STUDENTS HANDBOOK

MBA 2023-25 | B. Arch 2023-2028
BA Visual Arts (Interior Design) 2023-2026 | BBA 2023-2026
B. Com 2023-2026 | BCA 2023-2026
B.Sc Psychology 2023-2026

Contents

Hearty welcome to DC family,

You are entering the portals of this institution for a new academic session. As aspiring architects/ managers and future corporate leaders, it is important that you realize your full potential. Time is the stuff with which life is made and hence utilize your time in the most fruitful manner.

Do everything that adds value to your growth and development. Do nothing which distracts you from the chosen path of becoming a corporate leader or a renowned architect. Do not tarnish your self image as well as the fine reputation of your alma mater. Try to enhance the quality of your life and in that process that of the entire DCian community.

Learn to channelize your potential and energy in the right direction. Give your best shot in everything you do; setting your own bench mark of excellence. Shun mediocrity and make pursuit of excellence a permanent habit. We appreciate that each one of you is a unique individual and hence we insist that you compete with yourselves on a daily basis.

When the time comes to bid adieu to this institution, you should legitimately feel proud of the metamorphosis you have undergone as a DCian. This hand book endeavours to put you all on a common grid for the smooth and effective functioning of your institution. Please read it carefully and follow it in letter and spirit.

Wishing you good luck and Godspeed. May you all
have a rewarding and memorable time at DC Campus.

Dr. N. Ramachandran
Dean, DCSMAT

1. About DCSMAT Institutions

DCSMAT Institutions are promoted by DC Kizhakemuri Foundation and DC Books, and find their inspiration from Shri DC Kizhakemuri (1914-1999), a Padma Bhushan awardee, who was also a publisher,writer, an ardent freedom fighter and a great visionary.

DCSMAT Vagamon

The DC School of Management and Technology (DCSMAT) is a leading management institution in India located in Vagamon, Idukki, Kerala. Established in September 2002, DCSMAT is one of the few institutions in India approved by the All India Council for Technical Education (AICTE). The School offers two year fully residential MBA programme in affiliation with Mahatma Gandhi University.

The school also offers fully residential B. Com (Computer Application), B. Com (Taxation), BBA, BA Interior Design, BCA and B. Arch in affiliation with Mahatma Gandhi University.

The 40 acre DCSMAT campus, surrounded by greenery and spectacular views of nature, accommodates every facility needed in an educational institution such as lecture halls, auditorium, computer lab, library, multimedia centre etc. With a well-stocked library, smart teaching approaches, a campus of Wi-Fi super connectivity and 24 hour Internet facilities, subject toconditions, DCSMAT is far ahead of other business schools.

DCSAD Vagamon

DC School of Architecture and Design is the member of the DCSMAT group of institutions, having been just established in 2014 in Vagamon campus and is recognized by Council of Architecture (COA) and MG University

The DC School of Management and Technology (DCSMAT) located in Trivandrum is housed in a 40000 sq. ft. state of art building and is fully Wi-Fi enabled. It also has well equipped class rooms, seminar halls, placement office, sports facilities and a well equipped gymnasium.

The School offers two year MBA programme in affiliation with University of Kerala.

Located in the 75 acre KINFRA Film and Video Park, it has all modern facilities with fully air conditioned seminar halls and class rooms. The campus is set amidst the serene and pristine surroundings with all facilities. Its location close to the Techno Park and Info City gives it the added advantage of intense industry interaction, internships and placement opportunities.

DCSAAD, Trivandrum

DC School of Architecture and Design, Trivandrum is the youngest member of DCSMAT group of Institutions which is housed in a 2-acre land. It has a well-equipped building with studios, lecture halls, labs and workshop, computer centre, placement cell, sports facility, cafeteria, amphitheatre and a well-equipped gymnasium. The school offers 5 years of B Arch program in affiliation with APJ Abdul Kalam Technological University (KTU) recognized by Council of Architecture

The logo

The DCSMAT Logo has been designed based on Tangram a popular Chinese puzzle. This puzzle has always been used as a mind game as well as creativity enhancement tool. The DCSMAT logo comprises of six pieces of Tangram - three triangles, two parallelograms and one square - to form a lotus, the Indian symbol for learning.

The Vison

"Our vision is to create a world class centre of excellence in research-oriented and industry-driven management/technical education with distinct DCian characteristics of all round development and self reliance."

The Mission

"We shall strive to create a paradigm of physical infrastructure and academic ambience that propel students and faculty to excellence in every area of academics and research as well as personal growth."

DCSMAT Anthem

DCSMAT Anthem in Malayalam has been written by renowned Malayalam poet O N V Kurup and English Anthem by the internationally known writer and poet Anita Nair.

2. Academics

MBA at DCSMAT, Vagamon
(Affiliated to MG University)

The MBA programme at DCSMAT offers a student the opportunity to understand the challenges of the real business world and develop solutions for the same.

MBA at DCSMAT is a two-year full-time residential post-graduate level programme in Management which prepares a student for a career in industry and entrepreneurship. The courses are designed and delivered to develop the analytical, problem solving and decision making abilities of the student.

The programme involves learning through class room sessions, case studies, role-plays, problem solving exercises, computer simulated games, project assignments with organizations, field based course specific projects etc.

The academic year consists of two semesters making a total of four semesters in two years. The average duration of each semester is approximately five months with courses as given below:-

**2.1.1
Curriculum**

- **Semester I** - Seven courses + 1 Course Viva

- **Semester II** - Eight courses + 1 Course Viva

- **Semester III** - Six courses, one internship of 30 days duration and one course viva. Out of sixcourses two are compulsory and four are electives. Out of four electives two courses should be from one functional area and the remaining two should befrom other functional area.

- **Semester IV** - Five courses, one course viva and a research project. Out of five courses one is core and four are electives of which two should be from one functional area and two should be from other functional area. The project work is of a duration of 2 months.

NB: - This is subject to the amendment by the University.
The performance evaluation of students in every course shall be carried out through a set of evaluation methods as follows:

- Quizzes (both announced and unannounced)
- Assignments
- Exercises
- Class participation, Punctuality and Discipline
- Presentations
- Projects
- Short duration tests
- Model Examination etc.

An appropriate mix of such evaluation methods for each course shall be decided by the respective instructor (within the framework of the University rules)

NB: - The objective of the valuation is to motivate students to perform better in these courses and to ensure appropriate learning. The evaluation components shall be arranged in such a way that students get feedback on their performance at regular intervals.

All papers carry 100 marks each. There will be both external and internal evaluation. 60 marks in each subject will be awarded on the basis of external evaluation (University Examination) and 40 on the basis of internal assessment. Course Viva carries 50 Marks of University Evaluation in each semester. For all courses, the candidate has to secure 45 percent marks (45%) with C Letter Grade for a minimum pass in both continual and comprehensive evaluation. However, the minimum credit point requirement is 5 (CGPA – Cumulative Grade Point Average) with a minimum of 50% marks in aggregate is required in order t o secure a pass in MBA Programme. For a candidate to pass in each semester, he or she pass has to secure minimum credit point of 5 (SGPA – Semester Grade Point Average) with a minimum of 50% marks in aggregate of all the courses in the semester

Course outlines will be uploaded in the Insto Campuz course management software before the commencement of the course. For each session the following information will be available in the course outline.

Item	Planned Date	Implemented Date
Session No		
Competency aimed in Behavioral Terms		
List of Concepts and Sub-Concepts / Topics and Sub-Topics / Questions that will be Addressed		
Resources (such as Reading Materials, Slides, Archived Video Material, etc.)		
Activities before the Session (Preparation by Students) and Deliverables		
Activities in the Session (Learning Method and In Class Activities)		
Evaluation: Such as Written Quiz, Oral Quiz, Participation or Presentation cum Participation, etc. (There should be at least one item of evaluation)		

1) In every session, there will be a written quiz of 5 or 10 minutes duration or an assessment of class participation (which might include a presentation of the uploaded assignment) or any other form of assessment

2) The marks obtained for this will be put up every week. The components of internal marks are subject to change as per University guidelines. Every course will consist of a mix of different activities from the following list, which may undergo changes as and when necessary.

- Internal Examinations
- Written Examinations – Open Book Exams
- Question & Answer Sessions – Online Exams – Spot Tests
- Individual Assignments – Problem Solving
- Group Assignments
- Class Seminars
- Case Study / Caselet Analysis and Presentation
- Role Plays – Management Games – Story Telling
- Software Exercises – Soft Assignments
- Internal Viva-voce – Quizzes – Group Discussions – Interview with Industry Experts
- Book Reviews – Article / Research Paper Reviews
- Field Visits – Industrial Visits – Study Tour – Observation Study (with brief Reports)
- News Paper Reading

"Project work should be done in a nationally or internationally reputed organization. Students are expected to select the project study from any one functional area that they have opted as their major functional area. Training should be done strictly under the supervision of an executive allotted by the organization. An attendance certificate should be obtained from the organization as a proof of the successful completion of the training and the same should be incorporated in their project report. For the preparation of the Project report the Head of the Department will

entrust one Faculty Member to supervise the student. There will be comprehensive viva at the end of the fourth semester along with the evaluation of the project report."

No session scheduled will be cancelled or postponed without the permission of the Group Director & Dean Operations. No student will be absent from the sessions (academic and non academic) without the written permission of the Batch Coordinator. Those who are absent from the sessions without prior permission will be fined as per the Institute's rules detailed in 6.3. The fine system has been introduced to make the student understand the importance of attending classes regularly and to inculcate professionalism in every student.

The Course will follow the sequence of a standard text book. Besides the text books, the students are expected to refer other titles on the same subject, available in the library.

Study leave will be utilized for tutorials and for coaching the students for examinations. The objective will be to help students attain conceptual clarity necessary for meaningful responses in the University examinations. Malpractices both minor or major will call for severe punishments. For example, copying of any assignment would lead to award of zero marks. Repeat of such incidents would lead to expulsion of the student from **DCSMAT.**

The Batch Coordinator will be responsible for the activities of the students (both academic and extra curricular) and also for the regular conduct of SOP (Student Ownership Programme / Mentor) groups. There will be regular feed back on the performance of the students as well as the teachers. The students can put forward their grievances and suggestions to the Batch Coordinator.

SEMESTER I:
- MBA CC0101 Management Concepts & Organizational Behaviour
- MBA CC0102 Business Communication
- MBA CC0103 Managerial Economics
- MBA CC0104 Accounting for Management
- MBACC0105 Quantitative Techniques
- MBA CC0106 Legal Environment of Business
- MBA CC0107 Environment Management
- MBA CC0108 Course Viva 1

SEMESTER II:
- MBA CC0201 Financial Management
- MBA CC0202 Marketing Management
- MBA CC0203 Human Resource Management
- MBA CC0204 Operations Management
- MBA CC0205 Management Science
- MBA CC0206 Management Information Systems & **Cyber Security**
- MBA CC0207 Business Research Methods
- MBA CC0208 Entrepreneurship Development
- MBA CC0209 Course Viva II

SEMESTER III:
- MBA CC0301 Big Data & Business Analytics
- MBA CC0302 Business Ethics & Corporate Governance
- MBA CC0303 Course Viva III
- MBA CC0304 Summer Internship & Industry Analysis
- MBA EC0301 Elective Course 1
- MBA EC0302 Elective Course 2
- MBA EC0303 Elective Course 3
- MBA EC0304 Elective Course 4

SEMESTER IV:
- MBA CC0401 Strategic Management
- MBA CC0402 Course Viva IV
- MBA CC0403 Research Project
- MBA EC0401 Elective Course 5
- MBA EC0402 Elective Course 6
- MBA EC0403 Elective Course 7
- MBA EC0404 Elective Course 8

2.1.4 Course Structure

Value Addition Programmes

Following are the value addition programmes instituted by the College. All students are requested to participate actively and enthusiastically.

- Student Ownership Programme (SOP) meetings
- Evening presentations
- Gallop
- Applied Business Studies (ABS)
- Student research article submission (mandatory)
- Breakfast with CEO
- Industry Interaction Sessions (Meeting the CEO)
- Student club activities
- Learning management through case writing (LMCW)

2.1.5
Class Timings

8:15 AM to 2 PM -   Regular Classes (Seniors)
8:15 AM to 2 PM -   Regular Classes (Juniors)
After Noon -   Time for Assignments/ Cocurricular Activities/Games

Note – Class timings are subject to change in keeping with the necessity of observing COVID precautions.

7 PM to 8 PM - Evening Presentations (Seminars)

2.1.6
Projects

Students are expected to arrange all the projects on their own.

Attendance has to be taken by the faculty before the beginning of every class. Absenteeism of any kind will be dealt with severely and on a case to case basis.

2.1.7
Attendance

Students are required to procure the minimum attendance of 75% prescribed by the University in order to fulfil the eligibility requirements for the University examinations. (Even if the Batch Coordinator gives permission to a student to be absent from a particular class, it will be considered as absence for calculating the required percentage of attendance for appearing for the University examinations.)

Attendance will be marked at the beginning of each session by the teacher.

If any student comes to the class after the faculty has entered at the specified timings of the session, he/she will not get attendance, even if he/she is allowed to attend the class.

The students need to strictly comply with the attendance norms of 75% for all the academic semester. In case of students, who are allowed to join the program after the commencement of classes, pro rata attendance will be considered and extra classes will be organized for them to cover the gaps in syllabus coverage and attendance. Wherever necessary, parents will be informed of the absenteeism of the students from the classes.

A student absenting himself /herself without leave for more than 10 consecutive days may have his/ her name removed from the rolls.

Students are expected to attend all classes, without missing even a single session. Students may be permitted to leave in case of medical emergencies. Requests for leave should be for genuine and valid reasons only, so that requisite attendance is maintained.

2.1.8 Leave (Applicable to all programmes of DCSMAT institutions)

Students, who avail medical leave for more than two days, need to submit a medical certificate and fitness certificate by an authorized medical practitioner. Students are expected to join back on time after monthly holidays and other long holidays like Onam, Pooja and X-mas. Any delay in this will cause disruption to the class schedules and such acts will be viewed seriously, and disciplinary action will be taken.

Students have to inform the batch coordinator well in advance (minimum two days before exit from the campus). After taking approval from the batch coordinator, the student has to get his leave application

form signed by the concerned faculty members whose classes the student will stand to miss.

The student has to ensure that the leave form reaches the AIM centre, within two working days of reaching back the campus. If the same is not received within the stipulated time, the leave will be considered as unauthorized.

Breaks and Holidays: Students will not be granted leave to skip the sessions on the last day before a break/ holidays or to miss a session or sessions on the opening day after the break. Such unauthorized absences will invite a penalty of Rs.500/- per session. All students must attend the sessions of their batches as per the timings given in the schedule.

As per the leave policy, students must get the approval signature of the Batch Coordinator/ Principal / Director in the leave forms, before they leave the campus, if they plan to take leave for more than 2 days.

Forgery of signatures in the leave application form is a serious offense and will be dealt with accordingly. DCians are expected to maintain a high level of integrity. Any deviation from the policies given above attracts fine, suspension or both.

2.1.9 Specializations Offered

At present the school offers specialization in six areas:-

- Finance
- Marketing
- Human Resource Management
- Operations Management
- Information Systems
- International Business

A student can specialize in any two areas. The students will have to study four electives from both the functional areas.

NB:- The course structure may change as it is subject to amendment by the university

(Note: Particular combinations of specializations will be provided, if a minimum of 20% of the students opt for a combination)

All the external examinations shall be governed as per the rules and guidelines prescribed by the MG University. Rules followed for the internal or external examinations are as under;

2.1.10 Examination Rules

1. Students should report at the examination venue at least 15 minutes before the scheduled time. Students will not be permitted into the examination venue after the question paper is distributed.

2. Students are expected to equip themselves with pen, pencil, ruler, calculator etc. Books, study material, calculators etc., are strictly prohibited in the examination venue. The students are not allowed to keep mobile phones (even in switched off condition) on their person while writing any examination.

3. On entering the examination venue, each student should collect the answer booklet from the invigilator. Students are required to take their seats as per the instructions. Answer booklets are not exchangeable.

4. Students must fill the particulars on the cover page of answer booklet as well as the question paper before proceeding to attempt any question.

5. All books and study material must be left outside the examination venue. The institution will not be responsible for the loss or theft of any material from within or outside the examination venue. Students are, therefore, advised to refrain from carrying important books, papers or other belongings to the examination venue to avoid the risk of losing them.

6. Except for essential communication with the invigilator, a student is not permitted to communicate in any form with anyone else during the examination. Passing or receiving information in any form or peeping in the answer books of others during the examination constitutes misconduct and is strictly prohibited. A student, who assists or abets giving or passing of information, in any form whatsoever, will be considered as guilty and punishable as the one receiving it.

7. Students must stop writing, as soon as the invigilator signals the end of the time allotted for the examination.

8. Students are not allowed to leave the examination venue during the examination, without the express permission of the invigilator

9. Answer books should be handed over to the invigilator once the student finishes the examination. It is the sole responsibility of the student to ensure that his answer book is promptly handed over to the invigilator.

10. Any violation of the norms of examination will be considered a serious offence and an act of misconduct. In such an event, the student will be liable for forfeiture of the answer book and expulsion from the examination hall at 10. Any violation of the norms of 10. Any violation of the norms of

11. If the gravity of the offence is grave as to adversely affect the reputation of the institute and/or the fair conduct of the examination and/or the general discipline, the student will be liable for expulsion from the programme..

