

ADHIYAMAAN COLLEGE OF ENGINEERING

(An Autonomous Institution)

Hosur - 635130



REGULATION 2025

For M.B.A. Programme

**Approved by AICTE - New Delhi.
Affiliated to Anna University - Chennai
Accredited by NAAC - UGC - New Delhi.**

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S. No.	Contents	Page Number
1	PRELIMINARY DEFINITIONS AND NOMENCLATURE	3
2	PROGRAMMES OFFERED, MODE OF STUDY AND ADMISSION REQUIREMENTS	4
3	STRUCTURE OF THE PROGRAMMES	5
4	DURATION OF THE PROGRAMMES	10
5	COURSE REGISTRATION	11
6	ATTENDANCE REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION OF A COURSE	14
7	FACULTY ADVISOR	15
8	CLASS ADVISOR	16
9	CLASS COMMITTEE	16
10	COURSE COMMITTEES FOR COMMON COURSES	18
11	ASSESSMENT PROCEDURES FOR AWARDING MARKS	18
12	REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION	24
13	UNIVERSITY EXAMINATIONS	24
14	PASSING REQUIREMENTS	25
15	AWARD OF LETTER GRADES	26
16	ELIGIBILITY FOR THE AWARD OF DEGREE	29
17	PROVISION FOR WITHDRAWAL FROM EXAMINATION	32
18	AUTHORIZED BREAK OF STUDY FROM A PROGRAMME	33
19	CONDUCT AND DISCIPLINE	34
20	RAGGING ACT	39

REGULATION 2025

Choice Based Credit System (CBCS)

MBA PROGRAMMES

(For the students admitted to MBA (Full Time and Part Time), MBA (Logistics and Supply Chain Management) Programmes at Adhiyamaan College of Engineering (An Autonomous Institution) Department of Management Studies from the Academic year 2025-2026 onwards)

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this Regulation, unless the context otherwise specifies:

- I. **"Programme"** means Post Graduate Degree Programme such as MBA (Full Time), MBA (Part Time) and MBA (Logistics and Supply Chain Management) Management Degree Programme.
- II. **"Specialisation"** means a domain in which a student has specialized based on the choice of elective courses.
- III. **"Choice Based Credit System"** means providing choice for students to select courses from the prescribed course (Core, Elective, Value-based, Skill Development Courses) in preferred semester complying prerequisites and based on their learning aptitudes.
- IV. **"Course"** means a Theory or Practical subject that is normally studied in a semester, like Statistics for Management, Managerial Economics, Operations Management, Hospitality Management etc.
- V. **"Controller of Examinations (CoE)"** means the Authority of the Institution who is responsible for all activities of the End Semester Examinations of various Departments.
- VI. **"Head of the Institution"** means the Principal of the Institution who is responsible for all academic activities of the College and for implementation of relevant Rules and Regulations.
- VII. **"Chairperson"** means Head of the Faculty.
- VIII. **"Head of the Department (HoD)"** means Head of the Department Concerned.
- IX. **"University"** means ANNA UNIVERSITY, CHENNAI.

2. PROGRAMMES OFFERED, MODE OF STUDY AND ADMISSION REQUIREMENTS

2.1 PROGRAMMES OFFERED

A student may be offered admission to any one of the following programme of study approved by the Institution.

1. MBA (Full-Time and Part-Time)
2. MBA Logistics and Supply Chain Management (Full Time)

2.2 MODES OF STUDY

2.2.1 Full-Time Mode

Students admitted under 'Full-Time' should be available in the Institution / College departments during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra- curricular activities.

The Full-time students should not attend any other Full-time programme(s) / course(s) or take up any Full-Time job / Part-Time job during working hours in our Institution or company during the period of Full- Time programme. Violation of the above rules will result in cancellation of admission to the PG programme.

2.2.2 Part-Time Mode

In this mode of study, the students are required to attend classes conducted in the evenings and complete the course in three years.

- 2.2.3 Students registered for the MBA full time programme may be permitted to migrate to MBA part-time mode subject to the same MBA programme being offered and running in part-time mode. Part time students cannot migrate to the full-time programme. The migration will be feasible subject to availability of seats in Part Time mode as per admission norms and approval by the Head of the Institution. The migrating student will be governed by all prevailing regulations applicable to the Part-Time batch that corresponds to the migrating Full time student's year of joining the Full-time course.

2.3 ADMISSION REQUIREMENTS

- 2.3.1 Candidates for admission to the first semester of the Post-Graduate Degree Programme shall be required to have passed an appropriate Under-Graduate Degree Examination or equivalent as specified under qualification for admission as per the Tamil Nadu Common Admission (TANCA) criteria. This is applicable for students admitted both under Single Window Counselling process and through the Management Quota.

Note: TANCA releases the updated criteria during the admissions every academic year. Admission shall be offered only to the candidates who possess the qualification prescribed against each programme.

Any other relevant qualification which is not prescribed against each programme shall be considered for equivalence by the committee constituted for the purpose. Admission to such degrees shall be offered only after obtaining equivalence to such degrees

However, the Institution may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed at the time of admission.

- 2.3.2 Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme /courses as prescribed by the Institution from time to time.
- 2.3.3 Eligibility conditions for admission such as the class obtained, the number of attempts in qualifying examination and physical fitness will be as prescribed by the Institution from time to time.
- 2.3.4 All Part-Time candidates should satisfy other conditions regarding Experience, Sponsorship etc. that may be prescribed by the Institution from time to time.

3. STRUCTURE OF THE PROGRAMMES

3.1 Categorization of Courses

Every Post Graduate Degree Programme will have a curriculum with syllabi consist in go theory and practical courses that shall be categorized as follows:

- **Foundation Courses (FC)** may include Business Statistics or other basic courses
- **Professional Core Courses (PCC)** include the core courses relevant to the chosen specialization/branch
- **Professional Elective Courses (PEC)** include the elective courses relevant to the chosen specialization in the functional and non-functional areas
- **Open Elective Courses (OEC)** include elective courses outside of the area of specialization
- **Employability Enhancement Courses (EEC)** include Project Work, Internship, Seminar, Practical courses, Professional Practices, Case Study and Industrial / Practical Training

3.2 Courses per Semester

The Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Courses. Each course may have credits assigned as per clause 3.3.

