



MADRAS SCHOOL OF ECONOMICS

Institution of Special Importance

MSE BUSINESS SCHOOL

(Recognized by the Government of Tamil Nadu)



**Master of Business Administration (MBA)
(2-year Full Time Program)**

**STUDENT HAND BOOK
(2026-28)**

**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 a range of programmes in Economics and Data Science, including a two-year full-time Master of Arts (MA), Master of Science (M.Sc.) in Data Science, BA (Honours) in Economics, and a five-year Integrated MA in Economics. The MA programme has five specializations: General Economics, Financial Economics, Actuarial Economics, Environmental Economics, and Applied Quantitative Finance. The Integrated MA programme provides an exit option after three years for a BA (Honours) degree and after four years for a BA (Honours with Research) degree. MSE also offers PhD programmes 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.

MSE now offers its own **two-year full-time Master of Business Administration (MBA)** programmes under the MSE Business School, with specializations in (i) Finance and (ii) Business Analytics, starting from the academic year 2025–26. 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 Programmes.
- The Dean of MSE Business School coordinates the academic affairs of the two-year MBA programme with the Program Chair and the MBA student office. The Program Chair provides advice to the students during the course of their stay at MSE.
- The Controller of Examinations governs all the examination processes of the MBA Program and works with the Dean and Chairperson for the smooth conduct of the two-year MBA Program.
- The student-related administrative matters are coordinated by the (MBA) Student's Office with the help of the Administrative Officer, under the guidance of the Dean, the MBA Chair, and the Controller of Examinations.

The faculty and staff in charge of the MBA Programmes are:

Dean:	Dr. Ekta Selarka
Chairperson:	Dr. Parthajit Kayal
Controller of Examinations:	Dr. Amrita Chatterjee
Administrative Officer:	Mr. A. Anand
Students Office in-charge:	Mrs. Indira H

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 once during each trimester. The CCMs constitute representation from the faculty as well as the student community and provide 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 MBA PROGRAMMES

The academic programme consists of six terms of around 12 weeks each and a 2-3 month Summer Internship between the 3rd and 4th trimesters. Each term consists of 6 courses. Each course carries 3 credits, for a total of 111 credits for the programme. The overall structure of the MBA programmes is presented in Table 1. The list of common courses offered during the first year is provided in Table 2, while the second-year courses are listed in Table 3.

Table 1: Structure of MSE MBA programmes

First-year		
Trimester 1	6 Compulsory Courses	3 credits each
Trimester 2	6 Compulsory Courses	3 credits each
Trimester 3	6 Compulsory Courses	3 credits each
Summer Internship – 3 credits		
Second year		
Trimester 4	3 Core & 3 Elective Courses	3 credits each
Trimester 5	3 Core & 3 Elective Courses	3 credits each
Trimester 6	2 Core & 4 Elective Courses OR	3 credits each
	2 Core & 2 Elective Courses + Dissertation	3 credits each for the courses and 6 credits for the dissertation

In the first year of the programme, students are required to study the compulsory (core) courses. In the second year, students are required to opt for elective courses to strengthen the specialization of the programme they are enrolled in.

Table 2: List of First-Year Core courses

Group	Term I	Term II	Term III
Finance	F111 Financial Management	F121 Finance 1	F131 Corporate Finance
Management	M112 Banking & Risk Management	M122 Global Enterprise Risk Management	M132 Marketing Management
Economics	E113 Microeconomics	E123 Macroeconomics	E133 Financial Econometrics
Mathematics	MA114 Quantitative Methods	MA124 Statistics Inference with R	MA134 Stochastic Process
	MA115 Probability with MATLAB*	MA125 Linear Algebra in Business	
Business Analytics	BA116 Analytics in Business		MA135 Big Data
Programming		BA126 Introduction to Python*	BA136 Fundamentals of Machine Learning
Total Credits	18	18	18

Note: *MA115 *Probability with MATLAB* and BA126 *Introduction to Python* may be interchanged between their respective trimesters, subject to the availability of faculty and other academic considerations.

At the beginning of the 2nd Year, all students are expected to make their choices of Elective Courses before the specified due date and communicate the same to the MBA Office. Students are advised to go through the syllabus of electives and take help from the program Chair before they make a selection as once the elective is selected by the student they will not be permitted to alter their choice. If any student wants to take Courses beyond the required number, then they are allowed to audit Courses; with a specified fee¹ for the course, without compromising with the schedule of their regular courses. Grades obtained in the audit courses will not be counted in the calculation of the overall Cumulative Grade Point Average (CGPA), but the MBA Office will give a certificate stating that the student has completed/audited the Course.

