



MEASI
Institute of Management

STUDENTS HANDBOOK

STUDENTS HANDBOOK ON CODE OF CONDUCT AND ETHICS



PERSONAL MEMORANDUM - I

(Fill up in CAPITAL letters)

Name :

Branch :

College Reg. Number :

Date of Birth: Blood Group:

Recent stamp
size photo

Father's Name:

Occupation :

Office Phone/Mobile Number:

Mother's Name:

Occupation:

Mobile Number:

Residential Address:

Parent's Address:

.....

..... PIN

Residential Phone (with STD code):

If staying in Hostel, Hostel Room No.

If staying with Guardian:

Name of the Guardian and Relationship:

Address:

.....

..... PIN

Residential Phone (with STD code):

PERSONAL MEMORANDUM -II

(Fill up in CAPITAL letters)

If staying in a rented place:

Name of the owner :.....

Address:

.....

.....PIN.....

Owner's Phone (with STD code):.....

I certify that all the data given by me are true.

.....
Student's signature with date

(To contact during the college working time only)

Name of the Class-in-Charge:

(Odd Semester)

Phone No.:

Name of the Class-in-Charge:

(Even Semester)

Mobile No.:

Name of the Staff Counsellor:

Phone No.:

Name of the HOD:



MEASI Institute of Management

IMPORTANT NOTICE

RAGGING - AN OFFENCE

Ragging in any form, in any place or time is a cognizable offence that will attract severe punishment including summary expulsion from the Institute.

In this regard, the Special Secretary to Government, Higher Education Department, Secretariat, Chennai - 600 009 has given the following sections in respect of the Tamil Nadu Prohibition of Ragging Act, 1997.

Section 4 : Whoever directly or indirectly commits, participates in, abets or propagates, "ragging" within or outside any educational institution shall be punished with ragging imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

Section 5 : Any student convicted of an offence under section 4 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution.



MEASI Institute of Management

1. PREAMBLE:

Students Handbook incorporates the standard procedures and practices of the MEASI Institute of Management for all students enrolling in this Institute. All enrolled students must abide by the procedures of Conduct and Ethics. The Institute provides a system which promotes students overall growth through individual and collective responsibility. All Students are advised to be well aware of all the procedures of MEASI Institute of Management.

Vision: To be an oasis of knowledge to the seeker, to nurture one's creativity and research acumen, and to instill a unique blend of leadership, innovative spirit, and empathy in response to the ever-evolving business ecosystem.

Mission:

Provide a pedagogy that blends academic rigor and experiential learning.

Inculcate an entrepreneurial mind-set through curated activities.

Establish a conducive environment for research.

Foster a culture of innovation and collaboration to progress in a dynamic business landscape.

Promote humanistic values to produce socially responsible leaders.

QUALITY POLICY

The Institution in its quest for excellence continually strives to provide total quality education to exceed stake holder's expectations.

CORE VALUES

Competence through knowledge and value-based education

- Innovation
- Integrity
- Quality
- Teamwork
- Professionalism
- Ethics



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Program Educational Objectives (PEOs)

PEO 1 – Employability

To develop students with industry-specific knowledge & skills to meet the industry requirements and also join public sector undertaking through competitive examinations.

PEO 2 - Entrepreneur

To create effective business service owners, with a growth mind set by enhancing their critical thinking, problem-solving and decision-making skills.

PEO3 – Research and Development

To instill and grow a mind set that focuses efforts towards inculcating and encouraging the students in the field research and development.

PEO 4 – Contribution to Business World

To produce ethical and innovative business professionals to enhance the growth of the business world.

PEO 5 – Contribution to the Society:

To work and contribute towards the holistic development of society by producing competent MBA professionals.

Program Outcomes

PO1: Problem Solving Skill

Application of tools & techniques relevant to management theories and practices in analyzing & solving business problems.

PO2: Decision Making Skill

Fostering analytical and critical thinking abilities for data-based decision-making.

PO3: Ethical Value

Ability to develop value-based leadership attributes.

PO4: Communication Skill



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Ability to understand, analyse, and effectively communicate global, economic, legal and ethical aspects of business.

PO5: Individual and Team Leadership Skill

Ability to be self-motivated in leading & driving a team towards the achievement of organizational goals and contributing effectively to establish industrial harmony.

PO6: Employability Skill

Foster and enhance employability skills through relevant industry subject knowledge.

PO7: Entrepreneurial Skill

Equipped with skills and competencies to become a global entrepreneur.

PO8: Contribution to Society

Strive towards becoming a global influencer and motivating future generations towards building a legacy that contributes to the overall growth of humankind.

2. JURISDICTION

The Institute shall have the jurisdiction over the conduct of enrolled students and to take cognizance of all acts of misconduct including incidents such as

- a. Ragging in any form
- b. Any violation of the Sexual Harassment Policy of the Institute on campus or off campus
- c. Physical assault, threats of violence, or conduct that threatens the health or safety of any person or student of the Institute or conduct that insults a teacher, employee, student, and any person of the Institute
- d. Possession or use of weapons, explosives, or destructive devices
- e. Manufacture, sale, or distribution of prohibited drugs, alcohols or other intoxicants; consuming or possessing drugs, alcohols or other intoxicants
- f. Conduct that has a negative impact or constitutes a nuisance to the members of the surrounding off-campus community



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g. Violation of any act under law

3. ETHICS AND CONDUCT

Every student must sign a statement accepting this Code and by giving an undertaking that

- a. Every student shall be regular and must complete his/her studies in the Institute.
- b. In the event, a student is forced to discontinue his studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the Parent/Guardian, Director.
- c. As a result of such relieving, the student shall be required to clear pending dues including hostel/mess dues and if the student has joined the Institute on scholarship, the said grant shall be revoked.
- d. All students must uphold academic integrity, respect all persons and their rights and property and safety of others.
- e. All students must deter from indulging in any form of misconduct including partaking in any activity off-campus which can affect the Institute's interest and reputation Substantially.
- f. All students must refrain from indulging in any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc. disrupting the communal harmony.



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4. ACADEMIC INTEGRITY

Academic Integrity encompasses honesty responsibility and awareness relating to ethical standards. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions; hence, violations of academic integrity constitute a serious offense.

The principles of academic integrity require that a student,

- i. Properly acknowledges and cites use of the ideas, results, materials, or words of others.
- ii. Properly acknowledges all contributors to a given piece of work.
- iii. Makes sure that all work submitted as his or her own is produced without the aid of impermissible materials or impermissible collaboration.
- iv. Obtains all data or results by ethical means and reports them accurately without suppressing any result inconsistent with his or her interpretation or conclusions.
- v. Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference.

