

Handbook of Guidelines

BS-MS Dual Degree Programme

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भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

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1 Overview of the BS-MS Dual Degree Programme

This Guidebook contains information on the rules and regulations applicable to the BS-MS dual degree programme. Every student is expected to adhere to all the academic regulations of the programme and have an understanding of the requirements of the programme as given in the guidebook. The rules and regulations of the academic programme are subject to periodic revision.

The Institute reserves the right to modify/amend/revise any rules without prior notice. For special cases not covered in this Guidebook, the decision of Deans' Committee or the Senate will be final and binding.

Introduction

The BS-MS dual degree programme is a fully residential programme, nominally of 5 years duration. The programme is organized around a credit-based semester system. An academic year is organized as two semesters in which courses are taught, and two breaks.

January Semester	Summer Break	August Semester	Winter Break
January – April	May – July	August – November	December

From the second year onward, students are encouraged to do projects at IISER Pune or other institutes during summer and winter breaks.

Academic Calendar

The academic calendar with all important dates (such as date of commencement of semester, last date for registration, mid-semester and end-semester exam dates, date of announcement of grades, repeat examination dates, holidays and vacation) will be announced before the start of each semester on the Institute's Webpage (<http://www.iiserpune.ac.in>) and on the intranet (<http://intranet.iiserpune.ac.in/acad.php>).

Registration

After admission, every student is assigned a unique registration number (e.g. 20191×××). This number is used throughout the course of his/her study. Students are required to be present on campus on the first day of instruction of every semester. Details of courses offered for each semester will be notified before the end of the preceding semester.

Students must register on the Students' Academic Management (SAM) system (www.iiserpune.in/sam) using their IISER Pune email address. SAM keeps a record of the academic progress of the students from the date of registration till the award of the degree. The system manages details regarding registration of courses, grades, attendance and projects.

Late registration is allowed up to 2 weeks, under medical reasons only, if fully supported with medical certificates upon approval from Dean, Graduate Studies. Late registration will invite a penalty. A student who has not registered within 2 weeks from the start of the semester, will be considered to have left the programme and will be removed from the rolls.

Fees pertaining to tuition, hostel, mess etc., should be paid by the students before the start of each semester within the date notified through a payment gateway via SAM. *Fees will be subject to revision periodically and details will be announced before the commencement of the semester.* Students who do not clear their outstanding dues will not be permitted to register and their attendance will not be counted until all dues, including the fees for the ongoing semester are paid.

Academic Conduct

Each student is expected to conduct himself/herself in a responsible manner befitting to his/her association with an institute of learning. Academic misconduct includes, but is not limited to, cheating in examinations, copying assignments, plagiarism, research misconduct, tampering with academic documents, transcripts or marks, and forgery of signatures.

The Institute reserves the right to academically dismiss a student at any time for academic misconduct and/or for failure to maintain a satisfactory academic record and/or wilful or unethical violation of the code of conduct and/or wilful damage of Institute property.

A student may be dismissed when the Dean's Office judges that academic progress towards the degree has virtually ceased. A dismissed student may appeal against his/her dismissal only once, citing any mitigating circumstances not conveyed to the Dean's Office earlier.

Monitoring of Performance and Faculty Advisers

The Institute has a committee for monitoring academic performance (CoMAP), which monitors students' progress and advises students facing academic difficulties. The CoMAP further assigns to every student a Faculty Adviser (FA) for the first two years of the programme. The role of FA is to

- advise the students about the rules and regulations governing the programme
- give suggestions on the courses to be taken in various semesters
- give guidance and/or recommendations regarding summer/winter projects and fifth year projects

The students are expected to meet their FA at least once in a month and discuss any issues related to their progress. The parents/guardians can contact the CoMAP for various academic issues of their wards.

2 Courses and Evaluations

Curricular Pattern

The pattern of courses in the BS-MS programme is as follows.

- In the first one and a half years (or three semesters), all students take common, compulsory courses that give them a broad background in the sciences. In the 3rd semester, besides the compulsory courses, students choose two elective courses.
- In the 4th semester, all students take two compulsory courses and six elective courses. At this point, a student can begin to exercise any one of these three options: to major in one discipline; to major in one discipline and minor in another; to not choose a major and take a combination of courses of their choice within the scope of the timetable.
- If a student wishes to have a major or minor, she/he has to take a certain number of prescribed courses in the 4th to 8th Semesters (i.e. for five semesters) to fulfill the major or minor requirements.
- In the fifth year (i.e. two semesters), the student works on a research project and writes a thesis.