MBA at DCSMAT, Trivandrum (Affiliated to University of Kerala)

The MBA programme at DCSMAT provides an intensive learning environment where young and vibrant professionals are grounded in the vital disciplines of business management. This programme imparts the necessary learning to succeed in the fast changing, competitive world of business. Our programme lets the business world know that our student is indeed a rare find. Our management graduates do not just join the workforce they influence it, shape it, and change it for the better. The programme teaches students not only to recognize opportunities, but also to create it a paradigm shift f rom job seekers to job creators. It provides one with the tools to lead and manage in today's ever-changing business landscape. One will learn not just theory but also how to apply the latest concepts to real, relevant business problems. The skills provided by a DCSMAT MBA extend beyond functional capabilities. Students also develop expertise in essential but intangible areas such as communication, leadership, and teamwork. Through a rigorous and continuously evolving curriculum, our MBA program teaches students how to work smarter, be more efficient, and create innovative solutions, qualities that successful companies expect from their leaders. It offers a distinct business school education that combines cutting-edge research and industry practice, providing students with the ideal exposure for unlimited professional and personal growth. Groundbreaking programs like the mid-semester internship immerse students in real-time issues, allowing them to apply what they learn to actual business projects. The school is committed to providing students with an education that lasts and evolves over a lifetime.

MBA at DCSMAT is a two-year Full-Time Post-Graduate level programme in Management which prepares a student for a career in manufacturing and services. The courses are delivered to develop the analytical, problem solving and decision-making abilities of the student.

The programme involves learning through class room sessions, case studies, role-plays, problem solving exercises, computer simulated games, project assignments with organizations, field based course specific project work, internships etc.

The academic year consists of two semesters making a total of four semesters in two years. The average duration of each semester is approximately five months. Seven courses will be taught in each semester of the first year.

The third semester will have eight courses, of which four are compulsory courses and four are electives from the area of specialization. Students will also undergo a Summer Internship in the Industry in the third semester. The fourth semester will have one compulsory course and three electives. In addition, there will be a project and a comprehensive viva voce. During the fourth semester, every student of the MBA programme is required to undertake a project under the guidance and supervision of a member of the faculty and he / she has to submit the report on the same before the commencement of the fourth semester University examinations. Students shall be deputed for the project work immediately after the completion of the fourth semester classes.

The performance evaluation of students in every course shall be carried out through a set of evaluation methods like quizzes (both announced and unannounced), assignments, exercises, class participation, presentations, projects, case analysis, industry visits, short duration tests, etc. An appropriate mix of such evaluation methods for each course shall be decided by the respective instructor(s).

The objective of the evaluation is to motivate students to perform better in these courses and to ensure appropriate learning. The evaluation components shall be arranged in such a way that students get feedback on their performance at regular intervals.

All papers carry 100 marks each. There will be both external and internal evaluation. 75% of the marks in each subject will be awarded on the basis of external evaluation (University Examination) and 25% on the basis of internal assessment. Aggregate marks required for pass is 50% i.e. internal with a minimum of 50% and external with a minimum of 50%.

9.30 AM to 4.45 PM - Regular classes which include Co-Academic / Co-Curricular activities

Activities

Note – Class timings are subject to change in keeping with the necessity of observing COVID precautions.

I Semester
- MGT 511 Principles & Practices Of Management
- MGT 512 Organisational Behaviour
- MGT 513 Domestic Business Environment And Value Based Management
- MGT 514 Accounting For Managers
- MGT 515 Managerial Economics
- MGT 516 Quantitative Techniques
- MGT 517 Environmental Management

II Semester
- MGT 521 Executive Business Communication
- MGT522 Marketing Management
- MGT 523 Operations Research
- MGT 524 Business Law
- MGT 525 Production And Operations Management
- MGT 526 Research Methodology
- MGT 527 Financial Management
- MGT 528 Managing Human Resources

2.2.2 Class Timings

2.2.3 Structure of the MBA Programme

III Semester

- MGT 531 Innovation Management & Entrepreneurship
- MGT 532 Data Analytics
- MGT 533 Information Systems And Cyber Security
- Elective I
- Elective II
- Elective III
- Elective IV
- Elective V
- MGT 534 Internship/Mini Project

IV Semester

- MGT 541 Strategic Management
- Elective VI
- Elective VII
- Elective VIII
- MGT 542 Summer Project
- MGT 543 Comprehensive Viva Voce

2.2.4 Course Outlines

Course outlines will be uploaded in the Course Management System – InstoCampuz before the commencement of the course. There will be three types of sessions as part of every course; sessions that impart conceptual clarity, sessions that develop competencies for effective functioning as a junior executive in the industry and sessions that coach students to effectively tackle the University examinations. Teaching and learning methodology may undergo changes to enhance the efficacy of the programme.

The Institute uses the Case method of teaching and at least one case in every course will be of the type used in Harvard Business School

The course also include sessions on contemporary topics from leading journals published during the previous one year as the point of discussion for teaching various management subjects. For each session the following information will be available in the course outline.

- Session number and date
- Objective in behavioural terms or what will be the enhancement in the capability of the student at the end of the session.
- Page Numbers, chapters, or reference of prior reading to be done.
- Assignment to be uploaded into InstoCampuz before each session
- Learning methodology or what will really happen during the session.
- In every session, there will be a written/oral quiz of 5 or 10 minutes duration or an assessment of class participation (which might include a presentation of the uploaded assignment) or any other form of assessment. The marks obtained for this will be put up in InstoCampuz every Monday.

The Course will follow the sequence of a standard Text. Besides the textbooks the students are expected to use a number of titles on the same subjects available in the Library. Study leave will be spent for Tutorials. The objective will be to help the students attain conceptual clarity.

Major as well as minor malpractices will be dealt with severe punishment. For example, copying of any assignment would directly lead to award of zero marks. Repeat of incidents of such type would lead to expulsion of the student from DCSMAT.

The components of internal marks are subject to change as per University guidelines.

2.2.5 Internal Assessment

Every course will consist of a mix of different activities from the following list, which may undergo changes as and when necessary.

- Case analysis and presentations
- Written analysis of Cases
- Case writing based on field work
- Performance in business games
- Field work based presentations
- Analysis of business stories from popular business periodicals
- Journal article critiques
- Library based applied assignments (purely theoretical assignments will be avoided)
- Internet based applied assignments (purely theoretical assignments will be avoided)
- Performance in experiential exercises
- Participation in sessions by Professors from national institutes or executives from the industry, etc.
- Closed book tests in preparation for University examinations, etc.

Apart from above, the internal assessment will include five written examinations. The fifth one will be a model examination on the lines of the University examination.

2.2.6 Internships

The objective of one month Internship after 2 semesters is to give the students the necessary domain knowledge on various industries so that the conceptual framework learned from various subjects could be applied to different domains appropriately. Internship will be

considered as a core course in the second semester. The external evaluation will be conducted by the examiners appointed by the University and the internal evaluation by a panel constituted by the college. The criteria for evaluation will include Initial Report, Log Book, Presentation, Final report and Internship Viva Voce.

An internship provides the opportunity to gain hands on work experience that one cannot get in the classroom.

Employers see interns as prospective employees and many secure full time jobs with the firms later at the end of the programme. It is a chance to prove the worth of one's qualifications and to show that one can perform in the role assigned. Employers are usually more concerned with the candidate's work experience than his or her qualifications. Internships are often the only way to get the work experience one needs to secure a job and they are a vital part of one's resume. Many employers prefer or require applicants who have done an internship or have relevant work experience. In competitive job markets it helps to set you apart from others.

The students will strictly follow the rules and regulations of the organization in which they do the Internship. There will be assignments, presentations and tests based on these internships in most of the academic subjects.

The Project is an essential requirement and integral part of the curriculum for successful completion of the programme. During the fourth semester every student of the MBA programme is required to undertake a problem specific project work under the guidance and supervision of a member of the faculty and the report on the same has to be submitted before the commencement of the fourth semester University examination.

**2.2.7
Projects and
Comprehensive
Viva Voce**

The contact hours required for the completion of the project work is a fixed at 160 hours distributed over a continuous period of two months. Students shall be deputed for the project work immediately after the completion of the fourth semester classes. The project work and project report will be evaluated for 100 marks. There will be external valuation for the project work and the project report. The external evaluation for 100 marks will be conducted by examiners duly appointed by the University for the purpose

The students will have to attend a comprehensive viva voce examination for 100 marks. The University will decide among the external examiners and constitute a board for conducting the comprehensive viva-voce examination along with project viva-voce examination. If any candidate secures less than 25 marks in the comprehensive viva voce examination, he/she needs to attend the same during the subsequent year. He/she will be given a total of three chances to clear the same.

2.2.8 Attendance

Absenteeism of any kind will be dealt with severely and on a case-to-case basis. Students are required to secure the minimum attendance of 75% in each subject, prescribed by the University in order to fulfil the eligibility requirements for the University examinations. The students need to strictly comply with the attendance norms of 75% for the entire academic semester. In case of students, who are allowed to join the program after the commencement of class, pro rata attendance will be considered and extra classes will be organized for them to cover the gaps in syllabus coverage and attendance. Wherever necessary, parents will be informed of the absenteeism of the students from the classes. The Administration will keep track of the percentage of absence of every student in every subject. Once the percentage absence crosses 25%, the student will have to discontinue from attending the subject. No student will be absent from the sessions (academic and non academic) without the written permission of the Batch Coordinator. Those who are absent from the sessions without prior permission will be fined as per the Institute's rules detailed below. (Even if the BatchCoordinator gives permission to a student to be absent from a particular class, it will be considered as absence or calculating the required percentage of attendance for appearing for the University examinations.) A fine of Rs.100/- per hour will be charged for unauthorizedabsence from the sessions. The fine of unauthorized absence from occasional visiting faculty sessions will be Rs.500/ - per hour. Any student who fails to attend evening sessions will be fined Rs.100/- per hour. Please refer Section 6.3 for details of fines.

The fine system has been introduced to make the student understand the importance of attending classes regularly and to inculcate professionalism in every student. Attendance is compulsory for sessions mentioned above. Concerned teachers will submit attendance sheet to Examination Section/ to Principal's Office, every weekend. Every Monday, the percentage of absenteeism of each student will be informed by the concerned teachers. Attendance will be marked at the beginning of each session by the teacher handling the class. If any student comes to the class after the teacher has entered at the specified timings of the session, he/she will not get attendance, even if he/she is allowed to attend the class. A student absenting himself / herself without leave for more than 10 consecutive days may have his/ her name removed from the rolls.

At present the school offers specialization in the following areas subject to a minimum of 25% of the students opting for a particular specialization.:-

- Marketing Management
- Financial management
- Human Resources Management
- Operations Management
- Logistics and Supply Chain Management

2.2.9 Specializations Offered

Students are allowed to specialize in single functional area or two functional areas. A student can specialize in any two areas.

[Note: Particular combinations of Specializations will be provided, if a minimum of 25% of the students opts for a combination]

2.2.10 Examination Rules

All the external examinations shall be governed as per the rules and guidelines prescribed by the University of Kerala. Rules followed for all the examinations are as under;

1. Students should report at the examination venue at least 15 minutes before the scheduled time. Students will not be permitted into the examination venue after the question paper is distributed.

2. Students are expected to equip themselves with pen, pencil, ruler, calculator etc. Borrowing of books, study material, calculators etc., is strictly prohibited in the examination venue.

3. The students are not allowed to keep a mobile phone (even in switched off condition) in their purse or with them while writing any examination.

4. On entering the examination venue, each student should collect the answer booklet from the invigilator. Students are required to take their seats as per the instructions. Answer booklets are not exchangeable.

5. Students must fill the particulars on the cover page of answer booklet as well as the question paper before proceeding to attempt any question. The same is the case with every additional booklet used.

6. A student must not refer to any book, paper or other notes, unless it is an open book test. Except for open-book tests, all books and study material must be left outside the examination venue. The institution will not be responsible for the loss or theft of any material from within or outside the examination venue. Students are, therefore, advised to refrain from carrying important books, papers or other belongings to the examination venue to avoid the risk of losing them.

7. Except for essential communication with the invigilator, a student is not permitted to communicate in any form with anyone else during the examination. Passing or receiving information in any form or peeping in the answer books of others during the examination constitutes misconduct and is strictly prohibited. A student, who assists or abets giving or passing of information, in any form whatsoever, will be considered as guilty and punishable as the one receiving it.

8. Students must stop writing, as soon as the invigilator signals the end of the time allotted for the examination.

9. Students are not allowed to leave the examination venue during the examination, without the express permission of the invigilator.

10. Answer books should be handed over to the invigilator once the student finishes the examination. It is the sole responsibility of the student to ensure that his / her answer book is promptly handed over to the invigilator.

11. Any violation of the norms of examination will be considered a serious offence and an act of misconduct. In such an event, the student will be liable for forfeiture of the answer book and expulsion from the examination hall at once and as per University of Kerala rules.

12. If the gravity of the offence is serious as to adversely affect the reputation of the institute and/or the fair conduct of the examination and/or the general discipline, the student will be liable for expulsion from the programme

2.4	# Undergraduate Courses B. Com, BBA and BCA at DCSMAT, Vagamon
2.4.1 **B. Com** **Curriculum**	**B. Com Course** MODEL-I

Courses and Duration of Examinations

Total credits	: 120
Working Hours / Semester	: 450
Internal Evaluation	: 20%
Working Days: Semester	: 90
External Evaluation	: 80%

Title of the Programme

This Degree shall be called BACHELOR OF COMMERCE (B. Com)

Duration of the Programme

The duration of the B. Com programme of study is three academic years spread over six semesters.

Medium of Instruction

The medium of instruction and examination shall be English.

Courses of study

The total number of courses for the entire B. Com programme is 34. It is divided into four courses namely:-

- Common courses
- Core courses
- Open courses and
- Complementary courses

Four common courses (Perspectives and Methodology of Business studies, Business communication and MIS, E-Commerce and General Informatics, and Entrepreneurship and Project Management) Core Courses, Complementary Courses and Open Courses shall be taught by Commerce Teachers.

Question Papers

The Question papers for each of the core and common courses shall be the same for Model- I and Model-II B. Com. Degree Programmes.

Attendance

A candidate shall attend at least a minimum of 75% of the number of classes actually held for each of the courses in each semester to be eligible for appearing for the examination in that course. If the candidate has shortage of attendance in any course in a semester the student shall not be allowed to appear for any examination in that semester. How ever the University may condone shortage if the candidate applies for it as laid down in University procedures.

Internal Assessment

All courses shall have internal Assessment as specified in the common regulations for CBCS System of the M G University.

External Examination

The University shall conduct semester examinations for each of the courses. The duration of the examination shall be three hours for each course. Provisions of the common regulation for the conduct of the examination will be applicable in this case.

Record Book

There should be a record book for core, complementary and open courses with a minimum of 25 pages, 9"x12' with a thick paper back covering, labelled as record book with the name of the college, subject etc.; given on the first page. The book should provide a record of the practical assignments and other assignments given to the student in the respective papers during thesemester.

Project Report

During sixth semester every student shall prepare a project report on a topic related to commerce. Details will be issued separately at appropriate time.

Practical Examination

Practical Examinations of two hour duration for the computer optional courses shall be arranged by the University. The weightage for the practical examination shall be 40%.. It will be conducted only at the end of the even semester.

Requirement for passing the course

For passing the B. Com Degree programme, the student is required to achieve a minimum of 120 credits of which 38 credits shall be from common courses, 79 credits from core and complementary courses, and 3 credits from open courses.

In all other matters regarding the conduct of the B. Com Degree programme in the affiliated colleges under the Mahatma Gandhi University under the choice based credit and semester system which are not specified in this regulation, the common regulation will be applicable.

**2.4.2
Structure of
B. Com Course**

B. Com Degree Programme (Model-I)

SEMESTER I

- Common-1, Language-English
- Common-2, Language-Second Language,
- C 01CRT01, Dimensions and Methodology of Business Studies
- C 01CRT02, Financial Accounting I
- C 01CRT03,Corporate Regulations and Administration
- C 01CMT01, Banking And Insurance,

SEMESTER II
- Common-3, Language-English
- Common-4, Language-Second Language
- CO2CRT04, Financial Accounting II
- CO2CRT05, Business Regulatory Framework
- CO2CRT06, Business Management
- CO2CMT02, Principles of Business Decisions,

SEMESTER III
- Common-5, English
- CO3CRT07, Corporate Accounts I
- CO3CRT08, Quantitative Technique for Business I
- CO3CRT09, Financial Markets and Operations
- CO3CRT10, Marketing Management Optional Course - I
- CO3OCT01 Finance and Taxation-Goods and Services Tax

SEMESTER IV
- Common-6, Language-English
- CO4CRT11, Corporate Accounts II
- CO4CRT12, Quantitative Techniques for Business-II
- CO4CRT13 , Entrepreneurship Development and Project Management Optional Course - II
- CO4OCT01 , Finance and Taxation-Financial Services

SEMESTER V
- CO5CRT14 , Cost Accounting I
- CO5CRT15 , Environment Management and Human Rights
- CO5CRT16, Financial Management

Optional Course – III
- CO5OCT01, Finance and Taxation-Income Tax- I

Open   Course
- BA 50PT22 (a) Brand Management
- BA 50 PT22 (b) Entrepreneurial Leaders

SEMESTER VI

- CO6CRT17, Cost Accounting - 2
- CO6CRT18, Advertisement and Sales Management ,
- CO6CRT19, Auditing and Assurance
- CO6CRT20, Management Accounting

Optional Course IV
- CO6OCT01, Finance and Taxation-Income Tax- II

- **CO6PR01, Project and Viva [External]**

BBA Course

Courses and Duration of Examinations

Total Credits :   120
Working Hours/Semester : 450
Internal Evaluation :   20%
Working Days/Semester :   90
External Evaluation :   80%

Title of the Programme

This degree shall be called Bachelor of Business Administration(B.B.A.)

Duration of the programme

The duration of the B.B.A. programme of study is three academic years spread over six semesters.

Medium of Instruction
The medium of instruction and examination shall be

Courses of study

The total number of courses for the entire B.B.A. programme is 31. It is divided into four courses namely-

- **Common Courses**

    'Common Course' means a course that comes under the category of courses , including compulsory English and additional language courses and a set of general courses, selection of which is compulsory for all students undergoing undergraduate programmes.

- **Core Courses**

    'Core Course' means a compulsory course in a subject related to a particular degree programme.

- **Complementary Courses**

    'Complementary Course' means a course which is generally related to the core course (traditionally referred to as a subsidiary paper).

- **Open Courses**

    'Open Course' means a course which can be opted by student at his/her choice.

