



**Adamas University**  
**Student Handbook**  
**AY 2022-23**

## DISCLAIMER

Every effort has been made to provide accurate and current information. However, Adamas University reserves the right to make changes in program offerings, curricula, academic policies, calendar, fees, and other rules and regulations affecting students in order to correct errors, omissions, inconsistencies or changes required by regulatory authorities as necessary. All such changes are effective at such times as the University Authorities determine, and may apply not only to prospective students but also to those who are already enrolled in the University.

The information contained in the Handbook is subject to change without prior notice. It is intended to serve only as a general source of information about the University and is in no way intended to state contractual terms.

This information may include technical inaccuracies or typographical errors.

# CONTENTS

Sl. No.	Content	Page No.
1.	ABOUT THE UNIVERSITY	5
2.	MESSAGE FROM THE CHANCELLOR	7
3.	MESSAGE FROM VICE CHANCELLOR	8
4.	LEADERSHIP AND MANAGEMENT AT ADAMAS UNIVERSITY	9
5.	DEANS OF THE SCHOOLS	10
6.	HEADS OF SUPPORT OFFICES	11
7.	SCHOOL OF BASIC AND APPLIED SCIENCES (SOBAS)	13
8.	SCHOOL OF BUSINESS AND ECONOMICS (SOBE)	16
9.	SCHOOL OF EDUCATION (SOE)	18
10.	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)	19
11.	SCHOOL OF LIBERAL ARTS AND CULTURE STUDIES (SOLACS)	21
12.	SCHOOL OF LIFE SCIENCE AND BIOTECHNOLOGY (SOLB)	23
13.	SCHOOL OF LAW AND JUSTICE (SOLJ)	25
14.	SCHOOL OF MEDIA AND COMMUNICATION (SOMC)	26
15.	SCHOOL OF MEDICAL SCIENCES (SOMS)	28
16.	SCHOOL OF SMART AGRICULTURE (SOSA)	30
17.	ADMISSION PROCESS	32
18.	ACADEMIC CALENDAR	39
19.	POLICY ON LATE/DELAYED PAYMENT OF FEES	42
20.	STUDENT REGULATION AND CODE OF CONDUCT	44
21.	TEACHING, LEARNING AND ASSESSMENT	53
22.	ACADEMIC REGULATIONS- EVALUATION & ASSESSMENT GUIDELINES	56
23.	RESEARCH FACILITIES	68
24.	AMENITIES AND FACILITIES AVAILABLE ON THE CAMPUS	70
25.	FACILITIES MANAGEMENT SERVICES	79
26.	INTERNATIONAL RELATIONS	83
27.	CENTRE FOR INCUBATION AND E-YUVA CENTRE (BIRAC)	84
28.	CAREER DEVELOPMENT CELL	85
29.	QUALITY ASSURANCE AND ACCREDITATION	87
30.	CENTRE FOR LIFE LONG LEARNING	88
31.	DEPARTMENT OF STUDENT AFFAIRS	90
32.	DEPARTMENT OF SOCIAL RESPONSIBILITY	96
33.	STUDENT DISCIPLINARY COMMITTEE	97
34.	ANTI-DISCRIMINATION COMMITTEE	98
35.	COMMITTEE FOR DIFFERENTLY-ABLED STUDENTS	99
36.	RULES ON GENDER SENSITIZATION AGAINST SEXUAL HARASSMENT AND ICC	100
37.	OFFICERS OF THE UNIVERSITY – AS PER THE WEST BENGAL PRIVATE UNIVERSITIES ACT	103
38.	FACULTY MEMBERS OF ADAMAS UNIVERSITY	104
39.	ADMINISTRATIVE STAFF OF ADAMAS UNIVERSITY	112
40.	HELP DESK	115
41.	HOLIDAY LIST	116

AWARDS AND ACCOLADES	117
APPENDIX 1 – INTERNATIONAL COLLABORATION	119
APPENDIX 2 – ENROLLMENT FORM	123
APPENDIX 3 – STUDENT REGISTRATION INFORMATION	129
APPENDIX 4 – ADMISSION DOCUMENT/INFORMATION SCRUTINY SHEET CUM CHECKLIST	131
APPENDIX 5 – HOSTEL REGISTRATION FORM	133
APPENDIX 6 – TRANSPORT REQUEST FORM	137
APPENDIX 7 – AFFIDAVITS	139

# 1. ABOUT THE UNIVERSITY

The top-ranked Private University in Eastern India, Adamas University, since its inception in 2014, has pursued excellence not as a goal, but as a way of life. Situated within the Adamas Knowledge City at Barasat, North 24 Parganas, which was built with the concept of a “City within the City” and holds an array of Educational Institutes –the University has expansive 120-acre green campus housing students and faculties and has signed collaborative agreements with 56 Universities in 26 countries in Asia, Africa, Europe, North and South America.

Adamas University has been established by Sachis Kiron Roy Memorial Trust (SKRMT) (under the West Bengal Act IV of 2014) passed by the West Bengal Legislature and approved by the Governor. The provisions of the Adamas University Act, 2014, have come into effect on 11th April 2014, through a notification issued by the Govt. of West Bengal on the same day.

The University aspires to impart the finest quality education to young minds with an already established high-quality research facility and a powerful team of teachers. Adamas University has many international initiatives collaborating with the industries and educational institutes to facilitate projects, research, and student exchange programs. Currently, in its 7th year, the campus has 3500+ current students and more than 500 resident students and faculties. The University has been established with the vision of providing quality education to students to help them become professionally competent as well as academically knowledgeable. The founding principles of Adamas University, incorporate sustainability, social inclusivity, internationalism, and an encompassing regional economic growth.

The vision of Adamas University, with ten constituent schools viz. School of Basic and Applied Sciences (SOBAS), School of Business and Economics (SOBE), School of Education (SOE), School of Engineering and Technology (SOET), School of Liberal Arts and Culture Studies (SOLACS), School of Life Science and Biotechnology (SOLB), School of Law and Justice (SOLJ), School of Media and Communication (SOMC), School of Medical Sciences (SOMS) and School of Smart Agriculture (SOSA), is to be an internationally recognized university through excellence in inter-disciplinary education, research, and innovation, preparing socially responsible well-grounded individuals contributing to nation-building. Towards this, we believe higher education has to break the boundaries of the current era and prepare the student- learners for facing the challenges of the new age. Innovation in higher education in line with the social, economic, technological, and political changes in the world today will ensure that the student-learners are equipped to succeed in Industry 4.0 through the acquisition of skills pertinent to the new millennium.



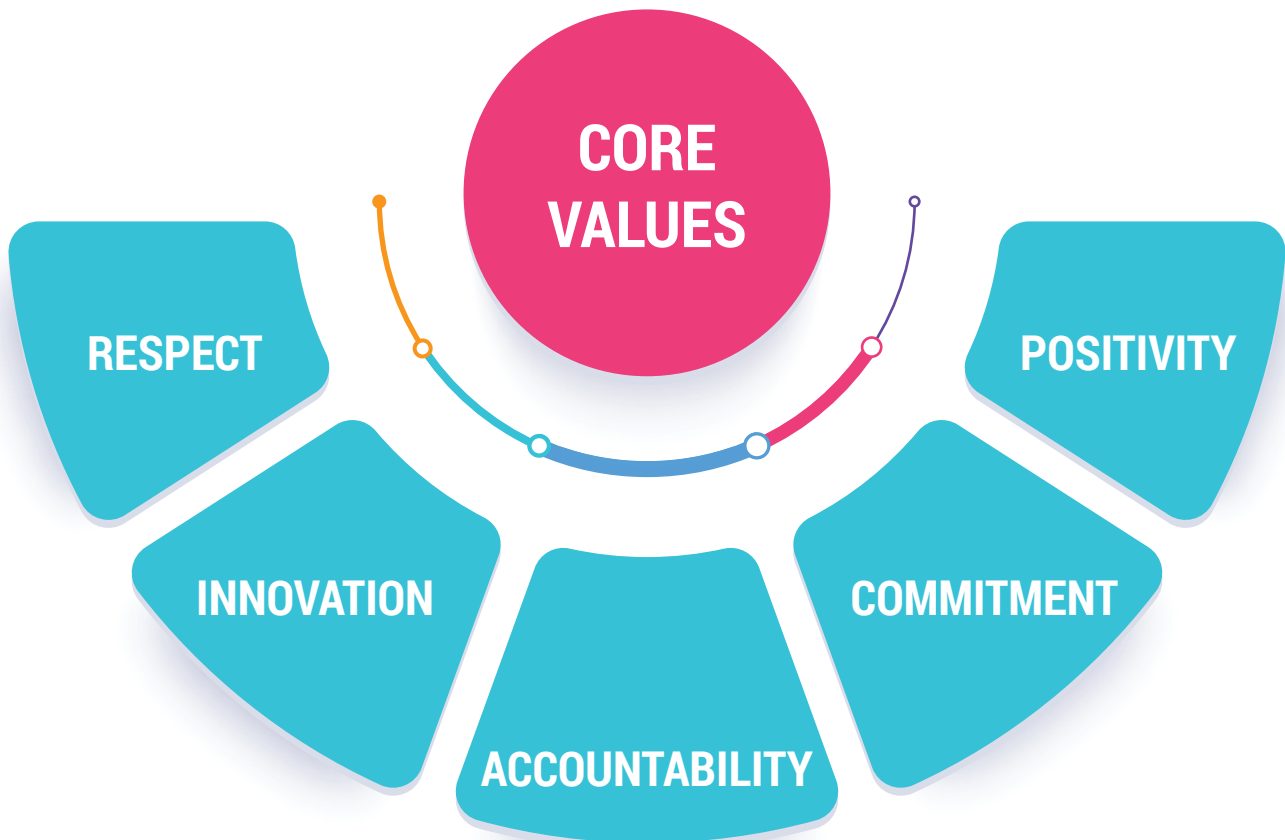
## VISION

To be an internationally recognized university through excellence in inter-disciplinary education, research and innovation, preparing socially responsible well-grounded individuals contributing to nation building.



## MISSION

- Improve employability through futuristic curriculum and progressive pedagogy with cutting-edge technology
- Foster outcome-based education system for continuous improvement in education, research and all allied activities
- Instill the notion of lifelong learning through culture of research and innovation
- Collaborate with industries, research centres and professional bodies to stay relevant and up-to-date
- Inculcate ethical principles and develop understanding of environmental and social realities



## 2. MESSAGE FROM THE CHANCELLOR



It gives me immense pleasure to invite and welcome you all to Adamas University, Barasat, Kolkata.

