



**AVINASHILINGAM
UNIVERSITY FOR
WOMEN**

MASTER OF BUSINESS



ADMINISTRATION

MBA



AVINASHILINGAM UNIVERSITY FOR WOMEN

(Established under Section 3 of the UGC Act, 1956 vide Notification No. F.9-20/84-U3 dated 8th June, 1988 of the Government of India)

COIMBATORE - 641 043

AVINASHILINGAM SCHOOL OF MANAGEMENT TECHNOLOGY

PROSPECTUS

2010 - 2011

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AVINASHILINGAM UNIVERSITY FOR WOMEN-

COIMBATORE - 641 043

PROSPECTUS 2010-2011

M.B.A. (Master of Business Administration)

HISTORY OF THE UNIVERSITY

The great patriot and nationalist Dr. T.S. Avinashilingam under the auspices of the Avinashilingam Education Trust in 1957 established Sri Avinashilingam Home Science College for Women with 45 students. The growth of the Institution has been carefully nurtured to its current heights by the world-renowned educationist and nutritionist, the then Chancellor Dr. Rajammal P. Devadas. The Present Chancellor Mr. T.K. Shanmuganandam is steering the University towards excellence.

It was one of the eight colleges on which the University of Madras conferred autonomy in June 1978 and the first of the women's colleges to get that distinction. The Government of India declared Sri Avinashilingam Home Science College for Women as a Deemed University under Section 3 of the UGC Act in June 1988. The College has been renamed as Avinashilingam University for Women and has completed twenty ONEyears as a University.

There are 38 Departments in the Institute organised under seven faculties namely Home Science, Science, Humanities, Education, Business Administration, Engineering and Community Education and Entrepreneurship Development - each faculty functioning under the respective Dean.

The Institute follows the educational ideals of Sri Ramakrishna, Swami Vivekananda, Holy Mother Sri Saradamani Devi and Mahatma Gandhi which upholds a life of purity, discipline and service.

MESSAGE



SRI SAKTHI TEXTILES LIMITED

B.K. KRISHNARAJ VANAVARAYAR
Managing Director

6th Floor, 475, Dr. Nanjappa Road,
Coimbatore - 641 018
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Every institution has to change with the times keeping intact its fundamental character. This is more so in case of an educational institution, particularly in the present era of knowledge explosion. Knowledge is power and denial of the same will lead to stagnation and isolation.

Modern Science and Technology has made access to information almost instantaneous. Industry, Trade & Commerce are fast becoming global. New areas of opportunities are emerging and the need for excellence in operation has become vital.

Gone are the days of personalized management. The need for a sophisticated system with a high degree of professionalism is imperative.

The Department of Business Studies of Avinashilingam University is well aware of these emerging trends and is doing the needful to cope up with these challenges. One other great strength of this institution is its emphasis on character and culture.

The students of this great institution of excellence have a modern outlook and keep commitment to the age old value system of this great land of ours- which is what is needed in the competitive corporate world of today.

It is this combination of character and competence, which makes the students of this department unique and sought after by very many enterprising organisations.

I wish the candidates a successful career in life.

(B.K. KRISHNARAJ VANAVARAYAR)

IMPRESSIONS - ALUMNI

The Alumni is now 570 people strong. The alumni is broad based - working in India and abroad in the fields like Financial Services, Project Management, Corporate Planning, Consultancy, Teaching, Training & Development, etc. It also includes entrepreneurs in widely differing fields. The imprints of alumni are presented in their own words:

GEETHA M. BELLU
Transformation Strategist
Financial Services Domain Competence Group
Infosys Consulting



I am a consultant with Infosys in their Financial Service Domain Competence Group. I am engaged in an anti-money laundering consulting engagement with Union Bank of Switzerland. My work is such that I keep traveling and work with some interesting clients. I was previously with Deutsche bank in Germany (Frankfurt and Zurich).