3.3 Credit Assignment

Each course is assigned certain number of credits based on the details provided in Table 1.

Table1: Credit Assignment

Contact period per week	Credits
1 Lecture Period	1
1 Tutorial Period	1
1 Practical Period (Laboratory/Seminar/Project Work etc.)	0.5

6 weeks of Summer Training or Project will earn 3 credits.

3.4 Project Work

3.4.1 The Project work for MBA programme shall be pursued for a continuous period of 16 weeks during the final semester, with an additional of maximum 4 weeks for report writing, the total project duration not exceeding 20 weeks.

3.4.2 The Project work shall be carried out under a qualified Supervisor

who is a faculty member possessing a MBA degree (i) with a minimum of 3 years' of teaching experience or a (ii) Ph.D. degree.

- 3.4.3 A student may be permitted to work on projects in industries, organizations or in any department of the Institution / College based on the recommendations of the Supervisor with the approval of the Head of the Institution. The student must meet the supervisor regularly as per the Supervisor's direction and submit the weekly progress report and the student must attend the review committee meetings for evaluating the progress. Meetings with the Supervisor will be a mandatory attendance requirement during the project semester. In case the student is doing a project in the department, the student must be present in the department on all working days and pursue his / her project.

3.5 Summer Internship

The students must undergo internship for a period as specified in the curriculum during summer vacation. In this case the training has to be undergone continuously for a period of 6 weeks under a faculty mentor assigned by the HoD, as shown in the Table 2.

Table2: Training period and assigned credits

Duration of the Training/ Internship	Credits
2 Weeks*	1
4 Weeks	2
6 Weeks	3

*1 Week = 40 Internship Hours

3.6 Value Added Courses

- Students may optionally undergo Value Added Courses and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. Courses with two/ three credits shall be offered by the Department with the prior approval from the Head of the Institution.
- The details of the syllabus, timetable and faculty shall be approved by the Head of the Institution. Students shall be allowed to take these courses offered in other Departments also, but with the permission of

the Head of the Institution of student and Head of the Institution offering the course.

- The courses once approved by the Institution represented by any Department shall be made available in the Institution's website.

3.7 Off campus courses and Transfer of Credits

Students are permitted to optionally enroll and study a maximum of three off campus courses in physical/online/hybrid mode under each PG programme with the approval of Head of the Institution as per the Regulations. The successful completion of these courses through any of the following modes shall be considered in lieu of professional elective / open elective courses of curriculum as approved by the Head of the Institution.

3.7.1 Students are permitted to optionally enroll and study these courses through SWAYAM / NPTEL programme platforms and credit transfer is to be done based on the marks and certificate provided by NPTEL. The number of credits and transfer of credits are based on the procedure explained in Table 3 and the Mapping marks with the grades is explained in Table 4. The mapping of marks with grades is applicable, only if the student passes the course as per the guidelines of NPTEL.

Table 3: Duration of the course and Number of credits

Sl. No.	No. of Weeks	No. of Credits
1	4	1
2	8	2
3	12	3
4	16	4

Table 4: Mapping of Marks scored in NPTEL and Credits earned

Letter Grade	Marks
O	90-100
A+	80-89
A	70-79
B+	60-69
B	50-59
C	40-49

3.7.2 Students are permitted to optionally enroll and study the courses in physical /hybrid / online modes offered by reputed Central / State funded Universities /Institutions which are in the top 20 positions in the latest NIRF ranking and also conducting examination towards award of marks and grades. (NIRF Ranking of any of the last three years with respect to the year in which course is to be registered; NIRF ranking is based on respective stream for professional elective courses and based on any stream for open elective courses).

Students are also permitted to enroll and undergo such courses in online mode at Universities abroad in top 500 in QS ranking in the last three years.

Students are also permitted to study courses of a particular semester in a University / Institution abroad based on MoU. A learning agreement shall be evolved to map all the courses offered in the programme and the courses offered in University abroad as per the procedure outlined by the Institutions. The credits earned by the students in the University abroad shall be transferred as per the learning agreement.

In the case of 3.7.2, the students can enroll for the courses with the approval of the Head of the Institution only if the course is offered directly by Institution/University and not with the edutech platforms. The marks/credits earned by the student shall be transferred based on the decision of a committee constituted by the Head of the Institution.

3.8 Self-Study Courses

Students may be permitted to credit at-most one Self Study course with the approval of the Departmental Consultative Committee (DCC).

The Department may offer self-study courses. The purpose of the course is to permit the student to study a course/topic of the student's choice. The students shall study on their own under the guidance of a faculty member. No formal lectures need be delivered. The syllabus of the course and mode of assessments shall be approved by the Departmental Consultative Committee and forwarded to the Head of the Institution for the formal approval of the course by the academic bodies, preferably before the commencement of the semester. The self-study course of 3 credits, with not be less than 40 hours of

study and can be considered as an elective course. One Faculty member approved by the HoD shall be responsible for the periodic monitoring and evaluation of the course.

3.9 Community Engagement (EEC)

Every student (Full Time and Part-Time) and MBA Logistics and Supply Chain Management (Full Time) enrolls in the community engagement programme (2 credits) during the second semester and participates in the field activity for a period of 60 hours (4 hours per week for 15 weeks). The pattern of evaluation shall be as applicable to EEC.

3.10 Out Bound Training

Every MBA full-time student has to complete one outbound training of not less than 5 days during their first year of the programme. The outbound training programme is mandatory and the student has to submit a completion certificate within 5 working days after the completion of the programme.

3.11 Medium of Instruction

The medium of instruction is English for all courses, examinations, seminar presentations and project / thesis / dissertation reports.

4. DURATION OF THE PROGRAMMES

4.1 The minimum and maximum period for the completion of the P.G. Programmes are given in Table 5.

Table5: Duration of the programmes

Programme	Min. No. of Semesters	Max. No. of Semesters
MBA (Full Time)	4	8
MBA Logistics and Supply Chain Management (Full Time)	4	8
MBA (Part Time)	6	12

4.2 The Curriculum and Syllabi of the P.G. Programmes shall be approved by the Institution. The number of credits to be earned for the successful completion

of the programme shall be as specified in the Curriculum of the respective specialization of the P.G. Programme.