This university with a global perspective has been established under The Adamas University Act, 2014 of West Bengal. The University envisions becoming a highly respected global university by imparting socially-relevant education and creating new knowledge through research and innovation for the benefit of industry and society as a whole. We are planning to make it a vibrant campus with international collaborations right from its inception, with mentoring from national and international experts. It is our firm belief that this University will be one of the leading universities in the eastern part of the Country in days to come. We need strong tie-ups with industry and knowledge-sharing between industry and academia for preparing our students as industry-ready.

We have to pass through many hurdles to achieve our goal and objectives. It is my firm belief that obstacles do not deter success; rather it enhances one's possibilities to succeed. With whole-hearted support from everyone, I believe, this University will achieve its goal very soon and establish itself as one of the leading universities in the country.

You are all invited to join hands with us to accomplish this mission.

**Prof. (Dr.) Samit Ray**  
Chancellor, Adamas University

### 3. MESSAGE FROM THE VICE CHANCELLOR



I am excited to welcome you – to Adamas University's 2022-23 academic session. While we all work to cope with the COVID-19 outbreak, our campus community is energized by your arrival as we prepare for what promises to be a safe, productive, and successful year. As you familiarize or reacquaint yourself with campus, please review and refer this Student Handbook.

The policies and procedures outlined in this handbook will provide you with information critical to ensuring your studentship at Adamas University. As you embark on your journey at Adamas University, I encourage you to develop your unique talents, to be authentic, to adapt and accept diversity, and to contribute to the betterment of our community and society.

I hope you will embrace the learning experiences that await you here at Adamas University. And I encourage you to make the most of your time. We are here to support you every step of the way.

Here at Adamas University we want you to dream, explore, and discover. Your opportunities will only be limited by the limits you place on yourself.

Make it a Great Year!

**Prof. (Dr.) Deependra Kumar Jha**  
Vice Chancellor, Adamas University

## 4. LEADERSHIP AND MANAGEMENT AT ADAMAS UNIVERSITY



**Prof. (Dr.) Samit Ray**  
Chancellor



**Prof. (Dr.) Deependra Kumar Jha**  
Vice Chancellor



**Prof. (Dr.) Jitendra Kumar Pandey**  
Pro Vice Chancellor  
(Research and Development)



**Prof. (Dr.) Naveen Das**  
Pro Vice Chancellor  
(Training, Placement and Corporate Relations)



**Prof. (Dr.) Santanu Roy**  
Dean (Academics) and  
Director, School of Business and Economics



**Mr. Sudip Mukherjee**  
Registrar

## 5. DEANS OF THE SCHOOLS



**Prof. (Dr.) Naveen Das**  
Dean – School of Business and Economics



**Prof. (Dr.) Sujoy Bhattacharya**  
Associate Dean – School of Engineering and Technology



**Prof. (Dr.) Silla Ramsundar**  
Dean - School of Law and Justice



**Prof. (Dr.) Jitendra Kumar Pandey**  
Dean – School of Basic and Applied Sciences



**Prof. (Dr.) Rudra Prasad Saha**  
Dean - School of Life Science and Biotechnology



**Prof. (Dr.) Santosh Kumar**  
Dean - School of Liberal Arts and Culture Studies



**Prof. (Dr.) Sajal Kumar Jha**  
Associate Dean - School of Medical Sciences



**Prof. (Dr.) Mahul Brahma**  
Dean - School of Media and Communication



**Prof. (Dr.) Shauli Mukherjee**  
Director, School of Education  
Associate Dean- School of Liberal Arts and Culture Studies



**Prof. (Dr.) Sandip Banerjee**  
Associate Dean - School of Smart Agriculture

## 6. HEADS OF SUPPORT OFFICES



**Mr. Vijay Kumar**  
Controller of Examinations  
(COE)



**Mr. Srijit Chakraborty**  
Chief Financial Officer



**Dr. Kausheyee Banerjee**  
Assistant Dean-Student Affairs



**Ms. Jyoti Bansal**  
Chief Compliance Officer  
Director - Quality Assurance and  
Accreditation



**Mr. Abhijit Giri**  
Director- Career Development  
Cell (CDC)



**Dr. Abinit Saha**  
Assistant Director- Planning and  
Monitoring



**Dr. Anil Kumar**  
Director-Centre of Lifelong  
Learning



**Mr. Sovan Basu**  
Director-HR



**Dr. Saptarshi Chatterjee**  
Associate Director-Incubation



**Dr. Pragyan Mohanty**  
Associate Director-Social  
Responsibility



**Prof. (Dr.) Sajal Saha**  
Director- Product and Innovation



**Prof. (Dr.) Parimal Chandra Biswas**  
Director-International Relations



**Mr. Dipankar Chakraborty**  
Groups Head- Administration  
and Procurement



**Mr. Shubhayan Bhattacharjee**  
Vice President-Chancellor Office  
and Administration  
Joint Director - International  
Relations



**Mr. Partha Roy**  
GM-Food and Beverage

## 7. SCHOOL OF BASIC AND APPLIED SCIENCES (SOBAS)

School of Basic and Applied Sciences (SOBAS) is determined to develop solutions for the challenges in sciences through value-based science education, which includes project based and research-based learning. It nurtures the students into scientifically competent professionals in the usage of modern tools.

SOBAS fosters a spirit of inquiry and collaboration in students, to make them ready for careers in teaching, research, government, and non-government services. It helps students to build an analytic mind. In a regular manner, SOBAS conducts different scholarly activities, like organizing National/International Conferences, Workshop, Seminar, Expert Lectures, Lab/ Industry visit etc., through which the students find exposure. The school arranges different training program for the student, so that they can appear in the competitive examinations for the accomplishment in professional field. The teaching pedagogy follows Outcome Based Education approach across all the programs offered by SOBAS.

### KEY FEATURES OF THE SCHOOL

- World class Infrastructure
- Outcome Based Education
- Potential Research Environment
- Career Focus
- Scholarly Activities
- Well Qualified Faculty Member
- SOBAS Care

### CAREER OPPORTUNITIES

- Students can go for higher studies both in the fields of Pure and Applied Sciences.
- Students can seek a career in the emerging areas of Data Science and Analytics, Geoinformatics, Nano Science technology, etc.
- Government Jobs
- Think Tanks
- Research Scientist

## PROGRAMS OFFERED

Program Name	Duration (in Years)	Eligibility Criteria	Total Course Fee (In INR)
<b>DEPARTMENT OF CHEMISTRY</b>			
B.Sc (Hons.) Chemistry	3	50% overall in 10+2 with respective subjects Adamas University Admission Test (AUAT)	260000
M.Sc (Chemistry)	2	50% overall in Graduation in with the respective subject Adamas University Admission Test (AUAT)	180000

Program Name	Duration (in Years)	Eligibility Criteria	Total Course Fee (In INR)
<b>DEPARTMENT OF CHEMISTRY</b>			
B.Sc. (Hons.) Environmental Science	3	Minimum 50% aggregate in 10th or equivalent examination and minimum 50% aggregate in 10+2 from any recognized board with any three of the following subjects: Environmental Science, Physics, Chemistry, Biology, Mathematics, Statistics, Agronomy, Computer Sc., Nutrition, Home Science, Economics, Agriculture, Geography, Anthropology, Psychology, Sociology	260000
M.Sc (Environmental Science)	2	50% Overall in Science Graduation with Chemistry as one subject  Adamas University Admission Test (AUAT)	180000
<b>DEPARTMENT OF GEOGRAPHY</b>			
M.Sc (Geography)	2	50% overall in Graduation in with the respective subject  Adamas University Admission Test (AUAT)	180000
M.Sc (Geoinformatics)	2	50% overall in Graduation in with the respective subject  Adamas University Admission Test (AUAT)	180000
B.Sc (Hons.) Geography	3	50% overall in 10+2 with respective subjects  Adamas University Admission Test (AUAT)	260000
<b>DEPARTMENT OF MATHEMATICS</b>			
M.Sc (Applied Mathematics)	2	50% overall in Graduation in with the respective subject  Adamas University Admission Test (AUAT)	180000
M.Sc Tech (Statistics and Data Science)	2	50% overall in Graduation in (Mathematics / Physics / Economics / Computer Science) / BCA / B.Tech (CSE / IT / ECE)  Adamas University Admission Test (AUAT)	180000
B.Sc (Hons.) Mathematics	3	50% overall in 10+2 with respective subjects  Adamas University Admission Test (AUAT)	260000
B.Sc (Hons.) Statistics and Data Analytics	3	10+2 with Mathematics/Statistics  Adamas University Admission Test (AUAT)	260000

Program Name	Duration (in Years)	Eligibility Criteria	Total Course Fee (In INR)
<b>DEPARTMENT OF PHYSICS</b>			
M.Sc (Physics)	2	50% overall in Graduation in with respective subject Adamas University Admission Test (AUAT)	180000
B.Sc (Hons.) Physics	3	50% overall in 10+2 with respective subjects Adamas University Admission Test (AUAT)	260000
<b>DEPARTMENT OF FORENSIC SCIENCE</b>			
M.Sc (Forensic Science)	2	50% Overall in Science Graduation Adamas University Admission Test (AUAT)	180000
B.Sc (Hons.) Forensic Science	3	50% Overall in 10+2 with PCM / PCB Adamas University Admission Test (AUAT)	260000

## 8. SCHOOL OF BUSINESS AND ECONOMICS (SOBE)

School of Business and Economics (SOBE) offers undergraduate and post graduate Management programs designed in consultation with industry in areas of high demand, along with emphasis on student focused learning and individual career development plan, leading to an excellent placement record. SOBE offers a multi-disciplinary global business education to foster academic excellence, industry partnerships and global partnerships.

The School of Business & Economics strives for holistic development of students through multi-format pedagogy like dynamic live cases, design thinking, action learning, Socratic method, etc. amalgamating books of knowledge of management, commerce and economics, resulting in consistently good placements.

Our outstanding faculty members with straddling rigour of research and relevance of practice provides the students skills to solve real time cases and problems existing in the industry and nation through experiential and participative learning.

The Department of Management, School of Business and Economics introduced an MBA Program in 'Business Analytics' in collaboration with Statistical Analysis System (SAS), the global leader in professional analytics, and associated with more than 5000 educational institutions worldwide has joined us for conducting the program.