Failure to uphold these principles of academic integrity threatens both the reputation of the Institute and the value of the degrees awarded by the Institute to its students.

Date of Release	20th MAY 2024	Applicable for the year 2024 and onwards
Version	1.1	



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PROGRAM OFFERED

Master of Business Administration (M.B.A) with dual specialization Intake of 180 students.

The M.B.A. program shall consist of 13 Core Courses, 04 Skill Development Courses, 14 Specializations with 3 papers each, 03 Extra Disciplinary, 01 Summer Internship Program (SIP), and 01 Project work in any of the specializations opted by the student.

The student can select any two specializations from the list according to his area of interest and a floating elective from any other specialization.

1. **Financial Management**
2. **Human Resource Management**
3. **Marketing Management**
4. **Operations Management**
5. **Logistics and SCM Management**
5. **Business Analytics**
6. **Health Care Management**
7. **Services Management**
8. **Entrepreneurship and Family Business**
9. **Tourism and Hospitality**
10. **Systems Management**
11. **Export Import Management**
12. **Technology Management**
13. **Retail Management**



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ADMISSION TO MBA PROGRAM

The admission to the M.B.A. program is centralized and is covered under Centralized Admission Process (CAP) carried out by the State Government of Tamil Nadu as per the All India Council for Technical Education, New Delhi regulation. For details visit: www.dte.org.in/mba.

The program's intake capacity, reservation criteria, and eligibility requirements shall be decided by the Government directives.

The selected students will be admitted to the MBA program after the student fulfills all admission-related requirements as indicated in the allotment letter issued by the Government and after payment of the prescribed fees

Suppose at any time after admission, it is found that a candidate has not fulfilled all the requirements for admission. In that case, the Director of the Institute may revoke the admission of the candidate and report the matter to the Board Members of MIM.

The MBA program offers dual specialization. There are five specializations, out of which a student has to choose any two. For the choice of specialization, the students will have to fill the option form after completing the Semester I. The classes for particular specialization /courses under the specialization shall be conducted, only if a minimum 10 students opt for that specialization/course under the specialization.

ELIGIBILITY FOR ADMISSION TO MBA PROGRAM

A person who has secured 50% marks (in case of General Category) /45% marks (in case of reserved category) in graduation and who has appeared in entrance tests is eligible for taking admission in MBA program.



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DURATION OF THE PROGRAM

The Program shall be of 2 years / four-semester duration.

Note: Evaluation Pattern

CONTINUOUS ASSESSMENT TEST-1	CONTINUOUS ASSESSMENT TEST-2	MODEL
UNIT 1+UNIT 2	UNIT 3+UNIT 4	ALL UNITS

FIRST SEMESTER

Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
								CIA	External	Total
Management Principles and Business Ethics	Core	4	-	-	-	4	60	25	75	100
Quantitative Techniques and Research Methods in Business	Core	3	1	-	-	4	60	25	75	100
Managing Organizational Behavior	Core	4	-	-	-	4	60	25	75	100
Accounting for Managers	Core	3	1	-	-	4	60	25	75	100
Managerial Economics	Core	4	-	-	-	4	60	25	75	100
Legal Systems in Business	Core	4	-	-	-	4	60	25	75	100
Entrepreneurship Development	Extra Disciplinary	3	-	-	-	3	45	25	75	100
Soft Skills I – Executive Communication	Soft Skills	-	-	2	-	2	30	25	75	100



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SECOND SEMESTER

Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
								CIA	External	Total
Applied Operations Research	Core	3	1	-	-	4	60	25	75	100
Human Resource Management	Core	4	-	-	-	4	60	25	75	100
Marketing Management	Core	4	-	-	-	4	60	25	75	100
Operations Management	Core	3	1	-	-	4	60	25	75	100
Financial Management	Core	3	1	-	-	4	60	25	75	100
Strategic Management	Core	4	-	-	-	4	60	25	75	100
International Business	Extra Disciplinary	3	-	-	-	3	45	25	75	100
Soft Skills II – Business Etiquette	Soft Skills	-	-	2	-	2	30	25	75	100
Soft Skills III – Computing Skills	Soft Skills	-	-	2	-	2	30	25	75	100



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THIRD SEMESTER

Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
								CIA	External	Total
Information Systems for Business	Core	4	-	-	-	4	60	25	75	100
**Choose any one from the list	Elective	3	-	-	-	3	45	25	75	100
**Choose any one from the list	Elective	3	-	-	-	3	45	25	75	100
**Choose any one from the list	Elective	3	-	-	-	3	45	25	75	100
**Choose any one from the list	Elective	3	-	-	-	3	45	25	75	100
**Choose any one from the list	Elective	3	-	-	-	3	45	25	75	100
**Choose any one from the list	Elective	3	-	-	-	3	45	25	75	100
Employability skills	Extra Disciplinary	3	-	-	-	3	45	25	75	100
Soft Skills IV – Leadership and Team Building Skills	Soft Skills	-	-	2	-	2	30	25	75	100
***Summer Internship	Internship	-	-	-	1	3	-	100	-	100

**** Students should choose six elective Courses from the specialization list in consultation with the Head of the Institution.**



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For the categorization of specialization students can either opt for either single or dual specialization.

In case of students opting for a single specialization, they should compulsorily choose 6 elective papers from one area specialization from the list given below:

In case of students opting for dual specialization. They should choose 3 elective papers from their respective area of specialization.

*** The internship will be carried out during the summer vacation after the first year. Viva Voce will be conducted by the college and marks shall be sent to the University and the same will be included in the Third Semester Marks Statement.

FOURTH SEMESTER

Subject Name	Category	L	T	P	O	Credits	Inst.	Marks		
								CIA	Externa	Total
# Project Work & Viva- Voce	Core	-	-	-	Y	12	-	75	225	300

L-Lecture

T-Tutorial

P- Practical

O-Project

The Project Work will be evaluated jointly by TWO Examiners (i.e. one Internal and the other External) for a Maximum of 225 Marks (6 Credits).

The Viva- Voce will be conducted with Two Examiners (i.e. one Internal and the other External) for a Maximum of 75 Marks (2 Credits).