- 4.3 Each semester shall normally consist of 90 working days (including examination days). The HoD shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus, teaching the full content of the syllabus for the respective course offered.
- 4.4 The total duration for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum duration specified in clause 4.1 irrespective of the period of break of study (vide clause 16) or prevention (vide clause 6.3) in order that the student may be eligible for the award of the degree (vide clause 16).
- 4.5 The Curriculum of P.G. Programmes has been designed to have the credits in the range specified in Table 6 for the various programmes for the award of the degree. One credit is equivalent to 15 sessions of classroom contact teaching. Each session should be not less than 50 minutes duration.

Table 6: Credits in the range for the award of the degree

PROGRAMME	PRESCRIBED CREDIT RANGE
MBA (Full Time)	92-98
MBA Logistics and Supply Chain Management (Full Time)	92-98
MBA (Part Time)	92 -98

5. COURSE REGISTRATION

- 5.1 Each student, on admission, shall be assigned to a Faculty Advisor (vide clause 7), who shall advise and counsel the student about the details of the academic programme and the choice of courses, considering the student's academic background and career objectives.
- 5.2 After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.
 - 5.2.1 Each student on admission shall register for **all the courses prescribed in the curriculum in the student's first Semester of study.**
 - 5.2.2 The enrollment for all the courses from the Semesters II to IV for full time and semesters II to VI for part-time, will commence 5 working

days prior to the commencement of the succeeding semester. The student shall enroll for the courses with the guidance of the student's Faculty Advisor. If the student wishes, the student may drop or add courses (vide clause 5.4) within 10 working days after the commencement of the concerned semester and complete the registration process duly authorized by the Course Instructor within 30 days from the commencement of concerned semester. The courses approved by the course instructor shall be final and would be considered for attendance, grades and calculation of CGPA and no changes shall be made thereafter.

- 5.2.3 For the **one** Employability Skills Elective (ESKE) course in the curriculum, the student may be permitted to choose one from the list of ESKE courses or a similar course from other PG programmes, with not less than 3 credits per course, with the approval of both Heads of the Departments, from the department offering such courses and the department to which the student belongs.
- 5.2.4 A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve the student's marks in a course or the aggregate marks / CGPA.

5.3 **MINIMUM CREDITS TO REGISTER FOR PROJECT WORK**

The minimum credits to be earned for doing Project work in the final Semester shall be 50.

- 5.3.1 If a student has not earned the requisite minimum credits, the student cannot enroll for the Project work. In such a case, the student can enroll for the project work in the semester that follows, after the minimum specified credits are earned.

5.4 **Flexibility to Drop courses**

- 5.4.1 A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree.
- 5.4.2 From the first to pre-final semesters, the student has the option of dropping existing courses in a semester during registration. Total number of credits of such courses cannot exceed 6. The student is

permitted to drop the course(s) within 30 days of the commencement of the academic schedule.

- 5.5 The Institution is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits).

The registration details of the student shall be approved by the Head of the Institution and forwarded to the CoE. This registration is for undergoing the course as well as for writing the End Semester Examinations.

The courses that a student registers in a particular semester may include:

- I. Courses of the current semester and
- II. Courses dropped in the lower semesters.

The maximum number of credits that can be registered in a semester is 36. However, this does not include the number of Re-appearance (RA) and Withdrawal (W) courses registered by the student for the appearance of Examination.

5.6 **Redoing a Course**

Redoing a course means reregistering for a course, attending all classes, fulfilling the attendance requirements as per clause 6, earning fresh Continuous Assessment marks and appearing for End Semester Examinations. A student has to redo a course in the following conditions.

- 5.6.1 If a student is prevented from writing end semester examination of any core course due to lack of attendance, the student has to register for that course again when offered next and redo the course.
- 5.6.2 If a student is prevented from writing the end semester examination of any professional/open elective course due to lack of attendance, the student can opt to register for the same course again when offered next and redo the course, or he/she can opt to register for a different professional/open elective course when it is offered, attend classes, fulfill the attendance requirements as per clause 6, secure Continuous Assessment marks and appear for End Semester

Examinations.

- 5.6.3 If the course in which the student fails to secure a pass is a professional/open elective course, then the student can opt for a different professional/ open elective course, register for the same when it is offered, attend classes, fulfill the attendance requirements as per clause 6, secure continuous assessment marks and appear for End Semester Examinations.
- 5.6.4 The student who fails in any Project work / Seminar / Internship / Career Development Skills / Professional Practices / Case Study and Industrial / Practical Training shall register for the same in the subsequent semester and redo the course. In this case, the student shall attend the classes and fulfill the attendance requirements as per clause 6 and earn continuous assessment marks. The student who fails in summer industrial training / internship shall attend the training/internship again and redo the course with the same organization or different organization with the approval of the HoD.

6. ATTENDANCE REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION OF A COURSE

- 6.1 A student who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester. Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as medical / participation in sports, the student is expected to attend at least 75% of the classes. Therefore, he/she shall secure not less than 75% (after rounding off to the nearest integer) of overall attendance as calculated.
- 6.2 However, a student who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) / participation in sports events may be permitted to appear for the current semester examinations, subject to the condition that the student shall submit the medical certificate / sports participation certificate attested by the Head of the Institution. The same shall be forwarded to the CoE for record purposes.

- 6.3 Students who secure less than 65% overall attendance shall not be permitted to write the University examination at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

7. FACULTY ADVISOR

To help the students in planning their courses of study and for general advice on the academic programme, the HoD of the students will attach a certain number of students to a teacher of the Department, who shall function as Faculty Advisor for those students throughout their period of study. The Faculty Advisor shall advise the students in registration and reappearance (Arrear) registration of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress/performance of the students concerned. The number of students assigned to a faculty advisor will be decided by the HoD. However, it shall not exceed 30 per faculty advisor.

The responsibilities of the faculty advisor shall be:

- To inform the interpretation of Regulations to the students and their rights and duties.
- To inform discipline to be maintained in the campus and disciplinary actions.
- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- To guide student enrollment and registration of the courses.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- To collect and maintain the academic and co-curricular records of the students.
- To facilitate and collect students' feedback about the course and course instructor, and the programme's exit survey.
- To provide all the details of academic, training, scholarship, placement and co-curricular and extra-curricular activities of the students to the University through HoD.

