



MADRAS SCHOOL OF ECONOMICS

Institution of Special Importance
MSE BUSINESS SCHOOL
(Recognised by the Government of Tamil Nadu)



M.Sc. Data Science
(2-year Full Time Program)

STUDENT HANDBOOK
(2026-28)

Madras School of Economics
Gandhi Mandapam Road
Chennai 600 025

CONTENT

S.N	Title	Page No.
1.	About Madras School of Economics	3
2.	Academic Governance Structure @ MSE	4
3.	Curriculum of M.Sc. Program	5
4.	Academic Calendar – Semester 1	8
5.	Teaching and Evaluation Regulations	9
6.	Fees and Refund Rules	15
7.	General Rules and Regulations	16
8.	General Examination Norms/Guidelines	19
9.	Misconduct and Disciplinary Norms	20
10.	Facilities at MSE	22
11.	List of Holidays - 2026	25
12.	MSE Hostel for Boys and Girls – Rules and Regulations	26

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.

In recent developments, MSE has expanded its academic offerings. The school introduced a new **M.Sc. Data Science** in the academic year 2024–25, which emphasizes advanced quantitative methods, data analytics, and interdisciplinary applications, adhering to UGC guidelines and matching international standards.

MSE also offers full-time and part-time PhD programs in Economics and Management with fellowships and scholarships available to support scholars. With its expanding academic programs, extensive research activities, and policy engagement, MSE continues to be a premier institution dedicated to excellence in economics, data science, and related fields.

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.
- To strengthen the academic and industry connections of the M.Sc. Data Science program, we have an advisory committee which will provide guidance on curriculum development, research collaborations, and industry alignment for the program
- The Dean coordinates the academic affairs of the two-year M.Sc. Degree programme with the Program Chair and the 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 programme and works with the Dean and Chairperson for the smooth conduct of the two-year M.Sc. Program.
- The student-related administrative matters are coordinated by the Student Office with the help of the Administrative Officer, under the guidance of the Dean, Program Chair, and the Controller of Examinations.

The faculty and staff in charge of the M.Sc. Data Science Programme are:

Dean:	Dr. Ekta Selarka
Chairperson:	Dr. Purbita Jana
Controller of Examinations:	Dr. Amrita Chatterjee
Administrative Officer:	Mr. A. Anand
Students Office in-charge:	Ms. 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 semester. 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 M.Sc. DATA SCIENCE PROGRAMME

The M.Sc. Data Science is organised on a semester pattern. The academic year consists of two semesters of about 16 weeks each. Each semester consists of 4-5 courses. Each course carries 4 credits totalling to a total of 76 credits for the programme. Table 1 summarises the structure of the programme.

Table 1: Structure of M.Sc. Data Science programme

First year		
Semester I	Five Core courses	20 credits
Semester II	Five Core courses	20 credits
Second year		
Semester III	Two core courses + Three electives +Dissertation (2 credits)	22 credits
Semester IV	One Core course + One Elective + Dissertation (6 credits)	14 credits
Total		76 credits

In the first year, students are required to study the compulsory (core) courses. Tables 2 and 3 present the list of courses in the first and second year.

Table 2: List of Core Courses in First Year

FIRST YEAR	
Semester 1	Semester 2
111-Mathematics for Data Science	121-Introduction to Data Science
112-Statistics with R	122-Econometric Methods
113-Programming in Python & Matlab	123-Algorithms and Optimization
114-Introduction to Artificial Intelligence	124 Numerical Methods & Simulation Techniques in Finance
115-Linear Algebra	125- Introduction to Machine Learning

During the summer break between second and third semester following the completion of first-year examinations, students are required to undergo a two-month compulsory summer internship with either an industry partner or a research institution.

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 MSDS 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. Along with the electives, students have to initiate their dissertation work. In the fourth semester, students write their master's dissertation along with the course work. Table 3 presents the list of second year courses.

Table 3: List of Courses in Second Year

SECOND YEAR	
Semester 3	Semester 4
231- Verification for Big Data	241-Large Language Models
232- Deep & Reinforcement Learning	E242-Elective -4
E233-Elective -1	D2243- Dissertation (Part 2)
E234-Elective -2	
E235-Elective -3	
D1243-Dissertation (Part 1)	

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 MSDS Office will give a certificate stating that the student has completed/audited the Course.