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Specialization Courses: Finance Management

S.NO	Subject Name	Category	L	T	P	O	Credits	Inst.	Marks		
									CIA	Externa	Total
1	Corporate Finance	Elective	3	-	-	1	3	3	25	75	100
2	Security Analysis and Portfolio Management	Elective	3	-	-	1	3	3	25	75	100
3	Tax Management	Elective	3	-	-	1	3	3	25	75	100
4	Merchant Banking and Financial Services	Elective	3	-	-	1	3	3	25	75	100
5	Derivatives Management	Elective	2	-	1	-	3	3	25	75	100
6	Banking and Insurance	Elective	2	-	1	-	3	3	25	75	100
7	Behavioural Finance	Elective	2	-	1	-	3	3	25	75	100
8	Financial Modelling	Elective	2	-	1	-	3	3	25	75	100
9	Capital Markets and Financial Services	Elective	2	-	1	-	3	3	25	75	100
10	Financial Planning and Wealth Management	Elective	2	-	1	-	3	3	25	75	100
11	Fixed Income Securities	Elective	3	-	-	-	3	3	25	75	100
12	Fintech and Investment Analysis®	Elective	-	-	3	-	3	3	40	60	100
13	International Financial Management	Elective	2	-	1	-	3	3	25	75	100
14	Risk Management in Banks	Elective	2	-	1	-	3	3	25	75	100

@ This is a hands on Computer Laboratory Practical course.



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Specialization Courses: Marketing Management

S.NO	Subject Name	Category	L	T	P	O	Credits	Inst.	Marks		
									CIA	Externa	Total
1	Advanced Marketing Research and Consumer Behaviour	Elective	3	-	-	-	3	3	25	75	100
2	Advertising Management and Sales Promotion	Elective	3	-	-	-	3	3	25	75	100
3	Sales and Distribution Management	Elective	3	-	-	-	3	3	25	75	100
4	Brand Management	Elective	3	-	-	-	3	3	25	75	100
5	Industrial Marketing	Elective	3	-	-	-	3	3	25	75	100
6	Services Marketing	Elective	3	-	-	-	3	3	25	75	100
7	Customer Relations Management	Elective	3	-	-	-	3	3	25	75	100
8	Retail Marketing	Elective	3	-	-	-	3	3	25	75	100
9	Rural Marketing	Elective	3	-	-	-	3	3	25	75	100
10	International Marketing	Elective	3	-	-	-	3	3	25	75	100
11	Advanced Selling and Negotiation Skills	Elective	3	-	-	-	3	3	25	75	100
12	Channel Management Strategies	Elective	3	-	-	-	3	3	25	75	100
13	Customer Engagement Marketing	Elective	3	-	-	-	3	3	25	75	100
14	Digital Marketing	Elective	3	-	-	-	3	3	25	75	100
15	Marketing Analytics	Elective	3	-	-	-	3	3	25	75	100
16	Marketing Metrics	Elective	3	-	-	-	3	3	25	75	100
17	New Product Strategies	Elective	3	-	-	-	3	3	25	75	100
18	Strategic Marketing	Elective	3	-	-	-	3	3	25	75	100



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Specialization Courses: Human Resource Management

S.NO	Subject Name	Category	L	T	P	O	Credits	Inst.	Marks		
									CIA	Externa	Total
1	Human Resources Development	Elective	3	-	-	1	3	3	25	75	100
2	Performance Management	Elective	3	-	-	1	3	3	25	75	100
3	Organizational Development	Elective	3	-	-	1	3	3	25	75	100
4	Industrial and Labour Relations	Elective	3	-	-	1	3	3	25	75	100
5	Career Management	Elective	3	-	-	1	3	3	25	75	100
6	Emotional Intelligence for Managerial Effectiveness	Elective	3	-	-	1	3	3	25	75	100
7	HR Analytics	Elective	2	-	1	-	3	3	25	75	100
8	Learning and Development	Elective	2	-	1	-	3	3	25	75	100
9	Organizational Change	Elective	2	-	1	-	3	3	25	75	100
10	Strategic HRM	Elective	3	-	-	1	3	3	25	75	100
11	Talent Management	Elective	3	-	-	1	3	3	25	75	100
12	Workplace counselling	Elective	2	-	1	-	3	3	25	75	100
13	Human Capital Planning	Elective	2	-	1	-	3	3	25	75	100
14	Human Resources Information System	Elective	2	-	1	-	3	3	25	75	100
15	Stress Management	Elective	2	-	1	-	3	3	25	75	100
16	Competency mapping	Elective	2	-	1	-	3	3	25	75	100
17	International HRD	Elective	3	-	-	-	3	3	25	75	100
18	Compensation and Rewards Management	Elective	2	-	1	-	3	3	25	75	100

(An exclusive HRM lab with simulation, AI facilities as a common facility region wise is suggested)



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Specialization Courses: Systems Management

S.NO	Subject Name	Category	L	T	P	O	Credits	Inst.	Marks		
									CIA	Externa	Total
1	Database Management System	Elective	3	-	-	-	3	3	25	75	100
2	System Analysis and Design	Elective	3	-	-	-	3	3	25	75	100
3	Decision Support System	Elective	3	-	-	-	3	3	25	75	100
4	E – Business	Elective	3	-	-	-	3	3	25	75	100
5	Internet of Things	Elective	3	-	-	-	3	3	25	75	100
6	Cloud Computing	Elective	3	-	-	-	3	3	25	75	100
7	Enterprise Resource Planning	Elective	3	-	-	-	3	3	25	75	100
8	Software project and quality management	Elective	3	-	-	-	3	3	25	75	100
9	Data Warehousing	Elective	3	-	-	-	3	3	25	75	100
10	Deep Learning and Artificial Intelligence	Elective	3	-	-	-	3	3	25	75	100



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Specialization Courses: Logistics and Supply Chain Management

S.NO	Subject Name	Category	L	T	P		O	Credits	Inst.	Marks		
										CIA	Externa	Total
1	Supply Chain Management	Elective	3	-	-		-	3	3	25	75	100
2	Principles and Practice of Logistics Management	Elective	3	-	-		-	3	3	25	75	100
3	Inventory & Warehousing Management	Elective	3	-	-		-	3	3	25	75	100
4	Domestic and International Logistics	Elective	3	-	-		-	3	3	25	75	100
5	Purchasing Management	Elective	3	-	-		-	3	3	25	75	100
6	Logistics legal framework and Maritime documents	Elective	3	-	-		-	3	3	25	75	100
7	Export & Import Management	Elective	3	-	-		-	3	3	25	75	100
8	Strategic Logistics Management	Elective	3	-	-		-	3	3	25	75	100
9	Distribution Management	Elective	3	-	-		-	3	3	25	75	100
10	Multi-Modal Transportation	Elective	3	-	-		-	3	3	25	75	100
11	Logistics Infrastructure	Elective	3	-	-		-	3	3	25	75	100
12	Shipping Finance and Maritime Insurance	Elective	3	-	-		-	3	3	25	75	100
13	Packaging and Material Handling	Elective	3	-	-		-	3	3	25	75	100



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Specialization Courses: Hospital Management

