

Guide to IISER Mohali



IISER MOHALI

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Welcome Letter

Dear Student,

It is our pleasure to welcome you to IISER Mohali. We truly hope that you will find your stay here both educative and enjoyable and contribute significantly to your personal and social growth. We are sure you will do everything to make the most of what IISER Mohali has to offer to you, towards your academic growth and we, on our part, will do everything possible to enable your dreams and aspirations. You will find the academic programme here both rigorous and enjoyable and will call for your commitment and dedication, which we expect from you in large measure. The faculty here are committed to research and teaching and please take every opportunity to interact with them. The faculty on their part will be more than happy to help you in every way they can.

The classes will commence at 8.00 AM and do make it a point to attend all classes without fail. We are sure you will give us the highest level of commitment, sincerity and honesty in all matters. We also believe that while it is important to study well, it is also important not just to study well, but to have other interests as well. Towards this end,

the Institute provides you with opportunities to participate in a whole host of activities such as sports, cultural, debate, quiz etc. You are invited to participate in these activities as well.

This booklet also contains information that you may find useful during your stay here at IISER Mohali. The document will also educate you on the rules and regulations of the campus, which are made for your well-being and safety and to make your campus experience enjoyable. We urge you to study these rules carefully and follow them meticulously and also ensure that your fellow students follow them likewise.

This Institute has zero tolerance towards harassment of any kind. If you experience any difficulty in this regard, do not hesitate to bring it to the notice of any of the wardens or us.

We, the Wardens, Hostel Caretakers, Office Staff, Dean Students, and Associate Dean Students, will do everything possible to make here your stay here fruitful and enjoyable. Please do not hesitate to see us if you need any help whatsoever. We take this opportunity to wish you the very best in everything you do.

Dipanjan Chakraborty
(Dean Students)

Chandrakant S Aribam
(Associate Dean Students)

Common Abbreviations

Some places in IISER Mohali are better known by shorter names, and it might be confusing for you in the early days. So, here is a list of places and offices that are frequently abbreviated:

- CAF: Central Analytical Facility
- CC: Computer Center (located within the Informatics Center, along with the Library and server rooms). We do not call the Community Center as CC.
- AB1: Academic Block 1. Similarly, we have AB2. The Administrative Block is just called Admin/Admin Block.
- H5: Hostel 5. Similarly, we have Hostel 6, Hostel 7, and Hostel 8.
- SC/ShopC: Shopping Complex. We have been informed that students have started spelling it ‘Shopsy’ recently.
- VH: Visitors’ Hostel
- DSO: Dean Students Office
- DAO: Dean Academics Office
- SRC: Students Representative Council
- FICA: Faculty-in-Charge Cultural Activities

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Photo Courtesy:

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Contacts

Name	Designation	Contact Number	E-mail (@iisermohali.ac.in)
Dr. Dipanjan Chakraborty	Dean Students	8427570607	chakraborty
Dr. Chandrakant S. Aribam	Associate Dean Students	8427974601	aribam
Dr. Adrene Freeda Dacruz	Warden (Hostel 5, 8)	8968597358	adrene
Dr. Raju Attada	Warden (Hostel 5)	9657192050	rajuattada
Dr. Vidya Devi Negi	Warden (Hostel 6)	8280467911	vidya
Dr. Santosh Satbhai	Warden (Hostel 6)	7347342935	ssatbhai
Dr. Tanusree Khandai	Warden (Hostel 7, VH)	8249487747	tanusree
Dr. Ambresh Shivaji	Warden (Hostel 7, VH)	8264379667	ashivaji
Dr. Subhabrata Maity	Warden (Hostel 8)	9836553791	smaiti
Dr. Manabendra Nath Bera	FICA	9163644275	mnbera

General Conduct

1. When you join IISER, Mohali, you will be allotted a room in one of the four hostels or the Visitors' Hostel. You will be provided a room, which is furnished with beds, mattresses, a study table and a chair. These have been provided for your convenience and you are expected to take proper care of these furniture and other electrical fittings. In case any of these is damaged due to improper use or negligence, you will be required to pay for such damages.
2. All furniture must be retained within the room allotted to you and must not be taken outside the room.
3. While the Institute will provide you with a mattress, you will have to bring your own bed sheet, pillows and blankets. The mattress must not be used without a bed sheet.
4. It is your responsibility to keep your room clean and hygienic. Adequate support staff will be provided to clean the common areas in the hostel. Avoid putting up notices on the wall that deface or spoil it. Under no circumstances should any form of trash be flushed down the toilet.
5. You must not cook in the hostel room.
6. You must not play loud music or do anything that will disturb other inmates of the hostel.
7. **Smoking, consumption or possession of alcohol, tobacco, gutka, marijuana, illegal drugs etc. are strictly prohibited in the Hostel and Institute premises.** Entering the Hostel or Institute premises in an inebriated state or under the influence of alcohol or drugs is strictly prohibited and will attract the strictest action.
8. At present, each hostel is divided into boys' and girls' wings. Entry for boys in the girls' wing (or vice versa) is regulated by a code of honour amongst the students. Any student who is found to infringe the honour code is liable to face disciplinary action.