8. CLASS ADVISOR

There shall be a class advisor for each class. The class advisor will be one among the course-instructors of the class. He / She will be appointed by the HOD of the department concerned. The class advisor is the ex-officio member and the Convener of the class committee. The responsibilities for the class advisor shall be:

- To act as the channel of communication between the HOD and the students of the respective class
- To collect and maintain various statistical details of students
- To help the chairperson of the class committee in planning and conduct of the class committee meetings
- To monitor the academic performance of the students including attendance and to inform the class committee
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits

9. CLASS COMMITTEE

9.1 Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson, who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching- learning process. The functions of the class committee include:

- Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the degree programme and the details of rules therein.
- Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives, the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.

- Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
 - Identifying the slow-learners, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such students.
- 9.2 The class committee for a class under a particular branch is normally constituted by the HoD. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Head of the Institution.
- 9.3 The class committee shall be constituted within the first week of each semester.
- 9.4 At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee, covering all the elective courses.
- 9.5 The chairperson of the class committee may invite the class adviser(s) and the HoD to the class committee meeting.
- 9.6 The Head of the Institution may participate in any class committee meeting of the institution.
- 9.7 The chairperson is required to prepare the minutes of every meeting, submit the same to the Head of the Institution within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the Management by the Head of the Institution.
- 9.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. The Class Committee Chairperson shall display the cumulative attendance particulars of each student on the Notice Board at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 6 of this Regulation. During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

10. COURSE COMMITTEES FOR COMMON COURSES

Each common theory course offered to more than one discipline or group, shall have a "Course Committee" comprising all the teachers teaching the common course with one of them nominated as the course coordinator. The nomination of the course coordinator shall be made by the HoD / Head of the Institution depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The 'Course Committee' shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests. Wherever feasible, the Course Committee may also prepare a common question paper for the internal assessment test(s).

11. ASSESSMENT PROCEDURES FOR AWARDING MARKS

All MBA (Full Time, Part Time) and MBA Logistics and Supply Chain Management (Full Time) programmes consist of Theory Courses, Laboratory Courses and Employability Enhancement Courses. Employability Skill Enhancement Courses include Project Work, Seminar, Professional Practices, Case Study and Industrial / Practical Training. Appearance in End Semester Examination is mandatory for all courses including Theory, Laboratory, Theory Courses with Laboratory Component and Project work. Performance in each course of study shall be evaluated based on (i) Continuous assessments throughout the semester and (ii) End Semester Examination at the end of the semester. The evaluation shall be based on Outcome Based Education (OBE). The weightage for the continuous assessment and end semester examination is given in the table below.

(i.e.) Each course shall be evaluated for a maximum of 100 marks as shown in Table 7:

Table 7: Weightage of Marks for Continuous Assessment and End-Semester Examination.

S. No.	Category of course	Continuous Assessments	End-Semester Examinations
i.	Theory Courses	40Marks	60Marks
ii.	Laboratory Courses	60Marks	40Marks
iii.	Project Work	60Marks	40Marks

iv.	All other EEC courses NOT Categorized as Theory or Laboratory courses	100 Marks	-
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Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester, which consists of attendance marked in each theory/Laboratory/EEC class, the assessment marks and the record of class work (topics covered), separately for each course handled by the teacher. This should be submitted to the HoD periodically (at least three times in a semester) for checking the syllabus coverage and the records of assessment marks and attendance. The HoD will affix his/her signature and date after due verification. At the end of the semester, the record should be verified by the HoD who shall keep this document in safe custody (for four years). The records of attendance and assessment of both current and previous semesters should be available for inspection.

11.1 ASSESSMENT FOR THEORY COURSES

Two assessments each carrying 100 marks shall be conducted during the semester by the Department / College concerned. The total marks obtained in all assessments put together out of 200, shall be proportionately reduced for 40 marks and rounded to the nearest integer (This also implies equal weightage to the two assessments).

Assessment I (100 Marks)		Assessment II (100 Marks)		Total Internal Assessment Marks
Individual Assignment / Case Study/ Seminar /Mini Project / any other experiential Learning	Written Test	Individual Assignment / Case Study/ Seminar /Mini Project / any other experiential Learning	Written Test	
40	60	40	60	200*

*The weighted average shall be converted into 40 marks for internal Assessment.

A minimum of two internal assessments will be conducted as a part of continuous assessment. Each internal assessment is to be conducted for 100 marks and will

have to be distributed in two parts viz., Individual Assignment / Case study / Seminar / Mini project / any other experiential learning and Test with each having a weightage of 40% and 60% respectively. The tests shall be in written mode. The total internal assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

11.2 ASSESSMENT FOR LABORATORY COURSES

The maximum marks for Internal Assessment shall be 60 marks in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records to be maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 60 are as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

Internal Assessment (100 Marks) *	
Evaluation of Laboratory Observation, Record	Test
75	25

11.3 ASSESSMENT FOR PROJECT WORK

The evaluation of Project Work for MBA programmes shall be done in the respective semesters and marks shall be allotted as per the weightages given in Clause 11.3.1.

11.3.1 There shall be three assessments (each 100 marks) during the Semester by a review committee. The student shall make presentation on the progress made before the Committee. The Head of the Institution shall constitute the review committee for each programme. The review committee consists of supervisor, expert from the Department and a project coordinator from the Department. If the project coordinator/expert member happens to be the Supervisor then an alternate member shall be nominated.

11.3.2 The total marks obtained in the three assessments shall be reduced to 60 marks and rounded to the nearest integer (as per the Table given below). There will be a vice-voce Examination during End

Semester Examinations conducted by a Committee consisting of the supervisor, one internal examiner and one external examiner. The internal examiner and the external examiner shall be appointed by the Controller of Examination. The distribution of marks for the internal assessment and End semester examination is given below:

Table 10: Continuous Assessment and End-Semester Examinations Marks for Project Work

Project Work	Internal(60Marks)				External(40Marks)			
	Review I	Review II	Review III	Publication	Project Evaluation		Viva-Voce (20Marks)	
					Supervisor	External	External	Internal
project Work	10	10	20	20	10	10	10	10

11.3.3 The Project Report prepared according to approved guidelines as given by the Institution and duly signed by the supervisor(s) and the HoD shall be submitted to the Head of the Institution.

