In case a candidate does not accept the offer by paying the prescribed fee by the specified date, the offer of admission may stand withdrawn, and the admission will be offered to the candidates in the waiting list, if any, in order of merit.
8. The offer of admission may also stand withdrawn if the candidate who has accepted the offer fails to register by the date for late registration.

3 WITHDRAWAL FROM THE PROGRAM

- Withdrawal from the Ph. D program is not normally allowed except on justifiable grounds.
- In case the administration allows a student to withdraw from the program the following will be observed.
 - Certificates and transcripts will be given back only after he obtains the no-due certificate.
 - Only caution deposit after the deductions if any, will be refunded.
 - If he holds institute fellowship, the administration reserves the right to demand the refund of the amount of the scholarship the student availed until the withdrawal during the current semester.

4 FINANCIAL ASSISTANCE

- The Institute may provide financial assistance in the form of teaching or research assistantships (referred to as Institute Assistantship) to postgraduate students. Assistantships are awarded on a semester to semester basis for a period up to five years for Ph.D. students. The stipend for the assistantship is paid at the approved rates. A student is expected to devote up to eight hours per week towards job(s) assigned to him/her. The renewal of assistantship is contingent on the student's satisfactory performance in the academic programme and in the discharge of assistantship duties.
- Some financial assistantships in the form of research assistantships may also be available from sponsored research projects. Additional assistantships in the form of scholarships, fellowships, etc. may be available through other organizations, such as, the Council of Scientific and Industrial Research (CSIR), Department of Atomic Energy (DAE), etc. teaching assistantship is compulsory to all the admitted Ph. D students.

5 ACADEMIC ADMINISTRATION

The Academic Council (AC) is the supreme, statutory body that formulates, proclaims, and governs all the academic programmes of the Institute. The rulings of the Chairperson, Academic Council (Director of the Institute) are final with regard to all academic issues.

5.1 PGCI

- Chairperson of PGCI will be elected among PGCI members. He convenes and presides over the meetings.
- Functions of the PGCI consist primarily of general policy determination, coordination and review of the Academic matters. Academic Council holds the right to make final decision.
- Besides Dean, PGCI consists of the PGCS conveners of all schools, six nominated members, and two student representatives whose CGPA is above or equal to 7.5.
- The general responsibilities of PGCI are as follows.
 - Oversees the core curriculum, coordinates its various facets and performs all other relevant functions.
 - Approving new courses of instruction in the school and recommending it to Academic Council for formal approval.
 - Modifications of courses already approved.
 - To fix the credit valuation of courses.
 - Conduct of examinations.
 - Fix the rules governing the form of presentation and disposal of theses, the conduct of oral and written examinations
 - Evaluation of academic performance of students to make recommendations regarding
 - (i) their further programme of studies and
 - (ii) action to be taken in the case of deficient students.
 - such other related matters as may be referred to it by the Academic Council.

- It is noted that PGCI shall make full use of the appraisals, recommendations of the PGCS.
- The tenure of PGCI is two years.

5.2 PGCS

- PGCS monitors all academic matters, related to both academic programmes as well as academic performance of each student of the school and it makes recommendations to PGCI to implement.
- The general responsibilities of PGCS are to express their opinion and recommend decisions to PGCI pertaining to the students, curriculum of its school. It is entrusted with carefully analyzing and recommending their decisions to PGCI on
 - formal approval/disapproval of new courses of instruction,
 - modifications of courses already approved,
 - fixing the credit valuation of courses,
 - academic performance-related problems of the individual student brought to their notice by the respective Faculty Advisor/Thesis Guide.
 - the rules to PGCI which will govern the form of presentation and disposal of theses, the conduct of oral and written examinations
- The convener of PGCS will be nominated by the Chairperson of the School in consultation with the faculty of the school.
- Besides convener, there will be minimum of 4 and a maximum of eight faculty members and two student representatives, as members of PGCS.
- The student members shall not participate when the cases of academic evaluation of individual students are being considered, although the students' opinion might be sought prior to taking any decision.
- The tenure of PGCS is two years.

6 REGISTRATION

NISER follows what one generally calls credit based semester system. It is therefore mandatory for each student to register the courses at the beginning of each semester on the prescribed dates announced in the Academic Calendar, till he/she completes the programme. It is emphasized that the sole responsibility of registration lies with the student and if a student does not register in a particular semester without approval of the Dean, his/her studentship is liable to be cancelled. The process is as follows:

- A list of courses to be offered during the semester is put up on the notice boards/ website.
 - On the date of Registration as specified in the Academic Calendar, students can collect the registration cards available in the Academic Section.
 - Based on the advices given by the Convener of PGCS, student should select the courses they want to credit.
 - Then they will fill the forms with the names of the courses, the number of credits.
 - They should get it signed by concerned guide and Convener, PGCS.
 - They sign it and submit it to the academic section along with the prescribed fee. This completes the process of the Registration.
 - Students need to register for their thesis/ research work also.
1. The Institute will in course of time migrate to on-line registration system for those students who do not have backlog, with digital authorization by the Convener, PGCS.
 2. A new entrant (to the post graduate programme) who is awaiting the results of the qualifying examination, will be allowed to register “provisionally” on submission of a certificate from his/her institution certifying that he/she has appeared in the final qualifying examination (including all papers in theory, practical, project, oral, etc.). The candidate will submit attested copies of the certificates of having passed the qualifying examination by the last date for document submission as

specified in the academic calendar (usually about 8 weeks from the date of registration), failing which the admission may be cancelled.