During the summer break after the end of the first-year examinations, students are required to undertake a two or three-month compulsory summer internship with industry/academia. In the 6th trimester, students are advised to take up the dissertation with a regular MSE faculty as supervisor. The dissertation provides an opportunity to apply the concepts, tools, and techniques learnt during

¹ As approved by the Executive Council of MSE. This information can be obtained by the MBA office.

the program to a real-world business or economic problem, and to demonstrate the capacity for independent research and analysis.

Table 3: List of Second-Year courses

Group	Term IV	Term V	Term VI
Finance	Finance Elective 1	Finance Elective 1	Finance Elective 1
	Finance Elective 2	Finance Elective 2	Finance Elective 2
	FE0 Stochastic Calculus – Core	Finance Elective 3	
Management	Management Elective	Management Elective	
Analytics	Business Analytics Elective 1	Business Analytics Elective 1	Business Analytics Elective 1
	Business Analytics Elective 2	Business Analytics Elective 2	Business Analytics Elective 2
	Business Analytics Elective 3	Business Analytics Elective 3	Dissertation

NPTEL Courses

The NPTEL Local Chapter SPOC (see Table 4) will serve as the point of contact for all NPTEL-related matters, including course registration, certification, and other Local Chapter activities. The Dean and Chairperson of the MBA Programme may, wherever considered appropriate, advise students to opt for relevant NPTEL courses in place of regular courses, subject to the academic requirements of the programme.

Table 4: NPTEL Local Chapter

Name	Position	Email
Dr. Purbita Jana	NPTEL Local Chapter SPOC	purbita@mse.ac.in

Detailed Syllabus and Course Material

Detailed syllabi for both MBA programmes can be downloaded from the MSE website under Academics. The necessary textbooks and other reference materials for all the courses are available at the MSE Library. Additional reading material for each course, if any, will be made available by the concerned faculty member, as hard or soft copies, as the course progresses. Table 5 provides the list of elective courses for the programme.

Table 5: List of Elective courses

Finance Electives	Business Analytics Electives	Management Electives
FE1 Asset Pricing 1	BAE1 Natural Language Processing and Text Analytics	ME1 Banking Management & Financial Services
FE2 Derivatives and Option Pricing	BAE2 Programming in SQL	ME2 AI Applications in Management and Business
FE3 Fixed Income Models	BAE3 Deep and Reinforcement Learning	ME3: Strategic Management
FE4 Credit Risk Models	BAE4 Algorithms and Data Structure	ME4 Taxation Management
FE5 Financial Market Microstructure	BAE5 Applied Multivariate Statistics	
FE6 Topics in Financial Engineering	BAE6 Advanced Analytical Models in Decision-Making	
FE7 Computational Finance	BAE7 Informational Theory and Cryptography	
FE8 Asset Pricing II	BAE8 Topics in Data Science	
FE9 Financial Time Series Analysis	BAE9 Medical Analytics	
FE10 Algorithmic and High-Frequency Trading	BAE10 Robotics	
	BAE11 Quantum Computing	
	BAE12 Visualization	

Note: The list of elective courses gets periodically updated. Not all elective courses would be offered during a given trimester. Elective courses offered would depend on availability of faculty.

4. ACADEMIC CALENDAR

Table 6 provides the academic calendar for the first trimester 1 (July - October 2026). Subsequent trimester academic calendars will be emailed to the students by the student office.

Table 6: Academic Calendar (Term 1)