S.NO	Subject Name	Category	L	T	P	O	Credits	Inst.	Marks		
									CIA	Externa	Total
1	Health Policy and Health Care System	Elective	3	-	-	-	3	3	25	75	100
2	Hospital Planning and Administration	Elective	3	-	-	-	3	3	25	75	100
3	Hospital Records Management	Elective	3	-	-	-	3	3	25	75	100
4	Hospital Core Services	Elective	3	-	-	-	3	3	25	75	100
5	Hospital Support Services	Elective	3	-	-	-	3	3	25	75	100
6	Quality Assurance in Health Care	Elective	3	-	-	-	3	3	25	75	100
7	Operations Management in health care	Elective	3	-	-	-	3	3	25	75	100
8	Health care Governance and Technology	Elective	3	-	-	-	3	3	25	75	100
9	Total Quality Management in Hospital	Elective	3	-	-	-	3	3	25	75	100
10	Health care accreditation and Law	Elective	3	-	-	-	3	3	25	75	100



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Specialization Courses: Business Analytics

S.NO	Subject Name	Category	L	T	P	O	Credits	Inst.	Marks		
									CIA	Externa	Total
1	Fundamentals of Business Analytics	Elective	3	-	-	-	3	3	25	75	100
2	Data Analytics with R Programming	Elective	3	-	-	-	3	3	25	75	100
3	Business Analytics Using Python	Elective	3	-	-	-	3	3	25	75	100
4	Data Visualization	Elective	3	-	-	-	3	3	25	75	100
5	Data Analytics in Business Functional Areas	Elective	3	-	-	-	3	3	25	75	100
6	Data Science	Elective	3	-	-	-	3	3	25	75	100
7	Business Intelligence, Big Data, Cloud Computing	Elective	3	-	-	-	3	3	25	75	100
8	Block Chain Technology	Elective	3	-	-	-	3	3	25	75	100
9	Software Project Management	Elective	3	-	-	-	3	3	25	75	100
10	Design and Analysis of Algorithm	Elective	3	-	-	-	3	3	25	75	100



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Specialization Courses: Entrepreneurship and Family Business

S.NO	Subject Name	Category	L	T	P	O	Credits	Inst.	Marks		
									CIA	Externa	Total
1	Introduction to Entrepreneurship	Elective	3	-	-	1	3	3	25	75	100
2	Family Business	Elective	3	-	-	1	3	3	25	75	100
3	Entrepreneurial Marketing and Sales Strategy	Elective	3	-	-	1	3	3	25	75	100
4	Financial Institutions and Funding for Entrepreneurs	Elective	2	-	1	-	3	3	25	75	100
5	Effective Business Plan Preparation	Elective	3	-	-	1	3	3	25	75	100
6	Entrepreneurial Innovation, Management and Design Thinking	Elective	2	-	1	-	3	3	25	75	100
7	Managing start-ups	Elective	3	-	-	1	3	3	25	75	100
8	Designing and Configuring Business Models	Elective	3	-	-	1	3	3	25	75	100
9	International Business Venture environment	Elective	3	-	-	1	3	3	25	75	100

(Campus incubation centre, Non-technical business start-ups can be created in few campuses in every region for giving practical exposure)



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Specialization Courses: Operations Management

S.N	Subject Name	Category	L	T	P	O	Credits	Inst.	Marks		
									CIA	Externa	Total
1	Project Management	Elective	3	-	-	-	3	3	25	75	100
2	Total Quality Management	Elective	3	-	-	-	3	3	25	75	100
3	Six sigma	Elective	3	-	-	-	3	3	25	75	100
4	Materials Management	Elective	3	-	-	-	3	3	25	75	100
5	Services Operations Management	Elective	3	-	-	-	3	3	25	75	100
6	Process Management	Elective	3	-	-	-	3	3	25	75	100
7	Product design	Elective	3	-	-	-	3	3	25	75	100
8	Supply chain Analytics	Elective	3	-	-	-	3	3	25	75	100
9	Operations Strategy	Elective	3	-	-	-	3	3	25	75	100



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Specialization Courses: Tourism and Hospitality Management

S.NO	Subject Name	Category	L	T	P	O	Credits	Inst.	Marks		
									CIA	Externa	Total
1	Destination Tourism	Elective	3	-	-	-	3	3	25	75	100
2	Tourism Principles and Practices	Elective	3	-	-	-	3	3	25	75	100
3	Tourism Products of India	Elective	3	-	-	-	3	3	25	75	100
4	Strategic Tourism Management	Elective	3	-	-	-	3	3	25	75	100
5	Hospitality management	Elective	3	-	-	-	3	3	25	75	100
6	E Tourism	Elective	3	-	-	-	3	3	25	75	100
7	Travel Agency and Tour Operations Management	Elective	3	-	-	-	3	3	25	75	100
8	Tourism Entrepreneurship	Elective	3	-	-	-	3	3	25	75	100
9	Eco Tourism and Sustainable Development	Elective	3	-	-	-	3	3	25	75	100
10	Automation in Hospitality Industry	Elective	3	-	-	-	3	3	25	75	100
11	Special Interest Tourism	Elective	3	-	-	-	3	3	25	75	100
12	Service Quality Management In Hospitality	Elective	3	-	-	-	3	3	25	75	100



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Specialization Courses: Export Import Management

S.NO	Subject Name	Category	L	T	P	O	Credits	Inst.	Marks		
									CIA	Externa	Total
1	Export Business Environment	Elective	2	-	-	1	3	3	25	75	100
2	Export-Import Procedures, Documentation and Logistics	Elective	2	-	1	-	3	3	25	75	100
3	International Economics and Trade theories	Elective	2	-	1	-	3	3	25	75	100
4	International Marketing Management	Elective	2	-	-	1	3	3	25	75	100
5	International Financial Management	Elective	2	-	1	-	3	3	25	75	100
6	FOREX Management	Elective	2	-	1	-	3	3	25	75	100
7	Export Finance and Promotion	Elective	2	-	1	-	3	3	25	75	100
8	Global Supply Chain Management	Elective	2	-	-	1	3	3	25	75	100
9	International Trade Finance and Risk Management	Elective	2	-	1	-	3	3	25	75	100
10	Regulatory Framework for International Trade	Elective	2	-	1	-	3	3	25	75	100



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Specialization Courses: Technology Management

