



**Award of Degree of 5-year Integrated MA in Economics with  
exit option in 3 year for BA (Honors) and 4-year with BA  
(Honors with Research)**

**STUDENT HANDBOOK  
(2025-26)**

**Madras School of Economics,  
Gandhi Mandapam Road,  
Chennai 600 025.**

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## **1. ABOUT MADRAS SCHOOL OF ECONOMICS**

Madras School of Economics (MSE), with the able guidance and leadership of our Chairman Padma Vibhushan Dr. C. Rangarajan (Former Chairman of Economic Advisory Council to Prime Minister of India and Former Governor of Reserve Bank of India) and other Board of Governors of MSE, has achieved remarkable progress and has emerged as a leading Centre of Excellence of Post Graduate Teaching and Research in Economics, Environment, Finance, and Management in the country. MSE offers two-year full-time programs - Master of Arts (MA), Master of Science (M. Sc.) in Data Science, and Master of Business Administration (MBA). The MA program has five specializations: General Economics, Financial Economics, Actuarial Economics, Environmental Economics, and Applied Quantitative Finance. The MBA program offers two specializations, in Business Analytics and Finance. MSE also offers a PhD in Economics, Management, and other allied subjects. In view of MSE's significant contributions to postgraduate teaching and Research in Economics, the Government of Tamil Nadu has recognized MSE as an Institution of Special Importance in Economics, Allied Subjects, and Management with degree-granting power through the Madras School of Economics Act, 2020. With effect from April 1, 2021, MSE has emerged as an Institution of Special Importance. MSE has now been recognized by UGC as an independent degree-granting Institution from the academic year 2021-22 onwards. The M.A. and Ph.D. degrees for students registered at MSE from the academic year 2021-22 onwards will be awarded by MSE after the successful completion of the respective courses. From 2022-23, MSE started offering a BA (Honors) in Economics. From the year 2025-2026, MSE is offering a “5-year Integrated MA in Economics with exit option in 3 year for BA (Honors) and 4 years with BA (Honors with Research).” MSE follows all the UGC guidelines and closely aligns with the Tamil Nadu state universities for the academic rules and regulations.

## 2. ACADEMIC GOVERNANCE STRUCTURE

- The Academic Activities of the Institute are governed by the Academic Council. The Academic Council meets periodically to revise the syllabus and provide directions for the conduct of the Programs.
- The Chair Person will work with the program Dean and the students' office to ensure smooth conduct of the Programme. The Chairperson will report to the Dean. The Dean provides advice to the students during the course of their stay at MSE.
- The Controller of Examinations, with the help of the Dean /Chairperson, governs all the examination processes of the Programme and works with the Dean (Academic) for the smooth conduct of the Programme.
- The student related administrative matters are coordinated by the Student's Office with the help of the Administrative Officer, under the guidance of the Dean (Academic), Dean, the Chair Person, and the Controller of Examinations.

The faculty and staff in charge for the B.A. Program are:

- |                               |                        |
|-------------------------------|------------------------|
| • Dean i/c (UG):              | Dr. N.R. Bhanumurthy   |
| • Chairperson (UG):           | Dr. Ekta Selarka       |
| • Faculty Advisor (UG):       | Dr. Aritri Chakravarty |
| • Faculty Advisor (UG):       | Dr. Poorna Narayanan   |
| • Controller of Examinations: | Dr. Zareena Begum I    |
| • Administrative Officer:     | Mr. Kathirvel K.       |
| • Students Office in-charge:  | Mr. Karthick K.V.      |

### ***Class Representatives***

Two students (preferably one male and one female) will be elected as class representatives. The class representatives may change over the period of the course. The class representatives participate in the Class Committee Meetings (CCMs), which will be held twice during each semester. The CCMs constitutes representation from the faculty as well as the student community and provides scope for the student representatives to give feedback on the academic and other issues. The class representatives act as the points of contact for faculty members and the Students' Office on various issues during the course of the programme.

### **3. CURRICULUM OF B.A(Honors), BA (Honors with Research) and Integrated MA PROGRAMME**

1. The programme is designed to offer B.A (Honors), BA (Honors with Research) and Integrated MA. degree in Economics. The Programme is organized on a semester pattern. The academic year consists of two semesters of about 16 weeks each. Each semester consists of 4-5 courses. The main features of the curriculum are as follows:

- Core courses, which are compulsory
- Ability Enhancement (AE) Courses are also compulsory. The AE courses are of two types: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC):
  - AECC includes English (Communication) and Environmental Studies/Science, and second language (a pass course).
  - SEC include a pool of courses designed to provide skill-based knowledge.
- Elective Courses: Students can choose a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline. Elective Courses are grouped as:
  - Generic Electives (GE): Electives from unrelated or allied subjects
  - Discipline Specific Electives (DE): Electives offered by the main discipline are DSEs (certain electives may be discipline related or interdisciplinary nature)
  - Dissertation/Project: This is optional for BA (Honors) but compulsory of BA (Honors with Research) program. Helps acquire special/advanced knowledge in a particular field (substitute for one course under DE)

For successful completion of the Programme, the student must earn a total of 142 credits for BA (Honors) and 170 credits for BA (Honors with Research) including dissertation. Integrated MA will follow 142 credits in BA (Honors) and the minimum credits as in the existing MA program.