Dates	Details
Wednesday 15 July, 2026	Orientation and Certificate Verification
Thursday 16 July, 2026	Commencement of Classes
Saturday 15 August, 2026	Holiday (Independence Day)
Tuesday 25 August, 2026	Submission of mid-term Teaching Evaluation
Wednesday 26 August, 2026	Milad-un-Nabi / Onam
Monday 27 August – Thursday 03 September, 2026	Mid-Term Examinations
Friday 04 September, 2026	Holiday (Krishna Jayanti)
Friday 11 September, 2026	Submission of Mid-term Marks and Attendance to the Student Office
Monday 14 September, 2026	Holiday (Vinayaka Chaturthi)
Wednesday 16 September, 2026	Mid-term Class Committee Meeting
Monday 21 September, 2026	Uploading of Second Assessment marks
Friday 02 October, 2026	Holiday (Gandhi Jayanti)
Tuesday 06 October, 2026	1. Last Working Day 2. Completion of teaching evaluations 3. Attendance shortfall list
Thursday 8 October – Friday 16 October, 2026	End-Term Examinations
Monday 19 October, 2026	Holiday (Ayutha Pooja)
Tuesday 20 October, 2026	Holiday (Vijaya Dasami)
Wednesday 21 October, 2026	Term 2 begins

5. TEACHING AND EVALUATION REGULATIONS

1. Attendance Requirements

MSE encourages regular and punctual attendance in all classes and programme-related activities. The MBA Office will keep a record of attendance for all the Courses and students are expected to monitor their attendance to avoid any shortfall.

- i. Students are required to attend at least 75% of the classes actually held in each course of study as may be prescribed and at least 60% in the case of the REDO course. Attendance shall not be mandatory for students repeating only the end-term examinations.
- ii. Student who is absent from classes continuously for 10 days and more will be liable to have his/her name removed from the rolls of the Institute. Absence for medical reasons should be supported by a certificate which has to be submitted within 5 working days after recovery/re-joining after illness. All medical certificates should be from a registered medical practitioner or hospital medical officer. **Medical certificate(s) submitted after 5 working dates from the date of recovery/re-joining will not be considered.**
- iii. No student who has less than 75% attendance on any course shall be permitted to attend the end-term examination and he/she shall be given a grade of FA-failure due to lack of attendance. In such cases, the student shall be asked to REDO that course by enrolling in 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 a 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. Mandatory Participation in Academic and Programme Activities

- i. Attendance in additional classes, tutorials and remedial sessions organised by the MBA Office shall be mandatory. Students seeking absence for reasons other than medical emergencies shall obtain prior permission from the MBA Office.
- ii. MSE may organise guest lectures, industry interactions and talks by eminent professionals. Students are expected to attend and participate in such events in formal attire, wherever specified.
- iii. Students shall maintain 100% attendance in the Industry Talks/Workshops conducted during their course. Students who fail to attend such mandatory sessions without valid reasons accepted by MSE may not be permitted to undertake the Summer Internship/Placement.

3. Internal Assessment and Final Examination

The objective of evaluation in the MBA programme is to assess students' academic progress, provide timely feedback, motivate continuous learning and ensure that minimum academic standards are achieved.

Evaluation in each Course shall be continuous and may include short tests, quizzes, class participation, assignments, projects, presentations, term papers or a combination of these components. The continuous evaluation of students includes one Mid-term written examination, Continuous internal assessment (CIA) and End-term examination (ETE). While Mid-term and ETE are mandatory written examinations, mode of CIA is decided by the course coordinator and can be a written examination, an assignment, a term-paper or combination of all. The concerned faculty member shall communicate the components of CIA and their respective weightages at the beginning of the Course. The final result in each Course shall be based on CIA, Mid-Term Examination and ETE. The weightage for each component shall ordinarily be as mentioned in Table 7:

Table 7: Assessment Components

Component	Weightage
Continuous Internal Assessment (CIA)	30%
Mid-Term Examination	30%
End-Term Examination (ETE)	40%

- i) It is mandatory for all students to participate in the CIA and Mid-term examination 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 and Mid-term, he/she shall not be permitted to reappear for internal assessment after the term is over.

4. Course Evaluation

- i. Evaluation of each student enrolled in the program will be done based on the Grading System.
- ii. The students must secure a minimum of 50 percent in the ETE marks and in the overall (CIA+Mid-term+ ETE) marks to pass each course.
- iii. The students having exceptionally lower marks in the CIA will be advised to REDO the course when it is offered next time.
- iv. Students failing a course due to their absence in the ETE, or not securing the minimum required percentage (F), can reappear only for the end-trimester term examination, when it is conducted. This would be termed as a REPEAT.
- v. In the case of REPEAT, the CIA and Mid-term marks secured by the student shall remain valid till he/she clears the course. In the case of REDO, the student has to forgo his/her internal marks in the course. Specifically, he/she has to take both internal assessments as well as ETE while fulfilling the minimum attendance requirements as specified above.
- vi. Students will not be allowed to redo/repeat the course to improve their grades.
- vii. Students should submit a separate application for every course to be re-evaluated in the prescribed form along with the prescribed fee to the Controller of Examinations. The maximum number of revaluation requests per trimester 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 Dean of the programme.