### KEY FEATURES OF THE SCHOOL

- Multi-Format mixed mode Learning
- Course Blended with Disruptive Technologies
- Customized Study paths
- Engaging Course work
- Rigor with Relevance
- Global Perspective
- Consistent Good Placement

### CAREER OPPORTUNITIES

The graduate can get placed in any sector with the following roles:

- Sales Manager
- HR Manager
- Finance Advisor
- Business Analyst
- Investment Banker
- Business Development Manager
- Project Manager

## PROGRAMS OFFERED

Program Name	Duration (in Years)	Eligibility Criteria	Total Course Fee (In INR)
<b>DEPARTMENT OF COMMERCE AND ECONOMICS</b>			
B.Com (Hons.)	3	10 +2 or equivalent from any recognized board with minimum 60% marks in aggregate. Adamas University Admission Test (AUAT), Personal Interview and Counselling.	320000

Program Name	Duration (in Years)	Eligibility Criteria	Total Course Fee (In INR)
<b>DEPARTMENT OF COMMERCE AND ECONOMICS</b>			
B.Sc (Hons.) Economics	3	10 +2 or equivalent from any recognized board with minimum 60% marks in aggregate and Mathematics as one of the subject.  Adamas University Admission Test (AUAT).	260000
M.Sc (Economics)	2	Undergraduate degree in respective subject from any recognised University in India or abroad with minimum 50% marks in aggregate.  Adamas University Admission Test (AUAT).	180000
M.Com	2	B. Com (Hons.) with 50% marks in aggregate from any recognised University in India or abroad.  Adamas University Admission Test (AUAT), Personal Interview and Counselling	220000
B.A. (Hons.) Business Economics	3	10 +2 or equivalent from any recognized board with minimum 60% marks in aggregate  Adamas University Admission Test (AUAT), Personal Interview and Counselling	320000
<b>DEPARTMENT OF MANAGEMENT</b>			
BBA (Hons.)	3	10 +2 or equivalent from any recognized board with minimum 60% marks in aggregate  Adamas University Admission Test (AUAT)	485000
BBA (Hons.) Digital Marketing/ Entrepreneurship and Family Business/ Logistics and Supply Chain Management/ Business Analytics	3	10 +2 or equivalent from any recognized board with minimum 60% marks in aggregate  Adamas University Admission Test (AUAT)	485000
MBA (Dual Specialization)	2	Undergraduate degree in any discipline from any recognised University in India or abroad with minimum 50% marks in aggregate and CAT / MAT / XAT / AUAT qualified	580000
MBA (Business Analytics/ Logistics and Supply Chain Management)	2	Undergraduate degree in any discipline from any recognised University in India or abroad with minimum 50% marks in aggregate and CAT / MAT / XAT / AUAT qualified	580000

## 9. SCHOOL OF EDUCATION (SOE)

School of Education offers programs like BA, B.Ed., recognized by NCTE, with an aim to cater to students from different strata of society giving them training beyond classroom based on a very modern curriculum. The outcome being to prepare individuals with a high sense of responsibility, values and dedication to the profession at large.

### KEY FEATURES OF THE SCHOOL

- National and International Exposure
- Scholastic and Co-Scholastic Development
- Well Experienced Faculty Team
- Curriculum as per NCTE guidelines
- School Service Commission Training
- Innovative cells and club membership.

### CAREER OPPORTUNITIES

- Education Policy Makers
- Academic positions
- Research
- School Teachers

## PROGRAMS OFFERED

Program Name	Duration (in Years)	Eligibility Criteria	Total Course Fee (In INR)
<b>DEPARTMENT OF EDUCATION</b>			
B.A (Hons.) Education	3	10+2 in any Stream Adamas University Admission Test (AUAT)	170000
B.Ed	2	Graduate with 50% marks or Equivalent Grade; Bachelor's in Engineering or Technology with specialization in Science & Mathematics with 55% Marks or any other qualification equivalent.  Adamas University Admission Test (AUAT)	150000
M.A. (Education)	2	Minimum 50% aggregate in 10th or equivalent examination, Minimum 50% aggregate 10 +2 or equivalent from any recognized board and Minimum 50% aggregate in Hons. Graduate in Education & any Graduate from any disciplines with B.Ed. from any recognised University in India or abroad.	140000

## 10. SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)

Students pass through a transformative educational experience that focuses on disciplinary and inter-disciplinary knowledge; problem-solving; leadership, communication, and interpersonal skills; and personal health and well-being. SOET is ranked as one of the best Engineering Schools in Bengal and East India by Times Engineering Survey 2019 and is home to some of the most innovative engineering programs and application-focused education delivery.

The School offers a range of B.Tech Programs with specializations that equip students to be relevant in today's job market along with Project-Based Learning in big-ticket areas like Design Thinking, etc. The school offers different courses through five departments – Computer Science and Engineering, Computer Application, Electrical and Electronics Engineering, Mechanical Engineering, and Civil Engineering.

The school has launched cutting-edge new courses this year in areas such as Artificial Intelligence (AI) and Machine Learning (ML), Cyber Security and Forensics, Gaming and Animation, and many more.

### KEY FEATURES OF THE SCHOOL

- Access interdisciplinary Research Centers
- Student Mentoring System
- Learn by doing Experiential and Project Based Learning
- Experienced Faculty
- Industry-ready Curriculum

### CAREER OPPORTUNITIES

- Robotics
- Artificial Intelligence
- Machine based Learning
- Cloud Computing
- Data Analytics
- Mechatronics
- Electric Vehicles and many more

## PROGRAMS OFFERED

Program Name	Duration (in Years)	Eligibility Criteria	Total Course Fee (In INR)
<b>DEPARTMENT OF CIVIL ENGINEERING</b>			
B.Tech (Civil Engineering)	4	60% overall in 10+2 with PM + Chem / BioTech / Biology / Technical Vocational (with 45%) Qualified in WBJEE/ Adamas University Admission Test (AUAT)	500000
<b>DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING</b>			
B.Tech/ B.Tech (Hons) Computer Science Engineering-(Artificial Intelligence and Machine Learning/ Cyber Security and Forensics/ Cloud Computing/ Data Analytics)	4	60% overall in 10+2 with PM + Chem / Bio. Tech / Biology / Technical Vocational (with 45%) Qualified in WBJEE / Adamas University Admission Test (AUAT)	700000
M.Tech (Computer Science Engineering)	2	60% in B. Tech., GATE qualified	320000

Program Name	Duration (in Years)	Eligibility Criteria	Total Course Fee (In INR)
<b>DEPARTMENT OF COMPUTER APPLICATION</b>			
BCA/ BCA (Hons.) Banking, Financial Services and Insurance/ Gaming and Animation	3	Minimum 50% aggregate in 10th or equivalent examination and minimum 60% aggregate in 10 +2 or equivalent from any recognized board, subject to securing a minimum of 45% marks in each individual subject.	380000
MCA	2	Passed BCA/Bachelor Degree in Computer Science Engineering or Equivalent Degree Or Passed B.Sc/B.Com/B.A with Mathematics at 10+2 level or at Graduation level (with additional bridge courses as per the norms of the concerned University). Obtained atleast 55% marks in the Qualifying examination.	260000
<b>DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING</b>			
B.Tech/B.Tech (Hons.) EEE	4	60% overall in 10+2 with PM + Chem/BioTech/Biology/ Technical  Qualified in WBJEE/ Adamas University Admission Test (AUAT)	500000
B.Tech/B.Tech (Hons.) ECE	4	60% overall in 10+2 with PM + Chem/BioTech/Biology/ Technical  Qualified in WBJEE/ Adamas University Admission Test (AUAT)	500000
<b>DEPARTMENT OF MECHANICAL ENGINEERING</b>			
B.Tech/B.Tech (Hons.) ME	4	60% Overall in 10+2; PCM required; rest as per AICTE  Qualified in WBJEE / Adamas University Admission Test (AUAT)	500000
B.Tech/B.Tech (Hons.) Biomedical Engineering	4	60% Overall in 10+2; PCM required; rest as per AICTE  Qualified in WBJEE / Adamas University Admission Test (AUAT)	500000

All B.Tech Programs offer Lateral Entry Admission except CSE

(For More Details: please contact Registrar Office at registrar@adamasuniversity.ac.in)

## 11. SCHOOL OF LIBERAL ARTS AND CULTURE STUDIES (SOLACS)

The School of Liberal Arts and Culture Studies (SOLACS) at Adamas University offers an insightful, research-focused, modern curriculum that aims to inculcate students with ideas ranging from classical to post-human studies. The curriculum is designed to educate students who will contribute to the holistic development of the society as per NEP 2020, with a special emphasis on critical thinking, empathy and global awareness.

The School of Liberal Arts and Culture Studies takes pride in offering a curriculum fulfilling the requirements of both academia and industry. It seeks to establish a multidisciplinary research driven mentality within the students from an early stage of their career.

Regular dialogue between eminent professors of the academia and leading thinkers with students is facilitated through seminars, conferences, workshops, internships, projects, educational tours, entrepreneurial and skill development platforms. SOLACS follows an advanced course curriculum as per the NEP 2020 guidelines and outcome-based education, specially designed to be one of the pioneers in the field of liberal studies in India.

### KEY FEATURES OF THE SCHOOL

- Employability Driven Approach
- Student Mentoring System
- Society Driven Research
- Interdisciplinary Research
- Nurturing Creativity

### CAREER OPPORTUNITIES

- News, Media and Publishing houses
- Marketing, Advertising and Brand Management
- NGOs and Corporate Social Responsibility
- Education
- Research
- Counselling

## PROGRAMS OFFERED

Program Name	Duration (in Years)	Eligibility Criteria	Total Course Fee (In INR)
<b>DEPARTMENT OF BEHAVIORAL SCIENCES</b>			
B.Sc (Hons.) Psychology (Clinical Psychology / Counselling and Guidance Psychology/Industrial and Organisational Psychology / Forensics Psychology)	3	10+2 with at least 50% marks Adamas University Admission Test (AUAT)	380000
M.Sc (Psychology)	2	Any stream Graduate with at least 50% marks and Psychology as a subject Adamas University Admission Test (AUAT)	260000

Program Name	Duration (in Years)	Eligibility Criteria	Total Course Fee (In INR)
<b>DEPARTMENT OF LANGUAGE AND LITERATURE</b>			
B. A (Hons.) Bengali Language and Literature	3	10+2 with at least 50% marks Adamas University Admission Test (AUAT)	140000
B. A (Hons.) English Language and Literature	3	10+2 with atleast 50% marks Adamas University Admission Test (AUAT)	320000
M.A (Bengali Language and Literature)	2	50% overall in Graduation with respective subjects Adamas University Admission Test (AUAT)	120000
M.A (English Language and Literature)	2	50% overall in Graduation with respective subjects Adamas University Admission Test (AUAT)	220000
<b>DEPARTMENT OF SOCIAL SCIENCES</b>			
B.A (Hons.) History	3	10+2 with atleast 50% marks Adamas University Admission Test (AUAT)	260000
B.A (Hons.) Political Science	3	10+2 with atleast 50% marks Adamas University Admission Test (AUAT)	260000
B.A. (Hons.) Public Administration	3	10+2 with atleast 50% marks Adamas University Admission Test (AUAT)	260000
B.A. (Hons.) International Relations	3	10+2 with atleast 50% marks Adamas University Admission Test (AUAT)	260000
B.A (Hons.) Sociology	3	10+2 with atleast 50% marks Adamas University Admission Test (AUAT)	260000
M.A (History)	2	50% overall in Graduation with respective subjects Adamas University Admission Test (AUAT)	180000
M.A (Political Science/ Public Administration/ International Relations / Public Policy)	2	50% overall in Graduation with respective subjects Adamas University Admission Test (AUAT)	180000
M.A (Sociology)	2	50% overall in Graduation with respective subjects Adamas University Admission Test (AUAT)	180000
B.A. (Hons.) Public Policy	3	Minimum 50% aggregate in 10th or equivalent examination and minimum 50% aggregate in 10 +2 or equivalent from any recognized board	260000

## 12. SCHOOL OF LIFE SCIENCE AND BIOTECHNOLOGY (SOLB)

School of Life Science and Biotechnology (SOLB) at Adamas University offers cutting edge, research-driven, modern curriculum that aims to train students in Microbiology, Biotechnology, and Biochemistry. The curriculum is designed to educate students who will work for the welfare of society with a focus on improving healthcare, medicine, agriculture, and the environment.