2. The distribution of credits across core and elective courses is shown in Table 1 & 2 below:

**Table 1: Structure of 3 Year B.A (Honors) Programme**

| Course Type                                  | Number of Courses     | Number of Credits (Theory) | Number of Credits (Tutorial/Practical) | Total Credits |
|----------------------------------------------|-----------------------|----------------------------|----------------------------------------|---------------|
| Core Course (CC)                             | 14                    | 5                          | 1                                      | 84            |
| Generic Elective (GE)                        | 4                     | 5                          | 1                                      | 24            |
| Discipline specific elective (DE)            | 4                     | 5                          | 1                                      | 24            |
| Ability Enhancement Courses (AE: AECC+SEC)\$ | 4<br>(AECC-2 & SEC-2) | 2*                         | 0                                      | 10            |
| Total                                        | 26                    | -                          | -                                      | 142           |

\* AE-1 (English) course is given 4 credits \$ AE-2 is the second language (pass) course, for the completed within first 4 semesters of the program

**Table 2: Structure of 4 Year B.A (Honors with Research) Programme**

| Course Type                                    | Number of Courses  | Number of Credits (Theory) | Number of Credits (Tutorials/Practical) | Total Credits |
|------------------------------------------------|--------------------|----------------------------|-----------------------------------------|---------------|
| Core Course (CC)                               | 14                 | 5                          | 1                                       | 84            |
| Generic Elective (GE)                          | 4                  | 5                          | 1                                       | 24            |
| Discipline Specific Elective (DE)              | 4                  | 4                          | 1                                       | 24            |
| Ability Enhancement Courses (AE): (AECC+SEC)\$ | 4 (AECC-2 & SEC-2) | 2*                         | 0                                       | 10            |
| Advanced Core Course (CC)                      | 2                  | 4                          | 0                                       | 8             |
| Advanced General Elective (GE 5)               | 1                  | 2                          | 2                                       | 4             |
| Advanced Discipline Specific Elective (DE 5)   | 1                  | 2                          | 2                                       | 4             |
| Dissertation                                   | 1                  | 12                         |                                         | 12            |
| Total                                          | 31                 |                            |                                         | 170           |

3. The distribution of various courses across different semesters is shown in Table 3 below. The elective courses are listed in Table 4.

**Table 3: Course Structure Across Semesters – 3-year BA (Honors) Program**

| Year   | Odd Semester                                                                                                              | Even Semester                                                                                                                                       |
|--------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Year 1 | Principles of Microeconomics (CC1)<br>Mathematical Methods for Economics I (CC2)<br>Indian Economy (CC3)<br>English (AE1) | Principles of Macroeconomics (CC4)<br>Mathematical Methods for Economics II (CC5)<br>Money and Banking (CC6)<br>Environmental Studies/Science (AE2) |
| Year 2 | Intermediate Microeconomics (CC7)<br>Statistics for Economics (CC8)<br>Decision Support System (AE3)<br>GE1<br>DE1        | Intermediate Macroeconomics (CC9)<br>Introductory Econometrics (CC10)<br>Introduction to R, Matlab and Python (AE4)<br>GE2<br>DE2                   |
| Year 3 | Public Economics (CC11)<br>Development Economics (CC12)<br>GE3<br>DE3                                                     | International Trade (CC13)<br>Applied Econometrics (CC14)<br>GE4<br>DE4                                                                             |

Note: The Second language (Tamil/Hindi/French/ German etc.) is a pass course

**Table 4: Course Structure Across Semesters – 4-year BA (Honors with research) Program**

| <b>Year</b> | <b>Odd Semester</b>                                                                                                       | <b>Even Semester</b>                                                                                                                                |
|-------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Year 1      | Principles of Microeconomics (CC1)<br>Mathematical Methods for Economics I (CC2)<br>Indian Economy (CC3)<br>English (AE1) | Principles of Macroeconomics (CC4)<br>Mathematical Methods for Economics II (CC5)<br>Money and Banking (CC6)<br>Environmental Studies/Science (AE2) |
| Year 2      | Intermediate Microeconomics (CC7)<br>Statistics for Economics (CC8)<br>Decision Support System (AE3)<br>GE1<br>DE1        | Intermediate Macroeconomics (CC9)<br>Introductory Econometrics (CC10)<br>Introduction to R, Matlab and Python (AE4)<br>GE2<br>DE2                   |
| Year 3      | Public Economics (CC11)<br>Development Economics (CC12)<br>GE3<br>DE3                                                     | International Trade (CC13)<br>Applied Econometrics (CC14)<br>GE4<br>DE4                                                                             |
| Year 4      | Advanced Microeconomics (CC15)<br>Advanced Macroeconomics (CC16)<br>GE 5<br>DE 6                                          | Dissertation                                                                                                                                        |

**Table 5 Elective Courses**

| Type of Elective                                  | Courses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Generic Elective (GE)                             | 1. History of Western Philosophy<br>2. Logic and Philosophical Inquiry<br>3. Real Analysis<br>4. Abstract Algebra<br>5. Operations Research<br>6. Differential Equations<br>7. Stochastic Calculus<br>8. Introduction to Business Analytics<br>9. Introductions to Computer Programming<br>10. Introduction to Machine Learning<br>11. Introduction to Data Science<br>12. Introduction to Behavioural Economics<br>13. Probability Theory<br>14. Linear Algebra                                 |
| Ability Enhancement:<br>Compulsory Courses (AECC) | English<br>Environmental Studies/Science                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Skill Enhancement Courses (SEC)                   | Decision Support System<br>Introduction to R/Matlab/Python                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Discipline Specific Electives (DE)                | 1. Advanced Macroeconomics<br>2. Introduction to Game Theory<br>3. Issues in Development Economics<br>4. Risk Management<br>5. Energy Economics<br>6. Financial Economics<br>7. International Finance<br>8. Environmental Economics<br>9. Introduction to Time Series Analysis<br>10. History of Economic Thought<br>11. Economics of Climate Change and Development<br>12. Optimization in Economic Theory<br>13. Stochastic Process<br>14. Introduction to Non–Linear Time Series Econometrics |

**Note:** Not all elective courses would be offered during a given semester. Courses offered would depend on faculty availability and commitments.

