



MADRAS SCHOOL OF ECONOMICS
(Institution of Special Importance –
Recognized by the Government of Tamil
Nadu)



B.A. (HONOURS) ECONOMICS
(3-year Full Time Programme)

STUDENT HAND BOOK
(2024-27)

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) was established by renowned fiscal expert Padma Vibhushan Dr Raja Chelliah in 1993 to impart higher education in economics in Southern India and also to develop the school as a think-tank to advise the Central and State Governments on various economic policies. The Madras School of Economics continued to grow under the able guidance of Padma Vibhushan Dr C. Rangarajan (Former Chairman of Economic Advisory Council to the Prime Minister of India and Former Governor of Reserve Bank of India) and other eminent members of the Board of Governors. MSE has emerged as a leading Centre of Excellence of Post Graduate Teaching and Research in Economics, Environment, Finance and Management in the country. Over the past two decades, MSE offered its teaching programme jointly with Anna University, Chennai initially, and subsequently with Indira Gandhi National Open University, New Delhi and Central University of Tamil Nadu, Thiruvavur. With strong emphasis on quantitative methods, MSE's curriculum is on par with international standards. MSE has been rated as one of the top institutes for Post Graduate teaching in Economics, Finance and Management in the country.

MSE has also collaborated with many government, non-government, and academic agencies for furthering economic policy and research in India. It was designated as the Centre of Excellence in Environment Economics by the Ministry of Environment, Forestry and Climate Change, Government of India. It also established MSE-GE Money Decision Science Lab with support of GE money.

MSE in its Silver Jubilee Year (2018) obtained "A New Technical Institution" status with the approval of All India Council for Technical Education (AICTE), Ministry of HRD, Government of India (in April 2018) and started 2 two-year full time Post Graduate Diploma in Management (PGDM) courses, namely PGDM Finance and PGDM Research and Business Analytics.

Recognizing its academic services over the years, the Government of Tamil Nadu enacted MSE Act 2020 and recognized MSE as an Institution of Special Importance and empowered MSE the degree granting power in Economics, allied subjects and Management. MSE has begun its journey as the Institution of Special Importance from April 2021. It is included by UGC in the list of Institutions established under State Legislature Act. Currently, it offers the following 2-year M.A. programmes in (i) General Economics, (ii) Financial Economics, (iii) Actuarial Economics, (iv) Applied Quantitative Finance and (v) Environmental Economics. It offers PGDM Finance and PGDM Research and Business Analytics Programs. For its Ph.D. program in Economics, it is affiliated with the University of Madras and Central University. From April 2021 onwards, it has been offering its own Ph.D. programs in Economics and Management. It offers (i) Dr. Devaki Muthiah and Dr. A.C. Muthiah fellowships and (ii) MSE Institution Fellowships to Ph.D. scholars and encourages the scholars holding UGC-JRF to join the Ph.D. program.

Till 2020-21, MSE has been offering a 5-year Integrated M.A. program in Economics jointly with CUTN. Students admitted to this programme were trained at CUTN campus for the first 3 years and after successful completion of 3 years study at CUTN, students directly enrolled to one of the above 5 M.A. programmes at MSE campus.

MSE's Priority areas of research are Public Finance, Macroeconomic modeling, Environment and Climate Change, Trade and Development, Finance, International Economics, Industrial Economics, Actuarial Science, Data Science and Business Analytics. It has completed many research projects funded by many prestigious national and international agencies. MSE has so far successfully completed more than 170 research projects and currently has undertaken a few more projects.

MSE has published more than 240 Working papers, 43 Monographs, 5 Occasional papers, 35 Dissemination papers in addition to the research articles contributed by MSE faculty in various National and International journals and edited volumes /books. MSE has 3 prestigious Endowment Lecture Series, namely Dr. Raja J. Chelliah Memorial Lecture (supported by SICCI and Mrs. Chelliah), Shri R.Venkataraman Endowment Lecture, and G. Ramachandran Endowment Lecture. In addition, MSE regularly has invited lectures by eminent scholars from abroad and India. So far more than 300 eminent scholars have delivered lectures at MSE.