The state-of-the-art laboratories in SOLB with hands-on training provides skill and experience of cutting-edge research. SOLB conducts seminars, conferences, workshops, internships, projects and educational tours to update students with latest innovations in the field.

SOLB follows an advanced course curriculum as per the UGC guidelines on CBCS and outcome-based education, specially designed to meet the current and future needs of the Industry & Academia. Our State-of-the-art laboratories with hands-on training provides the skill and experience of cutting-edge research.

### KEY FEATURES OF THE SCHOOL

- Interdisciplinary elective subjects
- Entrepreneurship Skill Development through Adamas Biotechnology Club
- Research Publication
- Society Driven Research
- Students Mentoring System
- Interdisciplinary Research

### CAREER OPPORTUNITIES

- Researcher
- Academician
- Entrepreneur
- Analytical Chemist
- Food Safety Analyst
- Healthcare Informatics
- Scientific Journalism
- Data Science and Big Data Analytics

## PROGRAMS OFFERED

Program Name	Duration (in Years)	Eligibility Criteria	Total Course Fee (In INR)
<b>DEPARTMENT OF BIOLOGICAL SCIENCES</b>			
B.Sc (Hons.) Biochemistry	3	60% overall in 10+2 with respective subjects Adamas University Admission Test (AUAT)	320000
B.Sc (Hons.) Microbiology	3	60% overall in 10+2 with respective subjects Adamas University Admission Test (AUAT)	440000

Program Name	Duration (in Years)	Eligibility Criteria	Total Course Fee (In INR)
<b>DEPARTMENT OF BIOLOGICAL SCIENCES</b>			
M.Sc (Biochemistry)	2	50% overall in Graduation with respective subject Adamas University Admission Test (AUAT)	260000
M.Sc (Microbiology)	2	50% overall in Graduation with respective subject Adamas University Admission Test (AUAT)	340000
<b>DEPARTMENT OF BIOTECHNOLOGY</b>			
B.Sc (Hons.) Biotechnology	3	60% overall in 10+2 with respective subjects Adamas University Admission Test (AUAT)	440000
B.Tech (Biotechnology)	4	60% overall in 10+2 with PC + Mathematics / Bio.Tech / Biology / Technical Vocational with 45% Adamas University Admission Test (AUAT)	660000
M.Sc (Biotechnology)	2	50% overall in Graduation with respective subject Adamas University Admission Test (AUAT)	340000
M.Tech (Biotechnology)	2	Minimum 50% marks or equivalent CGPA in B.Tech. in Biotechnology or 50% marks or equivalent CGPA in M.Sc. In Biotechnology / Microbiology / Botany / Zoology or allied subjects	340000

## 13. SCHOOL OF LAW AND JUSTICE (SOLJ)

School of Law and Justice (SOLJ) established in 2015 and is recognized by Bar Council of India (BCI) and offers three year LLB program, five year BA LLB, BBA LLB and B.Sc. LLB program and 2 year LLM Program. SOLJ has a strong vision to impart justice oriented legal education to all the students. The faculty members include retired Judges, empowering students by individual attention, extensive as well as intensive law study with clinical education.

Law courses offered will focus on development of skills for critical and prudential judgement to make students great professionals as the principal goal of legal education is formative rather than informative.

### KEY FEATURES OF THE SCHOOL

- Curriculum as per BCI
- Law Library with extensive electronic databases
- Green campus with hostel facilities
- Experienced Faculty

### CAREER OPPORTUNITIES

The student is trained by shaping his/her skilled in different areas so that he/she is empowered to choose judiciary, law, teaching working with MNC, social services, and many other career option in law. Students can make themselves fit to serve the industry, NGO's, Government services, Law firms, Judiciary, etc.

## PROGRAMS OFFERED

Program Name	Duration (in Years)	Eligibility Criteria	Total Course Fee (In INR)
<b>DEPARTMENT OF LAW</b>			
BA. LLB (Hons.)	5	60% overall, CLAT qualified and Interview	830000
B.Sc. LL.B (Hons.)	5	60% overall, CLAT qualified and Interview	770000
BBA. LL.B (Hons.)	5	60% overall / CLAT qualified and Interview	830000
LL.M	2	50% in LL.B (3 / 5 years) and Interview	260000

## 14. SCHOOL OF MEDIA AND COMMUNICATION (SOMC)

School of Media and Communication (SOMC) offers industry-ready, technology-oriented, field-based, research-centric and applied courses that strive to create efficient professionals in the areas of Journalism, Entertainment Media, Communication Management, Events & Entertainment Management and Media Technology. The programs are designed to create conscientious and ethical professionals for the Media and Entertainment (M&E) industry.

SOMC is the only Media and Communication school in India that has devised its complete curriculum on the basis of convergence and multimodality. Platform-agnostic storytelling is the basis of all programs conducted at the school. It also has a strong tie-up with the industry.

### KEY FEATURES OF THE SCHOOL

- Field Focus
- Research-intensive program
- Hands-on training for documentary and short filmmaking, television and radio production and activities related to public relations and advertising
- Convergent Education
- Ethical Approach
- Entrepreneurial Focus

### CAREER OPPORTUNITIES

- Media Professionals
- Journalism
- Documentary and Feature Filmmakers
- Research
- Development Communication
- Content Writing
- Public Relations
- Advertising
- Event Management
- Brand Communications

## PROGRAMS OFFERED

Program Name	Duration (in Years)	Eligibility Criteria	Total Course Fee (In INR)
<b>DEPARTMENT OF ENTERTAINMENT MEDIA</b>			
B.Sc (Hons.) Media Technology	3	50% Overall in 10+2 with respective subjects Qualified in Adamas University Admission Test (AUAT)	260000
M.A. (Film and Television)	2	Minimum 50% aggregate in 10th or equivalent examination, Minimum 50% aggregate 10 +2 or equivalent from any recognized board and Minimum 50% aggregate in Undergraduate degree in respective subject from any recognised University in India or abroad.	140000

Program Name	Duration (in Years)	Eligibility Criteria	Total Course Fee (In INR)
<b>DEPARTMENT OF JOURNALISM AND COMMUNICATION</b>			
B.A (Hons.) Media and Communication	3	50% Overall in 10+2 with respective subjects Adamas University Admission Test (AUAT)	380000
MBA (Communication Management)	2	50% in Graduation / CAT / MAT / XAT qualified Adamas University Admission Test (AUAT)	260000
M.A (Journalism)	2	50% Overall in Graduation in with respective subject Adamas University Admission Test (AUAT)	260000

## 15. SCHOOL OF MEDICAL SCIENCES (SOMS)

School of Medical Sciences (SOMS) combines deep research along with skill development based curriculum. All programs of SOMS are approved by the Pharmacy Council of India (PCI) under section 12 of the Pharmacy Council Act, 1948.

SOMS was set up with a vision to create and disseminate knowledge for producing quality health-care professionals with global standards. In its aim to fulfil the vision, SOMS has been organizing workshops, seminars, and special invited lectures with the participation of experts from the Academic Institutions, Research Institutions, Industries and Regulatory authorities to give students exposure to industry.

### KEY FEATURES OF THE SCHOOL

- Foster Interdisciplinary Research in pharmaceutical sciences
- Society Driven Research
- Innovative Learning
- Empower the students to become leaders
- Associations with Industry, Regulatory bodies, Hospitals and Research institutions
- Best Faculty and Guidance

### CAREER OPPORTUNITIES

- Laboratory Incharge
- Information Systems
- Pharmaceutical Firms
- Echo/ ECG/TMT
- Biochemistry & Microbiology
- Health Officer
- Research

## PROGRAMS OFFERED

Program Name	Duration (in Years)	Eligibility Criteria	Total Course Fee (In INR)
<b>DEPARTMENT OF PHARMACEUTICAL TECHNOLOGY</b>			
B.Pharm**	4	<p>1. Candidate shall have passed 10+2 examination conducted by the respective state/central government authorities recognized as equivalent to 10+2 examination by the Association of Indian Universities (AIU) with English as one of the subjects and Physics, Chemistry, Mathematics/Biology as optional subjects individually. Students have to secure a minimum of 60% marks in the qualifying examination.</p> <p>“However, the students possessing 10+2 qualification from non-formal and non- class rooms-based schooling such as National Institute of Open Schooling, open school systems of States etc. shall not be eligible for admission to B. Pharm Course.”</p> <p>2. Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations. Provided that a student should complete the age of 17 years on or before 31st December of the year of admission to the course.</p> <p>Qualified in WBJEE Ranking / Adamas University Admission Test (AUAT)</p>	745000

Program Name	Duration (in Years)	Eligibility Criteria	Total Course Fee (In INR)
<b>DEPARTMENT OF PHARMACEUTICAL TECHNOLOGY</b>			
Master of Pharmacy (M. Pharm)	2	Pass B.Pharm from any PCI approved institute or any an Indian university established by law in India and has scored not less than 60 % of the maximum marks (aggregate of 4 years of B. Pharm) or 6.0 CGPA.	370000
D.Pharm	2	A pass in any of the following examinations with Physics, Chemistry and Biology or Mathematics.  <ol style="list-style-type: none"> <li>1. Intermediate examination in Science;</li> <li>2. The first year of the three-year degree course in Science,</li> <li>3. 10+2 examination (academic stream) in Science;</li> <li>4. Pre-degree examination;</li> <li>5. Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examination.</li> </ol> Qualified in WBJEE Ranking / Adamas University Admission Test (AUAT)	270000
<b>DEPARTMENT OF ALLIED HEALTH SCIENCES</b>			
Bachelor of Optometry	4	Minimum 50% aggregate in 10th or equivalent examination and minimum 50% aggregate in 10 +2 or equivalent from any recognized board with Physics, Chemistry and Biology/Mathematics as the main subjects.	260000
B.Sc. (Food, Nutrition and Dietetics)	3	50% marks in science stream in 10+2 from a recognized board and its equivalent	260000
B.Sc (Medical Laboratory Technology) (BMLT)	3	Pass in 10+2 system of education or equivalent examination in science group with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board / Council / University with minimum of 60% marks.	350000

**\*\* Program offer Lateral Entry Admission**

*(For More Details: please contact Registrar Office at registrar@adamasuniversity.ac.in)*

## 16. SCHOOL OF SMART AGRICULTURE (SOSA)

The School of Smart Agriculture at Adamas University offers a unique blend of traditional and futuristic outlook to Agriculture and Allied Sciences, an industry-ready curriculum which is aimed to develop agri-professionals for undertaking both research and agricultural extension/outreach-related functions. While, the curriculum is based on the 5th Dean recommendation of Indian Council of Agriculture Research (ICAR), it also includes several new subjects that are desired by the Agri-industry. The students are offered several “elective” subjects which can be helpful in developing the next generation of “agripreneuers”. The curriculum envisages the next generation of some of the best agri-industries of national and international importance.