#### 4. 1<sup>st</sup> SEMESTER ACADMIC CALENDAR

Table 6 provides the academic calendar for Semester 1 (July - November 2025).

***Table 6: Academic Calendar: Semester I (July -November 2025)***

| <b>Dates</b>                   | <b>Details</b>                                                                               |
|--------------------------------|----------------------------------------------------------------------------------------------|
| Tuesday, 15 July 2025          | Commencement of classes                                                                      |
| 26 July, 2025                  | Last day for payment of Semesters III & V fees without fine                                  |
| 12 August 2025                 | Last day for payment of Semesters III & V fees with 15% fine                                 |
| 15 July – 29 August 2025       | First Assessment Period                                                                      |
| 25 – 29 August 2025            | First Assessment Examinations                                                                |
| Wednesday, 10 September 2025   | Submission of First Assessment Attendance & Marks                                            |
| Friday, 12 September 2025      | First Class Committee Meeting                                                                |
| 01 September – 17 October 2025 | Second Assessment Period                                                                     |
| 13 – 17 October 2025           | Second Assessment Examinations                                                               |
| Thursday, 23 October 2025      | Submission of Second Assessment Attendance & Marks                                           |
| Monday, 27 October 2025        | Second Class Committee Meeting                                                               |
| 21 October – 10 November 2025  | Remaining instructional days                                                                 |
| Monday, 10 November 2025       | 1. Last Working Day<br>2. Completion of teaching evaluations<br>3. Attendance shortfall list |
| 18 November onwards            | End Semester Examinations                                                                    |
| 28 November – 01 January 2026  | Winter break                                                                                 |
| Friday, 02 Jan 2026            | Re-opening of Even Semesters                                                                 |
| Tuesday, 13 January, 2026      | Last day for payment of fees without fine                                                    |
| Friday, 30 January, 2026       | Last day for payment of fees with 15% fine                                                   |

## **5. TEACHING AND EVALUATION REGULATIONS**

### **1. Attendance**

- i) Students are required to attend at least 75% of the classes held in each course of study as may be prescribed and at least 60% in case of 'redo' course. Attendance shall not be mandatory for students repeating only the end semester examinations.
- ii) Students absenting from classes continuously for 10 days and more will be liable to have his/her name removed from the rolls of the Institute. Absence on medical reasons should be supported by a certificate which has to be submitted with 5 working days after recovery/re-joining after illness. All Medical certificates should be from registered medical practitioner or hospital medical officer. The medical certificate(s) submitted after 5 working dates from the date of recovery/re-joining shall not be considered.
- iii) No student who has less than 75% attendance in any course shall be permitted to attend the end-semester examination and he/she shall be given grade of FA-failure due to lack of attendance. In such cases, the student shall be asked to redo that course by enrolling for it the next time it is offered.
- iv) Condonation of shortage of attendance below 75% may be considered by the Director on valid reasons such as medical or personal calamities on case by case basis.
- v) MSE encourages students who are representing their district/city/state/nation in sports or other extracurricular activities to apply. Such students are required to meet 65% attendance requirement. Students participating in sports or other extracurricular activities may also be allowed to miss certain lectures provided they get prior written approval from the Director/Dean. No student in this category who has less than 65% attendance in any course shall be permitted to attend the end-semester examination and he/she shall be given grade of FA-failure due to lack of attendance.

### **2. Assessment and Examination**

The student's progress in class shall be evaluated continuously. The continuous evaluation of students includes one mid-term written internal examination, an additional internal examination (decided by the concerned faculty member offering the course and can take form of either a written examination, or an assignment, or a term-paper), and an end-semester final examination. The final result in each semester is calculated on the basis of this Continuous Internal Assessment (CIA) component of 40 marks plus the End Semester component of 60 marks.

The Continuous Internal Assessment (CIA) and End Semester Examination (ESE) will form the basis for Evaluating/grading the student performance in each paper/course.

- i) It is mandatory for all students to participate in all the Internal Assessment tests and in various course-work related activities for the award of the marks.
- ii) If a student remains absent or scores low or nil marks in CIA, he/she shall not be permitted to reappear for internal assessment after the semester is over.

### **3. Evaluation**

- i) Evaluation of each student enrolled in all programmes will be done based on the Grading System.
- ii) The students must secure a minimum of 40 percent in the End Semester Examination marks and in the overall (Internal Assessment + End Semester Examination) marks to successfully complete each course.
- iii) The students having exceptionally lower marks in the Internal Assessment will be advised to 'redo' the course when it is offered next time.
- iv) Students failing a course due their absence in the end Semester examination (AE), or not securing minimum required percentage (F), can reappear only for the end semester examination, when it is conducted. This would be termed as a "Repeat".