3. All students who are not on authorized leave must continue to register in the following semester till they submit their thesis. If, however, a student is likely to submit his/her thesis within two weeks from the commencement of classes, he/she need not register in that semester. This period will not be extended in any case.
4. Ph.D. students who have submitted their thesis and are waiting for the defense of the thesis will register for zero units. They may, however, apply for leave from the Institute with permission to defend thesis while on leave.
5. In very special cases, students who have completed all the experimental work and analysis related to the thesis and are on sanctioned leave, the Academic Council on the specific recommendations of the School may allow submission of thesis without registration.
3. If maternity leave (granted before the date of registration) extends beyond the date of late registration and expires before the end of seven weeks from the specified date of registration in a given semester the student will be allowed to register only for thesis units. The number of units that a student will be allowed to register will be worked out on a pro-rata basis.

6.1 Late Registration

1. Late registration may be permitted by the Convener, PGCS only for valid reasons. They should register on the day specified in the Academic Calendar on payment of a late registration fee. In no case a student will be allowed to register four weeks after the registration day.
2. In exceptional cases, the Academic Council on the recommendation of the Post Graduate Committee of Institute (PGCI) may consider registration beyond the date of late registration. In such a case, the student will be allowed to register for thesis units only.

6.2 Academic Advising

1. A student will be advised in the selection of courses by the Convener, PGCS. A student registering for thesis units must have a thesis supervisor assigned to him/her.
2. A student may be permitted to repeat or substitute courses in which he/she has obtained FR grades. However, the substitution with another course is applicable to elective courses only and not to compulsory courses. Permission to repeat/substitute a course will be governed by the guidelines laid down in section 9. The request for repeat or substitution of a course must be given in writing duly endorsed by the PGCS to the Academic Section at the time of registration.

6.3 Semester Load Requirements

A semester load is defined as equivalent of 16 units. Thus, a student who has registered for a full semester load solely by course work is expected to attend say 4 courses 4 credits. For a well-merited case, the PGCI may permit a student to register for a maximum of 20 units or a minimum of 12 units.

6.4 Summer -Term Registration

Students may register in the summer term for up to a maximum of half the normal semester load and earn credit towards units requirements, provided they get a pass/satisfactory grade in course/thesis units for which they register and are not on leave for more than one week.

6.5 Adding/Dropping of Courses and Withdrawing from Courses

1. Adding and dropping of courses after registration is permitted only if the student's request is endorsed by the instructor of the course that he/she is adding or dropping and is also endorsed by the Convener, PGCS. The last dates of applying for adding and dropping of courses are specified in the academic calendar. No adding or dropping of courses is permitted in the summer term.

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2. A student may be required to drop a course at any stage if it is determined that he/she does not fulfill the prerequisites for the course, or if a time table clash exists which does not permit him/her to attend all the meetings of the course, or any rule in this manual which forbids him/her to take the course(s) that he/she has registered for.
3. The PGCS in consultation with the instructor and with the approval of the PGCI may allow a student at his/her request to withdraw from one or more courses during the semester, if he/she has been sick for considerable time and has submitted a certificate to the satisfaction of the PGCS, but the reduced load shall not be less than the minimum semester load. A student in the first semester of his/her academic programme and on full semester load may also withdraw from a maximum of one course during the first six weeks of the classes on the recommendation of the PGCS and approval of the PGCI.

7 LEAVE RULES

Students may be granted leave under sections 7.2 and 7.3 on application to the Chairperson of the School concerned through the PGCS. Leave under sections 7.4 and 7.5 will be sanctioned by PGCI on the recommendation of PGCS. Applications must be submitted well in advance of the date of commencement of the leave requested. Leave for a period longer than that specified in sections 7.2, 7.3 and 7.4 may be sanctioned by PGCI on the recommendation of PGCS and it will entail loss of financial assistantship for the extended period.

7.1 Attendance and Leave

- Maintaining the attendance for each student is mandatory.
For the time being, an attendance register will be kept in the academic section, where the students can sign every day.
- A student avails leave by filling up the forms available in the intranet. Thesis supervisor (Chairperson in the event that the student does not have a supervisor) and the PGCS convener approve and send the forms to Academic section. Academic section will assist the PGCS convener in maintaining the leave record.

7.2 Vacation and Casual Leave

1. A post graduate student may be allowed vacation leave during any period of the Institute's vacation or during the mid-semester recess up to a maximum of 15 days per semester, subject to a maximum of 30 days at a time. Leave not availed in one semester may be carried over to the next semester up to a maximum of 15 days.
2. In addition, a student may be allowed casual leave for up to 8 days per semester subject to the condition that such leave will not be allowed for longer than 6 days at a time. The casual leave cannot be combined with any other kind of leave, and will not be carried over.
3. There will be no loss of financial assistantship for students going on vacation or casual leave.

7.3 Medical Leave

Leave on medical ground, duly supported by a medical certificate, may be granted to a student for up to eight days per semester. Un-availed leave may be carried over to the next semester up to a maximum of 8 days. However, at a stretch, the medical leave shall not exceed 15 days. Such leave shall not entail any loss of financial assistantship.

7.4 Maternity Leave

A female student may be granted maternity leave for a maximum of 3 months. Leave up to 6 weeks can also be granted for miscarriage including medical termination of pregnancy, if supported by a proper medical certificate. Such leave can be combined with any other leave due and will not entail any loss of financial assistantship.

7.5 Semester Leave

Semester leave for up to a maximum of two semesters for Ph.D. students may be sanctioned for bona fide reasons. Except for medical reasons, such leave would not normally be sanctioned before a student has completed his/her residence requirements and in no case before the student has spent two semesters in the programme. However, on medical considerations such leave may be sanctioned after his/her stay of one semester. Leave for more than one semester at a time will not be granted.

7.6 Medical Certificate

If a student falls ill while on the NISER campus, the medical certificate must be obtained from the Institute's medical officer. If he/she falls ill outside the campus while on sanctioned leave, the medical certificate must be obtained from a registered medical practitioner.