    Two Common Courses, Eight Complementary Courses, 21 Core Courses and 1 Open Course shall be taught by the teachers.

Attendance

A candidate shall attend at least a minimum of 75% of the number of classes actually held for each of the courses in each semester to be eligible for appearing for the examination in that course. If the candidate has shortage of attendance in any course in a semester, the student shall not be allowed to appear for any examination in that semester. However, the University may condone shortage if the candidate applies for it as laid down in University procedures.

Internal Assessment

All the courses shall have Internal Assessment as specified in the common regulations for CBCS System of M.G. University.

External Examination

The University shall conduct semester examinations for each of the courses. The duration of the examination shall be three hours for each course. Provisions of the common regulation for the conduct of the examination will be applicable in this case.

Project Report

Details will be issued separately at appropriate time.

Requirement for passing the course

For passing the B.B.A. Degree programme the student shall be required to achieve a minimum of 120 credits of which 38 credits shall be from common courses, 78 credits from core and complimentary courses and 4 credits from open courses.

SEMESTER I

- BA1CRT01- Principles and Methodology of Management – Core

- BA1CRT02-Business Accounting – Core

- BA1CMT03- Fundamentals of Business Mathematics - Complementary

- BA1CMT04 -Fundamentals of Business Statistics - Complementary

- BA1CCT05 – English Paper-1- Common

SEMESTER II

- BA2CRT06 -Cost and Management Accounting -Core
- BA2CRT07- Business Communication- Core
- BA2CMT08 , Mathematics for Management - Core
- BA2CMT09 - Statistics for Management-Complementary
- BA2CCT10 – English Paper-II -- Common

2.4.4 Structure of BBA Course

SEMSTER III

- BA3CRT11-Human Resource Management - Core
- BA3CRT12-Marketing Management - Core
- BA3CRT13-Research Methodology - Core
- BACMT14-Business Laws -Complementary
- BA3PRP15- Personality Development and Management Skills(Minor Project) - Core

SEMESTER IV

- BA4CRT16-Financial Management - Core
- BA4CRT17-Managerial Economics- Core
- BA4CRT18-Entrepreneurship - Core
- BA4CMT19-Basic informatics for Management- Complementary
- BA4CMT20-Corporate Law - Complementary

SEMESTER V

- BA5CRT21 , Organisational Behaviour – Core
- BACRT23-Environment Science and Human Rights - Core
- BA5CMT24-Intellectual Property Rights and

Industrial Laws - Complementary

- BA5CRT25-Operations Management - Core
- BA5CRT26-Industrial Relations - Core

Open Course

- C050P01- Fundamental of Banking & Insurance
- CO50P02- Capital Market & Investment Management
- C050P03- Fundamental of Accounting
- BA5OPT22-, Investment Management

SEMESTER VI

- BA6OCT27-Optional-I
- BA6OCT28-Optional-II
- BACRT29-Strategic Management- Core
- BA6CRT30-Communication Skills and Personality Development-Core
- BA6PRP31-Management Project - Core

Undergraduate course BCA at DCSMAT, Vagamon

BCA Course

Course And Duration of Examinations

Total credits	:118
Working Hours/Semester	:450
Internal Evaluation	:20%
Working Days: Semester	:90
External Evaluation	:80%

Title of the Programme

This Degree shall be called BACHELOR OF COMPUTER APPLICATION PROGRAMME AND SCIENCE (BCA)

Duration of Course

The programme shall normally extend over aperiod of three academic years consisting of six semesters.

Medium of Instructiion

The medium of instruction and examination shall be English

Courses of study

The total number of course for the entire BCA programme is 34. It is divided in to five courses namely:-
- Common Course
- Complementary Course
- Core Course
- Open Course
- Electives (PE)

Open Course(OP): CA5OPT01 : Informatics and Cyber Ethics, CA5OPT02 : Computer Fundamentals, Internet & MS Office

Electives (PE): CA6PET01: Data Mining, CA6PET02: Digital image processing, CA6PET03: soft computing techniques.

Attendance

A candidate shall attend at least a minimum of 75% of the number of classes actually held for each of the courses in each semester to be eligible for appearing for the examination in that course. If the candidate has shortage of attendance in that semester .However the University may condone shortage if the candidate applies for it as laid down in University procedures.

Internal Assessment

All courses shall have internal Assesment as specified in the common regulations for CBCS System of the M GUniversity.

External Assessment

The University shall conduct semester examinations for each of courses. The duration of the examination shall be three hours for each course. Provisions of the common regulation for the conduct of the examination will be applicableb in this case.

Record Book

Three should be a record book for practical examination with minimum 25 pages, 9X12 with a thick paper back covering, labelled as record with the name of the college.

Software Lab
For every semester there will be a practical examination of 2 hour duration.

Requirement for the completion of Programme
A candidate has to complete the Programme within a period of five years after the registration.

A candidate who does not complete the concerned semester with the minimum attendance requirement prescribed will not be permitted to attend the next semester

Seminar/ Presentation

Each student can choose the latest topic of current day interest in the areas of Computer Science /Information Technology and present a seminar presentation using appropriate presentation-media. A seminar presentation report in bound form in the pattern of a complete technical report (with contents page, well-structured presenttion, references etc) should be submitted. There will not be any external evaluation for Seminar Presentation.

Individual project

The project topic shall be chosen fromm area of current day interest using latest packages / languages running on appropiate platforms (Except the tools used in software development-I), so that the student can be trained to meet the requirements of the Industry. A project report shouldbe submitted in hard bound complete in all aspects. For internal evaluation, the progress of the student shall be systematically assessed through various stages of evaluation at periodic intervals.

B CA Degree Programme

Semester 1
- Common English-I
- Complementary, Mathematics
- Complementary, Basic Statistics
- CA1CRT01 -Computer Fundamentals and Digital Principles
- CA1CRT02-Methodology of Programming and C language
- CA1CRP01-   Software lab I (Core)

Semester 2
- Common English-II
- Complementary, Discrete Mathematics
- CA2CRT03 -Data Base Management Systems
- CA2CRT04-Computer Organization and Architecture
- CA2CRT05-Object oriented programming using C++
- CA2CRP02- Software Lab-II

Semester 3
- Complementary Advanced Statistical Methods
- CA3CRT06-Computer Graphics
- CA3CRT07-Microprocessor and PC Hardware
- CA3CRT08-Operating Systems
- CA3CRT09-Data Structure using C++
- CA3CRP03-Software Lab III

Semester 4
- Operational Research
- CA4CRT10-Design and Analysis of Algorithms
- CA4CRT11- System Analysis & Software Engineering
- CA4CRT12-Linux Administration
- CA4CRT13-Web Programming using PHP
- CA4CRP04-Software Lab IV

Semester 5
- CA5CRT14-Computer Networks
- CA5CRT15-IT and Environment
- CA5CRT16-Java Programming using Linux
- CA5OPT-- Open Course
- CA5CRP05 -Software Lab V
- CA5CRP06-Software Development Lab I
  (Mini Project in PHP)

Semester 6
- CA6CRT17 -Cloud Computing
- CA6CRT18 -Mobile Application development- Android
- CA6PET-- -Elective
- CA6CRP07 –Software Lab VI & Seminar
- CA6CRP08 -Software Development Lab II (Main Project)
- CA6VVT01-Viva Voce

Open Course (OP)
- CA5OPT01: Informatics and Cyber Ethics,
- CA5OPT02: Computer Fundamentals, Internet & MS Office.

Electives (PE)
- CA6PET01: Data Mining
- CA6PET02: Digital Image Processing
- CA6PET03: Soft Computing Techniques

B Sc Psychology Programme

Courses and Duration of Examinations

Total Credits   :120
Working Hours/Semester   : 450
Internal Evaluation   : 20%
Working Days/Semester   : 90
External Evaluation   : 80%

Title of the Programme

This degree shall be called Bachelor of Science in Psychology (B.Sc.).

Duration of the programme

The duration of the B.Sc. Psychology programme of study is three academic years spread over six semesters.

Medium of Instruction

The medium of instruction and examination shall be English.

B Sc Psychology

Curriculum

Courses of study

The total number of courses for the entire B.Sc. Psychology programme is 36. It is divided into five courses namely:

• **Common Courses**

'Common Course' means a course that comes under the category of

courses , including compulsory English and additional language courses

and a set of general courses, selection of which is compulsory for all

students undergoing undergraduate programmes.

• **Core Courses**

'Core Course' means a compulsory course in a subject related to a particular degree programme..

• **Choice Based Core Courses**

'Choice Based Core Course' means a course need to be selected from a given set of courses, related to a particular degree programme

• **Complementary Courses**

'Complementary Course' means a course which is generally related to the core course (traditionally referred to as a subsidiary paper).

• **Open Courses**

'Open Course' means a course which can be opted by student at his/ her choice.

Ten Common Courses, Eight Complementary Courses, 10 Core

Courses, 4 Practical, 2 Projects, 1 Choice Based Core Course and 1 Open Course shall be taught by the institution.

Attendance

A candidate shall attend at least a minimum of 75% of the number of classes actually held for each of the courses in each semester to be eligible for appearing for the examination in that course. If the candidate has shortage of attendance in any course in a semester, the student shall not be allowed to appear for any examination in that semester.

However, the University may condone shortage if the candidate applies for it as laid down in University procedures.

Internal Assessment

All the courses shall have Internal Assessment as specified in the common regulations for CBCS System of M.G. University.

External Examination

The University shall conduct semester examinations for each of the courses. The duration of the examination shall be three hours for each course. Provisions of the common regulation for the conduct of the examination will be applicable in this case.

Project Report

Details will be issued separately at appropriate time.

Requirement for passing the course

For passing the B.Sc. Psychology Degree programme the student shall be required to achieve a minimum of 120 credits of which 38 credits shall be from common courses, 79 credits from core and complimentary courses and 3 credits from open courses.

SEMESTER I
- PY1CRT01- Foundations and Methods of Psychology- Core
- PY1CMT02 - Body Systems And Behaviour– Complementary
- ST1CMT21 Basic Statistics - Complementary
- Additional Language I - Common
- English I – Common
- English II - Common

SEMESTER II
- PY2CRT04 - Basic Cognitive Processes - Core
- PY2CMT05 Biological Basis of Behaviour - Complementary
- ST2CMT22 Statistical Tools - Complementary
- Additional Language II - Common
- English III – Common
- English IV– Common

SEMSTER III
- PY3CRT07 Living in the Social World- Core
- PY3CMT08 Neurophysiology of Behaviour I- Complementary

- ST3CMT23 Probability and Probability Distributions - Complementary
- PY3 P01 Psychology Practical - Practical
- Additional Language III - Common
- English V – Common

SEMESTER IV
- PY4CRT10 Social Interactions and Human Behaviour- Core
- PY4CMT11 Biophysiology of Behaviour II- Complementary
- ST4CMT24 Statistical Inference - Complementary
- PY4 P02 Psychology Practical - Practical
- Additional Language IV - Common
- English VI – Common

SEMESTER V
- PY5CRT13 Abnormal Psychology – Core
- PY5CRT14 Foundations of Organizational Behavior - Core
- PY5CRT15 Environmental Psychology and Human Rights – Core
- PY5 P03 Experimental Psychology– Practical
- PY5 Pr01 Project 1– Project

Open Course (Any one)
- PY5OP1 Basics of Counselling Psychology
- PY5OP2 Life Skills Development

SEMESTER VI
- PY6CRT16 Psychology of Maladaptive Behaviour - Core
- PY6CRT17 Child Development- Core
- PY6CRT18-Managing Behaviour in Organizations- Core
- PY6 P02 Psychological Assessment- Practical
- PY6 Pr02 Project 2 - Project
- **Choice-based Core course (Any one)**
- PY6 CB1 Theory and Practice of Counselling
- PY6 CB2 School Psychology
- PY6 CB3 Human Resource Development
- PY6CB4 Health Psychology

2.5	**B. Arch at DCSAAD, Vagamon (Affiliated to MG University)**

Course Structure

2.5.1 B. Arch Curriculum	**Course Structure**

The First stage of the course shall be of 6 semesters (Each of approximately 15 to 18 working weeks) of) institutional academic studies. The Second stage of the course shall be of four semesters including one semester of practical training at the beginning of the stage, one academic semester and Students who have successfully completed practical training only shall be allowed to register for the ninth semester.

The candidates shall be eligible for registration under the Architects Act, 1972 only after successful completion of both the stages. The course should be completed within a period of 8 years since his/her first admission to B. Arch programme for the award of the degree.

Eligibility for the Degree
For the award of the Degree of Bachelor of Architecture, candidates shall be required to have undergone the prescribed course of studies in the University for a period not less than 10 semesters including practical training and thesis and to have passed all the B. Arch degree examinations.

Subjects of Study
The subjects of study shall be in accordance with the scheme and syllabi prescribed in the annexure.

Electives
All students shall choose electives in the prescribed semesters from a prescribed list in the scheme.

Continuous Assessment(CA)

Marks awarded for the continuous assessment will be on the basis of day-to-day work, periodic tests (minimum 2 in a semester) and assignments/projects (minimum of three in a semester). The continuous assessment for the individual subjects for each semester shall be on the following basis.

All subjects of the B. Arch Degree Course as per the Program Structure and Scheme and Syllabi are grouped into four groups as stated below:

Group I (a) { Architectural Design I & II t o V II & VIII} **Group I (b) {Building Materials & Technology I & II to V, Advanced Building Technology IX }:** Subjects having evaluation through CA and having a Final Jury conducted by a team consisting of an Internal Juror and an External Juror.

Group I (c) - { Professional Skill Enhancement , Site Planning and Landscape Design (IV), Interior Design and Detailing (V), Working Drawing (VI and VII), Research Methodology (IX), Elective Workshops (III, VI and VII)}: Subjects having evaluation through CA and having a Final Jury conducted by a team of Internal Jurors.

Group II: Subjects having evaluation through CA and University theory Examination

Group III: Architectural Design Thesis

Group		
Group I (a) and I (b)	Assignments	70%
	Time bound project of max 1-day duration/written exam	20%
	Attendance	10%
Group I (c)	Assignments	80%
	Attendance	20%
Group II	Assignments	30%
	Written Exam	50%
	Attendance	20%
Group III	As per the manual	

Examinations

There shall be University Examinations for Group II subjects as prescribed in the Program Structure and Scheme and Syllabi for B. Arch Degree course, at the end of combined first and second semester and at the end of every semester from III semester onwards. The University examinations for Group II subjects under B. Arch degree course from 2019-20 admissions onwards shall be conducted as per the Question Bank system of the University. A student will be permitted to appear for the University Examination only if he/she satisfies the following requirements:

- He/she must secure not less than 75% attendance in the total number of working periods during all semesters and shall be physically present for a minimum of 50% of the working hours of each subject.

- His/her conduct must be satisfactory.

- It shall be open to the University to grant condonation of shortage of attendance on the recommendation of Head of Institution in accordance with the following norms

  1. The attendance shall not be less than 60% of the total working periods.

  2. He shall be physically present for a minimum of 40% of the total working hours of each subject.

  3. The shortage of attendance shall not be condoned by the University more than twice during the entire course. However, Semester I and II shall be considered as a single chance for the purpose of condonation count.

  4. The condonation shall be granted subject to the rules and procedures prescribed by the University from time to time.

- A student who is not eligible for condonation of shortage of attendance shall repeat the course in the next immediate chance offered.
- University Examinations will be held twice in a year– May/ June and November/ December as per the Program Structure and Scheme and Syllabi.
- Chances for Supplementary Examinations for Group II subjects shall be offered by the University every Semester.

Letter Grades

For each subject in a semester, based on the total marks obtained by the student in the University examination and continuous assessment put together a letter grade (S, A+, A, B+, B, C+, C, D, E and F) will be awarded.

% of Total marks (C.A marks + University Exam mark)	Letter Grade	Grade Point (G.P)	Remarks
90% and above	S	10	Excellent
85% and above but less than 90%	A+	9	
80% and above but less than 85%	A	8.5	
75% and above but less than 80%	B+	8	
70% and above but less than 75%	B	7.5	
65% and above but less than 70%	C+	7	
60% and above but less than 65%	C	6.5	
55% and above but less than 60%	D	6	
50% and above but less than 55%	E	5.5	
Below 50% (C.A + U.E) or below 40 % for U.E only	F	0	Failed

All letter grades except 'F' will be awarded if the marks for the University examination is 40 % or above and the total mark (C.A marks + University Exam mark) is 50 % or above. No absolute mark will be indicated in the mark list. Letter grade corresponding to total marks (C.A marks+ University Exam mark) and the corresponding grade point in a ten-point scale is described below.

Improvement of Marks

A student who has secured pass marks for the Group II Subjects shall be allowed to re-appear for a maximum two Subjects of a semester examination for Group II Subjects, in order to improve the grades already obtained, subject to the following conditions:

- The candidate shall be permitted to take the improvement examination only along with next available chance.

- The candidate shall not be allowed to appear for an improvement examination of the subjects of the 9th & 10th semester.

- The grades obtained by the candidate for each subject in the improvement chance he has appeared for/ already existing grades-whichever is better will be reckoned as the grades secured.

- A student shall be allowed to withdraw from the whole examination of a semester only in accordance with the rules for cancellation of examination of the University.

- A candidate shall be allowed to repeat the Paper/ Course work in one or more semesters in order to better the C. A. marks already obtained, subject to the following conditions:

1. The student shall not be allowed to improve on CA marks of Group I(a) Subjects.

2. He/she shall repeat the particular Paper/ Course work in a particular semester only once and that too at the earliest opportunity offered to him/her.

3. He/she shall not combine this course work with his regular course work.

4. He/she shall not be allowed to repeat the course work of any semester if he has already passed that semester examination in full.

- The C. A. marks obtained by the repetition of course work alone will be considered for all purposes, and in cancellation of the previous C.A marks of that semester.

Eligibility for Promotion to Higher Semester

- A student who has secured 75% attendance and 50% marks in Architectural Design will be eligible for promotion to the next higher semester.