The distribution of courses across semesters and across disciplines is shown in the table below.

Discipline	Sem 1	Sem 2	Sem 3		Sem 4		Sem 5 – 8	Sem 9 – 10
	C	C	C	E	C	E	E	
Biology	2	1	1	1	–	3	≥ 5	Research project and MS thesis
Chemistry	1	2	1	1	–	3	≥ 5	
Mathematics	1	2	1	1	–	3	≥5	
Physics	2	1	1	1	–	3	≥5	
Earth and Climate Science	–	1	1	1	–	3	≥5	
Humanities and Social Sciences	–	1	1	–	–	–	≥3	
Foundation courses	2	–	–	–	2	–	–	
Total number of courses for a student	8	8	6	2 of 5	2	6 of 15	6-7 per semester	

C: Compulsory courses

E: Elective courses; students choose an appropriate number as indicated in the last row

Assessment and Credits

Each course has a certain number of credits assigned to it, based on the number of lectures, tutorial, or lab contact hours per week. The credits also reflect the academic expectation that includes self study outside class hours. Each course will have a faculty member as the Course Coordinator, who has the responsibility of conducting the course and awarding grades. One or more faculty member may share the teaching.

Details of courses offered in each semester will be announced before the semester begins. **The medium of instruction for all courses is English.** The distribution of credits over the semesters is shown below.

Semesters 1–4	Semesters 5–8	Semesters 9–10 (Project)	Total
96	84	36	216

In Semesters 5–8 a student may take more than the prescribed number of credits.

There are three components of assessment of performance in a course as given below.

End-Semester Exam	Mid-Semester Exam	Continuous Assessment
30%-40%	30%-40%	30%-40%

Continuous assessment will be based on the overall academic performance of the student throughout the semester, derived from quizzes, assignments, projects, test papers, oral presentations, etc. At the discretion of the Instructor, this may also include participation in tutorials, effective interaction in lectures, regularity in submitting assignments, etc. The details will be announced by the coordinator of the course at the beginning of the semester.

Grading

At the end of each semester, a letter grade is awarded for each course registered by the student. The grade awarded reflects the overall proficiency acquired by the student in that topic. The grading is relative, done separately for each course by the instructor or the coordinator of the course in consultation with the participating faculty.

A+ is the highest grade, while D is the lowest passing grade. F indicates failure in the course. The grade I means that the course is incomplete. Depending on whether the course is mandatory or not, the student will have to repeat or substitute for the course and complete it.

1. Grading is on a 10-point scale with the following correspondence between letter grades and grade points:

A+	A	B+	B	C+	C	D	F
10	9	8	7	6	5	4	0

2. Grades are based on the following scheme:
 - i. A student getting a score less than half of the class median ($M/2$) is declared failed in that course and gets the grade F.
 - ii. Students with scores higher than $M/2$ will be awarded a letter grade between D and A+.
3. Grades will be assigned as follows
 - i. The highest score [S_A], which will get the grade A, will be decided by the instructor and the grading committee.
 - ii. The value of S_A , can be less than or equal to the top score in the class, not higher.
 - iii. If there are scores higher than S_A , those scores will get the A+ grade.
 - iv. The range of scores from $M/2$ to S_A is divided into six equal intervals and grades are assigned sequentially to the resulting intervals of marks.
4. This grading scheme applies to courses in years 1 and 2.
5. For courses of later years, it is *recommended* that grading scheme as above be followed. However, the passing score *cannot be higher* than $M/2$.

Students can clarify details regarding the grade obtained in any course with the course instructor within 5 days of announcement of grades. The corrections, if any, will be reported to the Dean's Office by the instructor/coordinator and no corrections/revisions/complaints regarding grades will be allowed on any grounds after this procedure.

The student's performance is indicated by the number of credits that he/she has earned and quantified by the grade point average (GPA), which is the average of the grade points weighed by the credits of the course.