At Department of Management Studies, Avinashilingam University for Women we are taught how to learn, how to hunt for information and get the best of our capability with the optimal resources in different environments – thanks for the stressful exercises and exposures. This is what was expected of me in my work environment and I would fit comfortably into it.

I feel happy to share the news with my almatmater that I was recognised by Infosys with an award titled “Women as catalyst for social change” in 2009. The award is given in recognition for individuals contribution as change agents by overcoming adversity in personal life or by impacting society through their work.

DIVYA RAO,
Communication Executive
eBay, Mumbai



Time is not enough to grapple with the novel pedagogy of syndicate method of teaching and learning and group learning methodologies. The experiential learning exercises in the form of mentoring, the first of its kind in an educational institution has seen many recognitions and appreciations from the corporate world. These two years just does not give MBA degree but a value added certifications from IBM and provides a distinct angle to management.

JYOTHSNA PURI
Manager- Corporate Sales,
Naukri.com, Chennai



I feel proud to be a part of Department of Management Studies, Avinashilingam Deemed University. The pedagogy used in the programme imparts a strong sense of social purpose while equipping the students to deal with unstructured situations through innovative and holistic application of concepts learnt in various disciplines of management.

Among the many things that I learnt during the programme, I consider these two virtues the most important – tolerance and acceptance. This helped me to cross milestones in my personal and professional life from the day I entered Naukri.com in 2005.



ELIZABETH GEORGE,
Software Engineer
Infosys Technologies,
Chennai

I have always enjoyed learning new things and studying at Avinashilingam School of Management Technology was a unique experience of both academic and personal growth for me. I felt that the academic rigour and high standards set by the Institute helped me face the challenges of the corporate world better. Through classroom discussions, presentations and group work I acquired skills of coping with multiplicity of perspectives, views, and objectives that are inherent in real life situations.

As a student I had access to a plethora of resources, I was exposed to brilliant guest lecturers who have reached the pinnacle in their respective fields. The intellectual, social and academic returns from Avinashilingam University surpassed, by far, the corporate expectations.

AVINASHILINGAM SCHOOL OF MANAGEMENT TECHNOLOGY

The Department of Management Studies of Avinashilingam University was set-up in 1994 with the objective of grooming young and aspiring women committed to mould the future of the country.

The department offers two year Postgraduate programmes in

- (1) Business Administration (MBA) – with specialisation in Marketing, Finance, Human Resource, Production and Systems.
- (2) IT Organisation Administration (MBA - IT Organisation Administration) with specialisation in Marketing, Finance, Human Resource, Production and Systems.

The department which is renamed as Avinashilingam School of Management Technology has proved its excellence with the student-friendly functional infrastructure, effective industrial network (mentoring programmes) and state-of-the-art educational technology. It has already placed all its fourteen batches of students in well-known industrial houses. The institute even at its infancy could achieve excellent ratings by AIMA – Indian Management and Business India, surveys of Management Institutes. The institute has been awarded 'A' status by popular magazine 'Indian Management' based on AIMA survey. The department recognised internationally to conduct offshore programmes in M.Sc. IT and Management and PG Diploma in IT and Management at Institute of Finance Management, Dar-es-Salaam, Tanzania.

COURSE DESCRIPTION

I. MBA GENERAL ADMINISTRATION (2 Years)

OBJECTIVE

The objective of the programme is to provide the students with the opportunity to pursue a career in industry as executives and entrepreneurs. The curriculum has been so designed to enable the students to develop a thorough knowledge of the basic concepts and techniques of modern management as well as the ability to practice them in global business environment. Further, it aims at developing the analytical, decision making and communication skills.

MANAGEMENT AND INFORMATION TECHNOLOGY INTERFACE

Management and IT today go hand in hand. The trend towards automation and computing clearly indicate the growing dependence of a management professional on IT. This course is a brilliant step towards the fusion of managerial and IT skills. This outstanding course pack in collaboration with IBM and LOTUS Corp., which comprises Relational Database Management System (Oracle 10G), Lotus Notes and Domino R7, Object Oriented Analysis &

Design, Java Programming / HTML, XML, VB, provides a distinct angle of Management.