- v) In case of 'Repeat', the internal marks secured by the student shall remain valid till he/she clears the course. In case of 'Redo', the student has to forgo his/her internal marks in the course. Specifically, he/she has to write internal as well as end-semester examination while fulfilling the minimum attendance requirements as specified above.
- vi) Students will not be allowed to redo/repeat the course for improving their grades.
- vii) Students should submit separate application for every course to be revaluated in the prescribed form along with the prescribed fee (Rs. 1000 per subject) to the Controller of Examinations. The maximum number of revaluation requests per semester is one paper.
- viii) Re-evaluation of answer-scripts can be sought only with at least one affirmation by a teacher relevant to the subject as mentioned below and that any of the criteria below are satisfied: (a) Finds that any answer(s) to question(s) that has/have not been evaluated and (b) Finds that the answer-script valuation in full or part is not justified and there is reasonable ground for re-evaluation.
- ix) The application for revaluation shall be submitted to the Controller of Examinations through the Faculty Coordinator.

#### **4. Examination Fees**

- i) There will be no additional examination fees for regular end semester examinations during the course of three years.
- ii) For arrear examinations, the students should pay Rs. 2000 per subject towards the examination fee.
- iii) In case of repeat dissertation, the students should pay Rs. 4000 towards the dissertation evaluation.

#### **5. Grading System**

- i) Grade is an index of the performance of a student in a particular course. It is the transformation of scaled marks secured by a student in a course. Grade point is the weight allotted to each grade depending on the range of marks awarded in a course.
- ii) The results of successful candidates will be classified as indicated below on the basis of the Cumulative Grade Point Average (CGPA):
  - a) CGPA of 8.0 and above and up to 10.0 I Division with Distinction
  - b) CGPA of 6.5 and above and up to 7.9 I Division
  - c) CGPA of 5.5 and above and up to 6.4 II Division
  - d) CGPA of 5.0 and above and up to 5.4 III Division
- iii) To satisfactorily complete the programme and qualify for the degree, a student must obtain a minimum CGPA of 5. No student with "F"/ "FA"/ "AE" grade(s) on record shall be eligible for award of the degree.

#### **6. Grades and Grade Points**

Absolute grading system is followed by MSE. Under this system, the marks are converted to letter grades based on pre-determined mark intervals. The marks in fractions shall be rounded off to the nearest integer. The performance of students in each course is expressed in terms of marks as well as in Letter Grades. The grades may be awarded as given in the following Table.

**Table 7: Grades and Grade Points**

| Range in Marks (%) | Letter Grade | Grade Point | Description                            |
|--------------------|--------------|-------------|----------------------------------------|
| 90 to 100          | O            | 10          | Outstanding                            |
| 80 to 89           | A+           | 9           | Excellent                              |
| 70 to 79           | A            | 8           | Good                                   |
| 60 to 69           | B+           | 7           | Above Average                          |
| 50 to 59           | B            | 6           | Average                                |
| 40 to 50           | B-           | 5           | Just Pass (or Fair)                    |
| Below 40           | F            | 0           | Fail                                   |
|                    | FA           | 0           | Failure due to lack of attendance      |
|                    | AE           | 0           | Absent in the end semester examination |

For conversion of overall CGPA into percentage of marks, the CGPA is multiplied by 10.

### **7. Grade Sheets and Provisional/Final Degree Certificate**

- i) At the end of each semester, students are given grade sheet that includes grade point average (GPA) secured by the student in the semester.
- ii) A consolidated grade sheet is given at the end of three-years that reports the course-wise grade, semester-wise GPA, and the cumulative GPA (CGPA) obtained by the student.
- iii) For the students who have passed in all the courses of the programme, **Provisional Certificate** will be given soon after the declaration of the results. The **Final Degree Certificate** will be given during the Annual Convocation held in the month of September.

### **8. Maximum Duration**

The students are allowed to carry arrears in each semester, but must pass in all the prescribed subjects within a maximum duration of **6** years from the date of joining the programme in the case of BA (Honors). In the case of BA (Honors with Research), student should pass the fourth year within 3 years from the date of entering the 4<sup>th</sup> year.

### **9. Grievances in Examinations**

- i) MSE will have a Grievance Committee consisting of 2 faculty members along with the Controller of Examinations to examine the complaints received from the students of the school regarding their assessment.
- ii) Such requests for review from the students concerned should reach the Controller of Examinations through the Students Office within 15 days of the announcement of the results.

### **10. Awards/prizes/Medals**

A maximum of four scholarships **would be** provided to deserving students (on merit-cum-means basis). **At the completion of the program**, the top student from the **program** will be awarded a Gold medal; top 3 students will be given merit **certificates**.

### ***Supplementary Examination***

- (i) The students who fail in any of the semester course/'s of a particular academic year would be eligible to appear in the supplementary examination. The schedule of the supplementary exam will always be set during the second half of July. That is, this will happen yearly only once. This will be favorable for any arrear student to prepare well before the exam during any summer vacation and fresh start the forthcoming semester without any carry forwarded arrear courses.
- (ii) If an arrear student either does not appear for the supplementary examination of July schedule or does fail in the supplementary examination, the arrear student will still be eligible to appear for the arrears examination scheduled along with the regular examination of the respective semesters in the forthcoming academic year.
- (iii) Such attempt to appear for supplementary exams scheduled specifically in July or in regular semester exams in December /May will be available for an arrear student within the overall three academic year duration.
- (iv) At the end of three academic years, if a student has one or more arrear courses to be cleared, the arrear student will be permitted to appear for a special supplementary examination scheduled to be held in July. If the student is able to clear all the arrear courses during the special supplementary exam, the student will be awarded the degree in the forthcoming convocation.
- (v) If the student is not able to qualify even in the special supplementary exam, the above listed (i) to (iv) procedure will have to be iterated again. But the degree will be awarded in the subsequent year(s).
- (vi) For each attempt to appear in the supplementary or special supplementary exam, a fee of INR. 2000 per course has to be paid in favour of MSE.