As per the recent decisions of the Board of Governors, students may continue to stay in the hostels as above after they exercise an option to do so; the other students, as also all BS-MS students in their first year, are to be accommodated in strictly gender-segregated hostels. These decisions of the Board are awaiting implementation.

Please also read about gender sensitization and understand what constitutes sexual harassment. Any related incident should be brought to the notice of the Dean Students or the Wardens.

9. In case circumstances warrant, the wardens and the Dean Students reserve the right to have **unconditional access to any of the rooms, after prior intimation to the resident**. If the room in question belongs to a female student, the access will be gained only in the presence of a female warden. The female student has the right to demand the presence of a female warden when such access is being sought.
10. Any hostel related matter should be brought to the notice of the wardens, sports related matter to the Sports instructors, and cultural activities to the FICA. The student may also contact Dean Students for any of the above issues, who will serve as a single point contact for all student related matters. Academic matters will be dealt with by Dean Academics.
11. Use of Vehicles: As per the rules of the Institute, possession and use of any motorized vehicle within the Institute premises, by the students of IISER, Mohali, is strictly prohibited. Any violation of this rule will attract disciplinary action. All students will be required to submit an undertaking in a prescribed form for the above regulation and expected to strictly abide by this rule. Student using bicycles must park their bicycles in the designated cycle stand near the hostels.
12. **Please carry your Institute identity card at all times** and show it to the Security guards if asked. This is a procedure that is meant to ensure your own safety, so that no unauthorized persons enter the Hostel or Institute premises. Your cooperation in this regard is, therefore, very important.
13. In case of an emergency, such as a medical emergency, please do not hesitate to call any warden or Dean Students at any time of the day or night. We assure you of our attention at all times to resolve any emergency. However, for any other requirements that does not constitute an immediate emergency, please call the wardens or Dean Students during normal office hours, if you require their assistance.

Time Regulations and Gate Pass Rules

1. All MS students are expected not to leave the Institute premises between 12 AM to 6 AM, except for specific reasons of health or emergency. PhD students and project students do not require any gate pass and have no restrictions on time. Int-PhD students will be treated as MS students, until they join PhD.
2. **All entry and exit from the main gate would require you to show your physical Identity Card.** You have to show your ID card at the main gate when you are leaving and (most importantly) when you are entering the campus.
3. In case a MS student (not a first year) leaves the campus within 6 AM to 12 AM (00:00 hrs) but returns to the campus later than 12 AM (00:00 hrs) and does not possess a gate pass, then the student has to submit their ID card at the main gate which can be collected later on from Dean Students Office on weekdays. For Saturday and Sunday, the ID Cards can be collected from the hostel caretaker Mr. Brijesh. That is to say, the ID Cards collected on Friday night (technically Saturday morning) and Saturday night will be handed over to the concerned caretaker by the security. For all other days the security will hand over the ID cards to the Dean Students Office. If a student is found to be a repeated offender (three strikes), then after the third incident, their ID card will be retained by the office for a week and they will not be able to exit the campus for a period of 7 days. Please keep this in mind.
4. Gate pass in ERP will be approved by two wardens: Dr. Tanusree Khandai and Dr. Subhabrata Maiti at 11:15 AM, 5 PM, 7 PM and 9 PM. ERP does not let you apply for a gate pass for the same day after 7pm, so please plan beforehand. There will be no phone calls to Dean Students, Associate Dean Students or any wardens on gate pass and entry/exit outside office hours either by the students or by the security at the main gate.
5. In case you have to leave urgently at a time beyond 00:00 hrs but do not have a gate pass then please follow these:
 - (a) Apply for a gate pass for the next day (since you will be leaving after 00:00 hrs). Please indicate the reason you are leaving. If ERP allows you to upload documents you should upload the train or flight ticket purchased not more than two and a half

hours before. If there is sufficient reason to believe that the travel was planned well before but you had just forgotten about the gate pass, you may be taken to task.

- (b) At the main gate you can show the security that you have applied for the gate pass, fill in the register and leave.

The students are requested not to misuse this. In case there is a dispute (which should not be there), please get in touch with the night caretaker.

- (c) While coming back to the campus after you have gone out due to an emergency and you do not have a gate pass point 3 applies.