- Before embarking each higher semester, all such eligible students shall fulfill a registration procedure on the date fixed by the teaching institution and adhering to the rules of the University and institution concerned from time to time.

- Before being admitted to the VI semester classes, a .tudent should have passed all the subjects in the combined I and II semester examinations in full.

- Similarly, before being admitted to the IX semester classes, a student should have passed the entire subjects up to and including IV semester examinations in full.

Classification of Successful Candidates

- A candidate who qualifies for the degree passing all the subjects of the ten semesters within six academic years (twelve consecutive semesters after the commencement of his/her course of study) and secures not less than 8 CGPA up to and including tenth semester (overall CGPA) shall be declared to have passed the B.Arch. degree examination in FIRST CLASS WITH DISTINCTION.

- A candidate who qualifies for the degree passing all the subjects of the ten semesters within six academic years (twelve consecutive semesters after the commencement of his/her course of study) and secures less than 8 CGPA but not less than 6.5 CGPA up to and including tenth semester shall be declared to have passed the B.Arch. Degree examination in FIRST CLASS.

- All other successful candidates shall be declared to have passed the B.Arch degree examination in SECOND CLASS.

- Successful candidates who complete the examination in five academic years (Ten consecutive semesters) after the commencement of the course of study shall be ranked on the basis of the CGPA in all ten semesters put together. In the case of a tie in the CGPA the total marks of the students who have got same CGPA shall be considered for finalizing the rank. Students who pass the examination in supplementary examination are also covered under this clause.

Study Tour

- The students are expected to go on study tour every year. They are expected to submit a tour report consisting of the studies undertaken as part of the tour, with photographs- sketches primary and secondary data collected as envisaged in the semester of study. The report will be submitted along with the design portfolio of the semester/ year and will be evaluated as part of external Jury evaluation & viva.

- The tour shall be considered as part of the working periods of the semester.

- The tour may be conducted during the vacation / holidays taking not more than 5 working days, combined with the vacation / holidays if required. Total number of Tour days shall not exceed 15 days.

Revision of Regulations

The University may from time to time revise, amend or change the regulations, curriculum, scheme of examinations and syllabus. These changes unless specified otherwise will have effect from the beginning of the academic year following the notification by the University.

2.5.2 Structure of B. Arch Programme

SEMESTER I & II

- Architectural Design-I & II
- Building Materials & Technology- I & II
- Professional Skill Enhancement- I & II
- History of Architecture-I & II
- Theory Of Structures - I & II
- Theory Of Design
- Architectural Graphics
- Mathematics for Design

SEMESTER III

- Architectural Design-III
- Building Materials & Technology- III
- Professional Skill Enhancement- III
- History of Architecture- III
- Theory Of Structures - III
- Climatology
- Humanities
- Elective Workshop –I(1.Architectural Photography, 2.Carpentry & Welding, 3.Sculpture)

SEMESTER IV

- Architectural Design-IV
- Building Materials & Technology- IV
- Professional Skill Enhancement- IV
- History of Architecture- IV
- Theory Of Structures - IV
- Building Services- I
- Site Planning & Landscape Design
- Elective Theory-I(1.Applied Ergonomics, 2.Art Appreciation, 3.Architecture of Kerala)

SEMESTER V

- Architectural Design-V
- Building Materials & Technology- V
- Professional Skill Enhancement- V
- Human Settlement Planning
- Theory Of Structures - V
- Building Services - II
- Interior Design & Detailing
- Elective Theory- II(1.Advanced Landscaping, 2.Architectural Appreciation, 3.Inclusive Design

SEMESTER VI

- Architectural Design-VI
- Working Drawings-I
- Professional Skill Enhancement- VI
- Housing
- Specification & Cost Estimation
- Building Services – III

- Elective Workshop-II(1. Cost Effective Technology In Building Construction, 2.Geographic Information System, 3. Vernacular Architecture
- Elective Theory-III (1. Facilities Planning, 2. Services In High Rise Buildings, 3. Indian Thoughts & Traditions)

SEMESTER VII
- Architectural Design-VII
- Working Drawings-II
- Professional Skill Enhancement- VII
- Urban Design
- Project Management
- Environmental Science for Architecture
- Professional Ethics & Practice
- Elective Workshop-III(1. Contemporary Process In Architectural Design,2.Graphic Design,3.Product Design)

SEMESTER VIII
- Professional Training

SEMESTER IX
- Architectural Design-VIII
- Advanced Building Technology
- Professional Skill Enhancement- VIII
- Green Built Environment
- Disaster Management & Mitigation
- Research Methodology
- Elective Theory-IV(1.Architectural Conservation,2. Earthquake Resistant Architecture,3.Green Building rating System)
- Elective Theory V(1.Architecture &Sustainability,2.Architecture Pedagogy,3.Building Performance & Compliance)

SEMESTER X
- Architectural Design Thesis
- Elective Theory-VI(1.Architecture &Urbanism, 2.Architecture Journalism,3.Transportation Planning)

2.6	# BA Visual Arts (Interior Design) at DCSMAT, Vagamon (Affiliated to MG University)
2.6.1 BAVA Curriculum	

Introduction

The BA Visual Arts (Interior Design) at DC School Vagamon is a three year, full time, fully residential programme in interior design preparing the students for a wide range of career opportunities in the industry such as publication design, advertising design, & most importantly in interior design.

The programme spanning six semesters which begins with art and architectural history, theory and traditional hand skills, then progresses to current art/ interior design practices and technology. The program encourages innovation while stressing on strong technical and presentation skills. Students gain a background in applied art/interior design theory and then experiment and develop their own creative approaches. During the course of the programme the candidates will have to undergo one internship of one month duration in an interior designing firm.

The programme gives an opportunity for the students to develop the basic skills in design, sculpture, painting, software skill (3D, AutoCAD, Photoshop), Video& Photography and interior design along with communicative skills in English.

Evaluation

There shall be an End Semester Examination (ESE) either written or practical for each course. A course carries a total of 4/3 credit marks each. The total credit for the entire programme is 120.

Evaluation of each course shall contain two parts

i) Internal or In Semester Assessment (ISA)
ii) External or End Semester Assessment (ESA)
the internal, external assessment ratio shall be 1:3.

The internal and external examination shall be evaluated using Direct Grading System based on 5 point scale as given below:

Internal Evaluation
Internal evaluation forms an integral part of the course to ensure an effective and continuous assessment of the students throughout the programme.
The break-up of weightage for internal evaluation in each theory paper shall be as follows:

	Weightage
Punctuality	5
Experimentation / Data Collection	5
Knowledge	5
Report	5
Total	20

The break-up of weightage for internal evaluation in practical papers will be as follows:

	Weightage
Test Papers	2
Attendance	3
Record	5
Total	10

End Semester Examination (ESE)

The End Semester Examination (ESE) shall be of 3/5- hour duration for written/practical respectively. Minimum required attendance for each semester shall be 75%. Those who do not attain the minimum attendance will not be eligible to register for the ESE examination.

Internship (On the Job Training)

Internship is on the job training to assimilate the professionalism in a career. Internships offer students a period of practical experience in the industry relating to their field of study. The students should have to undergo an Internship at an Interior Design Firm for one month at the beginning of the sixth semester. A faculty member should monitor the students during the internship. The students would prepare individual reports after the Internship and the same should be attested by the organization under which the student did the internship. The students' comprehensive report should be submitted to the HOD/Guide for evaluation.

Eligibility for a degree

The aggregate grade (external + internal) required for a pass in each course shall be D. Separate minimum of D Grade for both internal and external evaluation are required for a pass for a course.

Letter Grade	Performance	Grade Point (G)	Grade Range
A	Excellent	4	3.5 to 4.00
B	Very Good	3	2.5 to 3.49
C	Good	2	1.5 to 2.49
D	Average	1	0.5 to 1.49
E	Poor	0	0.00 to 0.49

The candidates not achieving D in any papers in the semester examinations will have to reappear for the same along with the junior batch. (There will be no separate supplementary examination for the failed candidates). Internal grade secured by the candidate will

be carried over to the supplementary appearance. The candidates will have to re-do/re-appear only the part in which he/she has failed to secure the grade. In case a candidate fails in the internal evaluation he/ she will have to re-do the same altogether with the subsequent batch, as a supplementary candidate.

The overall shall be based on Cumulative Grade Point Average (CGPA) with a 7 - point scale given below

CGPA	GRADE
3.80 to 4.00	A+
3.50 to 3.79	A
3.00 to 3.49	B+
2.50 to 2.99	B
2.00 to 2.49	C+
1.50 to 1.99	C
1.00 to 1.49	D

For successful completion of a programme and award of the degree, a student must pass all courses, satisfying the minimum credit requirements and must score a minimum CGPA of 2.00 or an overall grade of C+ or above

SEMESTER 1
- Fine-tune Your English
- History of Art and Architecture I
- Fundamentals of Design
- Raster Image Editing
- Fundamentals of Drawing

SEMESTER 1
- Issues that Matter
- History of Art and Architecture II
- Engineering Graphics &
- Architectural Drawing
- Vector Image Editing
- Design with Type

2.6.2 Structure of BAVA (Interior Design) Programme

SEMESTER 3
- Interior Design Studio I
- Material Culture I
- AutoCAD I
- Creative Painting
- Environmental Art &
- Still Image Basics

SEMESTER 4
- Material Culture II
- Interior Services I
- AUTOCAD II
- 3 Dimensional Design I
- Creative Sculpture

- **SEMESTER 5**
  - Environmental Studies And Human Rights
  - Interior Services II
  - 3 Dimensional Design II
  - Interior Design Studio II
  Open Course
  a) Designing for Web
  b) Promotional Design
  c) Video Editing

SEMESTER 6
- Internship
- Interior Design Project
- Painting/ Creative Design Project
- Creative Sculpture Project

Choice Based Course
- Architectural Model Making
- Home Management
- Wood & Metal Joinery

B. Arch at DCSAAD, Trivandrum

(Affiliated to Kerala Technological University)

Introduction

The B.Arch at D C School of Architecture & Design, Trivandrum is a 5 year, 10 semester, full time program. It has an internship in the 7 th semester & a thesis in its 10th semester. The candidates shall be eligible for registration under the Architects Act 1972 only after successful completion of 5 years of course.

Admission to B.Arch Programme

i.   Admission policy, eligibility for admission and admission procedure shall be decided by the University and the competent statutory authority (Council of Architecture) for admissions from time to time

ii. If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the University or the statutory body concerned, the Vice Chancellor may revoke the admission of the candidate and report the matter to the BoG

iii. A student admitted to a particular institute shall continue studying in that institute till the completion of the course unless he/she is permitted an inter college transfer as per KTU Regulation (R9)

iv. The number of students admitted shall be based on the sanctioned intake by the Council of Architecture and A.P.J. Abdul Kalam Technological University.

v.   Notwithstanding all that is stated above, the admission policy may be modified from time to time by the University, particularly to confirm to direction from the Govt. of Kerala, Government of India and Council of Architecture.

B.Arch Programme Structure

i   The duration of the regular B. Arch. Program will normally be of five Academic years spanning 10 semesters of

15 weeks (75 working days) inclusive of Practical Training during seventh semester and Thesis and Viva Voce during tenth semester as per the curriculum.

ii The maximum duration shall be eight academic years spanning 16 semesters. A student who could not complete the program and pass the whole courses within 16 semesters will not be allowed to continue and she/he has to quit the program.

iii Every academic year shall have two semesters "1st July to 31stDecember (Odd Semester)" and "1stJanuary to 30thJune (Even Semester)". Each semester shall have minimum of 75 working days. The vacation of the faculty and staff shall be as per the Government orders from time to time.

iv The B.Arch programme shall have a curriculum and syllabi for the courses approved by the Academic Council. Syllabus for any course shall be normally modified /updated once in 5 years. However, innovative elective courses can be included as and when required, on the recommendations of the Board of Studies in Architecture and subject to the approval of the Academic Council. All revisions shall be based only on the recommendations of the Board of Studies in Architecture.

v The academic programs of the University follow the credit system. The general pattern is as below:

1 Hr. Lecture (L) per week	1 credit
1 Hr. Tutorial (T) per week	1 credit
1Hr. Studio (S) per week	1 credit
1Hr.Practical/Drawing/Workshop(P/D) per week	1 credit

The workload of a faculty member shall be the actual number of hours engaged by the faculty member
The curriculum of the B.Arch. Program shall have a total of 260 academic credits.

vi Every course of B. Arch. Program shall be placed in one of the five knowledge segments prescribed by CoA, as listed in table below

Sl.no	Knowledge Segment	Code	Credits
1	Professional Courses		
1.a	Architectural Design	AD	154
1.b	Architectural Studies	AS	
1.c	Architectural Theory	AT	
2	Building Science and Applied Engineering Courses		
2.a	Basic and Building sciences	BS	65
2.b	Building Construction	BC	
2.c	Applied Engineering	AE	
3	Elective Courses	EC	13
4	Professional ability enhancement courses	PE 26	
5	Skill enhancement courses	SE	2
TOTAL ACADEMIC CREDITS		260	

vii. Course work for every semester except Practical Training semester and Architectural Design Thesis semester shall preferably have 4 to 5 lecture-based courses, 1 to 2 labs/seminars/drawing based subjects/workshops and 1 Architectural Design Studio.

viii. The medium of instruction shall be English. All examinations, project/seminar reports and presentations shall be in English

Examination / Jury / Internal Assessment

i. There shall be End Semester Examinations (ESE) in every semester for those courses as prescribed under the curriculum. The End Semester Examinations shall be conducted by the University for all theory-based subjects under group III. Semester classes shall be completed at least ten days before the commencement of the End Semester Examinations

ii. The End Semester Examinations (ESE) shall be held twice in a year – May/June session (for even semesters) and November/ December session (for odd semesters). However, the End Semester Examinations of the ninth Semester shall be conducted in both the sessions.

iii. Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE), Internal/External Jury (EJ) and End Semester Examinations (ESE). The distribution of marks between Continuous Internal Evaluation (CIE), Internal Jury (IJ)/External Jury (EJ) and End Semester Examinations (ESE) in percentage shall be as below:

GROUP	COURSE	CIE	IJ/EJ	ESE
I	Basic Design / Architectural Design studio	50% 50%	Nil	
II	Theory cum studio/Drawing	50%	Nil 50% (By institution)	
III	Theory Courses	40%	Nil	60%
IV	Workshop / Practical		Nil	Nil
V	Thesis and Viva Voce	50%	50%	The assessment is given separately
	Dissertation	40%	60%	
	Practical Training	Nil		

The Jury is Internal (IJ) in odd semesters and External (EJ) in even semesters

iv Continuous Internal Evaluation (CIE): The Continuous Internal Evaluation shall be on the basis of the day-to-day work, periodic tests and assignments (minimum two for theory- based subjects). The faculty member(s) concerned shall carry out the Continuous Internal Evaluation (CIE) for the course allotted to him/her. The CIE marks for individual subjects shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum. Scheme of evaluation of CIE is as follows:-

a   Group I - Basic Design and Architectural Design Studios
- Attendance -10%
- Design Assignments/Reviews/Tests - 90%

Course plan with details of evaluation criteria andweightage of marks (scheme of assessment) shall be issued to the students in the beginning of the course. Brief of assignments/ projects, no of reviews, tests, essential field study etc shall be included in the course plan.

b.   Group II - (Theory cum Studio/ Drawing Courses)
- Attendance -10%
- Tutorials/Assignments - 60%
- Two internal tests each having equal weightage (in cluding viva based on assignments)- 30% Group III (Theory Courses)
- Attendance - 10%
- Tutorials/Assignments (minimum 2) - 40%
- Two internal tests each having equal weightage - 50%

c.   **Group IV (Workshops/ Practical)**
- Attendance -10%
- Presentation/ demonstration (Course work) - 40%
- Marks for Report/Record - 25%
- Final Test & Viva Voce - 25%

d.   **Group V(i) Thesis and Viva Voce**

The students of B.Arch. degree course are required to prepare architectural design project (Thesis and Viva voce) during the last semester of the program under the guidance of faculty appointed by the Department. The student has to obtain prior permission on the subject of thesis from the department and the guide. The nature of design thesis shall be either a live project or a proposal and the student has to work out all aspects including its programming in consultation with the guide allotted. The Institution shall appoint a senior

Faculty member as Thesis Coordinator prior to the commencement of the semester to facilitate smooth conduct of the course Thesis and Viva Voce.

	Continuous progress	Stage Review	
	Guide		Jury
Review 1 (30 %)	5%	5%	20%
Review 2 (30 %)	5%	5%	20%
Review 3 (30 %)	5%	5%	20%
Review 4 (10 %)	2%	2%	6%

A candidate who fails to secure minimum 40% marks in each review stage ie., Guide mark and Jury mark put together, will be given a supplementary review chance on the date announced by the department. There shall be only one supplementary review chance for each stage. The marks improved for a stage by appearing a supplementary chance will be limited to 50% for that stage. The supplementary chance shall be conducted within two weeks after the publication of the stage review marks after the review. Students are required to obtain a total of 40% marks combining the four stages of reviews to become eligible for the external jury, failing which he/she has to repeat with the next immediate batch

e. **Group V(ii) Dissertation**

Each student has to take up a dissertation project on the topic approved by the Institution during their ninth semester of study. The institution will allot a guide to each student to supervise the dissertation work. The evaluation of the project will be done in stages. There will be two progress evaluations each carrying 20 marks, and a final evaluation (presentation and report) of the project for 60 marks at the end of the 9th semester. The project supervisor and two other faculty members of the same institute form the members of the two progress evaluations.

As per the B. Arch curriculum students shall undergo practical training for one semester i.e., in the seventh semester of the B. Arch program. The training shall be under a registered architect having a minimum five years of experience and approved by the institution. The duration of practical training shall be a minimum of 100 working days. Only those who have completed the practical training successfully will be permitted to register for the 8th semester of the B.Arch degree course. Those students who fail to obtain 50% marks shall repeat the practical training.

v. Jury Examinations:

Group I - Basic Design and Architectural Design Studios
Jury examination shall be conducted by the institution by observing following norms:

Eligibility: The eligibility criteria for appearing the Jury Examination are as follows:

a) The student should have 75% semester attendance in Architectural
Design course (The Provision of condonation for attendance is applicable as per the University norms.

b) 40% for the Continuous Internal Evaluation (CIE) in the course

c) No pending disciplinary action against the student.