COURSE PACK

i. CORE COURSE PACK

The core course pack is designed to help students acquire sufficient knowledge of management as a discipline and integrate it into the business system. The course pack consists of the following papers.

- Management and Organisational Behaviour
- Quantitative Analysis
- Managerial Economics
- Marketing Management
- Accounting for Managers
- Business Communication
- Production and Operations Management
- Financial Management
- Applied Operations Research
- Legal Systems
- Research Methods for Management
- Strategic Human Resource Management
- Strategic Management and Business Policy
- Entrepreneurial Development
- Disaster Management

ii. FUNCTIONAL AREA COURSE PACK

The functional area course pack consists of specialisations in the fields of Marketing, Finance, Personnel and Production Management. It offers the option to specialise in any one area of interest.

SPECIALISATION PACKAGES I - (Electives)

A. MARKETING

IT Promotion and Customer Relationship Management
Supply Chain and Logistics Management
International Marketing

B. FINANCE

International Financial Management
Corporate Tax Planning
Investment and Security Analysis

C. HUMAN RESOURCES

Human Resource Development
Organisational Dynamics and Development
Industrial and Labour Relations

D. PRODUCTION

Value Management and Waste Control
Production Planning and control
Project Management

E. Tourism

Travel Business Management
Entrepreneurship in Tourism
Mice Tourism

iii. IT INTEGRATED COURSE PACK

NET MANAGERS: COURSE PACK IN COLLABORATION WITH IBM AND LOTUS CORP[#]

The course pack on Net Managers is designed in collaboration with IBM. IBM provides both the intellectual and practical framework. IBM certification for this course is an added advantage to the programme. This enhances the credibility and opportunity to meet the current challenges of the Business world, which is revolutionised by E-Business.

- ◆ RDBMS - Data Strategic Organisational Resource[#]
- ◆ Lotus Notes - Data Communication and Collaboration Techniques[#]
- ◆ IT Business Modelling[#]
- ◆ E-Business Programming using JAVA-I/Internet Programming for e-Commerce^{*}
- ◆ E-Business Programming using JAVA-II[#]/ Enterprise Resource Planning^{*}

^{*} - Specialisation Package II - Systems Management

[#] - Students will be awarded an IBM Certificate and Lotus Notes course completion certificate on successful completion of the course.

iv. SECTORAL SPECIALISATION COURSE PACK

The course pack on sectoral specialisation is designed to cover various sectors namely Hotel, Hospital, Tourism and NGOs. This enables the students to understand the distinct nature of administrative functions in specialised sectors. The student can specialise in any one sector.

- Hospital Management
- Hotel Management
- Organisation and Management of NGOs

- Resort Management
- Computer Facilities Management
- Cyberpreneurship

II. MBA - IT ORGANISATION ADMINISTRATION (2 Years)

Information Technology is the focal point of a revolution in which Computer Science and Management skills drive innovation across a wide spectrum of business. Women have proven their excellence in the field of information technology. But there is dearth of institutes to equip women with skills required to manage IT business. The programme is tailor-made on request of various IT organisations with combined skills of Management, Software and Networking Technologies. Hence an inter-disciplinary course in management and information technology will provide a veritable career launching pad for aspiring women.

OBJECTIVE

To provide the potential students with knowledge of an effective administrator and the skills of an information technologist / technocrat.

i) CORE COURSE PACK

The Core course pack is designed to help students acquire knowledge of IT - Organisation Administration and Management as a discipline and integrate it into the business system. The course pack consists of the following papers.

- Management and Organisational Behaviour
- Research Methods and Quantitative Analysis
- System Analysis and Design[#]
- Marketing of IT Products and Services
- Accounting for IT organisations
- Business communication
- IT Project & Operations Management
- Financial Management
- Applied Operations Research
- Legal and Economic environment
- Business Process & Information Technology
- Human Resource Information System
- Strategic Management and Business Policy
- Disaster Management
- Information Security and Audit Control

ii) FUNCTIONAL AREA COURSE PACK

The Functional area course pack consists of specialisations in the field of Marketing, Finance, Human Resource, Personal, Production and Tourism management. It offers the option to specialise in any one area of interest.