Academic Transcript

The academic transcript, with details of the courses registered and grades obtained, will be available to the student once the results for that semester are declared officially. In addition the transcript shows the grade point average for the current semester (SGPA) and the cumulative grade point average (CGPA).

The SGPA is based on all courses registered for in the semester, while the CGPA takes into account only those courses that are complete. The number of credits registered for and the number of credits completed is indicated on the semester transcript.

One copy of the semester transcript is issued free of charge from the academic office. A graduation transcript is issued with the degree certificate. Additional copies will be available against payment. A consolidated transcript is available against payment at any time.

3 Requirements for Completing the Programme

Rules for Continuation, Repeat and Exit

Accounting of students' performance is based on the number of completed credits [CC]. A course that is incomplete, or in which the student has failed, earns no credits. The maximum permitted residence time in the programme is 6 years, barring medical exigencies. To be considered for a degree, the student must have passed all courses of semesters 1–4.

To qualify for the BS-MS degrees

1. The student must reach $CC \geq 180$ within 4 or 4.5 years. Registering for the thesis and starting the thesis work is mandatory when $CC \geq 180$ is reached.
2. The thesis must be completed within 1 year of registering for it.
(with a possible extension of one semester at the discretion of the Deans' Committee)
3. A student completing 180 credits at the end of the 5th year of residence is allowed to do an MS thesis, provided the credits have been completed at the end of the regular examination of the previous semester (not after the repeat exam), and the student is in a position to start the thesis in May. Such students must finish the thesis without any extension of tenure.

An exit with a BS degree applies under the following circumstances

1. If $CC \geq 180$ at the end of 5 years, the student can choose to exit with a BS degree.
2. If $CC < 180$ at the end of 5 years, then the student is ineligible for the MS degree and can exit with a BS degree, provided s/he reaches $CC \geq 180$ within 6 years.
3. A student who starts the MS thesis, but fails to complete it, exits with a BS degree.
4. No student can leave with a BS degree before 5 years of continuation in the programme.

Semester-wise Checks

There are Semester-wise criteria and checks on a student's academic progress, which are as follows

Year 0.5, Sem 1:

If $CC < 14$, advised exit, but allowed to continue if the student insists.

Year 1, Sem 2:

If $CC < 40$, advised exit, but allowed to continue by repeating the first year after taking a remedial course in summer. For students opting to continue after the mandatory summer remedial course

1. The 6-year clock restarts; a fresh roll number is issued.

2. They register for credit all courses for which their grade in the previous year was lower than B+.
3. If $CC < 40$ at the end of the repeat first year then exit without a degree.

Year 1.5, Sem 3:

If $CC < 64$ then advised exit

Year 2, Sem 4:

If $CC < 80$ then advised exit

Year 3, Sem 6:

If $CC < 108$ then exit without a degree

(This is the last check point where a student may be asked to exit without a degree.)

Year 4:

1. If $CC < 180$, then repeat or substitute for F courses to reach $CC \geq 180$
2. If $CC \geq 180$, then register for the thesis [mandatory]

Year 4.5:

If $CC \geq 180$, then register for the MS thesis [mandatory]

Year 5:

1. Those who have completed the MS thesis are awarded a BS-MS degree.
2. Those who started the thesis at the end of 4 years, but have not completed it, may request extension of tenure.
(*Discretionary power of extension of thesis tenure with the Deans' Committee*)
3. Those who reach $CC \geq 180$ at the end of the regular exam (not the repeat exam), can start the MS thesis, else exit with a BS degree.
4. Those with $CC < 180$ can continue their attempt to complete the credits and exit with a BS degree.

Year 5.5:

1. Those who started the MS thesis at 4.5 years and have completed it are awarded a BS-MS degree.
2. Those who started the thesis at the end of 4.5 years, but have not completed it, may request extension of tenure.
(*Discretionary power of extension of thesis tenure with the Deans' Committee*)
3. Those who started the thesis at the end of 4 years, but have not completed it, exit with a BS degree.
4. Those who have $CC \geq 180$ (and did not start their thesis), exit with a BS degree.

Year 6:

1. Final deadline to reach $CC \geq 180$ and exit with a BS degree. Else exit without a degree.
2. Those who started the MS thesis late or took longer, and have completed the thesis are awarded a BS-MS degree.
3. Those who started the MS thesis late and have not completed the thesis exit with a BS degree.