Anti-Harassment Guidelines

- 1. The Institute has zero-tolerance towards any form of harassment.**
2. Any act of teasing or use of abusive words, acts causing physical or mental harassment shall be treated as ragging. Ragging is a legally cognizable offense which can attract strict action including expulsion from the Institute. A copy of the [UGC regulations on anti-ragging in higher educational institutions](#)¹ (published in The Gazette of India July 4, 2009) is available at the IISER Mohali website and main notice boards. The Dean Students, Associate Dean Students, and the wardens of IISER Mohali form the anti-ragging committee. Any complaint regarding ragging should be reported immediately to this committee without any inhibition or reservation.
- 3. IISER Mohali commits to a “Zero Tolerance Policy” towards sexual harassment.** An Internal Complaints Committee (ICC) has been set up at IISER Mohali as per the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act 2013. The [Internal Complaints Committee](#)² broadly aims to provide a safe working environment for all women, including permanent/ temporary/contractual staff and students at IISER Mohali. You can reach out to the ICC by sending an email at icc@iisermohali.ac.in, or contacting a member, who will guide

¹<https://www.iisermohali.ac.in/files/Rules/antiraggingguidelines.pdf>

²<https://www.iisermohali.ac.in/committee-against-sexual-harassment/committees/committee-against-sexual-harassment>

you to do the needful. You can find the [Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions - UGC Regulations 2015³](#) on the website.

Mess Facilities

1. The Institute messes run in a pay-and-eat model. There are options to pay on a monthly basis as well.
2. Carrying food and food plates out of the mess dining hall to any other place, such as your hostel room, gym area etc. is strictly forbidden for reasons of cleanliness and hygiene. The students are expected to take responsibility towards cleanliness of the hostel and are therefore expected to refrain from such practices.
3. Any feedback or issues regarding mess facilities must be given to the hostel representatives in the SRC, who will bring up the issues with the Dean Students and wardens for follow up and action.
4. Students are not permitted to argue with the mess workers in case of any problem with the food and they should lodge a complaint to wardens or write their complaint in the complaint register. In case a student is found guilty in arguing or misbehaved with the mess worker, disciplinary action will be initiated. Any change of food menu will be brought up only by the hostel representatives in the Wardens' meeting which will be implemented after a discussion with the mess contractors.

Guests

1. In order to facilitate the visit to IISER, Mohali, of parents or close relatives of students, we do provide accommodation, subject to availability. Students may book guest rooms for a maximum of 2 acquaintances for up to 3 days. For immediate family members such as parents, brothers or sisters, a maximum of two consecutive extensions (of 3 days each) may be allowed, subject to availability of rooms. A form is available with the Hostel caretakers for this

³https://www.ugc.ac.in/pdfnews/7203627_UGC_regulations-harassment.pdf

purpose. You must fill up this form, obtain the signature of the Warden and submit it to the Hostel office, at least 24 hours prior to the arrival of the guest.

2. Requests at short notice (i.e. less than 24 hours prior to the arrival of the guest) will normally not be entertained, but subject to availability, rooms A room will be then be made available, subject to availability may be provided, at charges twice the normal rates.
3. **Charges:** Guests may be accommodated in your own room sharing with you, at a charge of Rs. 50/- per night per guest. A mattress will be provided in such a case. The tariff for a regular room is Rs. 100/- per night and for a guest room is Rs. 200/- per night.
4. Students will not be allowed to entertain any guest within the Hostel premises for overnight stay, without the prior permission of the Wardens. A penalty will be levied if any student is found to be doing so.

Leave Rules

1. In case you want to leave the campus for a day or more then the procedures are the following:
 - (a) In case the leave is on a weekday, you need to apply for academic leave before you apply for hostel leave/ a gate pass (irrespective of the time you leave). If, however, there is an emergency and you have not secured an academic leave then please upload a snapshot that shows that you have applied for academic leave when you are applying for a gate pass.
 - (b) In case the leaves fall on weekends (between Friday to Sunday) or on a holiday, you do not need to apply for an academic leave. Note that only for such leaves you have to enter the details in a register and leave.
 - (c) In case your planned visit needs to be extended and the particular day falls on a working day then please apply for academic leave and upload a snapshot while applying for a fresh gate pass.
 - (d) For such visits outside the campus you need to apply for a gate pass coming into the campus irrespective of the time you are

coming in. This is for the record only so that we know when you are back on campus. While coming back please indicate at the main gate that you have a record on the register on such a date and fill out the register (again). In case you do not have a gate pass, relevant gate pass rules will apply. Entering details in the register will be applicable only if you are availing such leaves.