S.NO	Subject Name	Category	L	T	P	O	Credits	Inst.	Marks		
									CIA	Externa	Total
1	Technology Forecasting and Assessment	Elective	3	-	-	-	3	3	25	75	100
2	Technology Commercialization and Transfer	Elective	3	-	-	-	3	3	25	75	100
3	Research and Development Management	Elective	3	-	-	-	3	3	25	75	100
4	Intellectual Property Rights	Elective	3	-	-	-	3	3	25	75	100
5	Managing Technological Innovation	Elective	3	-	-	-	3	3	25	75	100
6	E - Business Management	Elective	3	-	-	-	3	3	25	75	100
7	Software Project and Quality management	Elective	3	-	-	-	3	3	25	75	100
8	Data Mining & Business Intelligence	Elective	3	-	-	-	3	3	25	75	100



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Specialization Courses: Retail Management:

S.NO	Subject Name	Category	L	T	P	O	Credits	Inst.	Marks		
									CIA	Externa	Total
1	Introduction to Retailing	Elective	3	-	-	-	3	3	25	75	100
2	Retail Economics and Retail Formats	Elective	3	-	-	-	3	3	25	75	100
3	Store Operations Management	Elective	3	-	-	-	3	3	25	75	100
4	Retail Strategies	Elective	3	-	-	-	3	3	25	75	100
5	Store Location , Store Layout – Design and Visual Merchandising	Elective	3	-	-	-	3	3	25	75	100
6	Retail Buying and Merchandise Management	Elective	3	-	-	-	3	3	25	75	100
7	Retail Selling and Customer Service	Elective	3	-	-	-	3	3	25	75	100



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ELIGIBILITY CRITERIA FOR APPEARING IN THE EXAMINATION

All bona-fide students are eligible to appear for the Semester Examination if they fulfill the following criteria:

Must fulfill 75% of attendance criteria as per clause.

ABSENTEE TEST

The Institution may offer an additional test for students who cannot attend University Exam on discretion of the director.

PASSING MARKS

- Every student must secure 50% marks in each course including internal assessment and Semester examination to pass.

PROVISIONAL CERTIFICATE

A student, who has completed all requirements as set out in these rules and regulations, will be eligible for the issue of a "Provisional Certificate" from the institution.

DEGREE CERTIFICATE

After successful completion of the program at the Institution, the student will be eligible for award of degree in subsequent convocation. The University Degree Certificates will be distributed from the Institution to all successful candidates once received from the University of Madras.



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RULES AND REGULATIONS TO BE OBSERVED IN THE COLLEGE

MEASI Institute of Management is imparting the best Business School and also inculcates discipline among the students.

A. General:

1. The College normally works from 9.00 am to 4.00 pm.
2. Students are required to be regular and punctual to the classes, CIC training and placement sessions, etc. Students are expected to be in the class / specified venue at least 5 minutes before the commencement of the period / session. This applies to day scholars as well as hostel students.
3. To maintain order and discipline, students arriving after 8.55 a.m. will not be permitted to enter the campus.
4. The students should adhere to the break timings and be in the classroom / lab / library other specified venues on time after the break.
5. Students should maintain perfect order and strict silence inside the Lecture hall/Auditorium/ Seminar hall/Lab/ Workshop/Library.
6. The Students are NOT permitted to use their mobile phones during the session. They are advised to keep the mobile phones in SWITCHED OFF mode.
7. However, the students are permitted to use their mobile phone for making emergency calls during their official break timings outside the lecture hall.
8. Any violation of this instruction will lead to confiscation of mobile phone. Mobile phones once confiscated will not be returned at all. No representation in this regard will be entertained.
9. Possession, usage of mobile phones, electronic gadgets such as smart watches, blue tooth and any other communicative devices, whether in ON/OFF mode is strictly prohibited inside the examination hall. Strict disciplinary action will be initiated against the defaulters besides confiscation of such devices.
10. Using mobile phone for playing video games, viewing movies, listening to songs etc. anywhere, anytime inside the campus during college hours will lead to the confiscation of mobile phones.



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11. Taking photographs using mobile phones or any other gadgets inside the college campus, without prior permission from competent authorities is a punishable offence.

12. The students should sit in the class room in an orderly manner, occupying from the front desk onwards. Unnecessary movement from one bench to another bench inside the class room should be avoided.

13. Any student who behaves in such a way that distracts others and disrupts the teaching process, such students will be sent to the Director office and suitable action will be initiated. During college working hours, students can visit the library only during library periods mentioned in their time table or during official break timings.

14. Movement outside the class room in between Lectures should be a minimum and for valid reasons only, with the permission in writing by the concerned faculty / Academic Guardian (Mentor). Students should not loiter around during the class, Lab., Library, Seminar hours, Guest lectures, Training & placement sessions etc. Playing of games and any sports activities during college working hours.

15. Students should not celebrate any function by themselves like Friends day, Birthday, Valentine's Day, Teachers' day, Final Day of any semester, New Year etc., within the campus. Possession and use of crackers, on any occasion, either inside the campus or areas leading to the campus / hostel is strictly prohibited.

16. Students should not indulge in touching / tampering with CCTV cameras, Lecture Capturing system, interactive panels, PA system, and LED displays installed in the college / hostel etc.

17. Students found to have caused any damage to any of the assets of the institute (equipment or furniture or any other infrastructure), apart from being penalized to recover the cost of the damages, will also face disciplinary action.

18. Possession and use of lethal weapons is strictly banned inside the campus / hostel and it is a punishable offence. Students should avoid over loading of Lifts, and cause any damage to them. It may also disrupt its movement and cause it to get stuck between floors.

19. Writing on the desks in the class rooms and on the walls and lifts or sitting on the parapet wall, defacing of college property should be totally avoided. Waste materials should be put in the dust bins provided.



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20. Littering in the campus/hostel premises will invite penalty. Students are expected to cultivate the habit of maintaining a clean and green campus.
21. Entry into and Exit from the College and hostel should only be through designated points/gates only. While doing so, if asked for, they should produce /prove their identity by showing their identity card.
22. Possession, consumption, demand and supply of alcohol or any form of narcotic substances or smoking or chewing of tobacco in any form inside the campus, Hostel, is strictly prohibited and it is a punishable offence.
23. Students forming groups to organize, support, involve in any form of protest / demands should be strictly avoided. Students getting involved in physical altercation will be liable for severe punitive action.
Students involving outsiders to settle issues, creating unwanted social media groups / posting offensive messages will also be liable for punishment.
24. Posting any picture / photo / text pertaining to faculty, staff or student or building / portion of building in the campus in digital media or in any other form of public domain is a serious offence and will lead to disciplinary action.
25. The use of any media in any form to malign/ defame/ bully/troll/stalk any fellow students, faculty, staff members and college in general is a punishable offence, leading to initiation of legal proceedings.
26. Students should avoid use of any kind of social media that involve collection and contribution of money in any mode and for any purpose connected with the college, third party vendors training agencies, project centre, etc in the campus / off campus, is strictly prohibited unless authorized by the college authorities.
27. Under specific circumstances, the college authorities reserve the right to initiate search operations to check any student's personnel belongings such as bags, mobile phones, electronic gadgets and their vehicles at any time.
28. Students are advised to contact class in charge, class counsellor, or the director in case they need any special requirement.