Students of SOSA avail the benefits of the unique concept of “earn while you learn” by which they are provided with their own plots of land on which they bring into practice the topics learned in the classroom. Thus, they learn the best practices associated with the subject. The students also participate in group discussions, classroom seminars and are encouraged to attend conferences, workshops seminars and the like.

Entrepreneurial and innovation skill development platforms are provided through discussions with “who’s who” in the industries and research institutes. They get to meet “face-to-face” or virtually, the leaders of agri and allied industries.

### KEY FEATURES OF THE SCHOOL

- Unique blend of academic and industry-ready curriculum.
- “Earn while you learn” approach
- Several internships to choose from.
- Agriclinics to provide support to the agrarian community
- Extensive outreach among the community
- Learn from “Who’s Who” in the industry
- Lectures by academics from globally renowned universities
- Encouraging and mentoring students’ research
- Encourage interdisciplinary problem solving
- Preparing the students for different agriculture related competitive examinations
- Setting up Agri-clinics to develop competent ‘Plant Doctors’

### CAREER OPPORTUNITIES

Students can be self-employed by starting agri- input organisations as it is mandatory for any agri-input organisation to employ agri-graduates in order to obtain licenses for running their businesses

([https://agriinput.matirkatha.net/Fertilizer\\_New\\_V3.0\\_English.pdf](https://agriinput.matirkatha.net/Fertilizer_New_V3.0_English.pdf),

<https://www.india.gov.in/topics/agriculture/agricultural-licence>).

In the public sector, agriculture graduates can explore diverse avenues such as Agriculture Development Officers (ADO), Horticulture Development Officers (HDO), Agriculture Extension Officers (AEO) and Agriculture Farm Officers (AFO) in state government organisations.

## PROGRAM OFFERED

Program Name	Duration (in Years)	Eligibility Criteria	Total Course Fee (In INR)
<b>DEPARTMENT OF AGRICULTURE</b>			
B.Sc (Hons.) Agriculture	4	60% overall in 10+2 University conducts Adamas University Admission Test (AUAT)	380000

## **NOTE FOR ALL PROGRAMS:**

- \* Hostel, Cafeteria, and Transport are optional services provided by the University on demand and subject to availability and have to be paid separately according to the service facility availed*
- \* Any student from Bangladesh or Sri Lanka will be given 10% concession on Fees.*
- \* Any student from Nepal, Bhutan, Burma or Afghanistan will be given 40% concession on Fees.*
- \* For students from any country other than the above (point 2 and 3), an additional 10% over domestic fees will be charged*
- \* Fees for any student under Sports Quota is waived off*
- \* SC, ST, OBC and other minority students (Reserved category) are encouraged to apply. However, no seats are reserved as per State Government Higher Education Act*
- \* Personal Interview & Counseling for all programs as applicable*
- \* For details, visit: <https://adamasuniversity.ac.in/courses-and-eligibility/>*

## 17. ADMISSION PROCESS

Admission process, as laid down in Chapter III, ACADEMIC REGULATIONS II – 2016, by and large will be followed. Once the Admission Process is declared open by the University, student will approach any of the student counsellors in the Admission Cell for admission counselling.

The Admission will be allowed on the basis of result in the qualifying examination and the AU Admission Test (School wise). Students can fill up their Admission Form online and come to Campus as per request of the Admission Cell for AUAT test.

Result will be declared within 48 hours and shortlisted students will be called along with their parents for Personal Interview (PI) by the Admission Cell.

The student will take admission after clearing the qualifying examination along with achieving the cut-off marks. Once a student has taken admission, faculty member from the concerned department will be assigned for Mentoring. The Mentor will give course material to the student so that she / he can utilize the time period until the academic session starts for brushing up the course she / he has selected.

On being registered, the student shall immediately submit the following documents (Original along with self -attested photocopies):

### 1. Class XII Statement of Marks:

Please note, West Bengal JEE Board has included following Boards as recognized Boards List

- West Bengal State Council of Vocational Education and Training
- WB Council of Rabindra Open Schooling
- National Institute of Open Schooling (not eligible for Pharmacy course)
- Students having passed other schooling examinations will be required to get equivalence certificate to get eligibility Certificate from Registrar office for submitting along with Admission form.

### 2. Documentary Evidence for Special Category status

### 3. Migration Certificate for PG students from other universities.

Admissions will be considered completed only when the full fees for the first semester is paid (against an official receipt) and the name of the applicant appears on the relevant rolls. Only the Vice Chancellor of the university can condone payment in full or allow payment in part.

### DIRECT ADMISSION:

Direct Admission will be allowed in the following cases:

- i. Preliminary IIT JEE Merit List WBJEE Merit List  
CAT /MAT/ XAT /CLAT Merit List

More than 70% in Class XII examination (Senior Secondary) and more than 70% in class X examination (Secondary)

- ii. Direct Admission for Foreign students and under National-Level Sports Quota

In B.Tech. Courses, course specialization shall be re-examined in the second year of the course on the basis of CGPA and subject aptitude of the student.

## 17.1 STUDENT REGISTRATION PROCESS

A student enrolled for any program shall be registered as a student of University and shall be assigned the registration number on the following conditions:

- The student must submit all necessary documents to the University and the same have been verified by the Registrar.
- The student should not be registered with any other University as a registered Student on submission of Migration Certificate/SLC from the University/School, to which he was registered as student (if any).

The time limit for registration of a student shall be six months from the date of enrolment. Failing which, the student shall be required to submit application for extension of time. Such extension shall be granted by the Registrar with the approval of the Vice Chancellor. However, extension of time for registration shall be granted till the commencement of 1st semester of the Program.

On registration, a registration certificate with a Registration number, the date of registration, the academic year of registration and the program for which the students is first registered, shall be issued by the University.

Records and documents submitted by a student and accepted by the University for registration shall be recorded in the Roll of Registered Students (RRS). The entries in RRS can be changed/corrected on the basis of acceptable proof and under the approval of the Vice Chancellor.

### CANCELLATION OF REGISTRATION:

The registration of student is liable to be cancelled on following ground

- On expiry of the specified period of Validity
- Concealment / mis-statement of fact or submission of fake, forged, irregular document
- On Disciplinary ground in terms of regulation
- On Withdrawal of studentship
- On issue of migration certificate

## 17.2 REFUND POLICY 2022 FOR UG & PG PROGRAM

- The University Grants Commission has issued a Notification on Refund of Fees and Non- Retention of Original Certificates effective from October 2018.
- The formally notified last date of admission to all programs of the University for the 2022 intake is 31st August, 2022.
- The Refund of Registration Fee deposited by candidates shall be done strictly as per the UGC Notification which provides a five-tier system for refund of fees as follows:

Sr. No.	Date on which notice of withdrawal is received	Point of time when notice of Withdrawal of admission is served to the University	Percentage of Refund of Aggregate fees*
1	On or before 16th July 2022	More than 15 days before the formally-notified last date of admission	100%#
2	Between 17th July 2022 and 31st July 2022	Less than 15 days before formally-notified last date Admission	90%
3	Between 1st August 2022 and 14th August 2022	Less than 15 days after formally notified last date Admission	80%
4	Between 15th August 2022 and 31st August 2022	More than 15 days but less than 30 days after formally-notified last date of admission	50%
5	On or after 1st September 2022	More than 30 days after formally notified last date admission	00%

UGC Notification (Effective from August 2022):

- Admissions to continue upto 31st October, 2022
- 31st October, 2022 : Last date for full refund (zero cancellation charges)
- 31st December, 2022: On cancellation/withdrawal, entire fee should be refunded deducting not more than 1000/-.

\* Aggregate fees include course fees and non-tuition fees and do not include caution money. If a student done any damage to the property of the University, not returned library books etc., the penalty amount is deducted from the Caution Money before the release of the student from the University. In a nutshell Caution Money be returned in full subject to the clearance of the concerned departments irrespective of the date on which notice of withdrawal is received.

# Subject to a deduction of INR 5000 processing charges from the refundable amount

### EXCEPTION HANDLING

In exceptional circumstances, University may admit students after the formally notified last date of admission. In such cases, the benefit will be given to such student. The formally notified last date of admission for such students shall be the individual date on which they have been admitted.

### PROCEDURE FOR SEEKING A REFUND

- I. All initial requests for refunds must be received by the Office of the Registrar no later than 5:00 pm on the last deadline in each tier to be processed within that tier.
- II. To apply for a refund, candidates must send a request to [refunds@adamasuniversity.ac.in](mailto:refunds@adamasuniversity.ac.in). This request will be treated as a notice of withdrawal and the quantum of refund will be calculated as per the table above. Applicant / student must indicate the mandatory details to be given in the refund application.