5. Dissertation

- The qualifying grade for the dissertation shall be B (up to the 4th trimester).
- Project work/dissertation shall be evaluated in a manner broadly similar to a regular Course, including mid-term and final evaluation components.
- The mid-term and final evaluation shall be conducted by a panel of examiners. Students shall submit the required copies of the dissertation and make a presentation before the panel.
- Students who fail to secure the minimum qualifying grade shall be required to revise and resubmit the dissertation within the period permitted by the Controller of Examinations, based on the recommendations of the Supervisor and the Panel of Examiners.

6. Examination Fees

There shall be no additional examination fee for regular End-Term Examinations during the two-year MBA programme. However, the following fees shall apply, subject to revision by MSE:

- (i) ₹ 2,000 per subject for a Supplementary Examination,
- (ii) ₹ 4,000 for Repeat Dissertation Evaluation, and
- (iii) ₹ 2,500 per subject for Revaluation.

7. Grading System

The scoring is based on the absolute grading system, subject to a minimum passing requirement of 50% in each Course. Appearing for examinations is only one component of the Course requirements. A student shall be deemed to have successfully completed a Course only upon fulfilling all requirements prescribed by the faculty member prior to the commencement of the Course. These requirements may include attendance, assignments, participation in evaluation tests, and other academic components. If a student is unable to complete a Course due to valid reasons, such as illness, the case shall be considered by MSE on its merits.

Under the grading system, the marks obtained by a student shall be converted into Letter Grades based on predetermined intervals. Marks in fractions shall be rounded off to the nearest integer. Student performance in each Course shall be reported in terms of both Marks and Letter Grades. Grades shall be awarded as specified in Table 8. To pass a Course, a student must secure at least 50% of the total marks and a minimum of 50% marks in the end-term examination.

Table 8: Marks, Grades and Grade Points

Range in Marks in %	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
Below 50	F	0	Fail
	FE	0	Failure due to lack of attendance
	AE	0	Absent in the end-semester examination

8. Communication of Grades

Faculty members are encouraged to provide timely feedback to students on their performance in individual components of a Course. Communication of marks or performance in internal components

shall be undertaken by the concerned faculty member before the CCM. The final letter grade for each Course shall be communicated to students by the MBA Office. Faculty members shall not ordinarily be required to provide make-up examinations, quizzes or other assessment arrangements for students who were absent without prior approval from the MBA Office. MSE does not have an appeal policy where grades are concerned.

9. Supplementary and Super Supplementary Examinations

These rules are general rules concerning end term examination. Specific rules will be notified by the Examination Cell headed by Controller of Examination from time to time. Any queries related to end term/supplementary examination should be directed to examination@mse.ac.in

- i. A student who fails in a Course may retain the marks obtained in the CIA and Mid-Term Examination, subject to the applicable examination regulations.
- ii. Supplementary Examination shall ordinarily be conducted after the release of results in each Term to provide an opportunity for students who have failed in a Course to clear the Course.
- iii. Students who fail to clear Courses by the end of the two-year programme may be permitted to appear for Super Supplementary Examinations within the period notified by MSE.
- iv. Students appearing for a Supplementary/Super Supplementary Examination shall pay the prescribed examination fee.
- v. Students who continue to carry an F Grade after the Super Supplementary Examination shall be required to repeat the concerned Course(s) along with a subsequent batch, subject to payment of the prescribed additional fees. Improvement examinations shall not be permitted.
- vi. Students will be eligible for placement if he/she has no backlogs and maintains a minimum CGPA as decided by the Placement Committee.

10. Grade Sheets and Provisional/Final Degree Certificate

- i. At the end of each trimester, students are given a grade sheet that includes grade point average (GPA) secured by the student in the trimester.
- ii. A consolidated grade sheet is given at the end of two years that reports the course- wise grade, trimester-wise GPA, and the cumulative GPA (CGPA) obtained by the student.
- iii. The MBA Degree will be awarded if the student earns 111 credits.

- iv. 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.