11.3.4 If the student fails to obtain 50% of the internal assessment marks or falls short of the attendance requirement, in the Final Project work of the MBA programme, the student will not be permitted to submit the project report in that semester and has to re-enroll for the same in the subsequent semester.

If a student fails in the Viva-Voce examinations of Project Work, the student can resubmit the Project Report within 30 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. For this purpose, the same Internal and External examiners shall evaluate the resubmitted report.

11.3.5 If a student has submitted the project report but does not appear for the viva voce examination, the student can reappear for the Viva Voce Examination. The student shall be permitted to resubmit the report within 30days from the declaration of results. The resubmission of a project report and subsequent viva-voce

examination will be considered as reappearance with payment of exam fee.

11.3.6 If a student fails to submit the project report on or before the specified deadline, the student is deemed to have failed to complete his Project Work within the specified period. The student shall be permitted to submit the report within 30 days from the declaration of results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee.

11.3.7 A copy of the approved project report after the successful completion of viva-voce examinations shall be kept in the library of the college / institution.

11.4 ASSESSMENT OF SUMMER INTERNSHIP

11.4.1 Summer internship shall be for a period of 6 weeks as specified in the curriculum.

11.4.2 The Summer Internship shall carry 100 marks and shall be evaluated as per the Table 11. At the end of internship, the student shall submit a brief report on the training undergone and a certificate of successful completion of the project work or internship from the organization concerned is to be submitted along with the report duly signed by the student, internship supervisor and the Head of Department. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a two- member Departmental Evaluation Committee constituted by the HoD.

Table11: Assessment of Summer Internship

SUMMER INTERNSHIP		
EVALUATION MARKS (100)		
REPORT	PRESENTATION	VIVAVOCE
40	30	30

11.5 ASSESSMENT FOR VALUE ADDED COURSES

The value added course shall carry 100 marks and shall be evaluated through continuous assessments only. Two Assessments shall be conducted during the

semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. A committee consisting of the HoD, staff handling the course and a senior faculty member nominated by the Head of the Institution shall do the evaluation process. The list of students along with the marks and the grades earned shall be forwarded to the CoE for appropriate action at least one month before the commencement of End Semester Examinations. The grades earned by the students for Value Added Courses will be recorded in the Grade Sheet, however the same shall not be considered for the computation of CGPA.

Internal marks approved by the Head of the Institution shall be displayed by the respective HoDs within 5 days from the last working day.

- 11.6 Attendance Record: Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD', which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the HoD periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The HoD will put his/her signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Institution who will keep this document in safe custody (for five years).
- 11.7 Audit by every Institution Every educational institution shall strive for a better performance of the students by conducting the internal assessments as mentioned in Clause 11.

In order to ensure the above, Academic Audit is to be done for every course taught during the semester. For the internal assessments conducted for each course as per details provided in Clause 12, the academic records shall be maintained in the form of documentation for the individual assignments / case study report / report of mini project submitted by each student and assessment test question paper and answer script. Report of industrial training / internship shall also be maintained, if applicable. For laboratory courses students' record shall be maintained. Further, the attendance of all students shall be maintained as a record.

The Head of the Institution shall arrange to conduct the Academic Audit for every course in a semester by forming the respective committees with an external course expert as one of the members drawn from a Technical institution of repute near the institute.

12. REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION

- 12.1 A student shall normally be permitted to appear for the University examinations of the current semester if he/she has satisfied the semester completion requirements as per clause 10.1 & 10.2 and has registered for examination in all courses of the current semester.
- 12.2 Further, examination registration by a student is mandatory for all the courses in the current semester and all arrear(s) course(s) for the university examinations failing which, the student will not be permitted to move to the higher semester.
- 12.3 A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve his/her marks in a course or the aggregate marks / CGPA.

13. UNIVERSITY EXAMINATIONS

- 13.1 There shall be an End-Semester Examination of 3 hours duration in each lecture based course. The examinations shall ordinarily be conducted between October and December during the odd semesters and between April and June in the even semesters. For the practical examinations (including project work), both internal and external examiners shall be appointed by the University

13.2 WEIGHTAGE

The following will be the weightage for different courses:

- I. Lecture or Lecture cum Tutorial based course:
 - Internal Assessment - 40%
 - End Semester Examination - 60%
- II. Laboratory based courses
 - Internal Assessment - 60%
 - End Semester Examination - 40%
- III. Project work
 - Internal Assessment - 60%
 - Evaluation of Project Report
 - by external examiner - 10%
 - Viva-Voce Examination - 30%
- IV. Industrial training/Internship/ Practical training / Summer project / Seminar (All Employability Enhancement Courses except Project Work)
 - Internal Assessment - 100%

14. PASSING REQUIREMENTS

- 14.1 A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester University Examinations] with a minimum of 45% of the marks prescribed for the end-semester University Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work).
- 14.2 If a student fails to secure a pass in a theory course (except electives)/ laboratory courses, the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (IA + End Semester Examination) as per clause 14.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the university end semester examinations alone.
- 14.3 If the course, in which the student has failed, is a professional elective or an open elective, the student may be permitted to complete the same course. In such case, the internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (IA + End Semester Examination) as per clause 14.1, then the candidate shall be declared to have passed the examination if he/she secure a minimum of 50% marks prescribed for the university end semester examinations alone.

If any other professional elective or open elective course is opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new professional elective or open elective course. The student has to register and attend the classes, earn the continuous assessment marks, fulfill the attendance requirements as per Clause 10 and appear for the end semester examination.

- 14.4 If a student is absent during the viva voce examination, it would be considered as fail. If a student fails to secure a pass in project work even after availing clause (6.3), the student shall register for the course again.
- 14.5 The passing requirement for the courses which are assessed only through purely internal assessment (EEC courses except project work), is 50% of the internal assessment marks only.
- 14.6 A student can apply for revaluation of his/her semester examination answer paper in a theory course as per the guidelines of COE, on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory course and EEC courses.

15. AWARD OF LETTER GRADES

- 15.1 The award of letter grades will be decided using relative grading principle except Laboratory Courses and Project Work. The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

Letter Grade	Grade Points*
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Average)	6
C (Satisfactory)	5
U (Re-appearance)	0
hortage of Attendance)	0
WD (Withdrawal)	0

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: "O", "A+",

"A", "B+", "B", "C".