SPECIALISATION PACKAGES (Electives)

A. MARKETING

- ◆ IT Promotion and Customer Relationship Management
- ◆ Supply Chain and Logistics Management
- ◆ International Marketing

B. FINANCE

- ◆ International Financial Management
- ◆ Corporate Tax Planning
- ◆ Investment and Security Analysis

C. HUMAN RESOURCES

- ◆ Human Resource Development
- ◆ Organisational Dynamics and Development
- ◆ Industrial and Labour Relations

D. PRODUCTION

- ◆ Value Management and Waste Control
- ◆ Production Planning and control
- ◆ Project Management

E. TOURISM

- ◆ Travel Business Management
- ◆ Entrepreneurship in Tourism
- ◆ Mice Tourism

iii. IT INTEGRATED COURSE PACK

NET MANAGERS: COURSE PACK IN COLLABORATION WITH IBM AND LOTUS CORP[#]

To enhance the credibility and opportunity to meet the current challenges of the business world a course on Net Managers is designed in collaboration with IBM. This exposes the students to the intellectual and practical framework. The certification provided by the IBM is an added advantage to the programme. The course consists of the following papers.

- ◆ RDBMS – Data – Strategic Organisation Resource[#]
- ◆ Lotus Notes – Data communication & Collaboration Techniques[#]
- ◆ Business Intelligence^{*}
- ◆ E-Business Programming using JAVA-I/Internet Programming for e-Commerce[#]
- ◆ E-Business Programming using JAVA-II[#]/Enterprise Resource Planning^{*}

* Specialisation Package II – Systems Management

Students will be awarded an IBM Certificate and Lotus Notes course completion certificate on successful completion of the course.

iv. **SECTORAL SPECIALISATION COURSE PACK**

The course pack on sectoral specialisation is designed to cover various sectors namely Hotel, Hospital and Government institutions. This enables the students to understand the distinct nature of administrative functions in specialised sectors. The students can specialise in any one sector.

- ◆ Hotel Information Management
- ◆ Health & Hospital Information Systems
- ◆ Resort Management
- ◆ Computer Facilities management
- ◆ Organisation and Management of NGOs
- ◆ Cyberpreneurship

PEDAGOGICAL TOOLS

Innovative methods in teaching are adopted to enable the overall personality development of students and inculcate excellence. A combination of pedagogical tools listed below are utilised for effective teaching and better learning.

- * Syndicate method : Lectures, Case Analysis and Quiz
- * Group Learning : Group Discussion, Business Games, Role Plays, Seminars, Brain Storming
- * Experiential Learning : Mentorship, Internship, Field work
- * Application Softwares : Tally, Flash, MS Project, SPSS, MS Money, MS Visual Studio, Wings, TCS Ex-Gen

For more Information about the University

visit: <http://www.avinuty.ac.in>

CAREER OPPORTUNITIES

Women of today with their skills, smartness, grace and elegance have conquered the whole world. Women with their hard work and sincerity have excelled in each and every profession. Women are considered to be more honest, meticulous, and efficient. Hence more and more companies prefer hiring women for better performance and result. Moreover, women are proactive in mapping out a route for career destination. When more educational avenues are available at their option, the career aspirations of women will be strengthened. Owing to the pressing industry demand for executives in services and with the objective of developing more career options for women, the department has introduced new courses MBA – IT Organisation Administration.

Coupling computing skills with management orientation provide career opportunities in the field of MIS, Database Management System, Systems Analysis and Design, Internet, IT Project Management, Software Engineering, E-Business, Enterprise Resource Planning, Data Warehouse & Data Mining, Electronic Governance, Computer Communications, Security & Disaster Recovery, Software Development & Marketing.