MSE has four prestigious Chairs, Hindustan Level Ltd, Chair in Industrial Economics, T.S.Santhanam Chair in Financial Economics, Canara Bank Chair in Financial Economics and Union Bank Chair for Excellence in Banking. MSE also started the "Centre for Public Finance" with the funding support of Government of Tamil Nadu with effect from April 2022. It also signed an MoU with Clearing Corporation of India Limited (CCIL), Mumbai for research collaboration in the area of Finance.

Undergraduate Programme at MSE

MSE has started its own 3-year BA (Honours) program in Economics from the academic year 2022-23. It follows all the UGC guidelines and closely aligns with the Tamil Nadu state universities for academic rules and regulations. It reserves 35% seats for Tamil Nadu residential students and follows the Reservation Policy of Government of Tamil Nadu for admitting these students. MSE will admit its third batch of BA students in this current academic year 2024-25.

The undergraduate course at MSE is rigorous using both quantitative and data-driven analytical approach to the field of economics. Students completing this course have a fair chance of getting admission into MA/MSc/PhD Program offered in reputed institutions both in India and abroad. This handbook provides additional information along with the main guidelines given in the Ordinance of the UG Programme of Economics (<https://www.mse.ac.in/wp-content/uploads/2022/04/B.A-Hon.Economics-Ordinance-No.-4.pdf>).

2. ACADEMIC GOVERNANCE STRUCTURE OF B.A. PROGRAM

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

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

- Dean (UG): Dr. Naveen Srinivasan
- Chairperson (UG): Dr. Ekta Selarka
- Faculty Advisor (UG): Dr. Aritri Chakravarty
- Faculty Advisor (UG): Dr. Poorna Narayanan
- Controller of Examinations: Dr. Zareena Begum I
- Administrative Officer: Mr. Kathirvel K.
- Students Office in-charge: Mr. Karthick K.V.

Class Representatives

In the first year of B.A. Program, two students (preferably one male and one female) will be elected as class representatives (CR). The class representatives may change over the course of three years. The class representatives participate in the Class Committee Meetings (CCMs), which will be held twice during each semester. The CCMs constitute representation from the faculty as well as the student community and provide a scope for the student representatives to give feedback on the academic and other issues. The CRs act as the point of contact for faculty members and the BA Office on various academic issues during the course of the programme.

3. CURRICULUM OF B.A. (Hons.) ECONOMICS

The under-graduate programme is designed to offer B.A. (Honours) degree in Economics. The Programme is organized on the semester pattern. The academic year consists of two semesters of about 16 weeks each. Each semester consists of 4-5 courses. The main features of the curriculum are as follows:

1. Core Courses (CC), which are compulsory
2. Ability Enhancement (AE) Courses are also compulsory. The AE courses are of two types: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC):
 - a. AECC include English (Communication) and Environmental Studies/Science; and second language (a pass course).
 - b. SEC include a pool of courses designed to provide skill-based knowledge.
3. Elective Courses: Students can choose a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline. Elective Courses are grouped as:
 - a. Generic Electives (GE): Electives from unrelated or allied subjects
 - b. Discipline Specific Electives (DE): Electives offered by the main discipline are DSEs (certain electives may be discipline-related or interdisciplinary in nature)
 - c. Dissertation/Project: This is optional. Helps acquire special/advanced knowledge in a particular field (substitute for one course under DE)
4. For successful completion of the Programme, the student must earn a total of 142 credits.

The distribution of credits across core and elective courses is shown in Table 1. Table 2 shows the distribution of courses across semesters. Finally, Table 3 shows the list of elective courses.