'SA' denotes shortage of attendance (as per clause 12) and hence prevented from writing the end semester examinations. 'SA' will appear only in the result sheet.

"U" denotes that the student has failed to pass in that course.

"WD" denotes withdrawal from the exam for the particular course.

The grades U and W will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the End Semester Examinations as per the Regulations. If the grade U is given to Theory Courses/ Laboratory Courses it is not required to satisfy the attendance requirements (vide clause 14), but has to appear for the end semester examination and fulfill the norms specified in clause 14 to earn a pass in the respective courses.

If the grade U is given to EEC course (except Project Work), which are evaluated only through internal assessment, the student shall register for the course again in the subsequent semester, fulfill the norms as specified in clause 14 to earn pass in the course. However, attendance requirement need not be satisfied.

15.1.1. Relative Grading

For those students who have passed the course (theory course / laboratory integrated courses / theory integrated courses / all other EEC except laboratory course / Project Work Courses), the relative grading shall be done. The marks of those students who have passed only shall be inputted in the software developed for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards the grade to each student. (Theory course / laboratory integrated courses / theory integrated courses and all other EEC Courses). If the students' strength is greater than 30, the relative grading method shall be adopted.

15.1.2. Absolute Grading

- In all the courses, if the number of students who have passed the course is less than or equal to 30 then absolute grading shall be followed with the grade range as specified in the Table.
- For the Project Work / Internship and Laboratory Courses, absolute grading procedure shall be followed as given in the Table below irrespective of the number of students who have passed the course

Table – Grade range for absolute grading

O	A+	A	B+	B	C	U
91-100	81-90	71-80	61-70	56-60	50-55	< 50

- 15.2.** The grades O, A+, A, B+, B, C obtained for the one/two credit courses (not part of curriculum) under the title 'Value Added Courses' and 'internship/industrial training' (if not part of curriculum) shall figure in the Grade Sheet. For these courses if the grades obtained are RA, SA, it will not figure in the Grade Sheet.
- 15.3.** For the students who complete the Audit Course satisfying attendance requirement, the title of the Audit Course will be mentioned in the Grade Sheet. If the attendance requirement is not satisfied, it will not be shown in the Grade Sheet.

15.4. GRADE SHEET

After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- The college in which the student has studied.
- The list of courses registered during the semester and the grades scored.
- The Grade Point Average (GPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA for a semester is the ratio of the sum of the products of the number of credits acquired for courses and the corresponding points to the sum of the number of credits acquired for the courses in the semester. CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for

calculating GPA and CGPA.

$$\text{GPA / CGPA} = \frac{\sum_{i=1}^n C_i G_{P_i}}{\sum_{i=1}^n C_i}$$

Where C_i is the number of Credits assigned to the course

G_{P_i} is the point corresponding to the grade obtained for each course

'n' is number of all courses successfully cleared during the particular Semester in the case of GPA and during all the semesters in the case of CGPA.

15.4.1. Grade Sheet

In the consolidated grade sheet, the CGPA earned shall be converted into percentage of marks as follows:

Percentage of Marks = CGPA $\times$ 10.

16 ELIGIBILITY FOR THE AWARD OF DEGREE

16.1 A student shall be declared to be eligible for the award of the MBA Degree provided the student has

- i. Successfully earned the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
 - a. MBA (Full Time) and MBA - Logistics and Supply Chain Management (Full Time): Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted.
 - b. MBA (Part time): Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 6 semesters within a maximum period of 6 years reckoned from the commencement of the first semester to which the candidate was admitted.
- ii. Successfully passed any additional courses prescribed by the Institution.
- iii. No disciplinary action pending against the student.

- iv. The award of Degree must have been approved by the Syndicate of the University.

16.2 CLASSIFICATION OF THE DEGREE AWARDED

- 16.2.1 **FIRST CLASS WITH DISTINCTION:** A student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction.

MBA (2 years) (Full Time) and MBA Logistics and Supply Chain Management (Full Time)

- 16.2.1.1 Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within three years, which includes authorized break of study of one year. Withdrawal from examination (vide Clause 17) will not be considered as an appearance.
- 16.2.1.2 Should have secured a CGPA of not less than **8.50**.
- 16.2.1.3 Should not have been prevented from writing end semester examination in any of the courses of the Curriculum making up the total credit requirement.

MBA (Part Time)

- 16.2.1.4 Should have passed the examination in all the courses of all the six semesters in the student's First Appearance within four years, which includes authorised break of study of one year. Withdrawal from examination (vide Clause 17) will not be considered as an appearance.
- 16.2.1.5 Should have secured a CGPA of not less than **8.50**.
- 16.2.1.6 Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.

16.2.2 FIRST CLASS

A student who satisfies the following conditions shall be declared to have passed the examination in First class.

MBA (2 years) (Full Time) MBA Logistics and Supply Chain Management (Full Time) (2 years)

- 16.2.2.1 Should have passed the examination in all the courses

of all four semesters within three years which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).

16.2.2.2 Should have secured a CGPA of not less than **6.50**.

MBA(Part-Time)

16.2.2.3 Should have passed the examination in all the courses of all six semesters within four years, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).

16.2.2.4 Should have secured a CGPA of not less than **6.50**.

16.2.3 SECONDCLASS

All other students (not covered in clauses 16.2.1 and 16.2.2) who qualify for the award of the degree (vide Clause 16.1) shall be declared to have passed the examination in **Second Class**.

16.2.4 A student who is absent in End Semester Examination in a course/project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end semester examinations as per clause 17) for the purpose of classification.

16.3 Photocopy / Revaluation

A student can apply for photocopy of his/her semester examination answer paper in a theory course, as per the guidelines of the COE, on payment of a prescribed fee through proper application to the CoE through the Head of the Institutions. The answer script is to be valued and justified by a faculty member, who has handled the subject and recommend for revaluation with the breakup of marks for each question. Based on the recommendation, the student can register for the revaluation through proper application to the CoE. The CoE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institutions. Revaluation is not permitted for practical courses and EEC courses. A student can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

16.4 Review

Students not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to the CoE through the Head of the Institution. Students applying for Revaluation only are eligible to apply for Review.

17. PROVISION FOR WITHDRAWAL FROM EXAMINATION

17.1. A student may, for valid reasons, (medically unfit / unexpected family situations /sports approved by Head of the Institution) be granted permission to withdraw from appearing for the End Semester Examination in any course or courses in ANY ONE of the semester examinations during the entire duration of the degree programme. The application shall be sent to COE through the Head of the Institutions with required documents.