ADMISSION PROCEDURE

ELIGIBILITY

Women Graduates with Bachelor's Degree in Arts, Commerce, Science, Engineering or Technology with minimum 50% marks in aggregate from any University approved by UGC.

Those who are awaiting the results of their qualifying examinations will also be eligible to apply, but the decision on admission to the programme will be subject to the production of mark sheets at the time of admission.

PREFERENCE

- Work experience
- Engineers and Computer Professionals

SELECTION CRITERIA

1. MAT/CAT/JMET/XAT/ATMA/TANCET Score(s)
2. Group Discussion and Personal Interview

APPLICATION PROCEDURE

- a) The application form and prospectus can be obtained from the Registrar's Office, **on payment of Rs.500/- in cash or Demand Draft**, drawn in favour of the **Registrar, Avinashilingam University for Women payable at Coimbatore** together with a self addressed stamped envelope (25x10 cms. in size) **for Rs.25/- from 20.01.2010**. **Scheduled Caste and Scheduled Tribe candidates can get the prospectus and application form by paying 50% of the cost of the application (i.e.,) Rs.250/- on production of an attested copy of the community certificate**

and a Degree Course Completion Certificate. The attested copies of Higher Secondary, Degree, Provisional Mark lists, Transfer Certificate and Course Certificate should be attached with the application form.

- b) Candidates have to apply to the University with Score(s) of MAT/CAT/JMET/XAT/ATMA/TANCET

Last Date for Receipt of University Application: 31/03/2010

DOCUMENTS TO BE SUBMITTED

The following documents must be submitted at the time of interview and admission, failing which admission may be refused.

1. The selection intimation card.
2. Higher Secondary Examination mark list/Pre-degree mark list.
3. Degree mark list and the Degree/Diploma Certificates (all in original).
4. MAT/CAT/JMET/XAT/ATMA/TANCET score sheet(s) (in original).
5. Transfer Certificate/College Leaving Certificate (in original).
6. Conduct Certificate (in original) from the Head of the institution in which the candidate last studied.
7. Migration Certificate (for other University candidates).
8. Community Certificate from local Thasildar in the case of SC/ST/MBC/BC and de-notified Tribes belonging to TamilNadu only.
9. Medical Fitness Certificate.
10. A Certificate in proof of age.

NOTE:

It is the responsibility of the candidate to ensure that correct marks are furnished in her application form. If at any time, it is found that the marks furnished by her are not correct, the following action will be taken.

1. Her admission will be cancelled with forfeiture of all the fees paid, no matter at what stage of the course she is at that time.
2. She will be debarred from pursuing the studies for a period of three years in any University.

3. Legal action will be instituted against her for having furnished wrong marks.

STUDENTS ARE REQUESTED TO TAKE SUFFICIENT NUMBER OF ATTESTED COPIES OF THEIR CERTIFICATES BEFORE SUBMITTING THE ORIGINALS TO THE UNIVERSITY. THE ORIGINAL CERTIFICATES WILL NOT BE GIVEN TO THE STUDENTS TILL THE COMPLETION OF THE COURSE. NO CORRESPONDENCE OR ACTION WILL BE TAKEN ON SUCH REQUESTS.

FEE STRUCTURE

The fees for the semester are payable within the tenth working day of each semester. If the student fails to pay the fees by the last day fixed for payment, she will have to pay a fine of Re.1.00 per working day up to 10 working days. If the fee is still not paid by them, the student's name will be struck off the rolls. Re-admission, is subject to the approval of the Syndicate, in addition to the fees and the fines due, a re-admission fee of Rs.30/- will be collected from the student.