Repeat Exams

In addition to the main end-of-semester exam, students are offered a repeat examination opportunity every semester until the fourth semester to make up for F or I grades.

1. An additional examination, approximately 1 month after the main examination is offered for all courses of Semesters 1–4. There will be no repeat exams in the later semesters.
2. Only those who have an F or I grade in the regular exam are eligible to appear for the repeat exam.
 - a. The repeat examination is a replacement for the entire set of evaluations of that course.
 - b. The repeat examination can only lead to a D grade for students clearing an F grade.
 - c. In cases of legitimate absence, the repeat examination score will be pro-rated for the missing part of the evaluations, leading to the appropriate grade.
3. A student may take the repeat examination of Semesters 1–4 any number of times in the subsequent years to clear an F grade. However, a student can neither register for the MS thesis, nor can exercise the BS exit option, unless the F grades of Semesters 1–4 are cleared.

Guidelines for Semester and Summer Projects

Students are expected to carry out two semester-long projects during Semesters 5–8. These projects are to be carried out concurrently with the courses at IISER Pune. In summer students may choose to carry out projects at IISER Pune or at other institutes within the country or abroad. For all such projects appropriate formalities need to be completed. Such projects are helpful in pursuing higher studies and employment after the completion of the BS-MS programme.

Rules Regarding Attendance

The rules for attendance are as follows

1. The recommended attendance is 90%.
2. The absolute minimum attendance for completing a course is 60%. There is **zero tolerance** on this. If the attendance is less than 60%, registration for the course stands cancelled and all evaluations of the course for that student are null and void.
3. No medical certificates will be considered for exemption from attendance, except as explained in Point 4. *Absence for extra-curricular purposes, casual illnesses, or other emergencies must be managed by the student within the 40% grace provided.* Nonetheless, students are advised to inform the academic office of long term hospitalization or mental illness or other issues that may lead to long absence.
4. Absence in a quiz or a mid-semester or end-semester exam can be exempted only in case of a severe medical condition, such as hospitalization, subject to the following.

- (a) A medical certificate endorsed by the IISER Pune Medical Officer must be furnished within two working days of the medical absence. Late submission will not be entertained. The medical certificate is to be submitted to the academic office. Students should not approach the instructor(s) with respect to medical certificates.
- (b) Absence on medical grounds on the day of the quiz or exam, when granted by the Dean, will be intimated to the respective instructors by the academic office within 3 days of the submission of the application by the student.
- (c) Upon receiving the intimation of medical exemption for a missed quiz, the instructor may either give a repeat quiz, or pro-rate the score of other internal evaluations to compensate for the missed evaluation. The choice is left to the instructor; the academic office need not be consulted on this matter.
- (d) A missed mid-sem or end-sem exam cannot be compensated independently by the instructor. In such cases, the student will be awarded an I (incomplete) grade at the end of the semester and will have to appear for a repeat exam (typically conducted a month after the close of semester). The score in this exam will be appropriately scaled to compensate for the missed exam, and the grade will be accordingly awarded.

4. MS Project and Graduation

Students who meet the full course credit requirements within the time frame explained above must submit their MS Project proposal for approval by the departmental committee.

For every project, a Thesis Assessment Committee (TAC), consisting of the supervisor and an expert will be constituted by a departmental projects committee. For projects which are supervised by a non-IISER Pune member, the expert must be from IISER Pune. In such cases an endorsement of the project and consent from the supervisor must be furnished along with the proposal. Forms can be downloaded from the intranet.

Students must attend the course or workshop on academic ethics, offered twice a year, before registering for fifth year project.

Evaluation of the project will be as per the table below.