Medical and Counselling Facilities

1. The Institute has a Medical Centre, which you may visit for any of your health issues. The dispensary remains open between 8:30 AM to 1 PM and 3:30 PM to 6:10 PM (Mon-Fri), and 8:30 AM to 12:40 PM (Sat).
2. An Institute Car will be on call 24x7 to assist you in resolving medical emergencies, which you may avail of, if required.
3. In case of any medical emergency, please do not hesitate to call the warden or Dean Students or Associate Dean Students at any time of the day or night. We assure you of our attention at all times to resolve any such emergency.
4. The Institute also offers **counselling services** ⁴. Ms.Puneet Kaur Sidhu, Counsellor and Ms. Aruna Sharma, Counsellor, are available to help you when required. Ms. Puneet (puneetcounsellor@iisermohali.ac.in) is available in Room No. 14, Institute dispensary from 9 AM to 1 PM (Mon-Fri). Ms. Aruna (arunacounsellor@iisermohali.ac.in) is available in Room No. 13, Institute dispensary from 1 PM to 5 PM (Mon-Fri).
5. We have a **Medical Centre** ⁵, with Dr. Gurpreet Singh as the Senior Medical Officer, who is available on all weekdays between 8:30 AM to 1 PM and 3:30 PM to 6:10 PM (Mon-Fri), and 8:30 AM to 12:40 PM (Sat), for consultations.
6. Dr. A.K. Malik is the medical consultant, who visits the Institute 10:30 AM to 1:00 PM and 4:30 PM to 6:00 PM (Mon-Fri), and 10:30 AM to 2:30 PM (Sat), who can be consulted for medical issues.

⁴<https://www.iisermohali.ac.in/counselling-service/facilities/counselling-service>

⁵<https://www.iisermohali.ac.in/institute-dispensary/facilities/institute-dispensary>

7. We have a gynaecologist, Dr. Virpal J Singh, who visits the Institute 10:00 AM to 11:00 AM (Thu), who is also available for consultation.
8. We also have a pediatrician, Dr. Paramjit Singh, who is available in the institute between 9:15 AM to 10:45 AM (Tue & Sat) for consultation.

Library and Computing Facilities

1. The Library will be open between 9 AM to 6 AM, and the book issue/return is open from 9 AM to 8 PM (Mon-Sat). The library is also open on Sunday from 10 AM to 6 PM, with a lunch break between 1 PM to 2 PM, when the library remains closed. Book issue/return is also closed on Sunday. The timings are usually extended during the exams. You are invited to make the best of the facilities available here.
2. A Computer Centre with internet facilities is also available in the same building. There are printers available, but the students have to carry their own sheets of paper.

Gymnasium, Sports, and Extracurricular Activities

1. IISER Mohali has sports and gymnasium facilities, a number of cultural clubs such as music, dance, quiz, debate, etc., and academic clubs such as mathematics, physics, chemistry, biology, astronomy, etc., which you are invited to join and enjoy. You will be introduced to the convenors of these clubs in due course. Dr. Manabendra Nath Bera is the Faculty-in-Charge of Cultural Activities.
2. The Institute has sports facilities catering to basketball, cricket, football, volleyball, badminton, table tennis, and tennis. The Sports Instructors are Ms. Savitri and Mr. Amandeep, who may be contacted for more details.
3. A well-equipped Gymnasium is available in Hostel 5, Hostel 6 has a music room, Hostel 7 has a dance room, and Hostel 8 has a table tennis room.

SRC: Students Representative Council

1. IISER Mohali has an elected student representation body to address all issues of the students. The SRC also participates in formal fora such as the Library Committee and the Academic Senate. For more details about the SRC, visit the [SRC website](#)⁶.

Weather

1. The weather at Mohali swings between being extremely hot to being pleasant to being extremely cold. For those of you who are not used to the extreme weather conditions, it is recommended that you take appropriate care depending on the weather conditions. April to August can be extremely hot. During this type, avoid unnecessary exposure to the sun and drink plenty of water. The period between December to early March can be very cold with the temperatures dipping to a few degrees above zero. Dress in warm clothes, preferably using multilayers. Use good footwear at all times to keep your feet from getting cold.

Hostel Administration

1. The Hostel issues are taken care of by a number of people that include the Wardens, Caretakers, Office Staff, Dean Students, and Associate Dean Students, whose contact information is given below. Please do not hesitate to contact any of us if you need any help.
2. The Hostel Office is located in Hostel 7 where you can meet Mr Surinder for any assistance you may need. The Hostel caretakers are Mr. Brijesh, Mr. Santosh, Mr. Satinder, and Mr. Manoj, who can be contacted at the respective Hostel caretakers' office. Ms Kalpana is designated as the Hostel caretaker for girls.

⁶<https://web.iisermohali.ac.in/web/students/src.html>