Table 1: Structure of B.A. (Honours) Programme

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

*Notes: *AE1 (English) course is given 4 credits. \$AE2 is the second language (pass) course, to be completed within the first 4 semesters of the program. For this students need to register with UGC's Mooch (online) program or University of Madras Certificate Program to clear their second language (German/French/or any Indian language including Tamil and Hindi).*

Table 2: Course Structure Across Semesters

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

Table 3 Elective Courses

Type of Elective	Courses
Generic Elective (GE)	<ol style="list-style-type: none">1. History of Western Philosophy2. Logic and Philosophical Inquiry3. Real Analysis4. Abstract Algebra5. Operations Research6. Differential Equations7. Stochastic Calculus8. Introduction to Business Analytics9. Introductions to Computer Programming10. Introduction to Machine Learning11. Introduction to Data Science12. Introduction to Behavioural Economics13. Probability Theory14. Linear Algebra
Ability Enhancement: Compulsory Courses (AECC)	English Environmental Studies/Science
Skill Enhancement Courses (SEC)	Decision Support System Introduction to R/Matlab/Python
Discipline Specific Electives (DE)	<ol style="list-style-type: none">1. Advanced Macroeconomics2. Introduction to Game Theory3. Issues in Development Economics4. Risk Management5. Energy Economics6. Financial Economics7. International Finance8. Environmental Economics9. Introduction to Time Series Analysis10. History of Economic Thought11. Economics of Climate Change and Development12. Optimization in Economic Theory13. Stochastic Process14. Introduction to Non-Linear Time Series Econometrics15. Project / Dissertation

Detailed syllabus for the B.A. (Hons.) Economics can be downloaded from MSE website (<https://www.mse.ac.in/b-a-programme/>). The necessary textbooks and reference material for all the courses would be available at the MSE library. Additional reading material relevant to the courses will be made available by the concerned faculty either as an electronic version or a hard copy as the course develops.

4. 1st SEMESTER ACADEMIC CALENDAR

Table 4 provides the academic calendar for Semester 1 (July - November 2024).

Table 4: Academic Calendar: Semester I (July -November 2024)

Dates	Details
Thursday, 11 July 2024	Eligibility and document verification
Friday, 12 July 2024	Orientation of the BA(H) Economics 2024-27
Monday, 15 July 2024	Commencement of classes
15 July – 06 September 2024	First Assessment Period
02 – 06 September 2024	First Assessment Examinations
Friday, 06 September 2024	Submission of First Assessment Attendance to BA office
Thursday, 12 September 2024	Submission of First Assessment Marks to BA office
Tuesday, 17 September 2024	First Class Committee Meeting
09 September – 30 October 2024	Second Assessment Period
24 – 30 October 2024	Second Assessment Examinations
Wednesday, 30 October 2024	Submission of Second Assessment Attendance
Monday, 04 November 2024	Submission of Second Assessment Marks
Thursday, 07 November 2024	Second Class Committee Meeting
01 – 13 November 2024	Remaining instructional days
Wednesday, 13 November 2024	<ol style="list-style-type: none">1. Last Working Day2. Completion of teaching evaluations3. Submission of final attendance
18 November onwards	End Semester Examinations
30 November – 01 January 2025	Winter break
Thursday, 02 Jan 2025	Re-opening of Even Semester