FEES PAYABLE PER SEMESTER FOR TWO SEMESTERS A YEAR* (MBA – GENERAL ADMINISTRATION)

| Items | Rs. |
|--|---------|
| Tuition Fee | 1400.00 |
| Special Fees | |
| Placement Fee | 500.00 |
| Laboratory | 2500.00 |
| E-Learning | 1750.00 |
| Association | 40.00 |
| Library | 230.00 |
| Audio Visual | 30.00 |
| Games | 50.00 |
| Stationery | 50.00 |
| CSS, Literacy, Anganwadi & Other components | 40.00 |
| Medical Service | 10.00 |
| Curricular Project & Publications | 10.00 |
| Students Assessment Register | 10.00 |
| Identity Card | 20.00 |
| Syllabus | 30.00 |
| Calendar | 20.00 |
| Magazine | 30.00 |
| Newsletter | 30.00 |
| Planning forum | 10.00 |
| Special Course Fee | 5000.00 |
| Special Lab. Fee | 2000.00 |
| Personality re-engineering lab | 1500.00 |
| Internet Access Fee | 500.00 |
| Publications | 175.00 |
| Research Highlights | 300.00 |
| Admission Fee | 525.00 |
| University Registration Fee | 100.00 |
| Students Safety Insurance ** | 100.00 |
| Deposits (Refundable) | |
| Library | 1500.00 |
| Recognition Fee for students from other universities | 325.00 |

* Subject to revision

** Applicable once in a year

FEES PAYABLE PER SEMESTER FOR TWO SEMESTERS A YEAR*
(MBA – IT ORGANISATION ADMINISTRATION)

| Items | Rs. |
|--|-----------------|
| 1. Tuition Fee | 6,500.00 |
| 2. Development fee | |
| - Computer Lab Fee | 5,000.00 |
| - Personality re-engineering lab. | 1,500.00 |
| - Library Fee* | 1,500.00 |
| - Infrastructure and Maintenance | 2,000.00 |
| 3. Admission Fee | 425.00 |
| 4. Placement Fee | 500.00 |
| 5. Students Safety Insurance** | 100.00 |
| 6. University Registration Fee | 100.00 |
| 7. Special Fee | 380.00 |
| 8. Course Collaboration Fee | 5,000.00 |
| 9. Special Lab Fee | 2,000.00 |
| 10. E-Learning Fee | 1,750.00 |
| 11. Internet Access Fee | 500.00 |
| 12. Publication | 175.00 |
| 13. Research Highlights | 300.00 |
| 14. Caution Deposit (Refundable) | 1,000.00 |
| Recognition Fee for students from other universities | 325.00 |

* - subject to revision, ** - Applicable once in a year

Fees once paid are not refundable. Students who leave after the first semester are required to pay tuition and other fees due for that semester.

The students are requested to keep their receipts intact, to be submitted to the Registrar's office for verification, if required, at a later date.

CAMPUS & ACADEMIC FACILITIES

COMPUTING

The State-of-the-art computer lab provides a high-end computing system to meet the needs of management students. They access, retrieve and process with the support of latest technology in hardware

and software, enhancing the efficiency of the working environment. The Department of Management Studies is connected through Campus Wide Network in ATM (Network Protocol) set-up, which facilitates the Communication of different departments with Management Block and also support the Paperless Communication and Internet Browsing.

LIBRARY

The Library has to its credit good collections of Books, Journals, Magazines and Corporate Databases both in print and online. The internal atmosphere of the library enables the students to have an open access to information and paves way for discussions and facilitates group learning.

ACCOMMODATION/HOSTEL FACILITIES

There are six hostels with modern amenities and conveniences. There is a separate building to house the postgraduate students and staff.

CATERING/MESS

Catering in the hostel is vegetarian. The mess follows dividing system.

EXTENSION ACTIVITIES

COMMUNITY AND SOCIAL SERVICE (CSS)

The postgraduate students would undertake Community and Social Service in the slums adopted by the University. CSS has academic weightage on par with other subjects. The students will write the theory paper at the end of the second semester and carry on the practicals in all the semesters.

EXAMINATIONS

Examinations in the courses prescribed for each semester will be conducted at the end of the semester. Each paper is of three hours duration and consists of forty marks. Sixty marks in each course are reserved for sessional work. The faculty member handling the particular course awards the marks for these on the basis of internal assessment.

RULES AND REGULATIONS

All students shall abide by the rules and regulations laid down for their discipline and development.