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29. If Day scholars remain in the campus after the college hours for attending special classes / laboratory / Library / Co - Curricular / Extra - curricular activities etc., they are expected to remain in the respective area of activity only. Unauthorized and unwanted stay back for any personal reasons will not be permitted.

Identity Cards:

1. Students should wear their identity card inside the campus.
2. The identity card is a property of the college and has to be produced on demand by the college authorities.
3. Identity Card relates to individual identity only and should not be misused by others. If misused, strict disciplinary action will be taken.
4. Loss / Damage / Defaced identity cards should be reported immediately in writing to the Director and fresh ID Card may be obtained from the administration department by paying the prescribed fees.
5. In case, the original ID card is not brought for Unit tests/Model/University exams students can secure temporary ID card from the administration office by paying the prescribed charges. The validity of this temporary ID card is for that day only.

Possession of fake/ photocopy / Xerox of identity cards is objectionable and action will be initiated and a fine will be levied

Dress Code:

The students are expected to maintain a decent dress code as follows in the campus on all occasions:

1. Boys: Formal full-length pant covering the ankles (which can even be a decent jeans pant but not toned /stylish/ripped jeans pant), Formal shirt (which can even be a decent T. Shirt with sleeves and Collar) and Formal Shoes/Sandals but not flip-flop/slippers. Students should avoid wearing studs, bracelets, etc.
2. Girls: Churidhars with Dhupatta properly pinned on both sides and formal shoes or Formal full-length pant covering the ankles (which can even be a decent jeans pant but not toned /stylish /ripped jeans pant), Knee length upper garment and formal Shoes/Sandals but not flip-flop/slippers.



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Dress code must be adhered strictly in class rooms, library and lab during regular working days, special classes, assessment tests, semester examinations, project sessions, and any other activity inside the college campus.

The students are expected to wear dresses as appropriate to an educational institution and avoid distracting unprofessional look.

Attendance Requirements:

1. The college will work for 90 teaching days in every Semester of the academic year.
2. Ideally every student is expected to attend all classes of all the courses and secure 100% attendance.
3. The Students should not be absent/take leave without prior permission from the faculty concerned. Any unauthorized absence will be viewed seriously and liable for punishment. If anyone is absent due to unavoidable reasons, it should be informed to the mentor by phone/mobile/through college email, followed by a leave letter.
4. Students who are absent on unavoidable medical reasons, should inform the director and get oral permission over the phone. The approval of this medical leave should be obtained from the director/HR positively on the day of reporting to the college, after submission of relevant medical records.
5. If any student is on unauthorized absence for a continuous period of FIVE days, he/she shall be deemed to have been removed from the rolls of the college. Such students may be readmitted provided:
 - (i) A request is made to the Principal explaining the reasons for his/her absence;
 - (ii) The Principal is fully satisfied about the genuineness of the explanation
 - (iii) after paying a readmission fee of Rs.1,000/-
6. Parents are informed through SMS, in case their ward is absent for the college on any day



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Academic Standards:

1. Students should attend all tests with good preparation and show good academic progress. Willful and unauthorized absence will be taken as a serious deviation and will be penalized suitably.
2. Consistent high level of performance of students in all the tests is emphasized for maintaining good academic standards.
3. Students should be attentive in the class. They should bring calculators every day and drawing instruments and charts whenever needed. Observation notebook should also be brought to the classes regularly. Those who do not submit assignments in time will not be eligible for attendance.
4. Students should maintain high ethical standards in all their academic activities also, refrain from indulging in any malpractice in the offline/online examinations. They should avoid plagiarism, and maintain originality in all their assignments, project report writing and publications. Severe disciplinary action will be initiated against the defaulters and appropriate punitive action will be taken.

Feedback:

The feedback from students is periodically collected by the Internal Quality Assurance Cell (IQAC). Online feedback system is in place to take the feedback on academic support and other facilities of the campus.

Security Instructions:

Loss of Identity card shall be reported immediately to HR. After paying the requisite fee, the ID card shall be received within two working days. Students are requested to take safe custody of personal belongings (mobile, money, laptop, or any other valuables). Management will not be responsible for any theft or loss of student's property in campus or in the hostel.



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5. ANTI-RAGGING

The Institute has a coherent and effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009'. The UGC Regulations have been framed given the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. Ragging is a criminal offense. Ragging in any form is completely banned inside /outside the Institute. Serious disciplinary action including dismissal from the Institute will be taken if any student is found guilty of ragging.

Ragging constitutes one or more of the following acts:

- a. Any conduct 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, torment or embarrassment to adversely affect the physique or psyche of such fresher or any other student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual student or a group of students.



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- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. 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;
- h. Any act or abuse by spoken words, emails, posts, or public insults that would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. 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.

5.1. Anti-Ragging Committee:

The Anti-Ragging Committee is constituted as per the UGC Regulations and shall deal with matters about Ragging. Any matter relating to ragging should be reported to the Committee immediately. A student found guilty by the Committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee

- a. Suspension from attending classes and academic privileges
- b. Withholding/ withdrawing scholarship/ fellowship and other benefits
- c. Debarring from appearing in any test/ examination or other evaluation process
- d. Withholding results
- e. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meetings to present his/her research work



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- f. Suspension/ expulsion from the hostels and mess
- g. Cancellation of admission
- h. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
- i. In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- j. If need be, in view of the intensity of the act of ragging committed, a First Information

Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall make appropriate decisions, including the imposition of punishment, depending on the facts and circumstances of each incident of ragging and the nature and gravity of the incident of ragging.

6. SEXUAL HARASSMENT

The Sexual Harassment (Prevention, Prohibition & Redressal) Act, 2013; The UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees & Students in Higher Educational Institutions) Regulations, 2015 and the AICTE (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Educational Institutions) Regulations, 2016, shall apply mutatis mutandis to the students of the Institute.

The Internal Complaints Committee of MEASI Institute of Management was constituted in accordance with the provisions described in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.

Students should note that sexual misconduct or harassment encompasses a range of conducts, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.



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Any student found guilty by the Committee will attract punishment as recommended by the Committee.