5. TEACHING AND EVALUATION REGULATIONS

1. Attendance

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

2. Assessment and Examination

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

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

3. Evaluation

- (i) Evaluation of each student enrolled in all courses will be done based on the Grading System.
- (ii) The students must secure a minimum of 40 percent in the End Semester Examination marks and a minimum of 40 percent in the overall (Internal Assessment + End Semester Examination) marks to successfully complete each course.
- (iii) The students having exceptionally low 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 end Semester examination (AE), or not securing the minimum required percentage (F), can reappear only for the end semester examination when it is conducted. This would be termed as a "Repeat".
- (v) In case of 'Repeat', the internal marks secured by the student shall remain valid till he/she clears the course. In the case of 'Redo', the student has to forgo his/her internal marks in the course. Specifically, he/she has to write internal as well as end-semester examinations while fulfilling the minimum attendance requirements as specified above.
- (vi) Students will not be allowed to redo/repeat the course for improving their grades.
- (vii) Students should submit a separate application for every course to be reevaluated in the prescribed form along with the prescribed fee (Rs. 1000 per subject) to the Controller of Examinations. The maximum number of revaluation requests per semester is one paper.
- (viii) Re-evaluation of answer scripts can be sought only with at least one affirmation by a teacher relevant to the subject as mentioned below and that any of the criteria below are satisfied: (a) Finds that any answer(s) to question(s) that has/have not been evaluated and (b) Finds that the answer-script valuation in full or part is not justified and there is reasonable ground for re-evaluation.
- (ix) The application for revaluation shall be submitted to the Controller of Examinations through the Chairperson (UG).

4. Examination Fees

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

5. Grading System

- (i) Grade is an index of the performance of a student in a particular course. It is the transformation of scaled marks secured by a student in a course. Grade point is the weight allotted to each grade depending on the range of marks awarded in a course.
- (ii) The results of successful candidates will be classified as indicated below on the basis of the Cumulative Grade Point Average (CGPA):
 - a) CGPA of 8.0 and above and up to 10.0 I Division with Distinction
 - b) CGPA of 6.5 and above and up to 7.9 I Division
 - c) CGPA of 5.5 and above and up to 6.4 II Division
 - d) CGPA of 5.0 and above and up to 5.4 III Division

(iii) To satisfactorily complete the programme and qualify for the degree, a student must obtain a minimum CGPA of 5. No student with “F”/ “FA”/ “AE” grade(s) on record shall be eligible for award of the degree.

6. Grades and Grade Points

The absolute grading system is followed by MSE. Under this system, the marks are converted to letter grades based on pre-determined mark intervals. The marks in fractions shall be rounded off to the nearest integer. The performance of students in each course is expressed in terms of marks as well as in Letter Grades. The grades may be awarded as given in Table 5.

Table 5 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	Very Good
60 to 69	B+	7	Good
50 to 59	B	6	Average
40 to 49	P	5	Just Pass (or Fair)
Below 40	F	0	Fail
	FA	0	Failure due to lack of attendance
	AE	0	Absent in the end semester examination

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

7. Grade Sheets and Provisional/Final Degree Certificate

- (i) At the end of each semester, students are given a grade sheet that includes grade point average (GPA) secured by the student in the semester.
- (ii) A consolidated grade sheet is given at the end of three years that reports the course-wise grade, semester-wise GPA, and the cumulative GPA (CGPA) obtained by the student.
- (iii) For the students who have passed in all the courses of the programme, **Provisional Certificate** will be given soon after the declaration of the results. The **Final Degree Certificate** will be given during the Annual Convocation held within six months of course complete and earning total 142 credits.

8. Maximum Programme Duration

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

9. Grievances in Examinations

- (i) MSE will have a Grievance Committee consisting of two 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 BA Office within 15 days of the announcement of the results.

10. Awards/prizes/Medals

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

11. Supplementary Examination

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

6. FEES AND REFUND RULES

Table 6 presents the breakup of the Fee Structure. Item no (1) and (2) are payable every semester. Item (3) is paid only in the beginning of the Program.

Table 6 Semester Fee Structure

S.No.	Fee details	Regular	SC/ST
1	Semester Fee	Rs. 60,000	Rs. 48,000
2	Infrastructure Development Fee	Rs. 30,000	Rs. 30,000
3	One time Admission Fee	Rs. 5,000	Rs. 5,000
	Total	Rs. 95,000	Rs. 83,000

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

The fee structure for NRI and Foreign National students is given in table 6a and 6b respectively.