Evaluation	Components of Assessment	Marks given by	Weight
Semester IX	Continuous Evaluation for Semester IX	Supervisor	20 %
	Report and Presentation	TAC Member	15 %
Semester X	Continuous Evaluation for Semester X	Supervisor	20 %
	MS Thesis	TAC Member	15 %
	Defence/Viva	Discipline-wise Committee	30 %

If a student fails to secure at least 17 marks out of 35 after Semester IX, s/he will have to start the project afresh. It can be with the same supervisor or a new supervisor. The final score for the project is given by the marks out of 100 divided by 10, rounded off to one decimal place. This score will be used for calculating the CGPA at end of the programme. If a student scores less than 5.0 at the end of the project, s/he will be declared failed in the project. S/he may either apply for an extension to continue the project to improve the score, or to start a new project for another year, provided the 6-year duration is not exceeded. Extension of the project duration or withdrawal from a semester for medical or any other reasons will be at the discretion of the Deans' Committee.

Graduation

To graduate with both BS and MS degrees from IISER Pune, a student must have:

- completed credits as per Section 3 above,
- completed the MS Project with a score of 5.0 or above,
- no disciplinary action/case pending against him/her.

To graduate with a BS degree only, a student must have:

- completed the minimum course credits as described in Section 3 above,
- completed 4.5 years of residence,
- no disciplinary action/case pending against him/her.

Certificates Awarded upon Graduation

The BS and MS degrees are awarded together at the end of the BS-MS programme. They are awarded at a Convocation held at the end of May or at the beginning of June every year. Students who complete the programme with a CGPA of 9.0 or above are awarded BS-MS degrees with Distinction. The BS and MS degree certificates will have the major discipline mentioned, if the student has chosen a major discipline and has completed the requirements for the same.

In addition to the degree certificates, a consolidated transcript of courses and projects completed, and the CGPA, and a Transfer Certificate is issued upon graduation.

A provisional certificate will be issued to eligible students if they complete the requirements of the degree(s) mid-year. It will be valid only till the degree certificate is awarded.

5. Scholarships

Several scholarships are on offer to qualifying students. Some of the scholarships are the KVPY (More information at <http://www.kvpy.iisc.ernet.in>) and INSPIRE (More information at <http://www.online-inspire.gov.in/>) scholarships. Furthermore, there are scholarships from different State Government departments and Central Government ministries. A complete list is available at (<https://scholarships.gov.in/>). At any given point of time, a student will be allowed to draw scholarship from only one source (national or international).

IISER Pune will endorse applications to different agencies initiated by the students. However, applying to an agency, renewal of a scholarship etc. is entirely the responsibility of the student. The Institute has no role in the decision making of the awarding agency as to the award and its continuation.

The Institute offers a few scholarships, details of which can be found on the intranet (<http://intranet.iiserpune.ac.in/academic/>).

6 Library and Computing Facilities

Srinivasa Ramanujan Library

Srinivasa Ramanujan Library has a rich collection of reference books, textbooks and research journals in electronic as well as in print formats in the field of basic sciences and allied subjects. Online full-text, abstracting and indexing databases and multimedia resources are also part of library's collection. The Institute Library Committee decides all policies related to the Library.

The Library is open from 8 am to 11 pm on all days including holidays for browsing as well as issue and return of books.

Membership

- All students are entitled to register as members of the library to use the facilities and services offered.
- Use of library facilities and services implies acceptance of its rules and procedures.

Circulation System

An 'Automated Circulation Kiosk' installed in the library enables users to issue, return, and renew books by themselves. The kiosk is operational from 8 am to 11 pm on all days including holidays. For each transaction, the kiosk generates a receipt with details of documents transacted and due dates. To use the automated kiosk services, users need to get their fingerprint recorded once at the circulation desk during library working hours. Kiosk will not allow users to get books issued if their library account quota is already full. It will also not allow for renewal of overdue books and books having reservations. Security cameras and sensors are in operation to monitor library traffic.

Circulation Policy

- Borrowing Privileges: BS-MS Students – 4 books for 30 days
- Overdue charges for non-return of books after due date
 - Rs 1/- per day per book for 3 days after due date
 - Rs 5/- per day per book from 4th day onwards
- Documents marked as “Reference Copy” are for use within the library premises.
- A document issued may be renewed, provided there is no pending reservation against it.
- Borrower should bring material physically to the library for renewal.
- Members are held responsible for all items issued on their name, until they are returned to the library.

- If an issued book is lost / damaged, it is to be either replaced with latest edition or compensated by double the original cost at the prevailing exchange rate. The penalty is not refundable if the lost book is found later.
- No material from the library should be taken out without proper issue. The borrowing facility can be restricted or suspended in case of misbehavior or misuse of the library facilities / materials. Any type of violation may lead to suitable disciplinary action.