#### 1. REGISTERED STUDENT

- Date of Application
- Name of the Student (as given at the time of Registration in the University)
- Enrolment No. / Registration No.
- Roll No.
- Program Name
- Stating reasons for Withdrawal and Refund
- Bank Account Details (Account Holder's Name, Account Number, Bank Name, Bank IFS Code and Bank Branch)
- Fee receipt received from Adamas University Accounts Department or downloaded from TCSiON portal)

#### 2. NON-REGISTERED STUDENT

- Date of Application
- Name of the Student (as given at the time of Admission)
- Application No.
- Program Name
- Stating reasons for Withdrawal and Refund.
- Bank Account Details (Account Holder's Name, Account Number, Bank Name, Bank IFS Code and Bank Branch)
- Fee receipt received from Adamas University Accounts Department

- III. Applicants for refunds may undergo an exit interview with a member of the Admissions staff prior to their application being processed. This interview is primarily for informational purposes and will in no way impact the status of the refund request unless the applicant rescinds the refund request themselves.
- IV. From the receipt of the refund application form, all refund requests will take at least 30 days to process.
- V. In case of the refund has not been settled, applicant may write with complete details to [support.accounts@adamasuniversity.ac.in](mailto:support.accounts@adamasuniversity.ac.in)
- VI. Please find the Link of UGC Notification regarding refund of fee:  
[https://www.ugc.ac.in/pdfnews/5437737\\_UGC-Notice-reg-Fees-refund-Eng.pdf](https://www.ugc.ac.in/pdfnews/5437737_UGC-Notice-reg-Fees-refund-Eng.pdf)

(Refer Appendix 2, 3 and 4)

## 17.3 SCHOLARSHIP POLICY

### I. Scholarship for students on the basis of AUAT

Scholarship Scheme for candidates taking Admission during the period beginning from February 15, 2022, to August 31, 2022

AUAT 2022 score	Scholarship
85.00% & above	50% of the 1st Semester Fee

### II. Scholarship for students on the basis of marks/CGPA

UG level programs

Marks (Equivalent CGPA) in Qualifying Examination	Scholarship
95% and above	100% of the 1st Semester Fee
90% to 94.99 .%	50% of the 1st Semester Fee
85% to 89.99%	25% of the 1st Semester Fee

PG level programs

Marks / CGPA in Qualifying Examination	Scholarship
80% and above	100% of the 1st Semester Fee
70% to 79.99%	50% of the 1st Semester Fee

### III. JEE-2022 Scholarship

Scholarship to students seeking admission to B.Tech (Engineering) programs on the basis of their JEE- Main 2022 All India Rank as per following criteria

JEE-2022 Overall All India Rank	Scholarship
Upto 50000	100% of the 1st Semester Fee
50001 – 100000	50% of the 1st Semester Fee
100001-150000	25% of the 1st Semester Fee

### IV. WBJEE-2022 Scholarship

Scholarship to students seeking admission for B.Tech (Engineering) programs on the basis of their WBJEE-2022 Ranks as per following criteria

WBJEE-2022 Rank	Scholarship
Upto 900	80% of the 1st Semester Fee
899 – 2000	50% of the 1st Semester Fee
1999 – 5000	25% of the 1st Semester Fee

## V. Scholarship to students seeking admission to MBA programs on the basis of CAT/MAT/CMAT/ATMA

### On the basis of CAT

Scholarship to students seeking admission to MBA programs on the basis of CAT Score as per following criteria

CAT- Score	Scholarship
80% & above	100% of the 1st Semester Fee
70% to 79.99	50% of the 1st Semester Fee
60% to 69.99	25% of the 1st Semester Fee

### On the basis of MAT/CMAT/ATMA

MAT/CMAT/ATMA- Score / Marks	Scholarship
95% & above	100% of the 1st Semester Fee
90% & 94.99%	50% of the 1st Semester Fee
80% & 89.99%	25% of the 1st Semester Fee

*\*\*Valid CAT/MAT/CMAT/ATMA scores*

### VI. Scholarship to the Wards of Adamas University/RICE Employee:

Scholarship of up to 20% of the 1st Semester Fee (limiting to maximum of Rs. 25,000) will be provided to the First Child only. However, if the first child is already getting scholarship on the basis of Merit, the benefit shall be passed on to the second child, if applicable. In this case, the employee should have served at least 5 years.

### VII. Scholarship to the Siblings of Adamas University Student

Scholarship of up to 10% of Semester Fee (limiting to maximum of Rs. 5000/semester for entire program duration) will be provided to the Sibling (brother/sister) of a Student already enrolled in any of the programs (Except B.Pharm.) at Adamas University. Only one sibling will be eligible for the scholarship.

### VIII. Scholarship for the Alumni of Adamas Educational Institutions

A Student who is an Alumnus of any of the Adamas Educational Institutions (Schools or University), shall be eligible for 50% of the 1st Semester Fee as scholarship during admission to the programs offered at Adamas University.

### IX. Scholarship for Female candidates

Scholarship of up to 10% of Semester Fee (limiting to maximum of Rs. 5000/semester for entire program duration) shall be available to all female candidates in all the UG & PG Programs.

### X. CLAT-2022 Scholarship

Scholarship to students seeking admission for LLB programs on the basis of their CLAT- 2022 Marks/Score as per following criteria

CLAT-2022 Marks/Score	Scholarship
90 & above	100% of the 1st Semester Fee
70 To 89	50% of the 1st Semester Fee
50 to 69	25% of the 1st Semester Fee
35 to 49	10% of the 1st Semester Fee

#### **XI. Scholarship for wards of Defence personnel**

Scholarship of up to 10% of Semester Fee (limiting to maximum of Rs. 5000/semester for entire program duration) shall be available to the candidate who is a ward of a Personnel (In-Service/ Retired)/Para Military Forces (In-Service/Retired) in all the UG & PG Programs.

#### **XII. Scholarship for outstanding achievers in sports category**

Scholarship of 100% Semester Fee including Admission Fee will be available to outstanding achievers in sports field. The candidate seeking admission shall be required to produce relevant documents of proof of his/her participation and performance. Sports Committee under Director-Sports will take the final decision regarding Scholarship.

The scholarship under this category shall be given for the first semester and its continuation shall be decided by a committee constituted by the Competent Authority of the University.

#### **XIII. Scholarship for ward of Sports achievers**

Scholarship of 100% Semester Fee including Admission Fee will be available to ward of outstanding achievers in sports field. The candidate seeking admission shall be required to produce relevant documents of his/her parent's proof of participation and performance in high level sports competitions. Sports Committee under Director-Sports will take the final decision regarding Scholarship.

The scholarship under this category shall be given in the first semester and its continuation shall be decided by a committee constituted by the Competent Authority of the University.

#### **XIV. Merit Cum Means Scholarship**

A student scoring marks 60% or above or CGPA 6.5 and above with total income of the family not exceeding Rs.3.0 Lakh per semester may apply for free studentship for grant of concession in tuition fee. The number of full free and half free studentship for a course will be restricted to 5% for full free studentship and 10% for half free studentship. The final selection will be on the basis of merit i.e. marks/CGPA scored in the entry level examinations for the first semester students and in the Adamas University examinations for second semester students till last semester.

#### **XV. Merit Scholarship**

Scholarship will be awarded program wise to meritorious students on the basis of their performance in each Semester. Award of scholarship will start from Second Semester till last Semester on the basis of performance in the previous Semester. There may be maximum of three Scholarships of amount Rs.25000/-, Rs.10000/- and Rs.10000/- for the top three toppers in a batch of 41 students and above, top two toppers in a batch of 21 -40 students, of Rs.25000/-and Rs.10000/-. If the number of students in a batch is 1-20, then the Scholarship will be restricted to the amount of Rs.25000/- for the topper. However, the amount of scholarship may vary from time to time at the discretion of the management.

The number of Merit Scholarship will be as under:

SI No.	Total strength of students in a program	Maximum No. of Merit Scholarship	Scholarship Amount (Rs.)
1	41 and above	Three	45000/-
2	21- 40	Two	35000/-
3	1-20	One	25000/-

The students securing SGPA 8.5 and above only will be eligible for award of Scholarship and the awardees will be selected from these category of students.

## XVI. Scholarship Scheme for Lateral Entry Students

There will be 50% scholarship in Fees to lateral entry students subject to the followings:

1. This scheme is applicable to all B.Tech. Lateral Entry students except CSE (and its specializations like AIML, Cyber Security and Forensics, Data Science, Cloud Computing etc.).
2. All Lateral entry students will be eligible for 50% scholarship in first year (semester 1 and 2) however continuation of scholarship shall depend on the conditions below:
  - Students shall have no backlogs unless there is any unavoidable medical emergency
  - Students should not indulge in any indiscipline cases

Students must have 85% attendance and should not get debarred in any of the courses Procedure for Grant of Scholarship The Merit Scholarship will be automatically granted on declaration of the results by the Controller of Examinations. The letters to this effect will be issued to all concerned by the Registrar on approval of the Vice chancellor and Chancellor, after declaration of results.

### General Conditions

- a) The maximum scholarship numbers are
  - top three for a batch strength of 41 and above
  - top two for a batch strength of 21 to 40
  - top one for batch strength is 1-20
- b) If at the time of determining the number of scholarship it is observed that more than one student has a tie in a particular rank / position (i.e. the same percentage/marks/SGPA), the scholarship amount admissible will be equally shared among all such students having same rank.

### Scenario 1:

If three students score equal marks and secured 1st position, the scholarship amount year marked for positions 1, 2 and 3 will be added and distributed among the three. No 2nd and 3rd position will be provided.

### Scenario 2:

If two students secured 1st position and one student secured 2nd position, in this case the average of amount year marked for 1st and 2nd position will be distributed among the two & next student is treated as the position of 3rd.

So, summing up the policy we have sanctioned amount to be distributed among the candidates equally in case of more than 3 eligible candidates according to above scenario as explained.

Similarly, the logic will be extended for others possible scenario.

***N.B. The amount of scholarship will vary according to the batch size of a particular program.***

- c) Students not fulfilling required percentage of attendance in the classes will not be eligible for award of any Scholarship.
- d) Students having proven disciplinary charges will not be eligible for award of any Scholarship.
- e) Students having backlog in any paper in any Semester will not be eligible for award of any Scholarship.
- f) The number of the students in a program to be considered for granting scholarship under various categories will be number of students registered at the beginning of the year.
- g) If any student is eligible / entitled for more than one scholarship / concession, he/ she has to make a choice for any one only.
- h) If a student has decided to forego the Merit Scholarship, same will not be offered to next in merit.