7. MISCONDUCT

- Gaining admission by impersonation or by production of false Identity Card or fake certificates
- Refusal to wear or show the Identity Card. Misuse of the Identity Card of the Institute in any form or manner
- Refusal or failure to wear proper uniforms within the Institute premises
- Indulging in any form of Forgery of any document.
- Intentionally damaging or destroying the Institute's Property or the property of other students or faculty members
- Neglecting to follow the advised or notified safety instructions or precautions with any safety apparatus or equipment installed within the Institute.
- Not reporting any damage or flaw found in machinery or equipment
- Any disruptive behavior in a classroom or during an Institute sponsored event
- Without prior permission, students are not allowed to either audio or video record classroom lectures or the activities of staff, lab instructors or other students.
- Theft, fraud, or dishonesty pertaining to the Institute's property or theft of another student or employee's property within the Institute. Theft or illegal access to any kind of academic work



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- Bribing employees in any way or providing any other illegal rewards to any employee in any manner whatsoever
- Frequent or habitual late attendance or absence from attending classroom or lab sessions without permission or absence without permission
- Applying for leave or seeking ratification of absence for reasons found to be false. Habitual exceedingly sanctioned leave without sufficient grounds or satisfactory explanation or leaving the premises when leave is refused
- Marking attendance of any student other than their own.
- Habitual breach and deliberate violation of any Code of Conduct, or violation of any law applicable to the Institute or any of its rules and instructions
- Obtaining contributions for any reason whatsoever at any time without the permission of the Head of the Department /Dean of the respective Faculty.
- Inappropriate or indecent behavior, use of abusive language, threatening, intimidating, coercing or interfering with the work of other students /employees, assault or threat of assault whether provoked or no
- Possession or use of harmful chemicals, banned drugs, and alcohols
- Smoking within the Institute, unauthorized possession of tobacco or harmful chemicals or banned drugs in any form, and alcohol
- Refusing to submit to a medical examination when the Registrar requests it.



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- Unauthorized possession, carrying, or use of any weapon, ammunition, explosive, or potential weapon, or firework.
- Declared and recorded in the police register in connection with any criminal case directly or indirectly or found guilty of a crime by any court of law.
- Doing private or personal work within the Institute using resources owned by the Institute without obtaining prior permission from the Head of the Department /Dean of the respective Faculty. Distributing or sticking of flyers, pamphlets, posters of objectionable nature within the Institute or allowing any other visible representation such as signs or writings without the previous written sanction of the Head of the Department/Dean of the respective Faculty.
- Engaging in disorderly or indecent conduct, including, but not limited to, creating unreasonable noise; shouting slogans, pushing and shoving; throwing stones or any conduct that is likely to cause injury or endanger life or safety of other students, staff, and employees; inciting a riot or participating in a riot or group disruption at the Institute. Causing any disruptive activity within the Institute in any manner whatsoever
- Wilful disregard or disobedience or instigation thereof whether alone or in combination with other students, of any reasonable instruction of any faculty member.
- Knowingly making false or malicious statements or misrepresentations in public or otherwise against the Institute, its students, or staff
- Willful falsification, defacement or destruction of any record of the Institute, whether maintained by the student himself or by any student or employee of the Institute.
- Threatening any student, staff or employee alone or in combination with others or through any outsider



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- Refusal to receive any written order or other lawful or proper communications served in accordance with these Rules
- Being a member of any outfit banned by the Government of India or extending any kind of support to such banned outfit
- Parking a vehicle in a no parking zone or in an area earmarked for parking other type of vehicles
- Rash driving in the campus that is likely to cause inconvenience to others
- Not disclosing a pre-existing health condition, either physical or psychological, to the Medical Officer which may cause hindrance to the academic progress
- Interacting, on behalf of the Institute, with media representatives or inviting media persons on to the campus without written permission from the Registrar.
- Providing audio and video clippings of any activity in the campus to media without prior written permission. Posting derogatory comments about other individuals of the Institute on the social media or indulging in any such related activities having ramifications on the reputation of the Institute.
- Causing hindrance or interfering or intruding into the privacy of any individual within the Institute. Passing any disparaging remark or hurting sentiments of others in any manner
- Using scripts and other specifically designed software programs to break or hack into Institute's system or networks with or without malicious intent, whether to steal / manipulate data or spread malware.



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- Causing any physical / mental harassment towards fellow students including ragging, sexual harassment, quarrelling, using abusive language and violent behaviour.
- Fighting / Slandering / Quarrelling resulting in Minor or Major Injury
- Carrying Mobile Phone or any other Electronic device in the Examination Halls, including and not limited to handing over such phones / devices to invigilators for safe custody
- Markings of any kind found during Examinations in code Books or standard tables in physical or electronic modes, including and not limited to having chits/scribbles on any part of the body
- Entering or attempting to enter the Examination Hall 15 minutes after scheduled start time. Exchange of Calculators, Stationary, Code Books etc. in the Examination Hall.
- Writing anything in the question paper other than answers/workings except for the purpose of examination.
- Carrying answer booklets without submitting to the invigilators or unused booklets, from the Examination Hall. Indulging in any disrespectful activities such as shouting/creating a scene in the Examination Hall.
- Gaining entry into Women's Hostels by male students and vice versa
- Entering unauthorised avenues
- Unauthorised use of any electrical gadgets in the hostel rooms
- Refusal to mark attendance at designated time in hostels or other entry points



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- Indulging in any act unbecoming of a student of this Institute
- Improper behavior while on Industrial Visit/Tour/ Excursion
- Any other act which may be considered by the Vice-Chancellor or the
- Disciplinary Committee to be an act of violation of discipline

8. DISCIPLINARY COMMITTEE

Complaints of misconduct will be dealt with by the Disciplinary Committee of the Institute. The Disciplinary Committee shall follow procedures in accordance with the principles of natural justice affording reasonable opportunity to the students to defend themselves. The proceedings shall be treated confidential for all purposes and shall not be disclosed to any person not connected with the Enquiry without any express order from a Court of competent jurisdiction. Publication of the whole or a part of the proceedings in any manner whatsoever is strictly prohibited.

8.1 DISCIPLINARY ACTION:

Any student indulging in any misconduct contained herein above shall be dealt with in the following manner:

- A memo containing brief charges shall be served on to the student.
- The student shall be called upon to submit an explanation. He/she must co-operate with the Disciplinary Committee and provide relevant information during disciplinary hearing.
- In case of admission of misconduct, the Disciplinary Committee may recommend punishment commensurate with the gravity of the misconduct.



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- In case of denial of misconduct, the Disciplinary Committee shall call upon the student to appear before the Committee.
- The Committee shall record its proceedings, statement of witnesses, etc., as the Enquiry Committee may deem fit and necessary in the circumstances of the Enquiry.
- The student proceeded against shall be free to give statement, produce witnesses on his/her behalf.
- No student proceeded against shall engage any third person or an Advocate to defend him/her in the Enquiry.
- However, the student shall be free to engage the assistance of another student of the Institute to assist him/her in the enquiry.
- The student who so desires to assist shall submit his consent in writing to the Committee.
- The Committee shall submit its Report within 90 days of commencement of proceedings to the Registrar of the Institute.
- In cases of misconduct warranting punishments of removal from the rolls of the Institute or Suspension of Student for academic session extending to one semester or more, the Registrar shall issue the office order for the removal or suspension of the student proceeded against.