1. Students are required to be neatly dressed in sarees in keeping with Indian culture and in White Khadi uniform sarees for special occasions.
2. Costly jewellery should not be worn in the campus. The University is not responsible for any loss.
3. Students are required to participate in assembly prayer and in all the activities and functions of the University and observe order at all times. Absenting on such occasions will be considered as misconduct.
4. Students are required to help in keeping the classrooms and premises neat and tidy.
5. Organising meetings, entertainments and collecting money for any purpose in the campus without the permission of the Registrar are prohibited.
6. Students should read the notices put up on the notice boards carefully everyday.
7. Visitors are not allowed during working hours.
8. Students and parents should not tip the workers of the University. If they desire, they can deposit their gifts in the Workers' Fund maintained in the Office.
9. All students are expected to be in the premises of the University during the working hours from 9.30 a.m. to 4.30 p.m. Those parents desirous of their wards coming home for lunch must submit a request letter at the time of admission so that necessary arrangements can be made.
10. Day students should not undertake any transactions of purchase, posting, lending etc. for hostel students. They are not permitted in the hostel premises.
11. The University will not receive any letters or other postal transactions for the day students.
12. Strict silence needs to be observed in class rooms and campus during working hours.
13. Students should be regular in attendance and punctual to the classes (They should be in the class within five minutes of the commencement of the class. If they are late by more than five minutes they will lose the attendance for the hour).
Students must have put in a minimum of 90 percent attendance in each course to be eligible to appear for the semester examination of that paper.
14. Ninety per cent attendance is required in CSS / Mass Literacy activities.
15. All applications for leave must be submitted to the Deans one week in advance except in case of illness or other unforeseen causes. Leave applications should be written in the prescribed format and duly attested by parents / guardians /warden and they should be submitted to the Deans through the class teacher by the end of the week. Absence by the students without notice may lead to their dismissal.
16. The students should report the discrepancy in attendance entries, if any, to the Deans through the class teachers.
17. No re-tests will be conducted under any circumstances. When a student misses any test when she represents the University in Sports, NCC/NSS/CSS Academic related activities, etc., during the test period, the average mark for the tests performed will be taken, provided she submits the permission letter in time.

18. Parents will be informed periodically about the class performance and behaviour of their wards, as and when the need arises. They are required to write to the Registrar acknowledging the receipt of all the communications, explaining the steps taken by them to rectify the situation.
19. Results of all semester examinations will be posted in the Controller of Examination's Office. Parents and guardians are requested to take note of the results.
20. All request for seasonal and other educational travel concessions by train or plane from bona fide students must be made to the Deans during the period which will be specified on the notice board. Request for signing concession forms will not be entertained during any other period. Concession is available only for journeys to and from the home address specified in the application forms for admission. The outward journey should be undertaken only after the date of completion of the examinations.
21. Parents and Guardians must notify changes in their address promptly.
22. They must inform the Registrar within two weeks when their wards discontinue their studies.
23. Those who apply for Transfer and Conduct Certificates must indicate (a) the year and the class last studied (b) The extra curricular activities (c) the class teacher's name (d) the purpose for which certificates are required and (e) the address to which certificates are to be sent.
24. Fees once paid are not refundable. Students who leave after the first semester will be required to pay tuition and other fees due for that semester. The fees must be remitted by students or parents in the office on any working day between 9.30 a.m. and 12.30 p.m. The students are requested to keep their receipts intact, to be submitted to the Registrar's office for verification, if required at a later date.
25. The Registrar has the right to ask any student to leave the University and issue Transfer Certificate at any time during the course of the year for indiscipline, unauthorised absence and non-payment of fees and dues.
26. Ragging is prohibited and punishable and may result in expulsion / rustication / suspension / fine, etc.,
27. Cell phone/ Mobile phone is strictly prohibited in the campus.

SCHEDULE

| | | |
|---|---|------------|
| Issue of Forms | : | 20.01.2010 |
| Last Date for Receipt of Completed University Application Forms | : | 31.03.2010 |