7.7 Absence for a Minimum of 4 Weeks on Sanctioned Leave

If a registered student is absent on sanctioned leave for a period of 4 weeks or more at a stretch, PGCI may decide to convert the leave to a semester leave, or reduce the thesis units (in blocks of 4 units) appropriately, in case the student is registered only for thesis units.

7.8 Absence without Sanctioned Leave

Absence without sanctioned leave will entail loss of financial assistantship for the period of absence, and may result in the termination of the student's programme on the recommendation of the PGCS and approval of PGCI.

8 ACADEMIC WORK OUTSIDE NISER

The PG students can be permitted to proceed for academic activities outside NISER to carry out field work, library work, computational work, experimental work, and lab works, and also to attend conference, courses and to undertake other research work etc. as recommended by the school. Permission for duration up to 30 days be sanctioned by the school with an intimation to PGCI and more than 30 days by the Chairperson-PGCI on the recommendation of the School.

9 ACADEMIC REQUIREMENTS

The following table lists the minimum residence and maximum duration allowed in the programme, and credits requirements for graduation in the various programs: “Course Work” includes only postgraduate course credits unless otherwise stated.

To satisfy the “Minimum Residence” requirements, registration must be over consecutive semesters; exception will be made only if the student is on authorized leave. “Maximum Duration” is counted from the student’s first registration date. SGPA/CGPA will be calculated on the basis of all undergraduate and postgraduate courses taken by the student.

Minimum Total credits	80
Credits through Course Work (minimum)	24
Credits through Research(minimum)	32
Minimum number of Courses	06
Minimum Period of Residence	5 Semesters
Maximum duration	5 years

A school may prescribe, with prior approval of the PGCI, additional credits of courses/thesis over and above the minimum specified in the above table.

9.1 Extension of Programme

1. No student who has completed the prescribed maximum duration in the programme shall be allowed to register in the subsequent semester unless he/she has been granted extension of the programme by the Academic Council on the recommendations of the PGCS and the PGCI.
2. However, those Ph.D. students who have submitted their theses and are waiting for the defense will be treated automatically as registered unless they apply for leave.

9.2 Audit Courses

The students are permitted to audit courses, but such courses shall not be shown either on the registration form or on the grade transcript.

9.3 Advance Standing at NISER

On the recommendation of the PGCS and approval of the PGCI, a student admitted to a postgraduate programme after partial completion of such or similar programme elsewhere may be granted an exemption up to 50 percent of the minimum course units requirements. A Ph.D. student who has completed the two year M.Sc. programme at this institute can transfer a maximum of 8 postgraduate course units earned during the M.Sc. programme towards fulfillment of his/her course requirement for the Ph.D. programme on the recommendation of the PGCS and approval of the PGCI, provided these units were in excess of the minimum requirement for earning the M.Sc. degree. Further a student granted advance standing at NISER may get an exemption of one semester from the residence requirement on the recommendation of the PGCS and approval of the PGCI.

9.4 Residence Outside NISER

Students registered in the postgraduate programmes may count for residence and credit requirements, research or field work undertaken outside the institute under the supervision of the Institute supervisor(s), if facilities for such work are not available at this institute. Such cases must be recommended by the PGCS and approved by the PGCI before the student proceeds to the place of assignment.

9.5 Credits, Grades, Semester and Cumulative Grade Point Average

1. In each course a student is registered, he/she earns certain approved credits and is awarded a letter grade indicating his/her overall performance in that course. There are eleven letter grades: AA, AB, BB, BC, CC, CD, DD, FR, S and X. The correspondence between grades and points (on a 10-point scale)/rating is given below:

AA	10
AB	9
BB	8
BC	7
CC	6
CD	5
DD	4
FR	0

In addition, we have

S: Satisfactory X: Unsatisfactory

(S, X grades are applicable only to research work)

2. The Grade FR is a temporary grade. If a student gets an FR grade, it means that he failed in the course. If it is a core course he/she has to repeat the course. If it is a elective course, he/she can, if he wishes can replace this course with any other elective course proposed by PGCS.
3. A student getting a DD grade in a course may be allowed to repeat it or substitute it by another course, provided:
 - (i) his/her CGPA is less than the prescribed minimum and the student is allowed to continue in the programme or the repetition/substitution is for a maximum of one course in the programme such that it does not lead to any increase in the semester load, and
 - (ii) he/she has completed all the courses as prescribed by the school
In case a course is repeated or substituted, the old grade will also appear on the transcript although it will not be taken into account while computing the CGPA/SGPA.
4. Seminars will be graded as satisfactory (S) or unsatisfactory (X) and will carry zero credits.
5. A student earns 4 credits for each Ph. D project/thesis unit he/she is registered for in a semester. The grade S or X will be awarded for project/thesis units as follows:

At the end of the semester, the project/thesis supervisors(s) will assess the student's progress towards the project/thesis work during the semester and will award the grade S for each unit if the work is satisfactory and a X for every unsatisfactory unit. Thus a student registered for 4 units can get one of the following five combinations SSSS, SSSX, SSXX, SXXX, XXXX.

Format for the Ph. D. thesis grades in student's transcripts

Thesis Units	Thesis Credits	Grading Options
4	16	4S, 3S1X, 2S2X, 1S3X, 4X
3	12	3S, 2S1X, 1S2X, 3X
2	08	2S, 1S1X, 2X
1	04	1S, 1X
0	0	0S, 0X

If a student is on leave for a part of the semester or submits his/her thesis in the middle of a semester, the PGC I may reduce his/her thesis/project units appropriately.