Table 6a Semester Fee Structure – NRI Students

S.no	Fees Details	BA	
		(in \$)	(in INR) ^{\$}
1.	Tuition Fees – per semester	1500	1,24,980
2.	Infrastructure Development Fee – per semester	750	62,490
3.	Admission & Processing Fee – one time at the time of admission.	500	41,660
	Total	2750	2,29,130

Note: \$ based on exchange rate as of 08 April 2024, \$1=INR 83.32

Table 6b Semester Fee Structure – Foreign National Students

S.no	Fees Details	BA	
		(in \$)	(in INR) ^{\$}
1.	Tuition Fees – per semester	2500	2,08,300
2.	Infrastructure Development Fee – per semester	750	62,490
3.	Admission & Processing Fee – one time at the time of admission.	500	41,660
	Total	3750	3,12,450

Note: \$ based on exchange rate as of 08 April 2024, \$1=INR 83.32

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

Fee Refund Rule

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

7. GENERAL RULES AND REGULATIONS

(1) Submission of Original Transfer Certificate is mandatory at the time of admission.

(2) To access the library students must fill up an appropriate library form – contact the Librarian. Each student can borrow up to **three** books from the library using the library cards/smart card.

(3) Each student is allotted a username and password by the computer department for accessing the institute computer network and the Internet. Students must fill appropriate computer services form for this purpose – contact the Systems Manager: Mr. Biswajit Sahu.

(4) Every student is required to observe disciplined and decorous behaviour both inside and outside the School and not to indulge in any activity which will tend to bring down the prestige of the School. In the event of an act of indiscipline being reported, the Director shall constitute a disciplinary committee consisting of senior faculty members to inquire into the acts of indiscipline and to recommend suitable disciplinary action for approval and implementation.

(5) Dress Code: Students are required to be in decent attire in the classrooms, library, computer lab, faculty rooms, and administrative offices. As suggested by the local police, students are advised to observe a decent dress code in the neighbourhood of the campus also, so as not to attract any undue attention.

(6) Prohibition of mobile phones: Use of mobile phones inside the classrooms, library, and computer lab is strictly prohibited.

(7) Ragging in any form within the campus is strictly prohibited. Violators could be expelled from the hostel/school. Any complaints should be addressed to the Ragging Prevention Committee. Details of the committee are given in Table 7.

Table 7 Ragging Prevention Committee

Sl.No.	Name	Membership	Email id
1	Dr. Saumitra Bhaduri	MSE Faculty	raggingprevention@mse.ac.in
2	Dr. Naveen Srinivasan	MSE Faculty	
3	Dr. Gautham Sekar	MSE Faculty	
4	Dr. Devasmita Jena	Hostel Deputy Warden/ Ex-Officio Member	
5	Administrative Officer MSE	Administrative Staff- Member	

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

Table 8 Prevention of Sexual Harassment Committee

Sl.No.	Name	Membership	Email id
1	Dr. Amrita Chatterjee	Chairperson/Presiding Officer	icc@mse.ac.in; icc_all@mse.ac.in
2	Dr. Parthajit Kayal	Faculty member	
3	Dr. Devasmita Jena	Hostel Deputy Warden/ Ex-Officio Member	
4	Dr. Gautam Sekar	Faculty member	
5	Ms. Rama Haran	External Member	

8. GENERAL EXAMINATIONS NORMS/GUIDELINES

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

9. MISCONDUCT AND DISCIPLINARY NORMS

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

(1) Minor Misconduct

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

(2) Major Misconduct

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

(3) Penalties for Minor Misconduct

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

(4) Penalties for Major Misconduct:

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

(5) Disciplinary Procedure

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

facts of the case and the student's response, if deemed necessary, would award an appropriate penalty. Disciplinary action with respect to sexual harassment will be decided by the PoSH-ICC.¹