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 M.Sc. 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

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

Detailed Syllabus and Course Material

Detailed syllabi for MSDS programme 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

Big Data	Statistics	Finance	Security	Special Topics
Cloud Computing & Big Data	Time Series Analysis	Mathematical Finance	Introduction to Cryptography & Block chain	Topics in Data Science
Big Data Visualisation	Multivariate Statistics	Stochastic Differential Equations in Finance	Advanced Cryptography, Data Privacy & Security	Applications of Algebraic Geometry to Data Science
Big Data & Hadoop / Spark	Stochastic Processes		Quantum Computing	Medical Analytics
Advanced Algorithms and Data Structures	Applications of High Dimensional Statistics to Data Science			Topology for Data Science
				Game Theory

Note: The list of elective courses gets periodically updated. Elective courses are offered subject to the availability of faculty.

4. ACADEMIC CALENDAR

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

Table 6: Academic Calendar (Semester I)

Dates	Details
July 15th, Wednesday, 2026	Orientation and Certificate Verification
July 16th, Thursday, 2026	Commencement of Classes
August 15th, Saturday, 2026	Holiday (Independence Day)
August 26th, Saturday, 2026	Holiday (Milad-un-Nabi/Onam)
August 31st, Monday, 2026	Submission of mid-term Teaching Evaluation
September 1st, Tuesday - September 8th, Tuesday, 2026	Internal 1 Examinations
September 4th, Friday, 2026	Holiday (Krishna Jayanti)
September 14th, Monday, 2026	Holiday (Vinayaka/Ganesh Chaturthi)
September 15th, Tuesday, 2026	Submission of Internal 1 Marks and Attendance to the Student Office
September 18th, Wednesday, 2026	First Class Committee Meeting
October 2nd, Friday, 2026	Holiday (Gandhi Jayanti)
October 19th, Monday, 2026	Holiday (Ayutha Pooja)
October 20th, Tuesday, 2026	Holiday (Vijaya Dashami)
November 2nd, Monday - November 7th Saturday, 2026	Internal 2 Examinations
November 8th, Sunday, 2026	Holiday (Deepavali)
November 9th, Monday, 2026	Submission of Internal 2 Examination Marks and Attendance to the Student Office
November 12th, Thursday, 2026	Second Class Committee Meeting
November 9th, Monday, 2026 - November 13th Friday 2026	Remaining Instructional Days
November 13th, Friday, 2026	1. Last Working Day 2. Completion of teaching evaluations 3. Attendance shortfall list
November 23rd, Monday, 2026 onwards	End Semester Examination
December 25th, Thursday, 2026	Holiday (Christmas Day)
January 4th, Monday, 2027	Re-opening of Even Semesters
December 22nd, Tuesday, 2026 - January 18th, Monday, 2027	Second Semester Fee Payment without Fine
January 19th, Tuesday - January 31st, Sunday, 2027	Second Semester Fee Payment with 15% Fine

Note *** Students are advised to plan travel for winter break only after end semester examination timetable announcement

5. TEACHING AND EVALUATION REGULATIONS

1. Attendance

MSE encourages regular and punctual attendance in all classes and programme-related activities. The MSDS 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 MSDS Office shall be mandatory. Students seeking absence for reasons other than medical emergencies shall obtain prior permission from the MSDS 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 student's progress in class shall be evaluated continuously. The continuous evaluation of students includes internal assessments and end semester examination (ESE). Internal assessment consists of one mandatory written examination and continuous internal assessment (CIA). While one internal examination and ESE 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 Internal Assessments and End Semester Examination (ESE) together will form the basis for Evaluating/grading the student performance in each paper/course. The weightage for each component shall ordinarily be as mentioned in Table 7:

Table 7: Assessment Components

Component	Weightage
Continuous Internal Assessment (CIA)	20%
Internal Written Examination	20%
End-Term Examination (ETE)	60%

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

- (i) The qualifying grade for the dissertation in all programs is 'B' (up to the third semester).
- (ii) Students should have a regular MSE faculty as a supervisor. The panel member can be an external member approved by the supervisor.
- (iii) The dissertation of M.Sc. Data Science students will be evaluated in terms of mid-term examination and final viva.
- (iv) The midterm and final evaluation shall be undertaken by the Panel of examiners and the students shall submit the hard copy of their thesis and also make a presentation to the Panel.
- (v) Students who fail to obtain the minimum grade in the dissertation will be required to rewrite it within such further period as may be allowed by the Controller of Examinations based on the recommendations provided by the Supervisor and the Panel of Examiners.

6. Examination Fees

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

- (i) For REDO students Rs.1000/- per assessment.
- (ii) ₹2,000 per subject for a Supplementary Examination,
- (iii) ₹4,000 for Repeat Dissertation Evaluation, and
- (iv) ₹2,500 per subject for Revaluation.

7. Grading System

The 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.