## 6. FEES AND REFUND RULES

Table 8 presents the breakup of the Fee Structure. Item no (1) and (2) are payable every semester. Item (3) is paid only in the beginning of the Program.

**Table 8 Semester Fee Structure**

| S.No. | Fee details                    | Regular             | SC/ST             |
|-------|--------------------------------|---------------------|-------------------|
| 1     | Semester Fee                   | Rs. 66,000          | Rs. 52,800        |
| 2     | Infrastructure Development Fee | Rs. 30,000          | Rs. 30,000        |
| 3     | One time Admission Fee         | Rs. 5,000           | Rs. 5,000         |
|       | <b>Total</b>                   | <b>Rs. 1,01,000</b> | <b>Rs. 87,800</b> |

Note:

- The fee is subject to annual revision based on the Academic Council recommendations.
- For the first 3 years (Six semester) BA course fee mentioned above.
- For 4<sup>th</sup> and 5<sup>th</sup> year MA course fee will applicable.

The fee structure for NRI and Foreign National students is given in table 8a and 8b respectively.

**Table 8a Semester Fee Structure – NRI Students**

| S.no | Fees Details                                                    | BA          |                        |
|------|-----------------------------------------------------------------|-------------|------------------------|
|      |                                                                 | (in \$)     | (in INR) <sup>\$</sup> |
| 1.   | Tuition Fees – per semester                                     | 1650        | 1,44,095               |
| 2.   | Infrastructure Development Fee – per semester                   | 750         | 65,498                 |
| 3.   | Admission & Processing Fee – one time at the time of admission. | 500         | 43,665                 |
|      | <b>Total</b>                                                    | <b>2900</b> | <b>2,53,258</b>        |

*Note: \$ based on exchange rate as of 10 March 2025, \$1=INR 87.33*

**Table 8b Semester Fee Structure – Foreign National Students**

| S.no | Fees Details                                                    | BA          |                        |
|------|-----------------------------------------------------------------|-------------|------------------------|
|      |                                                                 | (in \$)     | (in INR) <sup>\$</sup> |
| 1.   | Tuition Fees – per semester                                     | 2750        | 2,40,158               |
| 2.   | Infrastructure Development Fee – per semester                   | 750         | 65,498                 |
| 3.   | Admission & Processing Fee – one time at the time of admission. | 500         | 43,665                 |
|      | <b>Total</b>                                                    | <b>4000</b> | <b>3,49,321</b>        |

*Note: \$ based on exchange rate as of 10 March 2025, \$1=INR 87.33*

All fees should be paid online (details of bank account etc. and the payment date will be informed in advance by the student office with the instruction from AO).

***Fee Refund Rule***

The refund rules will be as per the latest UGC circular.

## 7. GENERAL RULES AND REGUALTIONS

- (1) Submission of Original Transfer Certificate is mandatory at the time of admission.
- (2) To access the library students must fill up an appropriate library form – contact the Librarian. Each student can borrow up to **three** books from the library using the library cards/smart card.
- (3) Each student is allotted a username and password by the computer department for accessing the institute computer network and the Internet. Students must fill appropriate computer services form for this purpose – contact the Systems Manager: Mr. Biswajit Sahu.
- (4) Every student is required to observe disciplined and decorous behaviour both inside and outside the School and not to indulge in any activity which will tend to bring down the prestige of the School. In the event of an act of indiscipline being reported, the Director shall constitute a disciplinary committee consisting of senior faculty members to inquire into the acts of indiscipline and to recommend suitable disciplinary action for approval and implementation.
- (5) **Dress Code:** Students are required to be in decent attire in the classrooms, library, computer lab, faculty rooms, and administrative offices. As suggested by the local police, students are advised to observe a decent dress code in the neighbourhood of the campus also, so as not to attract any undue attention.
- (6) **Prohibition of mobile phones:** Use of mobile phones inside the classrooms, library, and computer lab is strictly prohibited.
- (7) **Ragging in any form within the campus is strictly prohibited.** Violators could be expelled from the hostel/school. Any complaints should be addressed to the Ragging Prevention Committee. Details of the committee are given in Table 7.

**Table 9 Ragging Prevention Committee**

| Sl.No. | Name                          | Membership                                 | Email id                                                                     |
|--------|-------------------------------|--------------------------------------------|------------------------------------------------------------------------------|
| 1      | Dr. Saumitra Bhaduri          | MSE Faculty                                | <a href="mailto:raggingprevention@mse.ac.in">raggingprevention@mse.ac.in</a> |
| 2      | Dr. Naveen Srinivasan         | MSE Faculty                                |                                                                              |
| 3      | Dr. Gopal Krishna Roy         | MSE Faculty                                |                                                                              |
| 4      | Dr. Arpita Choudhary          | Hostel Deputy Warden/<br>Ex-Officio Member |                                                                              |
| 5      | Administrative Officer<br>MSE | Administrative Staff-<br>Member            |                                                                              |

**(8) Prevention of Sexual Harassment (PoSH).** MSE follows the guidelines provided by the University Grants Commission (2016) on definitions, responsibilities, and supportive measures to address grievances with regard to sexual harassment on campus. The document is available at [https://www.ugc.ac.in/pdfnews/7203627\\_UCG\\_regulations-harassment.pdf](https://www.ugc.ac.in/pdfnews/7203627_UCG_regulations-harassment.pdf). MSE campus includes all the area (academic, hostel, canteen, sports arena) that is assigned to the institution by the state. To promote a social and psychological environment that will raise awareness (including workshops and informal discussions) about sexual harassment in its various forms, the Internal Complaints Committee - (ICC-PoSH) is constituted as given in Table 8.