11. Grievances in Examinations

- i. MSE shall constitute a Grievance Committee comprising two faculty members and the Controller of Examinations to examine student complaints relating to assessment and examination procedures.
- ii. Students seeking a review shall submit their request to the Controller of Examinations through the Students' Office within 15 days of the announcement of results.
- iii. The grievance process shall be limited to procedural, administrative or clerical matters. Academic judgement relating to the award of marks shall ordinarily not be subject to appeal, except through the prescribed revaluation process.

12. Evaluation of the Summer Internship

The Summer Internship is an integral component of the MBA programme and shall be evaluated on the basis of the student's performance at the host organisation and the academic evaluation conducted at MSE. The evaluation shall consist of two components. The host organisation's evaluation of the student's performance during the Summer Internship shall carry a weightage of 50%. The remaining 50% shall be based on internal evaluation at MSE by a panel of not fewer than two faculty members. This evaluation shall be based on the internship report submitted by the student and a presentation on the work undertaken during the Summer Internship.

For successful completion of the Summer Internship, students shall:

- Submit a Summer Internship completion certificate from the host organisation;
- Submit the final internship report to the MBA Office on or before the prescribed due date;
- Complete the internship within the stipulated period and return to MSE by the date notified by the MBA Office; and
- Make a presentation before the faculty evaluation panel, wherever required.

Failure to submit the internship report within the prescribed timeline may result in the award of an F Grade for the Summer Internship.

13. Mentoring

The MBA Office may assign students to faculty members for academic, industry and general mentorship. Students shall keep their faculty mentors informed about their academic progress and any difficulties in coping with one or more Courses. Faculty mentors may convene meetings with their mentees from time to time.

14. Awards/prizes/Medals

A maximum of three scholarships shall be awarded to deserving students from each Programme on a merit-cum-means basis. Upon successful completion of the Programme, the top-ranking student in each Programme shall be awarded a medal and a merit certificate.

6. FEES AND REFUND RULES

MBA Fee Structure

Table 9 presents the breakup of the Fee Structure. Item no (1) is payable in three installments. First installment is paid at the time of admission. Second and third installments will be paid in January 2027 and August 2027 respectively. Item (2) and (3) are paid only in the beginning of the Program. Caution deposit of students who are placed through campus recruitment will be retained by the MSE. For other students, caution deposit will be returned after deducting any dues to the library, computer lab, infrastructure, etc., at the time of graduation.

Table 9 Program Fee Structure

S.No.	Fee details	Amount (Rs.)
1	Term Fee	4,00,000
2	Refundable caution deposit	50,000
3	One time Admission Fee	5,000
	Total	4,55,000

Note: The fee is subject to annual revision based on the Executive Council recommendations.

MBA Fee Refund Policy

Refund will be as per UGC rules and MSE norms.

7. GENERAL RULES AND REGULATIONS OF MSE

1. Submission of the 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 IT Systems Department for accessing the MSE's computer network and the Internet. Students must fill in the appropriate computer services form for this purpose and are advised to contact the IT Systems Manager.
4. Every student is required to observe disciplined and decorous behaviour both inside and outside the MSE and not to indulge in any activity which will tend to bring down its prestige. 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 10.

Table 10: Ragging Prevention Committee

Sl. No.	Name	Membership	Email id
1	Dr. N.R. Bhanumurthy Director, MSE	Convenor	raggingprevention@mse.ac.in
2	Dr. Brinda Vishwanathan	MSE Faculty	
3	Dr. Naveen Srinivasan	MSE Faculty	
4	Dr. Ekta Selarka	MSE Faculty	
5	Dr. Sanjeev Vasudevan	Hostel Deputy Warden	

8. Internal Complaints Committee-Complaints Against Sexual Harassment (ICCCASH) Madras School of Economics (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 the campus. The document is available at https://www.ugc.ac.in/pdfnews/7203627_UGC_regulations-harassment.pdf. Table 11 presents the details of the ICC at MSE. POSH cell information can be accessed at <https://mse.ac.in/posh/>

Table 11: Internal Complaint Committee/POSH

Sl. No.	Name	Membership	Email id
1	Dr. Amrita Chatterjee	Convenor	icc@mse.ac.in icc_all@mse.ac.in
2	Dr. Gopal Krishna Roy	MSE Faculty	
3	Dr. Arpita Choudhary	MSE Faculty	
4	Ms. Rama Haran	External Member	
5	Sathya Jothi	PA to Director	
4	Mr. Selvam	Accountant	
5	Mr. Anand A	Administrative Officer	

The main tasks of the ICC are:

- I. To ensure the implementation of the guidelines in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- II. To create a secure physical and social environment which will deter acts of sexual harassment.
- III. To have an annual review of the systems in place so that gender sensitivity is internalised in the day-to-day activities of the institute.
- IV. To promote a social and psychological environment that will raise awareness (including workshops and informal discussions) about sexual harassment in its various forms.