9.5.1 Computation of the SGPA and CGPA

Cumulative Grade Point Average (CGPA)

Course	Credits (C)	Grade obtained	Grade point (g)	$C \times g$
Physics	3	BB	8	24
Chemistry	3	BC	7	21
Mathematics	3	AB	9	27
Biology	3	CC	6	18
Physics Lab	2	AA	10	20
Total	14			110

The performance of a student in the Institute at any point of time is indicated by a number called CGPA. The CGPA is calculated by the following steps:

1. Multiply the total credit of each course (C_i) by the grade point (g_i);
2. Add up the total of Item 1 for all courses taken;
3. Add up the total of credits of all the courses taken;
4. CGPA is the ratio of the number obtained in Item 2 to that in 3, i.e.,

$$CGPA = \frac{\sum_i C_i g_i}{\sum_i C_i}$$

Semester Grade Point Average (SGPA)

An index similar to CGPA is calculated considering only the courses taken during a particular semester. This index SGPA is calculated following the same steps as for CGPA. The grade card of a student at the end of every semester will contain the SGPA of that semester and the CGPA till then.

The following table illustrates calculation of SGPA:

$$SGPA = 110/14 = 7.85$$

CGPA and SGPA are calculated only to the second place of decimal, the figure in the second place is rounded off to the next higher digit if the digit in the third place is 5 or more.

9.6 Academic Performance Requirement

1. The minimum CGPA requirement to continue or for graduation in the Ph.D programme is 7.0
2. In the first semester in which the student registers, the minimum CGPA (SGPA) may be relaxed to 6.0.
3. If a Ph.D. student secures a CGPA between 6.5 and 7.0, he/she may be allowed to continue in the following semester on the recommendation of the PGCS and with the approval of the PGCI.
4. A student will normally be not allowed to continue in the Ph.D. programme if
 - (i) his/her SGPA is below 6.0 in case he/she is a student in the first semester.

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- (ii) his/her CGPA is below 7.0 in two consecutive semesters (however, PGCI may consider continuation as per provisions of para 3).
 - (iii) he/she has more than 3 X's towards thesis grades (that is unsatisfactory grades to the tune of 12 grade points) at any given point of time. Putting in other words, the maximum number of X's in thesis grades throughout the tenure of the program should not be more than 3.
5. A warning will be issued to a Ph.D. student when he/she accumulates two or more Xs.
 6. The PGCS will keep a watch on the progress of every student and whenever a student fails to meet the requirements, will intimate the PGCI. If a student's programme is terminated, the Chairperson of the School will issue the letter of termination.

10 COMPREHENSIVE EXAMINATION

1. Students registered in the Ph.D. programme must pass a comprehensive examination designed to test the overall comprehension of the student in the various subjects. A student can appear in the comprehensive examination only after he/she has completed the course requirements and satisfied the minimum specified CGPA requirement.
2. Students admitted with M. Sc., M.A. or M. Phil degrees or equivalent degrees may appear in the comprehensive examination earliest at the end of the second semester, but must pass it before the end of the fifth semester after their first registration. The above time limits are exclusive of the period of sanctioned leave, if any.
3. Comprehensive examination will consist of two parts.
 - (i) A written examination for about 3 hrs
 - (ii) A comprehensive oral examination.

The concerned PGCS of the school is responsible for the conduct of the written and oral examinations through an appropriate examination mechanism.

4. **Written examination:** The subject matter of the written examination will be based on the course work completed by the student. Needless to say that the paper-setting committee in the written examination to qualify have to be kept confidential. The cut-off marks can be 50%.

The candidates who fail to qualify in the written examination will be terminated from the program. No re-examination will be conducted.

5. **Oral examination:** To appear for the oral examination it is mandatory for the student to clear the written examination successfully. The comprehensive oral examination board will consist of at least three but not more than five faculty members of the student's school/Inter Disciplinary Program (IDP) plus one faculty member from outside the school/IDP (discipline, in the case of Humanities & Social Sciences). There may be two science faculty

members from outside the school/IDP (discipline, in the case of Humanities & Social Sciences) in case thesis supervisor is from outside the school/IDP (discipline, in the case of Humanities & Social Sciences).

Constitution of the board will be proposed by the PGCS in consultation with the Chairperson of the school/IDP and the thesis supervisor, if already assigned, and will be forwarded to the Chairperson, PGCI who will send it to the Dean, Academic Affairs, for approval. The thesis supervisor of the student, if already assigned, will be the convener of the board. In case no thesis supervisor is assigned, the Convener, PGCS will be the convener of the board.

6. A student will be considered to have passed the comprehensive oral examination if all except at the most one member of the board are satisfied with student's performance in the examination. The report of the comprehensive oral examination must be sent to the Dean, Academic Affairs, via Chairperson, PGCI within 8 weeks of the date of approval of the board.
7. When a student has not passed the comprehensive oral examination in his/her first attempt, a second comprehensive oral examination will be conducted by the same board that was constituted earlier unless otherwise approved by the Dean, Academic affairs, on the recommendation of the PGCS and the PGCI. A student will not be allowed to appear in the comprehensive oral examination more than twice. That is, the candidates who fail to clear the comprehensive oral examination in two attempts will be terminated from the program. All such cases shall be brought to the notice of the Academic Council.
8. A student enrolled in the Ph.D. program is formally admitted to the candidacy for the Ph.D. degree after he/she has completed the course requirements for the degree with at least the minimum required CGPA, and has passed the comprehensive (written and oral) examination. Only such students who are admitted to the candidacy will be allowed to submit Ph.D. theses in accordance with the guidelines laid down in section 13.3.