***Table 10 Prevention of Sexual Harassment Committee***

| Sl.No. | Name                  | Membership                                 | Email id                                |
|--------|-----------------------|--------------------------------------------|-----------------------------------------|
| 1      | Dr. Amrita Chatterjee | Chairperson/Presiding Officer              | icc@mse.ac.in;<br><br>icc_all@mse.ac.in |
| 2      | Dr. Parthajit Kayal   | Faculty member                             |                                         |
| 3      | Dr. Arpita Choudhary  | Hostel Deputy Warden/<br>Ex-Officio Member |                                         |
| 4      | Dr. Gopal Krishna Roy | Faculty member                             |                                         |
| 5      | Ms. Rama Haran        | External Member                            |                                         |

## **8. GENERAL EXAMINATIONS NORMS/GUIDELINES**

- All students should be present in the hall 15 minutes before of the commencement of the exam. Students will be not allowed to enter the examination hall after the commencement of the examination.
- Students are required to sign the attendance sheet.
- All students are required to be seated as per their roll number.
- No mobile phone / laptop / electronic devices are allowed unless it is specifically instructed.
- Students are required to mention their roll number on the cover sheet of the examination script without fail.
- A student will be punished as per MSE rules if he/she indulges in any form of misbehaviour which includes cheating, copying, asking for help or helping fellow classmate. It may even lead to expulsion from the Institute.
- Borrowing of Pen, Pencil, Eraser, Scale, Highlighter and Calculator during the examination is strictly not allowed.
- All rough workings must be included in the answer book and then crossed through with a single line.
- Students are expected to sit through the duration of the examination. They are not allowed to leave the hall during the examination for toilet/refreshments. However, the invigilator may permit as the case may be on genuine health grounds, but not exceeding three minutes. Such discretion is applicable only after one hour of the commencement of the examination and not applicable during the last half-an-hour of the examination.

## 9. MISCONDUCT AND DISCIPLINARY NORMS

Listed below are some specific acts/instances of minor and major misconduct. The list is by no means exhaustive and would include acts that are not specifically listed below, but running counter to the general norms of academic conduct stated above.

### (1) Minor Misconduct

- ❖ Unruly behaviour in class or in campus
- ❖ Passing of racial / sexist remarks or comments.
- ❖ Use of unparliamentarily language.
- ❖ Causing disturbance to other students and/or the instructor.
- ❖ Leaving a class without informing the instructor.
- ❖ Late-coming.
- ❖ Absence without leave from classes.
- ❖ Attending classes without pre-class preparation.

### (2) Major Misconduct

- ❖ Habitual commission of acts of minor misconduct
- ❖ Plagiarism, i.e. the use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Plagiarism whether it is detected in an assignment, class presentation or exam is treated as an act of dishonesty and an act of major misconduct.
- ❖ Copying in examinations, quizzes, assignments etc.
- ❖ Consumption of any substance abuse
- ❖ Physical/Sexual harassment

### (3) Penalties for Minor Misconduct

- ❖ Warning
- ❖ Fine
- ❖ Public censure
- ❖ Expulsion from a session
- ❖ Suspension from a subsequent session / hostel for a specified period
- ❖ Reduction in grades / awarding 'F' grade
- ❖ Repeating the course
- ❖ Suspension, withdrawal or made ineligible for scholarships or participation in management festivals, etc.

### (4) Penalties for Major Misconduct:

- ❖ Withdrawal from placement services
- ❖ Expulsion from the Institute

### (5) Disciplinary Procedure

The Disciplinary Committee headed by the Dean-UG will administer any disciplinary action on being reported by concerned faculty. For acts of minor academic misconduct, the decision of the faculty concerned would be final. For acts of major academic misconduct, misconduct outside the class (when the student is on campus or on internship with another organization), the matter shall be reported to the Grievance Committee by the concerned faculty or the Hostel Warden (or other officers) etc. Details of the Grievance Committee is given in Table 9. The student shall be notified of the charges and given an opportunity as the case may be to present his/her defence. The Grievance Committee, on the basis of the facts of the case and the student's response, if deemed necessary,

would award an appropriate penalty. Disciplinary action with respect to sexual harassment will be decided by the PoSH-ICC.<sup>1</sup>

**Table 11 Grievance Committee**

| Sl.No. | Name                   | Membership                  | Email id                                                     |
|--------|------------------------|-----------------------------|--------------------------------------------------------------|
| 1      | Director, MSE          | MSE Faculty                 | <a href="mailto:grievance@mse.ac.in">grievance@mse.ac.in</a> |
| 2      | Prof. Kavi Kumar       | MSE Faculty                 |                                                              |
| 3      | Prof. Zareena Begum    | MSE Faculty                 |                                                              |
| 4      | Mr. Selvam             | Administrative Staff-Member |                                                              |
| 5.     | Mrs. Sathya Jothi      | Administrative Staff-Member |                                                              |
| 6.     | Administrative Officer | Administrative Staff-Member |                                                              |

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<sup>1</sup> <https://www.mse.ac.in/posh/>