Table 9 Grievance Committee

Sl.No.	Name	Membership	Email id
1	Director, MSE	MSE Faculty	grievance@mse.ac.in
2	Prof. Kavi Kumar	MSE Faculty	
3	Prof. Zareena Begum	MSE Faculty	
4	Mr. Selvam	Administrative Staff-Member	
5.	Ms. Sudha Baskaran	Administrative Staff-Member	
6.	Administrative Officer	Administrative Staff-Member	

¹ <https://www.mse.ac.in/posh/>

10. FACILITIES AT MSE





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

11. LIST OF HOLIDAYS – 2024

MADRAS SCHOOL OF ECONOMICS

List of Holidays for 2024

S.No	Holiday	Date	Day
1	New Year's Day	01 January 2024	Monday
2	Pongal	15 January 2024	Monday
3	Thiruvalluvar Day	16 January 2024	Tuesday
4	Uzhavar Thirunal	17 January 2024	Wednesday
5	Republic Day	26 January 2024	Friday
6	Good Friday	29 March 2024	Friday
7	Telugu New Year	09 April 2024	Tuesday
8	Ramadan (Eid'l Fitr)	11 April 2024	Thursday
9	Tamil New Year / Dr.B.R.Ambedkar's Birthday	14 April 2024	Sunday
10	May Day	01 May 2024	Wednesday
11.	Bakrid (Idul Azha)	17 June 2024	Monday
12.	Muharram	17 July 2024	Wednesday
13.	Independence Day	15 August 2024	Thursday
14.	Krishna Jayanti	26 August 2024	Monday
15.	Ganesh Chaturthi	07 September 2024	Saturday
16.	Eid e Milad	16 September 2024	Monday
17.	Gandhi Jayanti	02 October 2024	Wednesday
18.	Ayutha Pooja	11 October 2024	Friday
19.	Vijaya Dashami	12 October 2024	Saturday
20.	Deepavali	31 October 2024	Thursday
21.	Christmas Day	25 December 2024	Wednesday

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

(1) General

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

(2) Admission

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

(3) Lodging

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

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

(4) Mess

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

The members shall adhere to these timings strictly.

- (c) Except for illness and a written permission of the Wardens, meals should be taken only in the dining Hall of the mess. Meals should not be taken to rooms or to any other place outside the canteen hall.
- (d) Day scholars, staff and guests may avail mess facility on pay as you go basis, preferably by informing caterer in advance.
- (e) Hostellers need to pay a mess advance at the beginning of each semester and at the end of each semester actual charges, including service charges to cover MSE's administrative expenses towards monitoring, enforcing and coordinating mess related issues, will be adjusted against the advance.

- (f) Hostellers who are away from campus for a longer spell would be entitled to avail mess charge reduction only from the 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, Director, the Administrative officer and caretakers.
- (b) Student representatives shall be nominated or elected by the hostellers. These representatives will represent all hostel and mess related issues to managing committee.

(6) Discipline

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

(7) Hostel Fees

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

Table 10 Hostel Fees Structure

HOSTEL FEES (ACADEMIC YEAR - 2024-2025)		
S.NO.	FEE PARTICULARS	AMOUNT (RS.)
1	Mess and Hostel Caution Deposit - Refundable (one time Deposit at the time of Admission)	5,000
2	Admission Fee	5,000
3	Residential Services Charges	8,000
4	Room Rent	45,000
5	Water Charges	5,000
6	Electricity and other Amenities	10,000
7	Hostel Maintenance & Development	8,000
8	Internet Facility	7,000
Total (excluding caution deposit)		88,000
Total including Caution Deposit		93,000

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

For any emergency, hostellers can contact:

Warden	Dr.Saumitra Bhaduri	- saumitra@mse.ac.in
Deputy Warden	Dr. Sanjeev Vasudevan	- sanjeev@mse.ac.in
Deputy Warden	Dr. Devasmita Jena	- devasmita@mse.ac.in
Administrative Officer	Mr. Kathirvel K.	- ao@mse.ac.in

(8) Refund of Hostel Fees

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