17.2. Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 10) and if it is made within TEN days after the date of the examination(s) in that course or courses and recommended by the Head of the Institution and approved by the CoE. For a student to withdraw from a course / courses, he/she should have registered for the course, fulfilled the attendance requirements (vide clause 10) and earned continuous assessment marks.

16.2.1 Notwithstanding the requirement of mandatory 10 days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

17.3. In case of withdrawal from a course / courses, it will figure both in Marks Sheet as well as in Result Sheet. However, withdrawal shall not be considered as an appearance for the eligibility of a student for First Class with Distinction.

17.4. If a student withdraws from writing end semester examinations for a course or courses, he/she shall register for the same in the subsequent semester and write the end semester examination(s).

17.5. If a student applies for withdrawal from Project work, he/she will be permitted for the withdrawal only after the submission of project report before the deadline. However, the student may appear for the viva voce examination within 30/60 days after the declaration of results for Project Work I and II respectively and the same is not considered as reappearance.

- 17.6.** Withdrawal is permitted for the end semester examinations in the final semester, as per clause 17.1.

18. AUTHORIZED BREAK OF STUDY FROM A PROGRAMME

- 18.1 A student is permitted to avail authorized break of study for a maximum period of one year in a single spell.
- 18.2 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the student may apply for additional break of study not exceeding another one year. If a student intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Head of the Institution in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Institution stating the reasons therefore and the probable date of rejoining the programme.
- 18.3 The students permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new regulations shall register for additional courses, if any, as notified by the Institution under change of regulations. These courses may be from any of the semesters of the curriculum in force, so as to bridge the curriculum in force and the old curriculum. In such cases, the total number of credits to be earned by the student may be more than or equal to the total number of credits prescribed in the curriculum in force.
- 18.4 The authorized break of study of maximum of one year is included in the duration specified for passing all the courses for the purpose of classification (vide Clause 17.1).
- 18.5 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 4.1 irrespective of the

period of break of study in order that he/she may be eligible for the award of the degree.

- 18.6 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 16).
- 18.7 If a student in Full Time mode wants to take up job / start-up / entrepreneurship during the period of study he/she shall apply for authorised break of study for one year. The student shall undertake the job / start-up / entrepreneurship only after getting approval of the same from The Head of the Institution with due proof to that effect.
- 18.8 No fee is applicable to students during the Break of Study period

19. CONDUCT AND DISCIPLINE

19.1 General Code of Conduct and Discipline

- a) The student is responsible for the general conduct, both inside and outside the college.
- b) If a student is found guilty of ragging another student, he/she will be expelled from the college or punished as per the rules and regulations of Central and State Governments.
- c) Every student should carry a valid identity card, which he/she should instantly produce when demanded by the college official(s).
- d) It is expected that all students must adhere to uniform dress code as prescribed by the college.
- e) Time-table for the semester shall be displayed on the notice-board of the classroom. The students should attend all the lectures, practicals, seminars etc. with sincerity and regularity.
- f) Students should make themselves familiar with the syllabi of their course as well as the college regulations. They should read the notices displayed from time to time on the college notice boards. However, some urgent notices may be read out in the classroom.
- g) Every student is expected to be in the classroom before the faculty member comes in. Similarly, no one shall leave the classroom before the faculty member leaves the room except with his/her prior permission. Students must not wander around the college premises when classes are in progress. Students are not

allowed to attend lectures, other than their own class lecture, without the permission from the faculty members/HoD concerned.

- h) Student's conduct in the classes as well as on the campus should be such that it will not cause any disturbance to fellow students, staff members and the normal functioning of the college. If found guilty of misconduct, he/she may be suspended or expelled from the college immediately.
- i) Use or display of mobile phones and/or any other electronic gadgets during the class hours, laboratory and examination hall is strictly prohibited. In case of violation, the gadget shall be confiscated instantly and shall be retained by the college till the end of the course, which may be handed over to the parent/legal guardian after the completion of the course.
- j) No student shall collect any money as contribution for picnics, trips, get-togethers, charity, meetings or any other activity without the permission of the HoD. No Society or Association or Union shall be formed and no person shall be invited to address in any meeting in the college without prior and proper permission of the Principal.
- k) Students are advised not to go outside the college premises for refreshments and should make use of the facilities available within the campus.
- l) Every student is expected to deal with the college property with due care and should help in keeping the premises neat and clean, considering the college as a continuation of his/her home. Any damage done to the college property is a breach of discipline and shall be dealt severely. Students suspected or found guilty are liable for recovery and/or expulsion.
- m) Disfiguring the college property is punishable and students found accountable or suspected of this type of act will be expelled from the college.
- n) No student is allowed to smoke/spit within the campus. If found guilty, he/she is punishable. No student is allowed to consume liquor or any intoxicants inside the college campus. Even outside the college campus, he/she is expected to keep up very high moral and social standards so as to uphold the name of the institution and their family.
- o) Students are not allowed to meet any outsider or ex-student in the college premises without the permission of the concerned HoD.
- p) If, for any reason, the continuance of a student in the college is detrimental to the best interest of the college, the Principal can ask such a student to leave the college without assigning further reasons. In extreme cases, the student may be dismissed from the college.
- q) Any breach of the above rules shall be dealt severely. Genuine difficulties of the students should be put forth in writing to the HoD through the tutor concerned

and every effort shall be made to solve the genuine difficulties with due consideration.

- r) The Principal and/or the HoD with the consultation of the tutor concerned shall take decisions in all matters of the college that are not listed above and that shall be final and binding on all.

19.2 Library Rules

- a) Books shall be issued from the library on production of library cards to the students, from 8.30 AM to 4.00 PM on all the working days. Entering the library with bags, mobile phones, books etc. is forbidden. All students with such belongings should keep them in the property counter which is available near the entrance of the library at their own risk. Cash and important valuables should not be kept in those shelves. Any one tampering with others' belongings shall be dealt with severely. Library books, issued against the library card can be kept by a student for not more than the date stamped last on issue slip. Prescribed penalty shall be imposed after the due date.
- b) Reading room facility is also provided to the students from 8.30 AM to 8.00 PM on all working days. Absolute silence should be maintained in the library and the reading rooms. Students having theory or practical class, should not be seen in the library.
- c) Library is not a place for group discussion or interpersonal communication. Violation of library rules may attract disciplinary action.
- d) The SC/ST Book Bank facility is available. The text books are issued to eligible students which are to be returned after the completion of examinations.