9. PUNISHMENTS:

The Registrar as per the order of the Honourable Chancellor of the Institute shall be the Authority to impose the following punishments prospectively on any student. The Registrar shall be guided by the recommendations of the Convener of the Disciplinary Committee in respect of the punishment to be imposed.



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(a) INTERIM SUSPENSION – A student may be suspended for a specified period pending inquiry into allegations of misconduct which will entail prohibition on participating in student-related activities, classes, labs, programs, etc. However, the student shall not be prohibited from writing exams; presenting Dissertations or Projects; or attending Viva Voce during such Interim Suspension.

(b) WARNING – Indicating that the action of the delinquent student was in violation of the Code and any further act of misconduct shall result in severe disciplinary action

(c) RESTRICTIONS – Reprimanding and restricting access to various facilities on the campus for a specified period, including and not limited to restrict access to hostel facilities

(d) COMMUNITY SERVICE – Ordering the student to do certain community services within the Institute campus or outside the campus for a specified period of time.

(e) SUSPENSION – Student shall be imposed with punitive suspension for a specified period, not exceeding one semester, which will entail prohibition on participating in student-related activities, classes, labs, programs etc.

(f) EXPULSION – Expulsion of a student from the Institute permanently

(g) MONETARY PENALTY – A student may be imposed with a monetary penalty of one time fine; suspension or forfeiture of scholarship/fellowship for a specific period. Such Fine amount shall be remitted by the punished student only to NICHE as may be recommended in the Order of Punishment.

(h) Ineligibility to reapply for admission to the Institute for three years.



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APPEAL :

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Vice Chancellor who may after affording an opportunity of hearing the student, may :

1. Retain the punishment imposed;
2. Refer the case back to the Committee for reconsideration. In any case, the decision of the Vice Chancellor shall be final and binding.

- Acknowledging that the decision of NICHE is final and binding.

Discipline Inside Campus

1. Students must wear their Institute Identity Cards at all times inside the Campus. Entering the Campus Gate or Hostel Gate without ID Card is an act of misconduct. Impersonation will lead to severe disciplinary action.
2. Students are expected to enter the Campus before 9.20 a. m. Late entry will not be entertained.
3. Students coming late due to valid reasons should enter late arrival in the Students Late Arrival Register kept at the Main Gate.
4. After allotted break timings, students should immediately re-enter the classroom.
5. Students are not permitted to loiter in the campus during class hours. For special cases, they should get a Permission Pass either from the Mentor/Director.
7. Students should enter the campus with proper dress code and leather shoes as stipulated by MIM.



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8. Students should maintain decent hair style. Hair bleaching, hair colouring and indecent hair styles are not permitted inside the Campus for both boys and girls.

10. Any kind of misbehaviour or cheating will lead to disciplinary action.

11. Mobile phones are strictly restricted inside classrooms.

12. Any deviant behaviour by any student of MBA Programme at MIM will be dealt with seriously and appropriate disciplinary action will be initiated by competent authorities.

9.2 Discipline Inside Classrooms

1. Students should wear their Identity Cards inside Classrooms.

2. Students should observe class timings without fail.

3. Smart Phones are strictly prohibited inside classrooms and therefore students should not use smartphone openly or secretly inside classrooms.

4. Students should not disturb teachers engaging classes in any manner whatsoever. Those violating the peace and dignity of a classroom will not be permitted to attend classes and appropriate disciplinary action will be initiated against them.

5. Malpractice, if any, in writing Tests/Model/University Exams will be dealt with seriously.

6. Students should not enter or leave the classroom without the permission of the teachers engaging classes.

7. Students in Library/ Lab should observe silence and keep discipline and decorum and do their work. Unnecessary chats and activities are prohibited inside Labs during and after Lab Sessions.

8. Students should maintain a good and cordial relationship with the other students inside and outside classrooms.



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10. Alumni:

Alumni meets are held every year and the institute boasts strong alumni. Alumni bring back the proud memories of the institution and also support in many academic and other related activities

11. STUDENT GRIEVANCE PROCEDURE

11.1 GRIEVANCE REDRESSAL COMMITTEE:

Any student of the Institute having any grievances not relating to Ragging or Sexual Harassment may approach the Grievance Redressal Cell of the Institute



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Counseling Form

Date :

Time:

Points Discussed:.....

Recommendation for future course of action:.....

.....
Signature of the Student

.....
Signature of the Counselor

Counseling Form

Date :

Time:

Points Discussed:.....

Recommendation for future course of action:.....

.....
Signature of the Student

.....
Signature of the Counselor

[illegible][illegible]



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20. Safety Guidelines for the Students

All the students are advised to strictly adhere to the following safety guidelines:

- Do not leave your bag unattended with valuables when you leave your Class room / Lab. / Canteen.
- High end Mobile Phones/ Mobile Phones with Camera are strictly prohibited inside the campus.
- Please avoid bringing cash, ornaments and costly gadgets including mobiles, digital camera etc.
- In case of remittance of money for any official purpose such as exam fees, please remit the amount to the department coordinator / Class In-charge without any delay.
- Do not open the wallet in the presence of others.
- During examination days avoid bringing any mobiles and other valuables as the bags will have to be kept outside the class room.
- During the pandemic period, take care to follow the precautionary measures including wearing masks and maintaining social distancing.
- In case of any violation of the above, the institution will not be responsible for any loss.

Reference:

- a. Noorul Islam centre for Higher Education handbook.
- b. Rajalakshmi Engg College handbook.
- c. St.Joseph's Student handbook.
- d. XIME students handbook.
- e. Datta Meghe Institute of Management Studies Atrey Layout, Nagpur.



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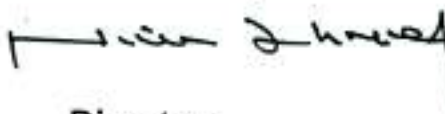
STUDENTS HANDBOOK ON CODE OF CONDUCT AND ETHICS

Year	Version	Document Name & Code Version	Prepared/Modified by
2023-25	3	Students handbook on Code of Conduct and Ethics	Dr.B.Latha Lavanya Mr.Mohamed Arshadh 

Verified by


IQAC Coordinator

Reviewed by


Director

Approved by


Management



MEASI INSTITUTE OF MANAGEMENT

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