- (i) The results of successful candidates will be classified as indicated below based on 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
- (ii) To satisfactorily complete the program and qualify for the degree, a student must obtain a minimum CGPA of 5. No student with an “F”/ “FA”/ “AE” grade(s) on record shall be eligible for the award of the degree.

8. Grades and Grade Points

The absolute grading system is followed by MSE. Under this system, the marks are converted to letter grades based on predetermined 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 8.

Table 8: 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
	FA	0	Failure due to lack of attendance
	AE	0	Absent in the end-semester examination

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 internal assessment, subject to the applicable examination regulations.
- ii. Supplementary Examination shall ordinarily be conducted after the release of results in each semester 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 semester, students are given a grade sheet that includes the grade point average (GPA) secured by the student in the semester.
- (ii) A consolidated grade sheet is given at the end of two 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 all the courses of the program, a **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 September.

11. Maximum Duration

The students are allowed to carry arrears in each semester but must pass all the prescribed subjects within a maximum duration of **four** years from the date of joining the program.

12. 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.

13. Awards/prizes/Medals

A maximum of three scholarships are provided to the deserving students (on merit-cum-means basis) from each Program. At the end of the completion of the course, the top-ranking student in each Program will be awarded a medal and merit certificate.

6. FEES AND REFUND RULES

Fee Structure

Table 9 presents the breakup of the Fee Structure. Item no (1) and (2) are payable every semester. Item (3) is non-refundable and is paid only in the beginning of the Program.

Table 9 Programme Fee Structure

S.No.	Fee details	General Category Amount (Rs.)	SC/ST Amount(Rs)
1	Semester fee	2,36,903	1,89,523
2	Infrastructure development fee	30,000	30,000
3	One time admission fee	5,000	5,000
	Total	2,71,903	2,24,523

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

Fee Refund Policy

For students withdrawing from the Programme before the commencement of 1st semester classes, the Infrastructure Development Fee will be fully refunded. Table 10 presents the refund policy for refund requests received after the commencement of 1st semester.

Table 10 Fee Refund Policy

Category	Percentage of refund of semester fees	Point of time when notice of withdrawal of admission is received
1	100%	15 days or more before the 31st October, 2026
2	90%	Less than 15 days before the 31st October, 2026
3	80%	15 days or less after the 31st October, 2026
4	50%	30 days or less, but more than 15 days after the 31st October, 2026
5	00%	More than 30 days after the 31st October, 2026

Payment Instructions

All fees can be paid using the online payment facility on the MSE website. The facility will be activated after the instructions from the MSDS student office.

7. GENERAL RULES AND REGULATIONS

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 M.Sc. Data Science. A student may be allowed to join the M.Sc. Data Science before his/her college results are announced. However, the results should be intimated to the M.Sc. Data Science 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 M.Sc. Data Science without any refund.
 11. Faculty members are free to adopt appropriate measures to penalize 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 M.Sc. Data Science should be directed through the M.Sc. Data Science Office, with a copy to the M.Sc. Data Science Chair and the M.Sc. Data Science 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 14 and Table 15 respectively.

Table 14: 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 15: 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

- o 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.
- o Students are required to sign the attendance sheet.
- o All students are required to be seated according to their roll number.
- o No mobile phone/laptop/electronic devices are allowed unless it is specifically instructed.
- o Students are required to mention their roll number on the cover sheet of the examination script without fail.
- o A student will be punished as per MSE rules if he/she indulge 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.
- o Borrowing of a Pen, Pencil, Eraser, Scale, Highlighter and Calculator during the examination is strictly not allowed.
- o All rough workings must be included in the answer book and then crossed through with a single line.
- o 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 is not applicable during the last half-hour of the examination.
- o If a student is not able to take the Internal Assessments, a Re-examination is not permissible unless it is for medical reasons or emergencies.

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 run 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 un-parliamentary 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 an 'F' grade
- ❖ Repeating the course
- ❖ Suspension, withdrawal or being 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 16. 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 16: Grievance Committee

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

10. FACILITIES AT MSE







- State-of-the-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 faculty
- 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	Thaipoozam	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 Chaturthi	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 provide 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 the 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) Unauthorised tapping of electrical power will be dealt with severely. In general, members are not allowed to use electrical gadgets like induction stoves, toasters, grills, ovens, mixer-grinders, stoves, heaters, etc. The 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 hostels by 9.30 pm, unless specifically permitted by the Wardens. If anyone comes after 9.30 pm, 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 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 all the blocks 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 the 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 to the 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 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 the 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 the 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 a 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 of 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 of only once 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 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 10.
- (b) Hostellers shall not issue orders to hostel employees or interfere with 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. **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 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