11 ALLOTMENT OF STUDENTS AND SUPERVISORS

- A Ph.D student is required to do course work for the first two semesters.
- The time and mode of allotment of thesis supervisors may vary with the Schools. It could be either after the course work, or after one semester of their program.
- PGCS on the whole will monitor the allotment of the Guide. Once it is approved in the PGCS, after securing the mutual consent of the student and the thesis supervisor, the PGCS convener intimates the Academic section through the Dean, for keeping the record of the student and for further necessary action.
- Similarly each school decides about the maximum number of students that are to be allotted to a faculty, taking into consideration of availability of the infrastructure, space and the over-all merit of the students.

12 STATE OF THE ART SEMINARS

Every Ph.D. student admitted to the candidacy for the Ph.D. degree is required to give a general seminar in the School covering the State of Art of the area of research. This seminar must be given within six months of passing the comprehensive examination. A report of satisfactory completion of this requirement is to be communicated to Chairperson, PGCI by the thesis supervisor through the Convener, PGCS.

13 THESIS AND THESIS EXAMINATION

13.1 Appointment of Thesis Supervisors of Ph.D. Students

1. A student shall not normally have more than two supervisors at any given time.
2. Thesis supervisor(s) of a student will normally be appointed from amongst the faculty members at NISER, Bhubaneswar using modalities decided by the schools.
3. Under exceptional circumstances, other employees of NISER with the rank of senior scientific officer and above can be appointed as co-supervisors of Ph.D. students. The recommendation of a peer group (appointed by the Chairperson of the School to which the student belongs) regarding the merit and qualifications of being considered as co-supervisor should be sent to the PGCI through the PGCS for approval. One such co-supervisor can be appointed to only one student at a time.
4. In exceptional cases a student can have a co-supervisor from outside the institute on the recommendation of the PGCS and the PGCI and approval of the Chairman, Academic Council.
5. The appointment or change of supervisor(s) will be communicated to the PGCI by the PGCS. No change/addition of supervisor(s) is allowed after the thesis has been submitted.
6. In case there has been a change/addition in the supervisor(s), the Ph.D. thesis will not be submitted earlier than six months from the date of such change.
7. If a student's supervisor proceeds on long leave, the PGCS shall appoint a supervisor or a co-supervisor in consultation with the supervisor and the student. In this case the number of supervisors may be more than two if an external supervisor already exists. If a student's supervisor proceeds on short leave, the PGCS may appoint a programme coordinator in consultation with the thesis supervisor, to take care of various formalities.

8. If all research work and related analysis is complete except writing of the thesis, and the supervisor proposes to go on leave, the PGCS may appoint a programme coordinator, to take care of the formalities, such as providing the list of examiners, conducting the oral examination, etc.
9. In case a supervisor resigns/retires or otherwise ceases to be a faculty member of the institute the PGCS will appoint a new supervisor or co-supervisor.

13.2 Open Seminar of Ph.D. Students

Before proceeding to finalize the thesis, each Ph.D. student must deliver a seminar open to faculty and students in which the research work will be presented to obtain comments and criticism which may be incorporated in his/her thesis. A notice of the seminar must be displayed at least four days in advance. A thesis can be submitted only after the satisfactory fulfillment of this requirement. The intimation that the open seminar has been given should be communicated by the thesis supervisor through the Convener, PGCS to the Academic Section.

13.3 Constitution of Committee/Board for Thesis and Oral Examination

13.3.1 *Ph.D. Thesis Board*

1. The thesis board shall consist of three members in addition to the thesis supervisor(s) approved by the Chairman, Academic Council. Unless some special circumstances make it impractical, at least two members of the thesis board (other than the supervisor(s)) must be from outside the Institute and at least one of these two must be from within the country.
2. The procedure for constituting the thesis board is given below.
 - (i) The thesis board may be proposed at the most 4 weeks before the submission of the thesis.
 - (ii) The thesis supervisor(s)/programme coordinator, in consultation with the Chairperson of the School shall propose a list of

examiners (in addition to the thesis supervisor(s)/programme coordinator) consisting of at least three extra names over and above the required number of members for the thesis board. This list along with adequate number of copies of synopsis (prepared according to the format prescribed in specification and information regarding the preparation of thesis) shall be forwarded by the PGCS to Chairperson, PGCI.

- (iii) The Chairman, Academic Council in consultation with Chairperson, PGCI will select the members of the thesis board from this list. If considered necessary, the Chairman, Academic Council may require additional names of experts to be submitted. In case Chairman, Academic Council is the supervisor/co-supervisor of the student concerned, Chairperson, PGCI will select the members of the thesis board. In case Chairperson, PGCI is the supervisor of the student concerned, Chairman, Academic Council may consult Chairperson, Undergraduate Committee of the Institute (UGCI) for the selection of the thesis board.
- (iv) The names of the members of the thesis board shall be kept confidential till successful completion of the oral examination. However, on completion of Ph.D. thesis evaluation (as detailed in section 13.5.1), the Academic Section will send to the thesis supervisor(s) the names of the institute faculty who are the members of the thesis board, as well as that member who is from outside the institute but is from within the country so that these names can be included in the proposed list of the members of oral board.

13.3.2 Ph.D. Oral Board

1. The oral board shall consist of four members in addition to the thesis supervisor(s)/programme coordinator. Of the four, three shall be from among the faculty members of the institute (including those, if any, on the thesis board) and one shall be from among the members of the thesis board within the country but outside the institute. Of the three members from NISER, at least one shall be from a school or IDP (or discipline in case of Humanities and Social Sciences) which is different from the student's own.

2. The thesis supervisor(s)/programme coordinator in consultation with the Chairperson of the School shall propose the constitution of the oral board (forwarded through the Convener, PGCS) to the Chairperson, PGCI who will forward it to the Chairman, Academic Council for approval.