General Rules

- The books issued should not be brought to the library except for returning.
- Students can bring their personal books and other printed material in the reading room (Library Annexe) but not to the main library.
- Students can recommend books or any other reading materials for the library through a faculty member.

Photocopy / Printing

Students can avail of the photocopy and printing facility @ Rs.1/- per page with a limit of 100 pages per day.

Access to Resources

- Library Web OPAC on intranet – <http://192.168.1.168:8380/opac/>
- Search OPAC to know bibliographic details of books, number of copies, status of book, issued to whom, due date, new additions of books to the library and to reserve books.
- Online Resources: IP based access is available to all the subscribed online resources which are listed in the library webpage <http://www.iiserpune.ac.in/~library>

Digital Repository

- An institutional repository has been set up to preserve and provide instant access to knowledge generated within the institute for the overall academic development of scientific community. It encompasses full text resources like MS theses, PhD theses, publications of faculty and students, presentations or talks, reports of academic projects, audio and video lectures, conference proceedings, photographs of events, newspaper clippings, etc.
- It is mandatory to deposit an electronic copy of project reports, dissertations and thesis submitted in fulfillment of the requirements of the degree programmes.

National Digital Library of India

MHRD under its NMEICT mission has set-up a National Digital Library of India towards building an asset of national importance. The South Asia Archive and the World eBook Library which provides online access to over 4 million e-books are available at IISER Pune through the National Digital Library of India.

Turnitin: Plagiarism checking tool

Library subscribes to *Turnitin*, a plagiarism checking web tool which allows researchers to compare their content against a massive database and check for duplication of content before publication. Students who wish to obtain similarity reports may send their documents to libraryservices@iiserpune.ac.in.

Grammarly: Writing Support Tool

Library subscribes to *Grammarly*, an online writing assistance tool which encourages polished grammar and a professional writing style. *Grammarly* can be accessed and used from outside the campus as well using registered account credentials. For more details, please visit the library webpage.

Library Communication Policy

Library normally communicates with members via institute email address. Communications from the library includes announcements, notices, information about overdue books, reservations, recall of issued items, etc. Members are therefore requested to check their emails regularly.

Computer Facility

The computer and information technology infrastructure available at the Institute is to be used only for official and academic work in accordance with rules and regulations prescribed from time to time. It is a shared facility to be jointly used by the students, faculty and other technical and non-technical staff of the Institute. Hence students must use it in a responsible manner without causing inconvenience to other users in the Institute. They should follow the guidelines issued from time to time by the IT committee of the Institute.

- Institute reserves the right to monitor email (including the contents of email), data and file systems, internet and all other online activities of the students and no privacy is guaranteed.
- Institute also reserves the right to restrict the quantum of use of these facilities by the students.
- Institute does not take any responsibility for loss of data stored on the computer/electronic media in the Institute for any reason whatsoever.

Computing Ethics

- Students must use only those computing resources authorized for use by the Institute. Any unauthorized access and use of computing resources by students will invite penal action.
- The entire computer and information technology infrastructure at the Institute must be used only for academic and institution-related work. Any unauthorized use of these

facilities, including for any commercial and other personal use, is against the rules of the Institute.

- Students should not authorize anyone else to use their computer/internet access accounts for any reason and they will be held responsible for any misuse arising from such unauthorized use.
- Students must not copy, move or manipulate in any way the system and application related software stored in the system. They should not copy, distribute, display or disclose third-party proprietary software without prior authorization from the licensor. Proprietary software should not be installed on systems not properly licensed for its use.
- Intentional misuse of computing systems of any kind including installing and/or spreading malware, viruses, trojans, spams, etc., will invite penal action.
- Attempts to access unauthorized data of the Institute, trying to modify or delete them will be dealt with serious punishment. The Institute reserves the right to initiate legal action and in some cases, criminal prosecution, depending on the severity of the violation.
- Any violation of the rules will invite disciplinary action including suspension of computer accounts, denial of computing facilities to suspension or dismissal of the student from the Institute. In addition, the violator may be required to make up for any loss to the Institute's property.