CIE marks and Attendance of Basic Design/ Architectural Design courses to be published on or before last working day along with the details of students eligible to appear for the Regular Jury. The students who have not satisfied any of the requirements of the eligibility criteria other than the CIE marks are not eligible to appear for regular or supplementary jury and will be declared as 'FE'.

Roll up Documents for Jury: All Assignments of Basic Design/ Architectural Design in the form of a portfolio and other relevant documents as instructed by the institution shall be submitted as Roll up Documents on the previous working day prior to the commencement of the Jury before 4 pm in order to be eligible for appearing for the Jury

Pass Requirements: Pass minimum for Basic Design/ Architectural Design courses will be 40% for the Continuous

Internal Evaluation (CIE) and Final Jury evaluation separately and 50% of CIE and Final Jury assessment marks put together.

Result published at the Institution: The result of Basic Design/Architectural Design course should be published as Passed/Failed/Failed Due to Eligibility Criteria/Absent onthe next working day of the last day of that Jury exam by the institution. The results of the students who have appeared for Regular Jury and satisfied the minimum pass requirements for the course to be declared as 'Passed'. The results of the students who have appeared for Regular Jury and not satisfied the minimum pass requirements for the course to be declared as 'Failed'. The students who are eligible to appear for the Jury Examination but have failed to submit the rolled-up documents on time may also be declared as 'Failed'. The result of the candidates not eligible to appear for the regular Jury due to the eligibility criteria of procuring 40% for Continuous Internal Evaluation but satisfied all other requirements of the eligibility criteria is to be declared as 'Failed due to less CIE'. The result of the candidates eligible to appear for the regular jury and submitted roll up documents on time but have not appeared for the Jury due to medical reason or any other valid reason with the consent of the Principal/HoD will be declared as 'Absent'.

b. Group II - Thesis and Viva Voce

External Jury (EJ) Examinations for the final semester. Thesis and Viva Voce shall be conducted by the institution by observing following norms: University approved panel of Experts:

University will issue an approved panel of experts from the Industry/Institute having valid CoA registration andminimum ten years of experience after the registration with CoA to be appointed as external examiner for conducting External Jury (EJ) for Architectural Design Thesis in the 10th semester.

The Institution will appoint panels of two Examiners consisting of:

a) One Internal examiner: A Faculty member from the Parent Institution other than the Guide

b) One External examiner: An Architect from the approved panel issued by the University

Principal/HoD shall ensure that the examiners appointed for a supplementary jury are not the examiners for his/her regular chance for that course.

Pass Requirements: Pass minimum for Thesis and Viva vo-cecourse will be 40% for the Continuous Internal Evaluation (CIE) and External Jury separately and 50% of CIE and Final Jury assessment marks put together.

Regular Jury: A regular Jury will be conducted immediate-lyafter the course period of the semester. Those students who have secured minimum 40% for Internal Assessment for the course, with no pending disciplinary action and submitted roll up on time are eligible for appearing regular Jury.

Supplementary Jury: A Supplementary jury will be conducted within 3 months after the publication of the result of regular Jury. Students must have appeared for Regular Jury but failed to secure 40% in External and failed to secure 50% aggregate (CIE+ External) or absent for the Regular Jury.

Course Repeat: Students are required to obtain a total of 40% marks combining the four stages of reviews to become eligible for the external jury, failing which he/she must repeat with the next immediate batch.

vi. Core courses, Electives and Prerequisites

Core Courses: All courses listed in the curriculum, other-than the electives, are core courses. Earning credits in the core courses is mandatory for the B. Arch. Degree.

Electives: For electives, failure to earn credits does not nec-essarily require repeating the course. Instead, another ap-proved elective is permitted as a replacement course by the faculty adviser concerned.

Prerequisites: A candidate will not be permitted to enroll for a semester unless he/she has passed the Basic Design/ Architectural Design Course of the Previous Semester. Those students who have failed in Design studio will be

given an opportunity to resubmit the portfolio in a supplementary chance before the commencement of the next semester. If the student fails to secure pass in the supplementary chance, he/she will have to repeat the Course in the next academic year. A candidate will not be permitted to enroll for the eighth semester unless he/she has successfully completed the Practical Training.

vii. The main eligibility criteria for registering to the End Semester Examination for each course are 75% attendance in the course and no pending disciplinary action. Students who do not meet these eligibility criteria are awarded an 'FE' Grade.

viii. The students with FE grade shall register for the courses during the normal semesters in which the courses are offered. However, for the ninth semester FE grade students can register for the courses in the next immediate chance, if offered by their institute.

ix. A student will be eligible for the award of B. Arch. Degree of the University on satisfying the following requirements:
  a. Fulfilled all the curriculum requirements within the stipulated duration of the course.
  b. Earned the required minimum credits as specified in the curriculum for the study
  c. No pending disciplinary action.

x. Students registered for a course must attend the course regularly and undergo the Continuous Internal Evaluation (CIE) and appear for the End Semester Examinations (ESE). Credits for the course are deemed to be earned only on getting at least a pass grade 'P' or better in the composite evaluation.

xi. Pass minimum for a course under Groups II & III shall be 40% for the End Semester Examination and 50% of CIE and ESA put together. Letter grade 'F' will be awarded to the student for a course if either his/her mark for the End Semester Examination (ESE is below 40% or the overall mark [Continuous Internal Evaluation (CIE)+End Semester Examination (ESE)] is below 50 %.

xii. Students with F Grade can appear for the End Semester Examinations as supplementary chance/ chances and earn credits.

xiii. GRADE AND GRADE POINTS

GRADE	GRADE POINT (GP)	% of Total Marks obtained in the course
S	10	90% and above
A+	9	85% and above but less than 90%
A	8.5	80% and above but less than 85%
B+	8	75% and above but less than 80%
B	7.5	70% and above but less than 75%
C+	7	65% and above but less than 70%
C	6.5	60% and above but less than 65%
D	6	55% and above but less than 60%
P (PASS)	5.5	50% and above but less than 55%
F (FAIL)	0	Below 50% (CIE + ESE) or Below 40 % for ESE
FE	0	Failed due to lack of eligibility criteria
I / AB	0	Could not appear for the end semester Examination but fulfill the eligibility criteria.
Classification of B.Arch Degree	First Class with Distinction	CGPA 7.5 and above
	First Class	CGPA 6.5 and above
Equivalent percentage mark shall be = $10 * CGPA - 2.5$		

xiv. Minimum Cumulative Credit Requirements for Registering to Higher Semester:

SEM	Allotted credit	Cumulative credit	Min. Cumulative credit req.	Other pre-requisites
1	28	28	NA	NA
2	28	56	Not insisted	Minimum P grade for S1 Basic Design
3	28	84	Not insisted	Minimum P grade for S2 Architectural Design

4	28	112	Not insisted	Minimum P grade for S3 Architectural Design
5	28	140	30 credits from S1 & S2	Minimum P grade for S4 Architectural Desig
6	28	168	Not insisted	Minimum P grade for S5 Architectural Design
7	15	183	60 credits from S1 to S4	Minimum P grade for S6 Architectural Design
8	28	211	Not insisted	Minimum P grade for S7 Practical Training
9	28	239	90 credits from S1 to S6	Minimum P grade for S8 Architectural Design
10	21	260	Not insisted	Minimum P grade for S9 Architectural Design

xv. The students can apply for revaluation of the answer books of the end semester examination after the results are declared as per the guidelines prescribed in the University Examination Manual.

xvi. **Calculation of SGPA/CGPA**

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows:

$$SGPA = \Sigma(C_i \times GP_i)/\Sigma C_i,$$

where 'Ci' is the credit assigned for a course and 'GPi' is the grade point for that course. Summation is done for all courses specified in the curriculum of that semester. The failed and incomplete courses shall also be considered in the calculation.

$$CGPA = \Sigma(C_i \times GP_i)/\Sigma C_i,$$

where 'Ci' is the credit assigned for a course and 'GPi' is the grade point for that course. Summation is done for all courses specified in the curriculum upto that semester for which the 'CGPA' is needed. Here the failed courses shall also be accounted. CGPA for the B. Arch program is arrived at by considering all course credits that are needed for the degree and their respective grade points. Equivalent percentage mark shall be

$$= 10 * CGPA - 2.5$$

CURRICULUM

Every course of B. Arch Program shall be placed in one of the five categories as listed in table below:

Sl. No	Knowledge Segment	Category	Code	Credits
1	Professional Courses			154
1.a		Architectural Design	AD	100
		Architectural Studies	AS	15
		Architectural Theory	AT	39
2.	Building Science and Applied Engineering			65
2.a		Basic And Building Sciences	BS	28
2.b		Applied Engineering	AE	18
2.c		Building Construction	BC	19
3.	Elective Course		EC	13
4.	Professional Ability Enhancement Courses		PE	26
5.	Skill Enhancement Courses		SE	02
	Total Mandatory Credits		**260**	

As outlined in the Regulation R 3.6 Category Code is based on the 5 knowledge segments prescribed by COA and further sub divided for better clarity.

Semester-wise credit distribution

Semester	1	2	3	4	5	6	7	8	9	10	**Total**
Credits	28	28	28	28	28	28	15	28	28	21	**260**

Category Description

Architectural Design Courses (AD) : Basic Design and Visual Arts, Architectural Design, Architectural Design Thesis.

Architectural Studies courses (AS) : Architectural Graphics and Drawing, Carpentry and Model Making Workshop, Site Planning and Interior Design.

Architectural Theory (AT) : Theory of Architecture, History of Architecture and Culture, Landscape Design, Specifications, Cost Estimation and Budgeting, Human Settlements Planning, Building Economics and Sociology, Urban Design, Housing.

Basic and Building Sciences Courses (BS) : Mathematics, Climate and Built Form, Building Services, Surveying and Leveling, Environmental Science for Architecture.

Applied Engineering Courses (AE) : Theory of Structures
Building Construction Courses (BC) : Building Materials and Construction Techniques, Building Materials Construction Techniques and Working Drawing.

Elective Courses (EC): Electives

Professional Ability Enhancement Courses (PE) : Internship or Practical Training, Material Study/ Critical Analysis, Research Methodology, Professional Practice, Project Management, Dissertation.

Skill Enhancement Courses (SE) : Communication Skills & Techniques

Course Code and Course Number

Each course is denoted by a unique code consisting of three alphabets followed by three numerals. For example A R L 2 0 1. The first two alphabets in the code refer to the department offering the course.

AR stands for a course in Architecture, AE stands for a course in Engineering ,MA stands for a course in Mathematics, EC stands for Elective courses in any Department, SE stands for Skill Enhancement courses in any Department etc.

Third letter stands for the nature of the course as indicated in the Table 1.

Table 1: Code for the nature of the courses

Code	Description
T	Theory based courses (other than the lecture hours, these courses can have tutorial and practical hours, L-T-S-P/D structures Lecture– Tutorial–Studio–Practical/ Drawing.(e.g., 2-1-0-0, 3-0-0-1, 2-0-1-0 etc.)
S	Studio courses which are not project based
M	MOOC Courses
M	Project based courses (Design, PT, Thesis)
L	Lab/Work shop/Practical
Q	Seminar Courses

Course Number is a three digit number and the first numeral refers to the academic year in which the course is normally offered, i.e. 1, 2, 3, 4 or 5 for the Program of five year duration. Of the other two numerals, the last digit identifies whether the course is offered normally in the odd semester (odd number), even semester (even number). The middle numeral could be any digit.

SEMESTER I

Slot	Course Code	Course Name	Category	L-T-S-P/D	Hours	Credit
A	ART 101	Theory of Architecture - I	AT	3-0-0-0	3	3
B	MAT 101	Mathematics	BS	3-0-0-0	3	3
C	AET 101	Theory of Structures - I	AE	2-1-0-0	3	3
S	ARD 101	Basic Design and Visual Arts	AD	0-2-8-0	10	10
T	ARS 101	Building Materials and Construction Techniques - I	BC	1-0-0-2	3	3
U	ARS 103	Architectural Graphics and Drawing - I	AS	1-0-0-3	4	4
V	SEL101	Communication Skills& Techniques	SE	1-0-0-1	2	2
TOTAL					28	28

SEMESTER II

Slot	Course Code	Course Name	Category	L-T-S-P/D	Hours	Credit
A	ART 102	Theory of Architecture - II	AT	3-0-0-0	3	3
B	ART 104	History of Architecture and Culture-I	AT	3-0-0-0	3	3

C	AET 102	Theory of Structures - II	AE	2-1-0-0	3	3
S	ARD 102	Architectural Design - I	AD	0-0-8-2	10	10
T	ARS 102	Building Materials and Construction Techniques- II	BC	1-0-0-2	3	3
U	ARS 104	Architectural Graphics and Drawing -II	AS	1-0-0-3	4	4
W	ARL 102	Carpentry and Model Making Workshop	AS	0-0-0-2	2	2
TOTAL					**28**	**28**

NOTE:

ARD 102 - Architectural Design - I course is assigned 8 hours of studio and 2 hours of drawing. 2 hours of drawing is earmarked for documentation of buildings both historic and contemporary.

ARS 102- Building Materials and Construction Techniques - II is assigned 1 hour of lecture and 2 hours for drawing and practical sessions in the construction yard

SEMESTER III

Slot	Course Code	Course Name	Category	L - T - S - P/D	Hours	Credit
A	ART 201	Climate and Built Form - I	BS	2-0-0-2	4	4
B	ART 203	History of Architecture and Culture-II	AT	3-0-0-0	3	3
C	AET 201	Theory of Structures - III	AE	2-1-0-0	3	3
D	AET 203	Building Services - I	BS	2-0-1-0	3	3
S	ARD 201	Architectural Design - II	AD	0-0-8-2	10	10

Slot	Course Code	Course Name	Category	L-T-S-P/D	Hours	Credit
T	ARS 201	Building Materials and Construction Techniques-III	BC	1-0-0-2	3	3
U	AEL 201	Surveying and Leveling	BS	1-0-0-1	2	2
TOTAL					**28**	**28**

NOTE:

ART 201- Climate and Built Form – I is assigned 2 hours of lecture and 2 hour of practical which is earmarked for conducting experiments in building science laboratory.

AET 203 - Building Services – I, deals with Water Supply, Plumbing and Sanitation. This course is assigned 2 hours of lecture and 1 hour of studio so that contents learnt can be applied to a design problem.

ARD 201 - Architectural Design - II course is assigned 8 hours of studio and 2 hours of practical which is earmarked for training of fundamental application of computer in design and drafting.

ARS 201- Building Materials and Construction Techniques - III is assigned 1 hour of lecture and 2 hours for drawing and practical sessions in the construction yard

SEMESTER IV

Slot	Course Code	Course Name	Category	L-T-S-P/D	Hours	Credit
A	ART 202	Climate and Built Form - II	BS	2-0-0-2	4	4
B	ART 204	History of Architecture and Culture-III	AT	3-0-0-0	3	3
C	AET 202	Theory of Structures - IV	AE	2-1-0-0	3	3
D	AET 204	Building Services - II	BS	2-0-0-1	3	3
S	ARD 202	Architectural Design - III	AD	0-0-8-2	10	10

T	ARS 202	Building Materials and Construction Techniques-IV	BC	1-0-0-2	3	3
U	ARS 204	Site Planning	AS	1-0-1-0	2	2
TOTAL					28	28

SEMESTER V

Slot	Course Code	Course Name	Category	L-T-S-P/D	Hours	Credit
A	ART 301	Landscape Design	AT	2-0-1-0	3	3
B	ART 303	History of Architecture and Culture-IV	AT	3-0-0-0	3	3
C	AET 301	Theory of Structures - V	AE	2-1-0-0	3	3
D	AET 303	Building Services - III	BS	2-0-1-0	3	3
E	ECT 301	Elective I	EC	3-0-0-0	3	3
S	ARD 301	Architectural Design - IV	AD	0-0-10-0	10	10
T	ARS 301	Building Materials and Construction Techniques- V	BC	1-0-0-2	3	3
TOTAL					**28**	**28**

SEMESTER VI

Slot	Course Code	Course Name	Category	L-T-S-P/D	Hours	Credit
A	ART 302	Specifications, Cost Estimation and Budgeting	AT	2-1-0-0	3	3

B	ART 304	History of Architecture and Culture-V	AT	3-0-0-0	3	3
C	AET 302	Theory of Structures - VI	AE	2-1-0-0	3	3
D	AET 306	Building Services - IV	BS	2-0-0-1	3	3
E	ECT 302	Elective II	EC	2-0-0-0	2	2
S	ARD 302	Architectural Design - V	AD	0-0-10-0	10	10
T	ARS 302	Building Materials, Construction Techniques and Working Drawing	BC	1-0-0-3	4	4
TOTAL					28	28

SEMESTER VII

Slot	Course Code	Course Name	Category	L-T-S-P/D	Hours	Credit
S	ARD 401	Internship or Practical Training	PE	NA	NA	12
T	ARD 403	Critical Analysis, Material Study/ Market Survey	PE	NA	NA	3
TOTAL						**15**

SEMESTER VIII

Slot	Course Code	Course Name	Category	L-T-S-P/D	Hours	Credit
A	ART 402	Human Settlements Planning	AT	3-0-0-0	3	3
B	ART 404	Research Methodology	PE	2-1-0-0	3	3
C	AET 406	Building Economics and Sociology	AT	3-0-0-0	3	3
D	AET 402	Environmental Science for Architecture	BS	3-0-0-0	3	3
E	ECT 402	Elective III	EC	3-0-0-0	3	3
S	ARD 402	Architectural Design - VI	AD	0-0-10-0	10	10
T	ARS 402	Interior Design	AS	1-0-2-0	3	3
TOTAL					**28**	**28**

SEMESTER IX

Slot	Course Code	Course Name	Category	L-T-S-P/D	Hours	Credit
A	ART 501	Urban Design	AT	2-0-1-0	3	3
B	ART 503	Housing	AT	3-0-0-0	3	3
C	ART 505	Professional Practice	PE	2-1-0-0	3	3
D	ART 507	Project Management	PE	2-0-0-1	3	3
E	ECT 501	Elective IV	EC	2-0-0-0	2	2
S	ARD 501	Architectural Design - VII	AD	0-0-12-0	12	12
T	ARQ 501	Dissertation	PE	0-0-2-0	2	2
TOTAL					**28**	**28**

SEMESTER X

Slot	Course Code	Course Name	Category	L-T-S-P/D	Hours	Credit
S	ARD 502	Urban Design	AD	NA	NA	18
E	ECM 502	Housing	EC	NA	NA	3
TOTAL					**--**	**21**

3 FACILITIES AND SERVICES

3.1 Covid Precautions in the campus

We will exercise due care and adhere to all instructions laid down by the Government, UGC, COA, and other statutory bodies during the course of the programs in the campus.