## 10. FACILITIES AT MSE





- State of art classrooms, computing facilities, digital library, online public access catalogue, database
- Green campus
- Wi-Fi facility throughout the campus
- 24 hours CCTV surveillance of the entire campus
- 24-hour security in the campus
- Playground and jogging track
- 3 auditoriums (MSE Main Auditorium, MSE Mini Auditorium and Canara Bank Auditorium)
- Cognizant Conference Room and a Seminar Hall
- Doctor on call and regular visits (weekly once) to the campus
- Canteen
- Reading hall for students
- Campus educational information management solutions
- Intranet and internet mailing facility
- On-campus placement/internship opportunity
- Annual Endowment Lectures – Shri R. Venkataraman Lecture, Dr. Raja J. Chelliah Memorial Lecture, G. Ramachandran Endowment Lecture, and Shri Kandaswami Subramanian Endowment Lecture
- Lectures & Seminars by eminent scholars and visiting faculties
- Separate Hostels for girls and boys

## 11. LIST OF HOLIDAYS – 2025

### MADRAS SCHOOL OF ECONOMICS

#### List of Holidays for 2025

| S.No | Holiday                                           | Date              | Day       |
|------|---------------------------------------------------|-------------------|-----------|
| 1    | New Year's Day                                    | 01 January 2025   | Wednesday |
| 2    | Pongal                                            | 14 January 2025   | Tuesday   |
| 3    | Thiruvalluvar Day                                 | 15 January 2025   | Wednesday |
| 4    | Uzhavar Thirunal                                  | 16 January 2025   | Thursday  |
| 5    | Republic Day                                      | 26 January 2025   | Sunday    |
| 6    | Thai Poosam                                       | 11 February 2025  | Tuesday   |
| 7    | Telugu New Year                                   | 30 March 2025     | Sunday    |
| 8    | Ramzan (Eid'l Fitr)                               | 31 March 2025     | Monday    |
| 9    | Mahaveer Jayanthi                                 | 10 April 2025     | Thursday  |
| 10   | Tamil New Year /<br>Dr.B.R.Ambedkar's<br>Birthday | 14 April 2025     | Monday    |
| 11   | Good Friday                                       | 18 April 2025     | Friday    |
| 12   | May Day                                           | 01 May 2025       | Thursday  |
| 13   | Bakrid (Idul Azha)                                | 7 June 2025       | Saturday  |
| 14   | Muharram                                          | 6 July 2025       | Sunday    |
| 15   | Independence Day                                  | 15 August 2025    | Friday    |
| 16   | Krishna Jayanti                                   | 16 August 2025    | Saturday  |
| 17   | Vinayakar Chaturthi                               | 27 August 2025    | Wednesday |
| 18   | Milad-un-Nabi                                     | 05 September 2025 | Friday    |
| 19   | Ayutha Pooja                                      | 01 October 2025   | Wednesday |
| 20   | Vijaya Dashami / Gandhi<br>Jayanti                | 02 October 2025   | Thursday  |
| 21   | Deepavali                                         | 20 October 2025   | Monday    |
| 22   | Christmas Day                                     | 25 December 2025  | Thursday  |

## **12. MSE HOSTEL FOR BOYS AND GIRLS – RULES AND REGULATIONS**

### **(1) General**

- (a) The Hostel(s) of Madras School of Economics provides residential accommodation and boarding facilities for a limited number of male and female students.
- (b) The Wardens shall be vested with powers to interpret and enforce the rules and to regulate hostel admission/readmission.

### **(2) Admission**

- (a) Application for admission to the hostel shall be made in the prescribed form which can be had from the Administrative Office of the School.
- (b) Every student before he/she is admitted into the hostel must give an undertaking in writing that he/she will abide by the rules of hostel and he/she will submit to any disciplinary action imposed by the authorities.
- (c) After admission, no student shall vacate/leave the hostel (1) without the written application from his or her father or guardian and (2) without the permission of the Wardens/ Deputy Wardens.
- (d) Membership shall be held to be terminated at the end of each hostel year and members who are desirous of returning to hostel shall make formal application for readmission before the School reopens.
- (e) Residence in the hostel for any period does not confer any right to membership for the next year or for any subsequent period
- (f) The wardens reserve the right to refuse admission to any candidate without assigning any reason.

### **(3) Lodging**

- (a) Allotment of rooms shall be made by the Wardens only after room rent and other charges payable have been paid by the applicant.
- (b) Members must occupy the rooms allotted to them and not change rooms without permission from the Wardens. Violation of this rule may result in the expulsion of the concerned member from the hostel.
- (c) Resident members may be shifted from one room to another by the Wardens as and when needed.
- (d) Hostel furniture shall not be removed from one room into another under any circumstances. Members are responsible for the care of furniture and fittings in their respective rooms. The cost of furniture and fittings will be recovered from them in case of damage or loss.
- (e) Unauthorized tapping of electrical power will be dealt with severely. In general, members are not allowed to use electrical gadgets like induction stoves, toaster, griller, ovens, mixer-grinder, stove, heater, etc. Following items - laptop, desktop, small table fan, kettle, and iron box – are permitted for students in their allocated rooms.
- (f) Cooking inside the hostel premises is strictly prohibited and punishable.
- (g) All members are expected to be in their respective hostel by 9.30 pm, unless specifically permitted by the Wardens. If any one comes after 9.30pm, he/she has to register time of arrival and reasons for late coming in the register kept with the security guard.