### Note:

- ***Candidate can avail a maximum of one Scholarship at a time.***
- ***Scholarship to students under all categories shall be limited to maximum 10% of the sanctioned intake for the program of admission excluding scholarships to girls, sports achievers, and wards of sports achievers.***
- ***Candidates enrolled in Ph.D. Programs are not eligible for the above scholarships.***

*The University encourages the students from reserved categories- ST, SC, OBC and Minority /others etc. to apply for all programs offered by the University. As per the guidelines by state government private university act. the university do not reserve any seats.*

## 18. ACADEMIC CALENDAR

### Academic Session- 2022-23 (w.e.f. 01.08.2022)

ODD (SUMMER) SEMESTER (August 2022-December 2022)			
Sl. No.	Activity / Event	Start Date	End Date
1	Program Re-Registration Process (Odd Semester) for 2nd year onwards (Sem- III, V, VII and IX )	01 -Aug-2022	08-Aug-2022
2	Commencement of classes of Academic Session 2022-23 (Odd Semester) for 1st years (Sem-I) students (F O R C E P S: 23rd, 24th, 25th and 26th August 2022)	23-Aug-2022	-----
3	Commencement of Ph.D. Coursework Classes (Summer Session: Academic Session 2022-23)	26-Aug-2022	-----
4	Commencement of classes of Academic Session 2022-23 (Odd Semester) for 2nd year onwards (Sem- III, V, VII and IX )	29-Aug-2022	-----
5	Global Summit on Sustainable Science & Technology (GS3T) to be organized by School of Basic and Applied Sciences (Hybrid Mode)	15-Sep-2022	16-Sep-2022
6	Bionext 2022 to be organized by School of Life Science and Biotechnology	21-Sep-2022	23-Sep-2022
7	Durga Puja (Holidays)	01-Oct-2022	05-Oct-2022
8	Gandhi Birthday (Holiday)	02-Oct-2022	02-Oct-2022
9	Prophet Mohammad's Birthday (Holiday)	07-Oct-2022	07-Oct-2022
10	Kalipuja/ Diwali (Holiday)	24-Oct-2022	25-Oct-2022
11	Bhai Dooj/Bhai Fota (Holiday)	26-Oct-2022	26-Oct-2022
12	Mid Semester Examination (Practical & Theory)	07-Nov-2022	14-Nov-2022
13	Guru Nanak Birthday (Holiday)	08-Nov-2022	08-Nov-2022
14	6 <sup>th</sup> Convocation, Adamas University	Nov/Dec, 2022	Tentatively
15	Fee Payment Notification for Even Semester – Semester , Hostel/Transport Fees ( For all UG, PG and Diploma Students)	15-Nov-2022	15-Nov-2022
16	Educlave to be organized by School of Education	17-Nov-2022	19-Nov-2022
17	National Moot Court Competition to be organized by School of Law and Justice	9-Dec-2022	10-Dec-2022
18	Last date for payment of fees for Even Semester – Semester , Hostel/Transport Fees ( For all UG, PG and Diploma Students)	15-Dec-2022	15-Dec-2022
19	Last date for payment of fees for Ph.D. Summer Batch Students Even (Sem-II, IV and VI ) Semesters, Hostel/Transport Fees	15 -Dec- 2022	15 -Dec- 2022
20	Last date for payment of fees for Ph.D. Winter Batch Students Odd (Sem- III and V ) Semesters, Hostel/Transport Fees	15 -Dec- 2022	15 -Dec- 2022
21	Student Activity: Downloading of Examination Admit Card for appearing in End Term Examination	20-Dec-2022	25-Dec-2022

Sl. No.	Activity / Event	Start Date	End Date
22	3rd Annual Employee Summit - ADAMAS DIALOGUE	17-Dec-2022	17-Dec-2022
23	Ph.D. RET Examination (Winter Session: Academic Session 2022-23)	23-Dec-2022	23-Dec-2022
24	Christmas (Holiday)	25-Dec-2022	25-Dec-2022
25	Winter Break for Students	25-Dec-2022	01-Jan-2023
26	New Year's Day (Holiday)	01-Jan-2023	01-Jan-2023
27	End Semester (Odd) Practical Examination for UG, PG and Diploma Students (with Regular Theory Classes)-I, III, V, VII, IX and XI Sem	02-Jan-2023	07-Jan-2023
28	AU LibCon to be organized by School of Liberal Arts and Culture Studies	04-Jan-2023	05-Jan-2023
29	Last date of Project Submission UG, PG and Diploma Students -I, III, V, VII, IX and XI Sem	07-Jan-2023	07-Jan-2023
30	End Semester (Odd) Examination- Regular & *Supplementary Examinations for UG, PG and Diploma Students -I, III, V, VII, IX and XI Sem (*Other than debarred students)	09-Jan-2023	25-Jan-2023
31	Adamas International Film Festival to be organized by School of Media and Communication	19-Jan-2023	20-Jan-2023
32	Netaji Jayanti (Holiday)	23-Jan-2023	23-Jan-2023
33	Republic Day (Holiday)	26-Jan-2023	26-Jan-2023
34	Ph. D. Course work examination for 2022-23 (Summer Batch)	30-Jan-2023	03-Feb-2023
35	Medclave-3rd International Conference to be organized by School of Medical Sciences	09-Feb-2023	10-Feb-2023
36	Declaration of Results for End Semester (Odd) Examination	10-Feb-2023	10-Feb-2023
37	Declaration of Results for Ph.D. course work examination for 2022-23 (Summer Batch)	18-Feb-2023	18-Feb-2023

### EVEN (WINTER) SEMESTER (January 2023 - June 2023)

Sl. No.	Activity / Event	Start Date	End Date
38	Program Re-Registration Process for Even Semester (Sem- II, IV, VI, VIII and X)	27-Jan-2023	30-Jan-2023
39	Commencement (Even Semester) of classes for all UG, PG and Diploma students (Sem- II, IV, VI, VIII and X)	27-Jan-2023	-----
40	Commencement of Classes for Ph. D. Scholars-2022-23 (Winter Batch)	27-Jan-2023	-----
41	AU Sports Activity	Feb-2023	Feb-2023
42	National Tournament-AU	Feb-2023	Feb-2023
43	BEcoNOVA to be organized by School of Business and Economics	02-March-2023	03-March-2023
44	Doljatra (Holiday)	07-March-2023	07-March-2023

Sl. No.	Activity / Event	Start Date	End Date
45	Holi (Holiday)	08-March-2023	08-March-2023
46	Mid Semester Examination for UG, PG and Diploma students (Practical & Theory) (Sem- II, IV, VI, VIII and X)	03-April-2023	10-April-2023
47	Good Friday (Holiday)	07-April-2023	07-April-2023
48	Tech Fest, AU	11-April-2023	13-April-2023
49	Dr. B.R. Ambedkar Birthday (Holiday)	14-April-2023	14-April-2023
50	Bengali New Year (Holiday)	15-April-2023	15-April-2023
51	Signifiya 2K23 to be organized by School of Engineering and Technology	20-April-2023	21-April-2023
52	Eid-ul-Fitar (Holiday)	22-April-2023	22-April-2023
53	May Diwas (Holiday)	01-May-2023	01-May-2023
54	Scholarship Interview (Merit Cum Means Scholarship)	09-May-2023	12-May-2023
55	Fee Payment Notification for Odd Semester – Semester , Hostel/Transport Fees ( For all UG, PG and Diploma Students)	15-April-2023	15-April-2023
56	Last date for payment of fees for Odd Semester- Semester, Hostel/Transport Fees ( For all UG, PG and Diploma Students)	15-May-2023	15-May-2023
57	Last date for payment of fees for Ph.D. Summer Batch Students Odd (Sem-III and V ) Semesters, Hostel/Transport Fees	15-May-2023	15-May-2023
58	Last date for payment of fees for Ph.D. Winter Batch Students Even (Sem-II, IV and VI ) Semesters, Hostel/Transport Fees	15-May-2023	15-May-2023
59	Student Activity: Downloading of Examination Admit Card for appearing in End Term Examination	20-May-2023	25-May-2023
60	End Semester (Even) Practical Examination for UG, PG and Diploma Students (with Regular Theory Classes) (Sem- II, IV, VI, VIII and X)	25-May-2023	31-May-2023
61	Last date of Project Submission UG, PG and Diploma Students	25-May-2023	25-May-2023
62	End Semester (Even) Examination-Regular & *Supplementary Examinations for UG, PG and Diploma Students (Sem- II, IV, VI, VIII and X) (*Other than debarred students)	05-June-2023	19-June-2023
63	Last Date for Registration and payment of Fees (Summer Quarter) for Debarred Students and Supplementary Examination	05-June-2023	05-June-2023
64	Commencement of Summer School Classes	21-June-2023	06-July-2023
65	Eid-UL-Zoha (Holiday)	29-June-2023	29-June-2023
66	Ph. D. course work examination for 2022-23 (Winter Batch)	03-July-2023	08-July-2023
67	Declaration of Result for End Semester (Even) Examination for all UG, PG and Diploma students	05-July-2023	05-July-2023
68	Summer School Examinations	11-July-2023	25-July-2023
69	Ph.D. RET Examination (Summer Batch: Academic Session 2023-24)	15-July-2023	15-July-2023
70	Muharram (Holiday)	29-July-2023	29-July-2023

Sl. No.	Activity / Event	Start Date	End Date
71	Declaration of Results for Ph.D. course work examination for 2022-23 (Winter Batch)	31-July-2023	31-July-2023
72	Commencement of classes of Academic Session 2023-24 (Odd Semester) for 1st years (Sem- I) students (F O R C E P S: 08th Aug to 11th Aug 2023)	08-Aug-2023	.....
73	Independence Day (Holiday)	15-Aug-2023	15-Aug-2023
74	Commencement of classes of Academic Session 2023-24 (Odd Semester) for 2nd year (Sem- III, V, VII and IX ) onwards	16-Aug-2023	.....
75	Commencement of Ph.D. Coursework Classes (Summer Session: Academic Session 2023-24)	25 –Aug-2023	.....

\* Dates are subject to change on a prior notice with the approval of the competent authority,

\*\*\* All the Schools are advised to organize Workshops / Conferences preferably during weekend.

## 19. POLICY ON LATE/DELAYED PAYMENT OF FEES

- The due date for payment of the Odd Semester is 10th of the preceding month of the semester. That is, the Odd Semester which will start from July, will have 10th June as the due date and even semester which will start from January, will have 10th December as the due date.
- Hostel and Transport Fee must be paid half yearly (similar to Semester fees). Due date being the 10th of the first month of the semester.
- The late payment of fee of any kind shall attract fine. Late fine for Semester fees, Hostel and Transport Fee will be as follows:

### 1. Semester Fee:

- Rs. 500 as fine from the next day of the due date till 07 days. [i.e. Rs. 500/- only till 07 days]
- Additional fine of Rs.250/-per day for subsequent 07 days.
- Students failing to pay Semester fee along with late fine as in (i) and (ii) above, shall be Temporary Suspended for the semester, with effect from the last date of paying additional fine as at (ii)

### 2. Hostel Fee

Late fine will be levied on defaulters at the rate Rs. 100 for first 7 days, [i.e. Rs. 100/-] then Rs. 200 per day if exceeds 7 days. After 30 days of the due date of Hostel fee payment, student will be expelled from the hostel. Hostel facility once opted cannot be discontinued within the Academic year. In case a student desires to leave the Hostel and Mess at any time during an academic year, then the payment has to be made for entire academic year. Hostel and Mess Fee shall be collected in advance on half early basis.

Unless BLD Card (Food Card) is re-charged for the semester, canteen service will be temporarily suspended.