3.2 Admissions Office

The Admissions Office is located at Kottayam. All communications after joining the academic programmes are entertained only at the campus. The office hours at Kottayam will be from 9:15 AM to 5:15 PM.

3.3 Office Hours - Campus

Office hours in the campus are from 9.30 AM to 5.30 PM on working days from Monday to Saturday. The only exception to this is on holidays. All office matters concerning students will be addressed during the office timings only, on working days.

All administrative transactions shall be dealt during the office hours. Students must plan their schedule/s accordingly. Thus matters relating to cash, bank, applications, certificates, approvals, permissions, leave, issue of out passes shall be processed during these timings only.

3.4 Placement Cell

Corporate Relations division of DCSMAT looks after the placement and industry related activities. It also assists students for summer internships, projects and club activities. The division is headed by the Placement Officer who is duly assisted by faculty members and student representatives, elected each year.

Students of the senior and junior batches are nominated/ selected by the Head of the Institution.
This is a centralized placement assistance system, which caters to all the four institutions.
All students in their final year have to register at Placement Office, and abide by all the rules and regulations framed by the Office in this regard. Please get in touch with the Placement Officer for details on the services and facilities available.

3.5 Library

Library provides access to e-journals and other resource material such as J-Gate and RMIT which are online data bases. Library rules are included separately in the handbook

DCSMAT has a very well equipped computer lab, with round the clock internet facilities through VSAT. A good collection of software and hardware are also available for the use of students. Students will be given hands on training on relevant software.

3.6 Computer Lab

A state-of-the art, fully air-conditioned Audio Visual Room is functioning on Campus. Important guest lectures will take place in the Audio Visual Room with latest media equipment. This facility is used for Seminars, Management Development Programmes and training the students as well.

3.7 Audio Visual Room

The school offers housing for students in two specially earmarked areas within the campus.

The rooms are furnished. Rooms will be allotted according to the availability and also as per the norms fixed by the management. The allocation will also be flexible and will be decided by the management taking into consideration the prevailing situation.

3.8 Housing

Cooking is not allowed in student rooms. Food will be served only for sick students in the rooms. The students are advised to maintain their rooms neatly and keep their valuable belongings safely.

The provision of lighting, water, and janitorial services is not normally included in the rent charged. Under no circumstance should any additional electrical appliances be utilized (i.e. electric heaters, fans or similar appliances).

Students are expected to maintain silence, during the study and sleep timings. Use of tobacco, alcohol and drugs etc. is banned within the campus, and while on college designated programmes outside as well. Visitors are not allowed inside the hostel rooms or to stay overnight in the campus premises except in the guest house.

Facilities given to students including rooms, equipment etc. are to be maintained in proper condition. Any cost incurred for maintenance and replacement of furniture & fixtures will be deducted from Caution Deposit.

The concerned authorities will decide the allocation of rooms to the students in advance. Request by students to change rooms, except for medical reasons will not be entertained. Chief Warden can be contacted for help/assistance.

Vacating Hostels

The students are required to vacate the rooms and hand over the keys to the Estate Office as per the notification. If this is not done, the College authorities will have the right to take appropriate action.

The mini market offers an extensive collection of stationery, gift, souvenirs and other articles for the DCSMAT community. The Kiosk also has a haircut and dressing salon, laundry services, photocopying facility and spiral binding facility.

A coffee shop is located in the building housing the ATM. It serves clean and wholesome snacks and coffee in good ambience

An open air cafeteria is operational in the facility created near Activity Centre.

A Community Health Centre is located inside the campus with full time medical services by nurses trained in first aid and community health services. This Centre is managed by Good Samaritan Project, India along with the DCSMAT Community Development Centre for the well being of the people around us. Health services are available for students at a nominal rate.

It is mandatory on students' part to submit the medical records to the institution.

Campus has excellent communication facilities with dedicated towers for different telecommunication providers for mobile connectivity. The campus is Wi-Fi enabled. The bandwidth is mainly used for academic purpose. The most economical mode of communication to friends & relatives from campus will be through email. This is a wire-free campus and students can browse any where in the campus.

There are over five churches by different denominations of Christianity in Pullikkanam. A temple is located near the Campus. A mosque is situated in Vagamon town. Transport facility (cost-basis) will be made available to students to visit worship places without interfering with

3.9 Community Health Centre	
3.11 Coffee Shop	
3.12 Open Air Cafeteria	
3.13 Community Health Centre	
3.14 Telephone & Internet	
3.15 Places Of Worship	

The Campus provides facilities for basket ball, volley ball, badminton, table tennis etc. Campus and nearby locations are ideal for jogging, trekking, and mountaineering.

3.16 Recreation Facilities

Campus has a multi gym facility accessible to all students. Timings will vary for boys and girls.

3.17 Multi Gym

DCSMAT is home to a good number of clubs both in academic and non academic areas. Details will be informed by your mentors on your arrival at the Campus. It is mandatory to be a member in at least one academic Club and in one non-academic club. All club activities will be run by the students. O ne teaching / non-teaching staff will be designated as the advisor to the Club. The Director will be the patron of all clubs.

3.18 Clubs

Everyone at DCSMAT is expected to live in harmony with those outside the campus. DCSMAT should serve as an example for the people living near it. Students are encouraged to take up community development activities like educating the local children, community awareness programmes, volunteer work etc.

3.19 Community

Laundry Service is provided at an affordable price to all. The facility can be availed by paying a nominal amount. Washing machines for self wash is kept separately.

3.20 Laundry Services

All students will be covered under medical insurance scheme.

3.21 Medical Insurance

Guest Rooms are available for the relatives of the students at very nominal rates. Prior reservation has to be made with the office.

3.22 Guest House

DCSMAT has appointed well trained security personnel for the safety of the students. Hostel gates will be closed after the specified timings. Students will have to report to the warden to enter the hostels after the stipulated timings. Students will have to get written permission to go outside the campus. If necessary, with the permission of the authorities concerned, security personnel can check the belongings of the students. Any late arrivals beyond permissible time will be dealt with severely.

3.23 Security

Student Council will be functioning on Campus. The Council will have student representatives from each batch and nominees from various spheres of the student community. The Council members will have a term of one academic year (two semesters) until unless notified otherwise.

The welfare officer of DCSMAT will be responsible for the welfare of the students and he/she will be acting as a counsellor also.

3.26 Management Software

Well acclaimed course management software "InstocampuZ" is utilized to manage the delivery of course material and communication for all courses. Faculty & Students use a combination of course management e-learning software & other techniques for delivery of their courses.

3.27 Laptops

Management students get a lot of value addition through the use of laptops in their learning. This is relevant to our campus especially since we are changing over to an integrated e-learning system.

3.28 Cafeteria

The Cafeteria is open throughout the semester. A flat fee will be charged on monthly basis for the food. Normal meal service is cafeteria style. The cafeteria provides both North Indian and South Indian Vegetarian and Non-vegetarian meals separately. The College attempts to cater for a wide range of taste preferences by changes to the menu. The cost of the meals of student's guest will have to be met by the students themselves.

Timings for meals as given below are to be adhered to for the smooth and efficient functioning of the cafeteria.
- Breakfast 07.30 to 09.00 AM
- Lunch 12.30 to 02.00 PM
- Dinner 07.30 to 09.00 PM
- Restaurant service 3.00 pm to 9.00 PM

Note –Timings for meals are subject to change in keeping with thenecessity of observing COVID precaution.

3.29 Radio DC

Radio DC 90.4 MHz FM is a non-profit and non commercial organization run by DCSMAT at Trivandrum with the help and support from the faculty and the students. Approved by the Information and Broadcasting Ministry, Government of India, Radio DC relays a variety of interesting programmes related to health, civic sense, social awareness, literacy and education with the aim of community development

Women, children and the rural community form the main target audience who depend on the radio for information as well as entertainment. Radio DC is available 24 hrs. round the clock and can be accessed within 20 km from the broadcasting station. It is the first Internet radio to be started in an Indian business school and the first private Community Radio Station in Kerala.

Radio DC also has the unique distinction of having an international tie-up with the German Radio and Internet Content service provider "Deutshe Welle" for sharing and exchange of 'on air' content. The students take a lot of interest in this activity with about 10 student RJs taking the initiative in various social and community development programmes, such as the following:

1. AIDS awareness
2. Science popularization programmes
3. Social research
4. Health awareness programmes
5. Quizzes
6. Cultural activities

In addition to the theoretical inputs, DCSMAT provides exclusive training to the students to develop and sharpen their skills in various aspects like communication, interpersonal relations, analytical ability, proficiency in public speaking, assertiveness, self confidence and a variety of other skills. The soft skills development programme will consist of the following:-

First Year - Applied Business Studies (ABS) is a programme designed to help the students to be familiar with the real world of business. ABS includes activities to improve the general awareness and knowledge of students. The programme will be scheduled by AIMC in the regular session schedule. Attendance and active participation is mandatory. Fines as applicable to regular academic sessions will be levied from the absentees

Second Year - Soft Skills and Placement training in the second year will be through external trainers and will be coordinated by the Placement Officer who will be assisted by the Core Committee for placements. Before finalizing the external placement cum soft skill training, a need analysis will be done by the students. Where possible, demonstration classes will be organized from different short listed trainers and the trainers will be selected based on the feedback from students. The second year training will also include fine dining training. Attendance is compulsory for sessions mentioned above.

4. RULES AND REGULATION

4.1 **The Campus**	The campus is designed so as to foster all-round development of the resident academic community. The technological, residential and recreational facilities at the School are exemplary and thoughtfully deliberated. Amenities to expand the conveniences to accommodate a larger commune in future have been earmarked.
4.1 **The Campus**	A student must conduct himself/herself at all times in a manner, which will reflect favourably on the institution.
4.1 **The Campus**	The students are required to observe the hours of work and be conscientious about punctuality. When a student is not able to attend the class due to unforeseen circumstances, the faculty in charge/ warden/ AIM Centre must be informed of the reason immediately. DCSMAT will not compromise on issues concerning the safety & security of its community, property, and discipline/goodwill. Every student must abide by the rules and discipline of the institute as stipulated in this handbook and as framed from time to time.
4.1 **The Campus**	As a mature adult, preparing themselves for a management profession or independent practice as an architect, students are expected to behave in a sensible manner. DCSMAT expects the students to maintain a positive behavioural pattern at all times, and to follow the rules and regulations stipulated by the School. DCSMAT will be at liberty to take appropriate action for the smooth running of the institution. DCSMAT limits its responsibility on issues where rules, regulations, warnings and precautions are not followed by the person(s) involved. The risk and responsibility of the matter will be of the student(s) involved.
4.1 **The Campus**	All residents of the campus are requested not to disturb the peaceful atmosphere of the environment. Students are advised to put waste like paper, polythene covers, plastics etc. only in the dustbins allocated at specific locations inside the campus. DCSMAT is a litter free campus. We believe that the influence of nature is very beneficial in developing an individual. While you are in the campus show all possible concern towards

nature. We are committed to the cause of e nergy and water conservation. Students are urged to share our concern for energy and water conservation by using water, power etc. carefully and judiciously.

Safety of our students is of utmost importance. The School's security brigade is 24 hours on duty inside and around the campus. The security staff maintains a movement register in which all those who seek permission to enter the campus or go out of the campus are required to make an entry. Students will not be allowed to go out of the campus except with the written permission of the faculty-in-charge. Strangers encountered in the campus should be reported to the security or to the concerned authorities. Keep your room locked and make sure that external doors to residential areas are locked. In the unlikely event that you ever do experience any danger by harassment or an attempted attack, it is most important that you inform the DCSMAT authorities about the incident as soon as possible.

4.1.5 Safety

Parents of student (girls) must submit a list of names (with address and telephone nos.) of those person(s) who may be designated as local guardian. All names on this list are subject to the approval of the Principal. The presence of unauthorized guest in campus is a very serious matter and a student bringing in such a guest will be requested to leave the campus.

4.1.6 Students' Guests

For the safety and well-being of DCSMAT Community, we are committed to follow Supreme Court directives to all organizations / institutions on Sexual Harassment. A committee for the prevention of Sexual Harassment is functioning in the campus.

4.1.7 Hazing and Sexual Harassment

Students are advised not to bring any valuables such as gold, jewellery, cash in excess of Rs.1000/ - to Campus. DCSMAT will not take any responsibility for theft or for missing items. Safety of laptops shall be the concern

4.1.8 Valuables

4.1.9 **Vehicles**	In accordance with the guidelines stipulated by University and by the policy decision of DCSMAT, students are not allowed to bring any vehicle to Campus.
4.1.10 **Cellular Phones**	Cellular phones are strictly not allowed inside the Academic Area of the campus and in the class rooms. No phones are allowed during evening presentations.
4.1.11 **Damage to property**	Any destruction to the assets/ property will be charged ten times of the replacement cost plus the cost of labour, transportation, cleaning, painting, in addition to action against the relevant clauses of the Standing Orders. This action will be against the identified individual/ group of individuals staying on the floor/ hostel. Any damages/ destructions done to the properties/ assets of the teaching & non- teaching staff would also be dealt withas per the rules applicable to college properties.
4.1.12 **Utility**	Any damage/defecation/writing in classrooms, instructional areas, fitness centre, activity centre, cafeteria, library, offices, audio visual lab, vehicles belonging to the institution, open spaces and anywhere in the campus or where the students have been sent etc. will be similarly dealt with. During water scarcity and power shortage, these facilities will be rationed. Student community at large is requested to behave in an empathetic and socially conscious manner.
4.1.13 **Caution Deposit**	Caution deposits collected from students will be returned at the end of the programme after receiving clearance from concerned departments. However damages/dues/penalties, if any, will be deducted from the caution deposit.
4.1.14 **Identity Cards**	All students at DCSMAT will be provided with an Identity Card. While borrowing equipment and keys for a short period on Campus, students may have to submit the identity card till they return them safely. Students must carry their cards during all times both in Campus and outside. Identity Card is the property of DCSMAT,

and students must return it on demand. Loss of identity card will attract heavy fine.

Students are required to wear only formal dress from Monday to Friday strictly and semi-formals on Saturdays and Sundays (Boys- Full / half sleeve shirts/ T-shirt with collar and Trousers; Girls- Salwar Kameez). For Evening Presentations (groups), guest sessions, placement activities and any other prescribed occasions, students are expected to be in full uniform. Violation of the above dress code will be considered as a major misconduct on the part of the students.

A student, past or present, desiring to obtain a certificate (Transfer, Course & conduct, Age, Marks identification etc.) shall apply to the Manager Administration in the prescribed format along with the fee prescribed. Normally a notice of 4 working days is necessary for the issue of a certificate.

Ragging of any kind is banned by law. Students who are found guilty of ragging will be dealt with severe punishment and appropriate action. Court directive to educational institutions on ragging will be strictly followed to ensure no such activity takes place on Campus. The following acts will be considered as ragging as per the directions from Honourable Supreme Court and other statutory bodies:-

Ragging has several aspects with, among others psychological, social, political, economic, cultural, and academic dimensions.

1. Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered within the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasksassigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the technical institutions

2.   Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.

3.   Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.

4.   Any act or abuse by spoken words, emails, snailmails, blogs, public insults should be considered within the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing 'freshers' in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging - coping skills in interaction with seniors or strangers can be imparted by parents as well.

5.   Any act that affects the mental health and self confidence of students also can be described in terms of the psychological aspects of ragging.

Submission of Undertaking and Affidavit by Students

Every student should give an undertaking as well as submit an affidavit duly signed in the presence of an oath commissioner that he/she will not indulge in any form of ragging. Any student involved in ragging will be punished as per the rules and regulations formed by the Honourable Supreme Court and other statutory bodies. A copy of the document will be

available at the office for students to refer the same. Please refer to Annexures 3 and 4 (placed at the end of the Hand book) for the format for undertaking and affidavit.

- The Lab is a place of study and students are expected to maintain decency and decorum inside the Lab.

- Students using one system are not permitted to switch to other systems.

- CDs are to be brought in from outside only with the consent of the Lab Coordinator. All such CDs will have to undergo a virus scan check by the Lab- in-charge.

- The Lab Coordinator has the right to check any material brought in/out by a student.

- The students are expected to handle the computer systems with utmost care. Please ensure that the system is properly shut down while leaving the Lab.

- Students are encouraged to use the systems only for academic purposes. Students indulging in other activities will be dealt with seriously.

- The student should properly fill the in/out register in the lab.

- Kindly co-operate with the staff for the smooth functioning of the Lab.

General Rules

- The library is an area which demands a noise free environment. Every user is responsible for making the library a serene place for study / research.

- Every user will be issued a library card for borrowing documents which will be issued at the

- time of admission. There will be a charge for replacement cards.

- The library hours are as follows:

- Weekdays: 8 AM to 11.00 PM

- Saturdays: 8 AM to 6.00 PM

- Sundays: 1 PM to 10.00 PM.

- MBA students are entitled to borrow five books at a time for a period of 15 days.