- (h) Hostel members planning to stay out during the night should take permission of the wardens and inform the caretaker and leave their local contact number with the caretaker. Failing this MSE holds the right to expel the member from the hostel. Attendance would be taken at the all the block after 9.30 pm by the caretaker.
- (i) No member shall absent himself/herself from the hostel for a longer duration without having previously obtained permission from wardens. If a member finds it necessary to leave the hostel on private affairs he/she shall report before his/her departure the reasons for his/her absence in writing to the Wardens. In case of emergency a member can leave the campus by handing over a request letter either to inmates/ AO/security guard/ caretaker.
- (j) Subject to availability, a Guest of a member may be permitted to stay in the member's room for a maximum of two days by paying guest charges (Rs.200 per day) with prior permission of the Wardens. The guest has to sign in the guest register.
- (k) Women students and women guests are not permitted entry into the men's hostel block. Men students and male guests are not permitted entry into the women's hostel block.
- (l) No guest who is ill or who has come for medical treatment shall be brought into the hostel.
- (m) The School does not accept any liability for the property of the residents or guests left in the rooms.

#### **(4) Mess**

- (a) Mess charges are compulsory for all hostellers without exception. Admission to the hostel would be given only if mess charges are also paid. For even semesters the mess advance should be paid failing which the member will be asked to vacate the hostel.
- (b) The mess timings are:
  - (i) Breakfast: 8.00 AM to 9.30 AM
  - (ii) Lunch: 12.30 PM to 2.00 PM
  - (iii) Dinner: 7.30 PM to 9.00 PM

The members shall adhere to these timings strictly.

- (c) Except for illness and a written permission of the Wardens, meals should be taken only in the dining Hall of the mess. Meals should not be taken to rooms or to any other place outside the canteen hall.
- (d) Day scholars, staff and guests may avail mess facility on pay as you go basis, preferably by informing caterer in advance.
- (e) Hostellers need to pay a mess advance at the beginning of each semester and at the end of each semester actual charges, including service charges to cover MSE's administrative expenses towards monitoring, enforcing and coordinating mess related issues, will be adjusted against the advance.
- (f) Hostellers who are away from campus for a longer spell would be entitled to avail mess charge reduction only from the 5<sup>th</sup> day. If they are away for N days they can avail mess charge reduction for N-4 days by informing the caretaker and the caterer in advance. This facility can be availed only once in a month.
- (g) Hostellers are required to be decently attired while coming to the dining hall and shall maintain decent and decorous behaviour. All catering and service staff should be treated with courtesy. Any grievances or complaints should be routed only through the mess committee, caretaker or warden.

### **(5) Management of the Hostel**

- (a) The Managing committee of the hostel consists of the Wardens, Director, the Administrative officer and caretakers.
- (b) Student representatives shall be nominated or elected by the hostellers. These representatives will represent all hostel and mess related issues to managing committee.

### **(6) Discipline**

- (a) Ragging in any form within the campus is strictly prohibited. Violators could be expelled from the hostel/school. Any complaints should be addressed to the Ragging Prevention Committee given in Table 7.
- (b) Hostellers shall not issue orders to hostel employees or interfere in their work. Cases of misconduct shall be reported to the Wardens/ caretakers with full particulars.
- (c) Hostellers are not allowed to put up notices or convene meetings or take out processions of any sort within the hostel area.
- (d) At all times, especially after 9.30 p.m. till the next morning, members shall not create any disturbance like shouting, playing loud music, celebrating late-night parties/ birthdays, etc. Any violations in this respect would be strictly dealt with.
- (e) Smoking cigarettes and consumption of alcoholic drinks within the hostel or the school campus is prohibited. Any violations would be dealt with appropriately. **The use of narcotic drugs is strictly prohibited.** Any violation of this rule will lead to immediate expulsion from the hostel and the school. Any violent activity within the hostel and school campus will result in the expulsion of the concerned resident from the hostel.

## (7) Hostel Fees

Table 10 provides the detailed breakup of the hostel fees excluding the food expenses.

**Table 12 Hostel Fees Structure**

| S.NO                              | PARTICULARS                                                                     | AMOUNT (RS.) |
|-----------------------------------|---------------------------------------------------------------------------------|--------------|
| 1                                 | Hostel Caution Deposit - Refundable (one-time Deposit at the time of Admission) | 5,000        |
| 2                                 | Admission Fee                                                                   | 5,000        |
| 3                                 | Residential Services Charges                                                    | 8,000        |
| 4                                 | Room Rent                                                                       | 45,000       |
| 5                                 | Water Charges                                                                   | 5,000        |
| 6                                 | Electricity and other Amenities                                                 | 10,000       |
| 7                                 | Hostel Maintenance & Development                                                | 8,000        |
| 8                                 | Internet Facility                                                               | 7,000        |
| Total (excluding caution deposit) |                                                                                 | 88,000       |
| Total including Caution Deposit   |                                                                                 | 93,000       |

Note: Electrical Gadgets like Iron box, Electric Stove, Heater etc. are not allowed to be used in the hostel rooms. Social network websites are not allowed to access. The hostel students need to pay the actual mess bill without delay to the caterer directly on monthly basis.

*For any emergency, hostellers can contact:*

|                               |                       |                       |
|-------------------------------|-----------------------|-----------------------|
| <b>Warden</b>                 | Dr.Saumitra Bhaduri   | - saumitra@mse.ac.in  |
| <b>Deputy Warden (Boys)</b>   | Dr. Sanjeev Vasudevan | - sanjeev@mse.ac.in   |
| <b>Deputy Warden (Girls)</b>  | Dr. Arpita Choudhary  | - devasmita@mse.ac.in |
| <b>Administrative Officer</b> | Mr. Kathirvel K.      | - ao@mse.ac.in        |

## (8) Refund of Hostel Fees

The hostel fee of Rs. 88,000 is for 10 months. If an inmate leaves before completion of the total duration of 10 months, the charge on monthly basis will be deducted and the balance will be refunded. For example, if an inmate leaves after 35 days of admission to the hostel, two months' charges will be deducted.