13.3.3 Submission of Thesis

Ph.D. thesis can be submitted only after the thesis board has been duly approved and the intimation of the satisfactory completion of the open seminar has been received. Bound copies of the Ph.D. thesis (prepared according to the format prescribed in the pamphlet entitled: Specification and Information Regarding the Preparation of Thesis) one for each examiner of the thesis board plus adequate number of additional copies for the oral board, will be submitted.

13.4 Submission of Thesis:

- At least one publication for the School of Mathematical Sciences and two publications in case of other schools, (Biology, Chemistry and Physics) in refereed journals is required before the thesis is sent for evaluation.
- It is sufficient to produce the acceptance of the paper from the publishers of the journal.

13.5 Processing of Thesis

13.5.1 Ph.D. Thesis Evaluation by the Thesis Board

1. After the synopsis has been submitted and the thesis board constituted, the Dean of Academic Affairs will send a letter by e-mail/fax to each member of the thesis board enclosing a copy of the synopsis and requesting him/her to serve as an examiner for the thesis.

If the examiner refuses or no response is received for four weeks (with a reminder being sent after two weeks), then steps will be taken to appoint another examiner.

2. On receipt of the acceptance from the examiner, a copy of the thesis along with a thesis-evaluation form for the examiner's report will be sent to each examiner.

3. In case Dean, Academic Affairs is the supervisor of the student concerned, above processing (detailed in paragraphs 1 and 2) will be done by the Dean, Research & Development.
4. When an examiner's report is received, the Chairperson, PGC I will place it in one of the following three categories:
 - (i) **Category I:** If an examiner suggests corrections regarding punctuation, grammar, spelling or language, the supervisor(s) can use their discretion regarding incorporation of such suggestions.
 - (ii) **Category II:** If an examiner points out typographical errors other than those in (i) above, or minor technical mistakes, raises some queries or suggests modifications but does not imply that the acceptance of the thesis is subject to removal of these defects to the examiner's satisfaction, the supervisor will communicate to the Chairperson, PGC I the student's response to the above and the same will be incorporated in the thesis to the satisfaction of the oral board, and examiner(s) concerned should be informed of the changes made on the basis of his/her suggestions.
 - (iii) **Category III:** If an examiner rejects the thesis outright or raises technical points or suggests modifications which must be answered/carried out to the examiner's satisfaction, before the thesis is accepted, the supervisor will communicate to the Chairperson, PGC I the changes made in the thesis, if any, in response to the examiner's comments along with an explanatory note which will be sent to the examiner with a request to respond within six weeks; if the examiner's response is not received within this period, a reminder will be sent and if no reply is received within six weeks time, further action will be initiated.
5. Copies of the categorized report (without the identity of the examiner) will be sent to the thesis supervisor(s) and the Chairperson of the School.

6. On completion of the process detailed above, the Chairperson, PGCI will intimate the supervisor the concurrence of the Chairman, Academic Council, if given, to initiate the constitution of the oral board. This concurrence of Chairman, Academic Council will be given if all the examiners recommend acceptance of the thesis. If one of the examiners rejects the thesis, the matter will be referred to Chairman, Academic Council for deciding further course of action. If two or more examiners reject the thesis, the thesis will be rejected.
7. In case Chairperson, PGCI is the supervisor of the student concerned, the above processing (detailed in paragraphs 4, 5 and 6) will be done by Chairperson, UGCI.

13.4.2 Ph.D. Oral Examination

1. The Ph.D. oral examination will be an open examination. The supervisor(s)/programme coordinator will be the convener of the oral board and will fix the date of the oral examination and intimate the date to the Academic Section.
2. If a member of the oral board communicates his/her inability to be present in advance or fails to be present on the specified date and time, the Chairman, Academic Council may appoint a substitute in consultation with the thesis supervisor(s)/programme coordinator, Chairperson of the school and Chairperson, PGCI.
3. Each member of the oral board will be given a copy of the thesis along with the entire technical correspondence with the thesis examiners at least one week before the date of the oral examination.
4. The oral board shall
 - (i) examine the thesis reports,
 - (ii) examine if necessary modifications suggested by the thesis examiners have been incorporated,
 - (iii) elicit the candidate's replies to the questions raised by the thesis examiners,
 - (iv) authenticate the work as the student's own,
 - (v) judge if the presentation of the work by the student and the answers to the questions asked have been satisfactory, and

- (vi) give a report of the examination, which will be communicated by the supervisor(s)/programme coordinator to the Chairperson, PGCI through the Convener, PGCS.
5. If all, except at most one member, declare the student as passed, the student shall be deemed to have passed.
 6. If a candidate has not passed, the oral board will specify whether
 - (i) the candidate may be given another chance to appear in the oral examination and will specify the approximate date for re-examination. The original oral board will conduct the reexamination unless a different oral board is approved by the Chairman, Academic Council. In the re-examination, the board will declare whether the student has passed or failed as per the criteria laid down above but will not recommend holding a third oral examination.
 - (ii) the candidate is declared to have failed.
 7. On receipt of the report that the student has passed the oral examination, the Chairperson, PGCI will recommend to the Academic Council for award of the Ph.D. degree.
 8. If the candidate has failed, the matter will be brought to the attention of the Academic Council for further action.

14 GRADUATION REQUIREMENTS

A student shall be deemed to have completed the graduation requirements, if the student has,

- (i) passed all the prescribed courses,
- (ii) attained the minimum required CGPA,
- (iii) satisfied the minimum academic and residence requirements,
- (iv) satisfied all the requirements specified by the concerned school, if any,
- (v) satisfied all the requirements specified by the Academic Council and the Ordinances.
- (vi) student should have paid all the dues to the Institute and, should have no pending case of indiscipline.