- Books, once borrowed can be renewed for another two terms by informing library before the due date stamped through the email facility (library@dcschool.net). The details of the book such as accession No., author and the title plus the member card No should be sent to the above email for renewal.

- If the books are not returned even after the due date, over-due charges will be levied at the rates given below:

    - For the next 15 days after the due date: Rs.2.00 per day

    - After 15 days up to 30 days Rs.3.00 per day o
      After 30 days Rs.5.00 per day

- Reference books, periodicals/ journals and news papers are not normally issued out of the library.

Library Access Guidelines

For accessing the library and its resources the following guide-line might be useful.

OPAC (Online Public Access Catalogue)

The work station at the entrance of the library will guide you in locating the documents directly from the shelves. It is having a user interface to the library's holdings database and can be searched for author, title, subject, call no. and free text. The Boolean search facility is also provided. For retrieving documents from the library you have to locate the call no. of the document from this database.

Dewey Decimal Classification Scheme

It is a scheme of classification used all over the world to arrange books according to the subjects covered. It has got ten major sub-divisions, which are divided with a decimal expansion to provide for even the smallest topics. For eg. 600 is the major class for applied sciences and one of its sub-division is 650 which represents management and auxiliary subjects. A sub division of management is 658 which represents general management and 658.45 is the no. for business communication.

Call Number: Every book is given a classification No. according to the subject content of the book/ scheme of classification. Since there are many books under the same subjects, it is necessary to have a means for distinguishing one book from the other. This is being done by assigning author No. in addition to the classification No. This no. arranges all books in the same class alphabetically according to the author's surname. The following example will illustrate the make u p o f t he c all No. 6 58.8, D ewey classification No. KOT. First three letters of author's surname or main entry.

(When you pull out books from the shelves, please leave them on the tables so that staff can make sure they are returned to their proper places)

After locating the call no. of the document the next step is the actual document retrieval. That can be done with the help of Floor Guides and Shelf Guides provided at various places in the library.

For any help in locating documents please feel free to contact library staff.

Facility distribution

Second Floor: Library books (Management, Marketing, Communication etc.), Reference Collection, Periodicals.

First Floor: OPAC facility, Circulation, Front office, Newspapers, belongings stands, E-journals, MBA final projects, Library books (General, Philosophy and Ethics, Social Sciences and Economics, Law etc.) Biometric unit for self attendance.

Ground Floor: Reading Room, Computer Lab, Multimedia Centre, Internet Access, Company Database Offline Access, Text Book Collection and Technical Processing Section (Closed Access).

Other Points to be Noted:
- Discussions, combined study and conversations should be avoided inside the library.
- Eating, Drinking and use of all tobacco products are prohibited inside the library.
- Cell phones should be switched off while using the library facilities.
- Please ensure that books should be returned on time and help the library to circulate the books among as many users as possible.
- Once issued, that book should not be used inside the library.

- Alien documents are not allowed inside the library.
- If a document is lost, the matter should be reported to the librarian in writing, and the member from whose custody the book is lost will have to pay the current price along with 50% of the cost extra as handling charges.
- Please ensure that books are handled with care. Members who disfigure documents by writing or marking, will have to replace them.
- Library welcomes all users to suggest books to develop its circulation.

4.4 Hostel Common Rules

1. All students are expected to adhere to the existing rules of the institute and also to the rules that are introduced from time to time. Any violation of the rules will attract severe punishment which may lead even to the removal from the institute.

2. All students should respect each other and behave responsibly, to promote the interests of the institution, at all times.

3. Whenever students need to go home or outside the campus/ hostel premises, they have to take prior permission from the respective warden. Students will be issued with a gate pass/out pass and the same will be returned duly signed by parents/ guardian when reporting back. The out pass/gate pass is mandatory in emergencies as mentioned above.

4. In case of emergency, the students should get proper permission to move out from the Hostel Warden/ Course Coordinator. They will in turn report it to the Director.

5. When the students go out of the campus, they will have to report back to the hostel before 6:00 PM.

Warden is authorized to permit students to return latest by 7:30 PM to the hostel, as needed, in case of students going to temple in the evening etc. Specific prior written permission must be obtained from Director / Campus in-charge, in case students want to return to hostel beyond 7:30 PM for any reason what so ever.

6.   Entry gate to the hostel would be open from 5:00 AM to 9:00 PM. Students will have to get permission from the Director / Campus in-charge, if they need to enter the hostel beyond this time limit for any specific academic reasons.

7.   Visitors are not permitted inside the hostel premises. They will be entertained only in the Cafeteria and the Students Activity Centre.

8.   Students are not allowed to use any electrical appliances in their rooms. The authorities shall have the right to undertake surprise inspection of the rooms.

9.   Use of tobacco, liquor, illegal drugs etc. are prohibited in the hostel as well as in the school campus. Necessary checking of the luggage will be done at the entrance when students return to the hostel, to ensure that no prohibited stuff is brought in. Any violation of this rule will lead to suspension or even dismissal of the student who is involved.

10. Students should at all times keep the campus/ premises clean.

11. Students are requested to maintain the fixtures and supplies given to them in their hostels.

12. Furniture and mattress are not allowed to be shifted out of their allotted rooms.

13. Playing games in the corridors, verandas or anywhere near residential blocks is not allowed.

14. Students are not allowed to bring any type of vehicle in the campus/hostel for regular use.

15. Political activities are banned in the hostel/campus as per the court order on the subject. Taking out of procession, shouting slogans etc. with political issues is strictly banned.

16. Playing of music system/radio/TV in such volume as to cause disturbance to others is not permitted. Music system/radio should however be switched off by 9:00 PM. TV should be switched off by 11:00 PM.

17. Water and electricity should be consumed economically and wastage should be strictly avoided.

18. Prior permission should be obtained from the Director to celebrate birthday. Time allotted is up to 10 PM.

19. Food from canteen or outside shops is not allowed inside the hostel premises.

20. Wearing of lungi and shorts are not allowed outside the hostel premises.

21. Students are not allowed to stay in hostel during vacations. If needed, prior written permission should be obtained from the Director and the same should be handed over to the concerned warden.

22. Any act on the part of any student amounting to sexual harassment as specified in the relevant clause of the Constitution of India will be severely dealt with. Sexual harassment in the campus/ hostels is strictly forbidden.

23. Ragging is an offence under The Kerala Prohibition of Ragging Act 1998 and action as specified in this act will be taken in case of occurrence of ragging.

5 COMMUNICATION

5.1 **Circulars/Notice Boards**	DCSMAT notice boards display notices on institutions news, activities and other matters of interest. Circulars are issued regularly to update students on latest developments, presentations and about the visiting resource persons.
5.2 **DC Mail**	Students will be provided a DCSMAT E-mail ID (Web mail) for official purpose during their tenure at DCSMAT. Students are required to access it regularly as the authorities may send the official notices via e-mail.
5.3 **News Letter**	Our monthly e-newsletter, keeps parents and alumniinformed of significant events and developments within the campus.
5.4 **SMS Service**	DCSMAT has taken an initiative to inform guardians/parents and students about the activities happening in campus through SMS service.
5.5 **DCSMAT Support Centre**	DCSMAT has an unique feature in the intranet (cms.dcschool. net) for lodging of suggestions, complaints and observations in the DCSMAT support centre. On registering a complaint/ suggestion/observation, an email is automatically generated to the Top Management and the Department concerned. The Department will initiate timely action.

The various categories for registering complaints/ suggestions/observations are

- Estate
- Hostels
- Controller of Examinations
- AIM
- Accounts & Administration
- Canteen and Food Court
- Library
- Systems

6. FEE AND FEE POLICY

**6.1
Payment of Fees
and other dues**

Fee has to be remitted as per the schedule given at the time of admission. Failure to remit the fee in time will attract fine and later removal from the roll.

Hostel & Mess Fee will be subject to revision every year as per the decision of the Management.

Each student shall be charged one month hostel fee per year as maintenance expenses.

Apart from the tuition fees, the following fees/ expenses should be paid by the student in advance/beginning of the semester/year:-

1. Examination Fee and Other Fees prescribed by the DCS-MAT/University/Other Statutory Bodies.

2. Hostel Accommodation Expenses and Utility Charges (Electricity, Water, Generator, Maintenance charges etc.)

3. Alumni Association & Convocation .

4. Cost of Campus Software License.

5. Advance for Canteen Expenses Monthly mess fee will be deducted from the advance.

   Canteen amount may vary depending upon the university/academic curriculum and price variation of commodities. Taxes if any will be charged extra.

   Mess reduction is applicable only for the internship period. No reduction will be given for any other reason. Minimum rate will be charged during this period.

6. Advance for Text Books, Uniform/Suits etc. Students will be charged actual costs and balance amount, if any, will be refunded.

7. Advance for Student Placement Cell.
   - Placement expenditures incurred are to be shared equally by the students.

   - A vehicle has been purchased and earmarked solely for placement related activities. Apportioned cost of the vehicle, which includes salary of the driver, maintenance etc. will be charged from the placement fund.

   - Expenses for attending seminars, conferences, workshops etc. by the students will be charged from the placement fund.

   - Any other expenses incurred in connection with placement activities will be charged from the placement fund.

   - The excess expenditure incurred, if any, over and above the fee collected shall be born by the students equally and the excess of collection over expenditure will be transferred
       to Alumni Fund.

8. Students are required to bear their expenses, which may be incurred for Internship/Organization Study in India or abroad.

9. Any other expenses for student activities.

- Caution/Other Deposits will be refunded only after one month of the completion of the Convocation/Passing Out Ceremony.

- Hostel rent collected for 2 years will not be refunded under any circumstances. Students who are coming for supplementary examinations after completing the course are required to pay the Hostel Fees as applicable

6.2 Refund of Deposit/ Advances

- No refund in case of disciplinary action against the student
- Refund to be considered on case to case basis.
- If any student withdraws after resuming the course (for any no. of days) - minimum 1 semester fees shall be charged.
- Refund to be given only at the discretion of DCSMAT

6.3 Fines

The fine collected will be used appropriately by the Management on a case to case basis.

Fines will be charged for the following general areas/ reasons as detailed below. However the fine may be changed as per the intensity and context of the

Summary of Fines

Sl. No	Particulars	Amount (In Rs.)
1	Unauthorized absences from sessions	Rs.100 per hour
2	Unauthorized absences from visiting faculty sessions / training programmes	Rs.500 per hour
3	Unauthorized absences from Evening Presentations	Rs.100 per hour
4	Unauthorized absences from Director's/Dean's address / session	Rs.500
5	Unauthorized absences from the first session after a break/ vacation and the last session before a break/vacation	Rs.500 per hour.

6	Wilful destruction of property or assets of the institute, acts and omissions stated in the clause 4.1.11 and 4.1.12.	Ten times the cost of item plus the cost of replacement (cost of transportation, labour, cleaning, painting etc.)
7	Using mobile phones in the class	Rs.1000/per incident
8	Delayed fee payment	After due date a deferment charge of 6% will be levied on the amount due One month concession can be provided for genuine reasons subject to approval of the management . The maximum period of such deferment is 3 months from the due date .
9	Loss of Identity card	Rs.100
10	Non adherence to dress code	Rs.200 per incident
11	Playing of loud music between 10.00 PM and 6.00 AM in the hostel	Rs.1,000/ -per occasion. Wardens are empowered and authorized to charge fines

12	Shouting, howling, whistling, making unnatural sounds/ filthy language and breaking silence in any manner whatsoever inside the campus as well as in the hostel.	Rs.1,000/ per occasion. Wardens are empowered and authorized to charge fines
13	Smoking in the campus as well as in the hostel. Zero Tolerance for the following and strictly forbidden in the Hostel and Campus 1. Smoking in the campus as well as in the Hostel 2. Possession of Alcohol 3. Possession of Drugs	Rs.1,000/ per occasion. Wardens are empowered and authorized to charge fines.
14	Possession and/ or consumption of alcohol or drugs	No fine. Dismissal
15	Zero Tolerance for Ragging	As per Disciplinary Committee
16	Over due charges for delayed return of books	After due date:- • First 15 days - Rs.2 per day. • 16-30 days - Rs.3 per day. • After 30 days - Rs.5 per day

7. STANDING INSTRUCTIONS

Whereas it is found necessary to lay down Standing Orders to enforce discipline in the campus (and the hostel), and also outside of the Institute, which will be binding on all the students, including those students and ex-students, who are already in the School, and who are required to enter the School to appear for the University, Institute or other such examinations, Viva- voce, Project, Research or anything to do with their studentship.

DCSMAT Group of Institutions believes in developing high quality managerial personnel with a sound footing in managerial skills, competence and exemplary professional skills, to lead and use managerial education in the corporate world, adapting them to the ever changing business environment with the highest ethical values as the inner core. It is necessary that the School should cultivate high values of honesty, integrity, responsibility, mutual respect for persons and concern for protection of property and environment, with due respect for human dignity. In order to achieve this, the student community shall necessarily practice these values and see that these rules envisaged in the Standing Orders are strictly followed so that their conduct will be in conformity with and supportive to the objective and the cherished values.

The Standing Orders shall be applicable to all the students admitted to the Schools, inclusive of academic and non-academic programmes, visits outside the campus, activity, event or any process conducted by the Schools. It is the responsibility of each and every student to get acquainted with all the clauses of theStanding Orders. All students are required to strictly adhere to the Standing Orders as a condition of their admission to the School and the said orders would be binding on them. They must conduct themselves in the Campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities and staff members. They must also foster a vibrant, academic and intellectual atmosphere.

1. Students are expected to attend all academic activities, inclusive of regular classes; failure to do so would invite punitive action from the authorities. Surprise inspections of hostels, cafeteria or premises would be undertaken during class hours to ascertain if students are absenting from classes. When academic sessions/ interactions are in progress, if students are found elsewhere during that period, they would be dealt with severely.

2. In case of emergency or otherwise, the students should obtain permission to go out of the campus/ hostel from the Hostel Warden. The said students should apply for out pass. Boys in addition can apply for temporary out pass for going out of the campus (maximum duration permitted 60 minutes).
    Students going out of the campus/ hostel without out pass/ temporary out pass shall be liable for disciplinary action. (In the case of Trivandrum campus the students should record their exit and entry details in the register maintained in the hostel. Students going out of the campus/ hostel shall possess their Identity Cards and show to the security personnel at the gate on demand)

3. Whenever students are required to leave the campus/ hostel premises, say on account of holidays, trimester/ semester break, vacation or otherwise, they have to secure prior permission from their Course Coordinators and respective hostel warden. Students shall be supplied an out pass by the Hostel Warden. (In the case of Trivandrum campus, their movements shall be recorded in the Register)

4. The gates of the girls' hostel(s) shall remain closed from 9.00 PM of the current day to 5.00 AM of the subsequent day. (In the case of Trivandrum campus it is from 9.00 PM of the current day to 7 AM of the subsequent day)

5. Hostel & Main gate timings are subject to change by the management.

6. Students should note that visitors and/or relatives are not permitted inside the hostel premises. Visitors and/or relatives have to complete the necessary entry formalities at the main gate of the Campus (Vagamon campus)/ at the entrance of the hostel (Trivandrum campus) and they shall be entertained only at the cafeteria or the Student Activity Centre (Vagamon Campus)/at the common meeting place allotted to the students in the hostel (Trivandrum Campus). Visitors or relatives of the students are not permitted to disturb the students during class hours. Visitors or relatives are permitted to meet the students in the School only in the common area before or after the class hours. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited.

7. Keeping in mind the safety of students and for the protection of hostel premises from fire hazard, students are prohibited from bringing and using electrical appliances like electric iron or steam iron [referred as Theppu petti or Istri petti in Malayalam or Istri ki petti in Hindi], immersion rods, waterheaters, electric kettles, cooking appliances, electric hot plates, refrigerators, room heaters, or any other electrical appliances like those listed above in the hostels. The authorities shall have the right to undertake surprise inspection of the rooms and in case of infringement the concerned student/s shall be liable for disciplinary action. In the hostels, only laptops and mobile chargers are permitted.

8. Students are also instructed to conserve the use of electricity in the hostel in their own interest.

9. Students are required to keep the campus / hostels/ premises clean. Students dirtying the campus/ hostels/ premises shall be liable for disciplinary action and the amounts spent for cleaning and painting/ white washing shall be recovered from thestudents.

10. Students are required to maintain in good condition the assets, fixtures and supplies given to them in their hostels or otherwise. Students loosing, damaging, neglecting or refusing to maintain the fixtures, supplies shall be liable for recovery (fine) as well as disciplinary action.

11. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or school properties. This includes properties in hostels and campuses.

12. Playing of outdoor games in the corridors, passages, verandahs or anywhere in the hostels or near the residential blocks is prohibited. Students found indulging in such games shall be severely dealt with.

13. Playing of loud music between 10.00 PM and 6 AM is strictly prohibited; students indulging in such acts shall be liable for disciplinary action and/or fine of Rs.1,000/- per occasion. Further, playing of loud music during study hours which would cause nuisance to neighbours is also prohibited.

14. Playing of music inside the class is also prohibited. Students who want to listen to music inside the class during the free hours can use headphones. Strict disciplinary action will be taken if the students are found violating the same.

15. The campuses and hostels are 'smoking free', students indulging in smoking would be liable for a fine of Rs.1,000/ per occasion.

16. Shouting, howling, whistling, making unnatural sounds and breaking silence in any manner whatsoever inside the campus as well as in the hostel is strictly prohibited; students indulging in such acts shall be liable for disciplinary action and/ or fine of Rs.1,000/- per occasion.

17. Possession as well as consumption of alcohol inside the campus and the hostel is strictly prohibited; students found indulging in possession and/ or consumption of alcohol would be liable for dismissal. Students are liable to be checked/ frisked and those found violating shall be liable for strict disciplinary action. Any student who goes out and returns and found to have consumed liquor or any such substance will also be penalized in the same manner.

18. Use of tobacco, narcotic drugs and other such substances is strictly prohibited in the campus as well as in the hostel. Students are liable to be checked/ frisked and those found violating shall be liable for strict action.