19.3 Identity Card

Every student shall be issued a student identity card from the college office after the admission procedure is complete. Every student must have his/her valid identity card with him/her during the college hours and examinations and to be shown, whenever it is asked. If the ID Card is lost, the new ID card can be obtained by paying the administrative charges.

19.4 Parent/Guardian Responsibilities

- a) The Parent/Guardian should confirm that their ward has completed admission procedure by paying the appropriate fee to be a bonafide student of the college.

They should periodically visit the college to meet the Tutor/HoD/Principal to know the overall progress of their ward including regularity and discipline.

- b) The Parent/Guardian should ensure that their ward is decently dressed in prescribed college uniform to suit the classroom atmosphere. They should inform the teachers or the HoD concerned immediately if their ward is absent to the classes for long duration due to sickness or any other reason. They should feel free to meet the Tutor / HoD in case of any difficulty related to the curriculum. They should encourage their ward to actively involve in academic, co-curricular and extra-curricular activities organized by the college/university. They are also requested to keep an eye on the overall conduct and behavior of their ward inside/outside the college premises. Parent/Guardian can visit the college website (www.adhiyamaan.ac.in) to know the examination results of their ward.
- c) Change in mobile numbers of the Parent/Guardian should be intimated to the concerned department HoD for updation.

19.5 Transportation Rules

- a) Any student who wishes to avail transport facility of the college should have a valid bus pass.
- b) The student must carry bus pass with him/her daily. It should be produced to the Conductor/Driver whenever it is asked.
- c) Unpleasant conversations and noise should be avoided in the bus. Disciplinary action shall be taken against those who violate this.
- d) Students must reach the boarding point 10 minutes before the scheduled time.
- e) If any damage is done to the bus, disciplinary action shall be taken on student/group of students. the particular
- f) The bus pass is valid only in the college bus for the period mentioned and route to which it is issued. Changes, if any, shall have to be authorized by the officials, for the issue of a new bus pass.
- g) Suggestions or complaints regarding the college bus service should be informed directly to the Transport-in-charge/Manager/Principal.
- h) If the bus pass is lost, a new one can be obtained by paying the administrative charges.

19.6 Hostel Rules

The inmates should is strictly adhere to the following instructions:

- a) They should keep the living rooms neat and tidy.
- b) They should not stay in the hostels during class hours.
- c) They should not litter in the corridors, to maintain cleanliness and hygiene.
- d) They should not go to other rooms after 8:30 pm.
- e) They should not go out of the hostels during the week days without the written permission of the Deputy Warden.
- f) They are eligible for mess bill reduction if they are away for a minimum of 10 days with prior intimation in writing.
- g) They should maintain silence in and around the hostel premises so as to preserve an ambience conducive for studies.
- h) They should not play pranks in the rooms and should not cause inconvenience to other inmates.
- i) They should keep the furniture and other fittings of their rooms/block intact.
- j) They should not possess electric appliances such as Iron Box, Heater, etc.
- k) They should not indulge themselves in vices such as smoking and consumption of liquor and ragging other inmates/juniors.
- l) They should avoid unparliamentary words during conversations.
- m) Mess bill shall be calculated from the date of their admission in the hostel, based on dividing system.
- n) Day scholars are not permitted to enter the hostel.
- o) The Chief Warden of the hostels has the power to reprimand, impose penalty or take any other suitable measures against an inmate who violates either the code of conduct or rules and regulation pertaining to the institution hostels.

20. RAGGING ACT

Tamil Nadu Prohibition of Ragging Act, 1997 (Act No. 7 of 1997)

AICTE, New Delhi -Legal cell notification (Dated 01/07/2009)

Involvement of a student in ragging shall lead to his/her expulsion from the institution. If a student is found guilty of some serious offence, he/she may not be recommended for the award of the degree, even though the student has satisfactorily completed the entire academic requirement. As per section 4 of the Tamil Nadu Prohibition of Ragging Act 1997 and AICTE, New Delhi. Legal cell notification dated 01/07/2009, any student found directly or indirectly committing or participating in ragging inside or outside the college shall be liable for the following punishment.

a) Imprisonment up to two years and penalty up to Rs. 10,000/-
b) Convicted will be dismissed and shall not be admitted in any other educational institution.
c) The decision of the head of the institution shall be final.

ANTI RAGGING SQUAD

S. No.	Name of the Member	Designation	Category
1	Dr. R. Radhakrishnan	Chairman	Principal
2	Dr. Venkatesan Selvam	Member	Dean-Academics
3	Dr. R. Dhanasekaran	Member	Dean-Industry Relations
4	Dr. S. Sumathi	Member	HoD/ECE
5	Dr. J. Arivudai Nambi	Member	HoD/Mechanical Engg.
6	Dr. K. Senthil Kumar	Member	HoD/Aeronautical Engg.
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8	Dr. T. S. Udhaya Surya	Member	HoD/BME
9	Dr. K. Srinivasan	Member	HoD/ Civil Engg.
10	Dr. K. Santhi	Member	HoD/EEE
11	Dr. D. Thilagavathy	Member	HoD/IT
12	Dr. G. Shanmugapriya	Member	HoD/AIDS
13	Dr. G. Fathima	Member	HoD/ CSE
14	Dr. M. Lilly Florence	Member	HoD/CSE(CS)
15	Dr. K. Nagarajan	Member	HoD/ Chemical Engg.
16	Prof. A. Armstrong	Member	HoD/ Arch.
17	Dr. D. Swamydoss	Member	HoD/ MCA
18	Dr. M. Dhanasekaran	Member	HoD/MBA
19	Dr. R. N. Jayaprakash	Member	HoD/Physics
20	Dr. C. Gayathri	Member	HoD/Mathematics
21	Dr. J. S. Cynthiya Rose	Member	HoD/English
22	Dr. S. Anthuvan Babu	Member	HoD/Chemistry
23	Dr. K. Sivakumar	Member	IQAC Head
24	Mr. G. Nagendran	Member	Physical Edn. Director
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