9. It is expected that all the students must attend official functions of the MSE. The students, while attending the official functions, must maintain a formal/proper dress code.
10. A copy of the provisional certificate should be produced before joining the MBA. A student may be allowed to join the MBA before his/her college results are announced. However, the results should be intimated to the MBA office as soon as they are announced. In case one fails to clear all their papers and therefore does not qualify as a graduate, he/she will be disqualified from pursuing the MBA without any refund.
11. Faculty members are free to adopt appropriate measures to penalise students for breaches of academic discipline. Any such violations by students and corrective measures taken by faculty members will be reported to the Disciplinary Committee.
12. All queries regarding the MBA should be directed through the MBA Office, with a copy to the MBA Chair and the MBA Dean.
13. Placement and Internship guidance: Guidance on internships and placement are provided by the Career Guidance and Placement Committee. Details of the committee are given in Table 12.

Table 12: Career Guidance and Placement Committee

Sl. No.	Name	Membership
1	Dr. Gopal Kirshna Roy	Convenor
2	Dr. Devlina	MSE Faculty
3	Mr. A. Anand	PRO /Administrative Officer

14. **Research Ethics Committee:** Research Ethics Committee consists of the supervisor and panel members. Students must seek approval with their supervisor's consent before conducting any primary survey that involves engagement with participants, as data collected without prior ethical clearance will not be accepted for thesis submission or publication.
15. **Other committees:** Other committees include the Committee for SC/ST (Prevention of Atrocities) Act 1999 and Sports and Cultural committee. Constitution of these committees are given in Table 13 and Table 14 respectively.

Table 13: Committee for SC/ST (Prevention of Atrocities) Act

Sl. No.	Name	Membership
1	Dr.N.R. Bhanumurthy	Convenor
2	Dr. Saumitra N Bhaduri	MSE, Faculty
3	Dr. Zareena Begum Irfan	MSE, Faculty
4	Dr.Rashmi Subbiah	Faculty, Ethiraj College

Table 14: Sports and Cultural Committee

Sl. No.	Name	Membership
1	Dr. Jeeten Krishna Giri	Convenor
2	Dr.Sanjeev Vasudevan	MSE, Faculty
3	Dr.Blessy Augustine	MSE, Faculty
4	Mr.Chandru	MSE, Staff

8. GENERAL EXAMINATIONS NORMS/GUIDELINES

- All students should be present in the hall 15 minutes before the commencement of the exam. Students will not be 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 classmates. 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.
- If a student is not able to take a Mid-Term Examination, a Re-examination is not permissible unless it is for medical reasons or emergencies. Student is required to furnish the relevant documentation within 5 days from returning to the School.

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 on campus
- ❖ Passing of racial/sexist remarks or comments.
- ❖ Use of unparliamentary language.
- ❖ Causing disturbance to other students and/or the instructor.
- ❖ Leaving a class without informing the instructor.
- ❖ Late-coming.
- ❖ Absence without approved 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
- ❖ Asking to repeat 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, will administer any disciplinary action upon being reported by the 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 15. 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.

Table 15: Grievance Committee

Name	Membership	Email
Dr. N.R. Bhanumurthy	Director	grievance@mse.ac.in
Dr. Zareena Begum Irfan	MSE Faculty	
Dr. Neelanjana Sen	MSE Faculty	
Dr Aritri Chakravarty	MSE Faculty	
Dr. Sanjeev Vasudevan	Hostel Deputy Warden	

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-hour CCTV surveillance of the entire campus
- 24-hour security on 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 – 2026