15 CONTINUOUS MONITORING

15.1 Continuous Monitoring of the Student

- There will be a Thesis Monitoring committee (TMC) for each Ph.D student of the school. It normally comprises of 3 faculty members of the school including the Thesis supervisor. In case the thesis is interdisciplinary, members can be from other schools.
- The Chairperson in consultation with the thesis supervisor will form the TMC for each student.
- If the thesis is under joint guide TMC can have two members other than the thesis supervisors.
- TMC will file a report on the progress of the student after careful examination of his/her performance at the end of every academic year until he/she submits the thesis. The responsibility for maintaining the record of the progress lies with the thesis supervisor. Academic section will keep the record in its custody and provide as and when required by the Thesis Supervisor, PGCS or others.

15.2 Change of Guide

- Until the end of one year after PGCS formally announces the guide for a student to the academic section, if the student wishes to change the guide, he/she can apply to PGCS by providing genuine and justifiable reasons for such a change.
- Change of guide will not be entertained after the end of period mentioned above. However under extraordinary and exceptional circumstances, the Change of Guide can be considered by the Director, if the case is recommended by PGCI convener and the Dean, Academic Affairs.
- If a student applies for a change of guide within the period mentioned above, the PGCS, after carefully scrutinizing the merit of the case, secures the no-objection from the erstwhile guide and the willingness from the faculty with whom he/she desires to continue. Then, PGCS convener informs the Dean, Academic affairs, in writing regarding the Guide change.

- The opinion of the TMC should also be sought, prior to making any decision.
- In the case of dispute, the Dean, Academic Affairs after consulting the PGCI and the Director make the decision and it will be final.

15.3 Attending the Conferences

- Ph.D students are encouraged to attend the conferences that are conducted in the area of their academic pursuit.
- Normally two national conferences at the maximum during the entire term of his/her Ph. D program, will be fully supported.
- However, the students working in theoretical/computational aspects of the problem for their thesis, like the ones found in Mathematics, Theoretical Physics, Theoretical Chemistry and Theoretical Biology, will be financially supported to attend 4 conferences at the maximum which include workshops, Advanced Training schools, symposia and so on.
- The above rules are applicable for all the students of Ph. D program irrespective of the funding agencies from where they avail the fellowship, be it institute fellowship or any other external funding agency. In case the student is holding fellowship from the external agencies, financial support has to be met from his/her contingency money. If sufficient funds are not available in his/her contingency, they can seek funds from the institute.
- If a meritorious student wishes to attend an international conference of repute in his/her area of research held abroad, his/her case can be considered for financial assistance. Students found suitable will be given the assistance only once in his tenure. He needs to apply to the Director, through the Dean, Academic affairs well in advance. The decision to support fully or partially lies with the Director.
- Under no circumstances a student regardless of the fellowship he holds, will be allowed to attend a conference which includes workshop, training schools, wherever financial support is required, if either he did not complete the comprehensive test or he was not assigned a guide by then.

15.4 Project Assistants

Recruiting the Project assistants in the sponsored Projects:

- There shall be a mandatory advertisement in the website of NISER, for the position with stipulated qualifications.
- A committee with the chairperson as the chairman, comprising the principal investigator, co-investigator, if he is in the city, and at least one subject expert suggested by the Principal Investigator, and duly approved by the Dean, R & D shall interview the qualified candidates and recommend the selected candidates to the concerned authorities for final appointment.
- It is worthwhile to mention that a project assistant by virtue of this qualification alone, can neither register for Ph.D program nor formally register for any course given in NISER.

16 CODE OF CONDUCT

- Each student shall conduct himself/herself in a manner befitting his/her association with an Institute of national importance. He/she is expected not to indulge in any activity which is likely to bring down the prestige of the Institute. He/She should also show due respect and courtesy to the teachers, administrators, officers and employees of the Institute, and good neighborly behavior to fellow students. Due attention and courtesy is to be paid to visitors to the Institute and residents of the Campus.
- Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), will full damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behavior and similar other undesirable activities shall constitute violation of the Code of Conduct for students.
- Ragging in any form is strictly prohibited and is considered a serious offense.

16.1 Disciplinary Actions and Related Matter

- Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute.
- The teacher of a course shall have the power to debar a student from the examination in which he/she is detected to be using unfair means. The Instructor/Tutor shall have the power to take appropriate action against a student who misbehaves in his/ her class.
- The Chief Warden of the hostels has the power to reprimand, impose fine or take any other suitable measure against a resident who violates either the Code of Conduct or rules and regulations pertaining to the concerned Hall of Residence.

- Involvement of a student in ragging may lead to his/her expulsion from the Institute.

The Disciplinary Action Committees of Students (DACs) investigates alleged misdemeanors, complaints, etc. and recommends a suitable course of action.

Violation of the Code of Conduct by an individual or of a group of students can be referred to this committee by a student, teacher or other functionary of the Institute.

- In very exceptional circumstances, the Chairman, Academic Council may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/her view, may tarnish the image of the Institute.
- The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Academic Council for its final decision. A student who feels aggrieved with the punishment awarded may, however, appeal to the Chairman, Academic Council stating clearly the case and explaining his/her position, and seeking reconsideration of the decision.
- The Academic Council may not recommend a student, who is found guilty of some major offense, to the Board of Governors for the award of a degree/diploma/certificate even if he/she has satisfactorily completed all the academic requirements.