19. Students are strictly prohibited from 'gheraoing'/ intimidating other members or relatives of the members or staff or faculty or students or visitors or others. Students who resort to gherao/ intimidation shall be liable for suspension and/ or dismissal.

20. Ragging and sexual harassment are totally prohibited and such instances, if any, shall be dealt as per the provisions of law. Such instances shall be reported to the concerned Administrative, police and legal authorities as deemed necessary. In addition, disciplinary action as deemed necessary shall also be taken resulting in stringent punishment.

21.   Political activities are banned in the hostel/ campus as per court order on the subject. Taking out processions, shouting slogans etc. on political issues is strictly banned.

22.   Students shall not bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc. within the campus or hostels. The possession, distribution or exhibition of any item by any means which is obscene is prohibited within the campus or hostels. Possession, circulation, transfer of unauthorized Ds, pen drives/ sticks, or any such devises, mechanisms or processes or transferring the same using Wi Fi or any network is prohibited within the campus or hostels.

23.   Students shall not paste, fix, display or cause to paste, fix, display posters, banners without the same being cleared by a teaching member so designated by the Director.

24.   Students who are desirous of making video presentations/ slides in the auditorium/ conference room/ classroom or elsewhere are required to get their presentation cleared by a teaching member so designated by the Director.

25.   Students who are desirous of presenting any performance, dance, drama or any socio - politico - cultural event in the auditorium or else where are required to get their event cleared by the Professional Standards and Ethics Committee so constituted by the Director.

26.   Students are not permitted to bring any type of vehicles in the campus/hostel/other places for regular use. Personal vehicles are not allowed to be used by the students, unless specifically authorized by the Director, to ensure safety of the students.

27. Students are hereby instructed to eschew from taking photographs of other student/s in the campus, premises, hostels or elsewhere using cameras, mobile phones with camera, video cameras or any such apparatus, whatsoever; complaints received in this regard will be dealt with severely, also in keeping with the provisions relating to ragging and sexual harassment as per Clause (19) aforesaid.

28. Students are prohibited from using mobile phones in and around the areas of classroom, auditorium, conference room, library, computer lab and office premises; students in possession of mobile phones are instructed to keep them in an off mode. They are also prohibited from taking photographs using cameras in the aforesaid areas. Any infringement of this order would lead to severe disciplinary action including confiscation of the instrument.

29. Students are instructed to economize usage of water and avoid wastage. All students shall adhere to conservation norms laid down by the school(s); any dereliction would be viewed seriously.

30. All students should respect each other and behave responsibly, to promote the interest of the school(s) at all times.

31. Students are expected to adhere to attendance norms; failure to do so would invite fines, or reporting to the concerned authority/ body/University leading to re-registration or withdrawal of the candidature etc.

32. Students (Boys) are not permitted to enter the Girls' hostel and vice versa.

33. Students are required to maintain integrity and honesty in all their academic as well as nonacademic work [assignments, reports, surveys, examinations, projects, 112288 quizzes etc.

34. Students are expected to follow the various campus Rules & Regulations, including Fee and Fee Policy [inclusive of timely payment of fees or any other monetary dues], Rules & Regulations of Computer Lab, Library Rules & Regulations, Rules & Regulations relating to clubs, Hostel Rules & Regulations, Regulations concerning Facilities & Services and any other Rules and Regulations which would be brought into effect from time to time.

35. Government of Kerala has banned the usage of mobile phones within the campus, by a special order dated 16/02/2010. All faculty members are authorized to seize the mobile phones, if found in possession or usage by the students while he/she is in the academic premises. It may be handed over to the administrative office and the same will be returned to the student only on a payment of a fine of Rs.1000/- per case of possession or usage of mobile phones, in the academic premises, which include lecture halls, auditorium, library, lab and any other area of the academic wings of the institution.

36. Wardens are empowered and authorized to charge fines for offences committed by the students within the hostel premises as listed in the standing instructions vide clause Nos. (13), (14), (15)., (16). However, wardens should keep the Director / Campus in-Charge informed, as the case may be, on such incidents.

37. Students coming up for adverse notice for violation of the Standing Orders shall be liable for stern action resulting in penalties including dismissal

8. REVIEW / AMENDMENTS

These Standing Orders are in addition to any other Rules & Regulations, which are published/ intimated from time to time either through the print media or in electronic form or any other medium that the School(s) deems fit. Any violation of the order or rules, regulations shall attract punishments which may even lead to the removal/ dismissal of the student from the
School(s).

**8.1
Rules &
Regulations**

The Rules and Regulations are subject to change. All India Council for Technical Education, New Delhi, University, Local Bodies or the DCSMAT authorities will be at full liberty to amend any policy matters, rules and regulations without prior notice or assigning reasons. Increase/ decrease in various fees and penalties will be at the sole discretion o f D CSMAT.
DCSMAT has the liberty to increase the fees as and when warranted, to meet the expenses based on the implementation of AICTE / UGC rules/scale of pay and other cost escalation and students will have to pay the fees from time to time. Students will be informed of such increase / decrease in advance. Students are requested to keep themselves updated in policy

**8.2
Amendments
to
Rules /
Regulations/
Policies / Rates**

STUDENTS DATA SHEET

Student's Name_____

Date of Birth_____

Academic Year_____

Father's Name_____

Mother's Name_____
Address for Communication_____

_____Pin_____   Phone_____

E Mail_____   _____Blood Group_____

Bank Account No _____
Bank_____

Branch_____

Name & address of Local Guardian_____

_____

Phone_____

Declaration

I have read and understood the rules and regulations of D C School of Management and Technology and hereby declare that I agree to conform to the rules and regulations stated in this Handbook I understand that as long as I am a student of   DC School of Management and Technology, I will do nothing either inside or outside the College that will interfere with its discipline, administration and reputation. I'm also aware that DCSMAT has the right to amend, alter or change the rules at anytime without prior notice.

Date   Signature of the Student Date

Signature of the Parent

For Office Use

Registration No_____   Batch   No._____ Class No _____

Name of Mentor _____   Hostel   Room No. _____

Remarks_____

_____

Date_____   (seal)   Authorized Signatory

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ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

New Delhi

NOTIFICATION

Dated 01-07-2009

Sub: Prevention and prohibition of Ragging in technical Institutions, Universities including Deemed to be Universities imparting technical education.

F.No.37-3/Legal/AICTE/2009 - In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education, hereby makes the following Regulations:-

1. **Short title and commencement:-**

   • These Regulations may be called the All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009.

   • They shall come into force on the date of the notification.

2. **Objectives:-**

   In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or   any

other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.

3. **Definitions:-**

   a) "Act" means the All India Council for Technical Education Act 1987 (52 of 1987);

   b) "Technical Institution" means an institution of Government, Government Aided and Private (self financing) conducting the courses/programmes in the field of technical education, training and research in Engineering, Technology including MCA, Architecture, Town Planning, Management, Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts and such other programmes and areas as notified by the Council from time to time;

   c) "University" means a University defined under clause (f) of section 2 of the University Grants Commission Act, 1956 and includes an institution deemed to be a University under section 3 of that Act.

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

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

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

   g) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1887, shall

have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1887, as the case may be. And

h) All other words and expressions used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the meanings respectively assigned to them in the said Act;

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

a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student; any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

d) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

e) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

f) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

g) any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure,

vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

h) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

5. Measures for prevention of ragging:-

It shall be mandatory for every technical Institution, University, deemed to be University imparting technical education to take following measures for prevention of ragging at such institutions.

a) The advertisement issued for admission by a technical institution, University including Deemed to be University concerned and/ or the admission authority/ affiliating University/State Govt./ UT/Central Govt. as the case may be, shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.

b) The 'Prospectus' and other admission related documents shall contain directions of the Supreme Court Affiliating University/ admission Authority/State Govt./Central Govt. shall make it mandatory for the institutions under their jurisdiction to compulsorily incorporate such information in their 'Prospectus'. These Regulations shall be printed in the brochure of admission/instruction booklet for candidates.

c) The application form for admission/enrolment shall have a printed affidavit, preferably both in English and Hindi and/ or in one of the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.

d) The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also

aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.

e) The application for admission shall be accompanied by a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioural pattern of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.

f) A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.

g) Every technical institution, University including Deemed to be University imparting technical education shall maintain a proper record of the affidavits obtained to ensure its safe up
keep thereof, including digital copies of the affidavits and such digital copy should be made available to the AICTE or to an Agency identified/nominated by AICTE.

h) The AICTE or an Agency identified/nominated for the purpose and affiliating Universities and Directorate of Technical Education of the concerned State Govt./UT shall maintain an appropriate data base of the affidavits in the digital form obtained from every student at the time of admission to the technical institutions, Universities including Deemed to be Universities imparting technical education.

i) Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.

j) In case of freshers admitted to a Hostel it shall be the responsibility of the teacher in charge of the group to co ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the

group are   lodged.   Freshers   should   be lodged in a separate hostel block   wherever   possible and where such   facilities are   not   available, the   college/institution shall   ensure that seniors'

access to   freshers' accommodation is strictly   monitored by wardens, Security Guards and Staff.

k) Every institution should engage or seek the assistance of professional counsellors at the time of admissions to counsel 'freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in hostels. At the commencement of the academic session the Head of the technical Institution, University including Deemed to be University imparting technical education shall convene and address a meeting of various functionaries/agencies, like wardens, representatives of students, parents/guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.

l) Every fresher admitted to the technical Institution, University including Deemed to be University imparting technical education shall be given a printed information booklet detailing when and whom he/she   has to   turn to for help and guidance for various purposes   (including wardens, head of the institution, members of the   anti-ragging   committee, relevant district and police authorities),   addresses   and telephone numbers of such persons/authorities, etc.

m) The technical institutions, University including Deemed to be University imparting technical education through the information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.

n) The information booklet mentioned above shall also tell the freshers about their rights as bonafide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.

o) The information booklet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.

p) To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably with different colours for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.

q) The technical Institution, University including Deemed to be University imparting technical education shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institutions 's resolve to ban ragging and punish those found guilty without fear or favour.

r) The technical Institution, University including Deemed to be University imparting technical education shall identify, properly illuminate and man all vulnerable locations.

s) The technical Institution, University including Deemed to be University imparting technical education shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.

t) The technical Institution, University including Deemed to be University imparting technical education shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.

u) The faculties/departments/units of the technical Institution, University including Deemed to be University imparting technical education shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of students) in place well in advance of the beginning   of the academic year with a

clear sense of the main aims and objectives of the induction
process.

v) Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities.

6. Monitoring mechanism in technical institution, University including Deemed to be University imparting technical education:-

a) **Anti-ragging Committee:** Every institution University including Deemed to be University imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.

b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

c) **Anti-Ragging Squad:** Every institution University including Deemed to be University imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

f) **Mentoring Cell:** Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.

g) **Monitoring Cell on Ragging:-** The State Govt./UT and the affiliating University shall set up a Monitoring Cell on Ragging to coordinate with the institutions to monitor the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counselling sessions, etc., and regarding the incidents of ragging, the problem faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of affidavits from candidates/ students and their parents/guardians every year, and shall be the prime mover for initiating action by the University authorities to suitably amend the Statutes or

Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.

h) The Monitoring Cell shall coordinate with the institutions, universities including deemed to be universities imparting technical education to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the Anti-Ragging Committees etc.

i) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violation; and shall function as the prime mover for initiating action for amending the Statues or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

7. **Action to be taken against the Principal or the Head of the Institution/Faculty Members/Non-Teaching staff of technical institution, Universities including Deemed to be Universities imparting technical education.**

a) The Head of the Institution along with other administrative authorities should take adequate measures for prevention of ragging. Any lapse on the part of these authorities shall make them liable for criminal action for negligence of duty. The technical Institution, University including Deemed to be University imparting technical education should incorporate a clause in their letter of appointment that the Director, Faculty and other administrative Heads should ensure all possible steps for prevention of ragging in the premises of the educational institutions, and that they are liable for action, in case of noncompliance.

b) The Principal or Head of the Institution/Department shall obtain an affidavit from every employee of the Institution including teaching/non-teaching staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the

building, lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision   shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service records.

c) Departmental enquiries shall be initiated, in addition to penal consequences against such heads of the Institution/Faculty members/non-teaching staff who display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.

d) The Principal or the Head of the Institution/Faculty Members/ Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in any technical institution, University including Deemed to be University imparting technical education.

8. **Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:-**

a) The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

b) Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

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

d) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-
   - Cancellation of admission
   - Suspension from attending classes

- Withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test/examination or other evaluation process
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel
- Rustication from the institution for period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution.
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

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

e) The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council form time to time.

9. Action to be taken against the technical Institution, University including Deemed to be University imparting technical education which fail to take measures for prevention of ragging:-

a) Role of the concerned technical institutions, Universities including Deemed to be Universities imparting technical education shall be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and action taken against provision indulged and/or abetting ragging. The Council shall constitute Committees to

inspect technical institutions, Universities including Deemed to be Universities imparting technical education to verify the status of anti ragging measures and to investigate specific instances of ragging and take appropriate action.

b) The technical Institution, University including Deemed to be University imparting technical education should submit an affidavit along with its compliance report submitted to AICTE annually with details of measures taken for prevention of ragging in technical institutions. The Compliance Report should also contain the details of the instances of ragging and action taken against students, and others for indulging and abetting ragging.

c) All Letters of Approval issued by AICTE such as extension of approval letters, letters issued for additional courses/increase in intake and letters issued for new technical institutions, release of grants, letters of approval issued to integrated campus, second shift etc. shall contain a specific clause of prevention of ragging.

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

- No admission/Withdrawal of approval granted under section 10(k) of AICTE Act.

- Withholding any grant allocated.

- Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the AICTE.

- Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the AICTE, declaring that the institution does not possess the minimum academic standards.

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

e) As regards the Universities including Deemed to be Universities imparting technical education the actions proposed to be taken such as stopping release of grants, withdrawal of approval/ recognition will be sent to University Grants Commission (UGC), Ministry of Human Resource Development (MHRD), Govt. of India and the concerned State Govt./UT. The UGC, MHRD Govt. of India, and the State Govt./UT concerned shall initiate immediate action on the recommendations of the Council.

10. Duties and Responsibilities of the All India Council for technical Education:-

a) All India Council for technical Education, or the Central Government or the agency authorized for the purpose shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.

b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.

c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.

d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti-ragging squads, district and

sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.

e) The All India Council for technical Education, the Central Government or the agency authorized for the purpose shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.

f) The All India Council for technical Education, the Central Government or the agency authorized for the purpose shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorized by the All India Council for technical Education/Central Government.

11. The All India Council for technical Education shall take the following regulatory steps, namely;

a) The All India Council for technical Education shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.

b) The All India Council for technical Education shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.

c) The All India Council for technical Education shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the All India

Council for technical Education, that the institution has complied with the anti-ragging measures.

d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by National Board of Accreditation or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.

e) The All India Council for technical Education shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/Central Government and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.

f) The All India Council for technical Education shall institute an Anti-Ragging Cell within the AICTE as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cells and University Level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/central Government.

(Member Secretary)

Revised procedure for students to file online Anti Ragging Affidavit

F. No.1- 104 / AICTE/ PGRC/ Antiragging/ 2021

As part of UGC's initiative toward the reduction of the compliance burden of its stakeholders, UGC has revised the procedure for students to file online Anti Ragging Affidavit (A copy of the revised procedure is enclosed).

The revised procedure is as follows:
Step 1: A student will submit his/her details on the same websites (www.antiragging.in and www.amanmovement.org) as before; read and confirm that he/she and his/her parents/Guardians have read and understood the AICTE regulations on curbing the menace of ragging. He / She will confirm & agree that he/she will not engage in ragging in any form. (Step 1 is the same like before).

Step 2: The student will receive an e-mail with his/her registration number and a web link. The student will forward the link to the e-mail of the Nodal Officer in his/her university/college. (please note that the student will not receive pdf affidavits and he/she is not required to print & sign it as used to be the case earlier).

Step 3: The Nodal Officer in the University/College can click on the link of any forwarded e-mails that he/she will receive from any student of his/her college to get the list of those students who have submitted Anti Ragging Affidavits/Undertakings in his/her college. The list will be updated every 24 hours. affidavits and he/she is not required to print & sign it as used to be the case earlier). Step 3: The Nodal Officer in the University/College can click on the link of any forwarded e-mails that he/she will received from any student of his/her college to get the list of those students who have submitted Anti Ragging Affidavits/Undertakings in his/her college. The list will be updated every 24 hours.

Undertaking from the students as per the provisions of the anti-ragging verdict by the Hon' able Supreme Court of India.

I ,Mr/Ms _____

Roll No. _____of _____

Programme, and student of

_____

_____, hereby undertake on

this _____day of _____(Month), 2017, the

following with respect to the above subject and Office Order No.

_____

1. That I have read and understood the directives of the Hon'ble Supreme Court of India on anti-ragging and the measures proposed to be taken in the above references.
2. That I understand the meaning of ragging and know that ragging in any form is a punishable offence and the same is banned by the Court of Law.
3. That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the institute if the above statement is found to be untrue or the facts are concealed, at any stage in the future.
4. That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the courts, Govt. of India and the Institute authorities for the purpose from time to time.

Name & Signature of the Student

I, _____(full name of student with admission/ registration/ enrolment number) s/o - d/o Mr/Mrs/Ms _____

I hereby endorse fully the undertaking made by my child/ward

(Name of Parent/Guardian)

AFFIDAVIT BY THE STUDENT

I,………………………………… (full name of student with admission/registration/ enrolment number) s/o /- d/o of Mr./Mrs./Ms. ……………………………………………………………….
…………………………………………………………………………………………………..

1. Having been admitted to (name of the institution) ……………… ……. ……………………, I have received a copy of the AICTE Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), which I have carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
   • I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
   • I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ………………day of ……………. Month of year ……………………

Signature of Deponent   **Name**

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at …………………….. (place) on this the …………….. (day) of ……………….. (month) of ……………………(year)

Signature of Deponent   **Name**

Solemnly affirmed and signed in my presence on this the (day) of month, (year) after reading the contents of this affidavit.

OATH COMMISSIONER