S.No	Holiday	Date	Day
1	New Year Day	01-Jan-26	Thursday
2	Pongal	15-Jan-26	Thursday
3	Thiruvallar Day	16-Jan-26	Friday
4	Uzhavar Thirunal	17-Jan-26	Saturday
5	Republic Day	26-Jan-26	Monday
6	Thaipooasam	01-Feb-26	Sunday
7	Ugadi / Telugu New year Day	19-Mar-26	Thursday
8	Ramzan	21-Mar-26	Saturday
9	Mahaveer Jayanthi	31-Mar-26	Tuesday
10	Good Friday	03-Apr-26	Friday
11	Tamil New Year /Dr.B.R.Ambedkar's Birthday	14-Apr-26	Tuesday
12	May Day	01-May-26	Friday
13	Bakrid	28-May-26	Thursday
14	Muharram	26-Jun-26	Friday
15	Independance Day	15-Aug-26	Saturday
16	Milad-un-Nabi / Onam	26-Aug-26	Wednesday
17	Krishha Jayanthi	04-Sep-26	Friday
18	Vinayaka / Ganesh Chathurathi	14-Sep-26	Monday
19	Gandhi Jayanthi	02-Oct-26	Friday
20	Ayutha Pooja	19-Oct-26	Monday
21	Vijaya Dasami	20-Oct-26	Tuesday
22	Diwali	08-Nov-26	Sunday
23	Christmas	25-Dec-26	Friday

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.
- (c) Any clarification on hostel accommodation and related matters should be directed to hostelwarden@mse.ac.in

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 the 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 the 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 get permission from 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 caretakers.
- (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 applicable guest charges 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 facilities on pay as you go basis, preferably by informing the 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 5th 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

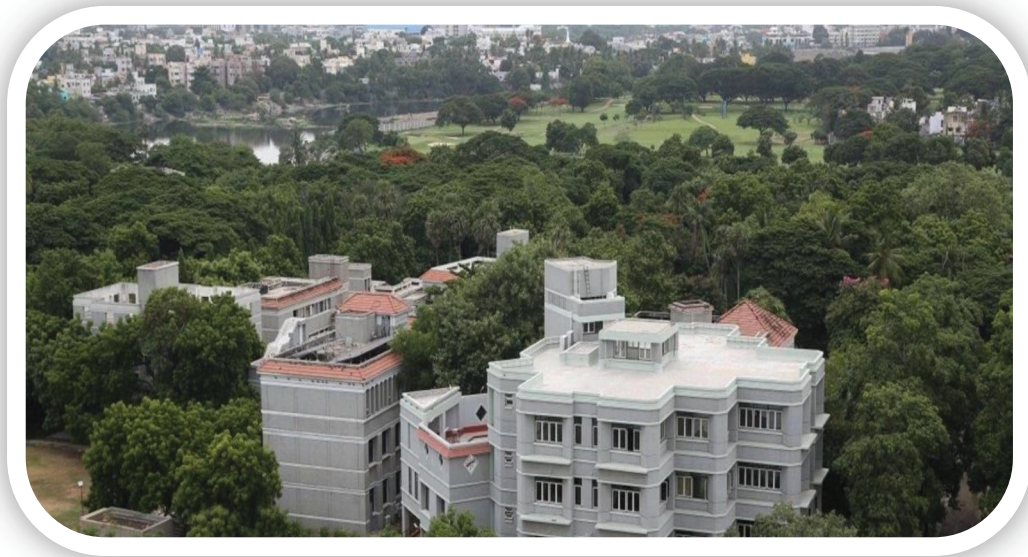
- (a) The Managing Committee of the hostel consists of the Wardens, the Director, the Administrative Officer and caretakers.
- (b) Student representatives shall be nominated or elected by the hostellers. These representatives will represent all hostel and mess-related issues to the managing committee.

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 9.
- (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 the consumption of alcoholic drinks within the hostel or the school campus are 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.

For any emergency, hostellers can contact:

Warden	Dr. Saumitra Bhaduri	- saumitra@mse.ac.in
Deputy Warden	Dr. Sanjeev Vasudevan	- sanjeev@mse.ac.in
Deputy Warden	Dr. Arpita Choudhary	- arpita@mse.ac.in
Administrative Officer	Mr. A. Anand	- ao@mse.ac.in



**Madras School of Economics,
Gandhi Mandapam Road, Chennai 600 025.
Off: 2235 2157/2230 0304,
Fax: 2235 2155/2235 4846
Website: www.mse.ac.in
Email: info@mse.ac.in**