17 HOSTEL RULES

17.1 Hostel Management Committee

1. The committee will consist of the Director, Deans, Hostel Wardens, Hostel Manager, Student representatives.
2. It is decided to have 2 boys and 2 girls from M.Sc integrated program and 1 boy and 1 girl from P.G. Program to be, at present, included in the Hostel Management Committee. The composition may change from time to time. The selection process will be spelt out later by authorities.
3. The Hostel Management committee will frame the rules, stipulates, supervise and give advises to the Hostel Wardens and Manager when it is needed.
4. The students can approach any the Hostel Management Committee, for help, guidance and for any grievance-redressal.
5. All residents shall comply with the rules and with the supplementary rules and byelaws as may be framed from the time to time.
6. Ignorance of any of these shall not be accepted as an excuse for its non observance on the part of a resident.
7. For any violation of the rules and for any act of indiscipline in any hostel, the Hostel warden shall take whatever disciplinary action deemed necessary at the hall level. In case of a serious offense , Hostel Management committee is empowered to take the disciplinary action in the Hostel and if need be to recommend to the Institute.
8. Institute reserves the right to take disciplinary action including cancelation of allotment of accommodation the hostels, for violation of Hostel rules.
9. Elected students bodies to cater the interests in say, sports, fine-arts and so on might be formed as and when required after getting the due approval from the authorities.

17.2 General Behavior

1. A student should keep in mind that the hostel is the home of the students on the campus, he/she should behave himself/herself on the campus as well as outside in such manner that will bring credit to him/her and above all to the institution.
2. Residents shall respect the right of each individual to express his/her ideas, pursue his/her interests.
3. Internal victimization or harassment of anyone who is from a weaker/minority section will not be tolerable and will be treated as a serious offense. It will be strictly dealt with by Hostel Management committee.
4. Hostel Management committee strongly discourages the regional/religious groupings among the students. It is a National institute and inmates of the hostel are expected to inculcate the doctrine of nationalism during their stay in NISER.
5. All games/ sports activity in the hostels must have the prior approval of the Hostel Management committee.
6. The institute will not tolerate any objectionable extremist religious activities by the inmates.
7. Residents are forbidden to possess any sort of weapons including small knives, inside the premises of the Institute.
8. Students are not allowed to organize any sort of religious activities. Fund raising for any general non-religious activity can be done after getting prior permission.
9. Consumption of any objectionable intoxicating items in any form and smoking are strictly prohibited inside the premises of the Hostel and Institute.
10. No student is allowed to possess any vehicle other than a bicycle, in case they need it. In any case, no student is allowed to keep any vehicle other than bicycle, inside the premises of NISER (this includes the Hostel, Institute of Physics campus).
11. Fixing posters and pictures or writing on the common walls and disfiguring the walls of the hostels is strictly prohibited. Hostel

Management Committee is empowered to take stringent action on any who found violating this. However, the places specially provided for posters, etc. may be made use of after getting the permission from Hostel Manager. In case any resident fixes posters inside his room, he /she will be responsible for any damages.

17.3 Rules and Regulations

1. Allotment

- (a) A student is allotted a residence only after he clears all the previous arrears, if any, and the mess advance.
- (b) No-due certificate from the hostel is mandatory for registration.
- (c) Allotment of residence will be done by the Hostel Management committee. Those who want to change their rooms need to give in writing to warden through Hostel Manager. It will be accorded case by case by taking the merit of the claim into consideration.

2. Living

- (a) As it is a residential institute all students are required to stay in the hostel.
- (b) No inmate shall be absent from the Hostel without the prior permission of the Warden concerned.
- (c) Students who either discontinue their studies or whose courses are terminated by the Institute are required to vacate their rooms immediately unless he gets prior permission from the Warden.

3. Guests

- (a) No students should entertain unauthorized guest.
- (b) The Hostel Management committee reserves the right to deny entry into the Hostel to visitors if their visit is likely to disturb the peace and order of the Hostel.
- (c) An inmate might be required to vacate the room when during long leave/vacation for maintenance of Hostels.

- (d) To protect the privacy of the residents of the halls, visitors of the opposite sex are strictly not allowed in the rooms and are prohibited from entering the residential blocks of the hostels between 10 p.m. and 9 am.
- (e) In any case, no student is permitted to entertain a guest of opposite sex inside his room.

17.4 General Maintenance

- (a) Inmates will be personally responsible for the safe upkeep of the furniture, fittings, and other items supplied to them in the rooms. In case of any loss or damage to the above, the actual amount along with the fine imposed by the Hostel Management Committee will either be deducted from their hostel security deposit or asked to pay immediately.
- (b) The inmates are not allowed to remove any property from the dining room, common room or the visitors room and take it either to their rooms or any other place which they want.
- (c) Hostel Management committee reserves the right to allow any unauthorized electrical gadgets such as room heaters, cooking equipments, etc. inside the rooms. Any tampering with electrical fixtures will be treated as full damage to the Hostel property. Necessary action will be taken as decided by the Hostel Management Committee.
- (d) Students must not keep valuable in their rooms. A student himself/herself is responsible for all of his/her belongings. The institute will not be held responsible for any loss incurred due to his/her negligence or any other reason whatsoever.

17.5 Mess

- (a) There is a common mess for both boys and girls in the Ladies hostel.
- (b) The students will get a mess-rebate if the leave is more than or equal to 3 days continuously.

General Rules and Guidelines

- (c) Hostel mess is compulsory and under no circumstances, private preparation of food in their respective rooms shall be permitted.
- (d) The student shall strictly adhere to the timings set down by the Hostel Management committee to take food in the Mess hall.
- (e) The Hostel mess will be managed by the Hostel Mess Committee. One of the wardens will be the Chairman of the Hostel Committee.
- (f) The mess bill of the students should be notified latest by the fifth of every month.

18 AMENDMENTS

Notwithstanding anything contained in this manual, the Academic Council of the National Institute of Science Education and Research, Bhubaneswar reserves the right to modify/amend without notice, the curricula, procedures, requirements, and rules pertaining to its postgraduate programmes.