### 3. Transport Fee

Late fine will be levied on defaulters at the rate Rs. 100 for first 7days, [i.e. Rs. 100/-] then Rs. 200 per day if exceeds 7 days. After 30 days of the due date of Transport Fee payment, transport service will be withdrawn. Transport facility once opted cannot be discontinued within the Academic year. In case a student desires to leave the Transport facility at any time during an academic year, then the payment has to be made for entire academic year. Transport Fee shall be collected in advance on half early basis.

All application for any type of relaxation, for non-payment of Hostel/Transport Fee within due date, shall be addressed to Dean – Student Affairs (student.affairs@adamasuniversity.ac.in) with valid reason and proof. Applicant will give student details in the applications.

Those willing to opt for any of the facilities sometime in the mid of the term shall have to apply in prescribed format (See Transport Request Form and Hostel Registration Form), obtain availability of facility from concerned section and submit to student.affairs@adamasuniversity.ac.in

**MODE OF PAYMENT:  
BANK ACCOUNT DETAILS**

Bank Name	Name of School	A/C No.	Branch	IFS Code	Account Type
Bank of India	Life Science and Biotechnology	415620110000004	AIT Campus	BKID0004156	Current
Bank of India	Basic and Applied Sciences	415620110000011	AIT Campus	BKID0004156	Current
Bank of India	Liberal Arts and Culture studies	415620110000017	AIT Campus	BKID0004156	Current
Bank of India	Medical Sciences	415620110000018	AIT Campus	BKID0004156	Current
Bank of India	Law And Justice	415620110000019	AIT Campus	BKID0004156	Current
Bank of India	Education	415620110000025	AIT Campus	BKID0004156	Current
Bank of India	Media and Communication	415620110000046	AIT Campus	BKID0004156	Current
Bank of India	Business and Economics	415620110000052	AIT Campus	BKID0004156	Current
Bank of India	Engineering and Technology	415620110000048	AIT Campus	BKID0004156	Current
HDFC Bank	Smart Agriculture	50200064685899	Lake Town	HDFC0000349	Current
HDFC Bank	Hostel	50200020741734	Belghoria	HDFC0001925	Current
HDFC Bank	Transport	50200027320080	Lake	HDFC0000349	Current

## 20. STUDENT REGULATION AND CODE OF CONDUCT

### 20.1 INTRODUCTION

The University believes that duty, decorum and discipline are the hallmarks of a good student. Students enrolled at the University must recognize their responsibilities towards the faculty, office staff and fellow student. Failure to maintain appropriate standard of conduct shall attract disciplinary action.

### 20.2 INDISCIPLINE

One or more of the following would be construed as an act of indiscipline:

- 20.2.1 Any overt or covert act leading to ragging and/or eve teasing
- 20.2.2 Disruption of class room activities
- 20.2.3 Disturbing the studies of other students
- 20.2.4 Marring the operations of the college or its educational activities
- 20.2.5 Harming the health or safety of staff or students
- 20.2.6 Damaging the college property
- 20.2.7 Possession/consumption/distribution of any intoxicants or illicit drugs or weapons in the campus
- 20.2.8 Misconduct and/or using unfair means during examination
- 20.2.9 Production of false information or documents for admission purpose
- 20.2.10 Production of false information or documents for award of scholarships, prizes, etc.
- 20.2.11 Failure to return loaned materials or settle debts with the University.

### 20.3 RULES PERTAINING TO DISCIPLINE

- Students are expected to use only courteous and polite language and behave with decorum with the faculty members, staff and visitors of the University.
- Students shall avoid using any insulting, inciting, threatening language while talking with fellow students, especially fresher's and juniors, and should abstain themselves from violence.
- Students shall not talk or act in any manner outside the institution in a way that would bring disrepute to the University.
- The students shall be regular and punctual in attending classes and all activities connected with the University.
- Gathering in groups at roads, entrance, exit and pathways is strictly prohibited.
- Students shall observe strict silence in the class irrespective of the presence or absence of the faculty member.
- No student is permitted to leave the classroom during class hours.
- Students should not leave the class or attend it late under the pretext of paying fees, visiting the library etc.
- Students are expected to read notices/circulars displayed on the Notice Board. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
- All vehicles should be parked in the allotted parking place. Violators may be restricted from bringing vehicles within the campus.
- While attending University functions, the students will conduct themselves in such a way as to bring credit to themselves and to the institution.
- Spitting, smoking and throwing bits of paper inside the University campus is prohibited.
- Students are forbidden from entering the University office and the staff rooms during unspecified hours.
- Students are prohibited from damaging the building or any other property of the University in any way. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
- Representation of complaints and grievances may be made individually to the Registrar through the concerned Dean.
- No meeting/function of any kind shall be held in the University premises without the written permission of the Registrar. No notice/communication of any kind shall be circulated amongst students or displayed on black boards or on notice board without the written permission of the Registrar.
- Indulgence and/or participation in any sort of activity leading to disruption in the normal activity of the University is strictly prohibited.

- Students are expected to take up all assignments, tests and examinations of the University seriously and would try to perform the best.
- Ragging and Eve Teasing are considered as crime and strictly prohibited and if any student indulges in any form of ragging or Eve-Teasing inside the University premises or outside, he/she may be summarily expelled from the University and/or shall be further Subjected to such other criminal proceedings as prescribed by Law.
- The students must compulsorily wear the Student Identity Card inside the University Campus.
- Students shall come clean, tidy and modestly dressed.
- Use of mobile phones within class rooms, laboratories, libraries, workshops or any other programs and events is strictly prohibited.

#### **20.4 ATTENDANCE RULES**

- Students are required to be punctual and attend all classes and be present for the entire duration of the class.
- Attendance will be marked for all sessions including theory, practical, tests and tutorials.
- Relaxation of maximum 10% of the attendance may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of the appropriate authority is mandatory.
- Participation in extra – curricular activities as may be organized and/or recognized by the University shall be considered as full attendance.
- A student whose attendance is less than 85%, for reasons whatsoever, will not be permitted to appear in the End Semester Examination (ESE) and such students shall be treated as debarred students.
- In exceptional cases, upon written appeal by a student to the Head of the Department concerned justifying the cause of shortfall in attendance, the Vice Chancellor, at his discretion and on being satisfied with the justification, may condone absence of a student whose attendance is less than 85%.
- A student intending to take leave is required to take prior written approval from Head of the Department concerned. In situations, where prior approval is unavoidable, the leave application has to be submitted on the date of rejoining prior to joining any class.
- Any student going on leave without any approval for more than 15 days and / or in the event of not joining the classes after expiry of 7 days from the date of expiry of sanctioned leave shall be de registered. Such students shall be required to take re - admission after paying requisite fees, as may be prescribed from time to time. It is however made clear that the grant of re - admission is at the discretion of the University.

#### **20.5 EXAMINATION RULES**

- The students are required to appear in all tests, examinations and evaluations as are conducted by the University from time to time;
- Students shall be required to take the seats allotted to them and shall not interchange the same with any other students;
- Late arrival at examination hall, under normal circumstances, shall not be permitted. In exceptional cases, the invigilator concerned, upon being satisfied with the cause of late, may permit a student to enter the examination hall within the prescribed time.
- Students shall not be allowed to carry any electronic gadgets, including mobile phones, into the examination hall;
- The answers are required to be written only on the answer sheets provided by the University. The students are required to ensure that their details are properly mentioned in the answer sheets and the same, including blank copy if any, are handed over to the invigilators prior to leaving the examination hall. The student whose answer script cannot be identified for the reason of not providing proper details in the answer scripts or students who do not handover the answer scripts shall be marked absent in the examination.
- Students are required to leave the examination hall only 30 minutes prior to the end of the examination even if the student has completed his/her examination;
- Student found to be in possession of blank answer scripts and/or answer scripts which are not corrected by the examiners shall be subject to strict disciplinary action including rustication from the University.
- Use/ possession of mobile phones and any other communication and/or electronic storage device and/or player is strictly prohibited in the examination hall and if found in possession the same shall be confiscated;
- No student should indulge in any unfair means during the course of examination;
- Conversation with other students and/or exchange of articles is strictly prohibited;

## 20.6 LIBRARY RULES

- Entry to library is prohibited without Identity and Library Card.
- Presently the students are provided with two library cards, one related to the central library and the other related to other libraries. A maximum of six books shall be issued against the said cards for 14 days.
- Carrying of Reference Materials outside the Library is strictly prohibited.
- Newspapers/Periodicals/Magazines are for reading only within the library only and cannot be carried outside the library.
- Any damage to any Books/Newspapers/Periodicals/Magazines including missing pages, pen or pencil marking, torn pages, other spots etc. should be reported to the Librarian at the time of collecting the same, before leaving the counter failing which the Borrower shall be liable to compensate the loss which may be to the tune of the cost as printed on the Books/Newspapers/Periodicals/Magazines.
- Books issued, if not returned within stipulated date shall attract fine as hereunder:
  - i. If returned after due date - Rs. 5/- per day per book for first 7 days from the due date and then Rs. 10/- per day per book till return date, both inclusive.
  - ii. In addition to the above the Librarian may take other penal action including withdrawal of library membership for indefinite or restricted period.
- Loss of Books/Newspapers/Periodicals/Magazines, if informed within due date and time shall have to be compensated by replacement or paying costs as printed on the Books/Newspapers/Periodicals/Magazines. If the same is reported beyond the due date and time, fine as stated hereinabove in addition to the cost has to be paid.
- Reservation of seat is not permitted in Library and books or articles left for any length of time on chairs and tables may be removed by the Library staff.
- Library Card is non transferrable and should not be lent to anyone else and violation of this clause shall lead to withdrawal of library facility.
- Loss of Library Card should be immediately brought to the notice of Library Staff and duplicate card should be collected by Paying Rs. 100/- each for Library and Magazine card.
- No other belongings save and except file and books shall be permitted within the Library. All other belongings shall have to be kept in the space outside the Library.
- The University/Library Staff shall not be responsible for loss of any personal belongings.
- Consumption of foods/drinks within the library is strictly prohibited.
- Use of Mobile Phones and other electronic gadgets within the Library is strictly prohibited.
- Complete silence has to be observed within the Library.
- The Library Staff has the right to request any of the Library Member to leave the premises if he/she is found of violating any rules of the Library.
- Any act of indiscipline in the library shall be ground for withdrawal of library privilege.

## 20.7 TRANSPORT REGULATIONS

For the convenience of the students the University has provisions of Transport facility. The norms pertaining to Transport facility are a here under:

- Seats are subject to availability.
- Seats shall be made available on first cum first serve basis. No preference shall be given in this regard under any circumstances.
- Students intending to avail transport services shall avail the same for a minimum period of one year. After completion of one year if a student intends to discontinue the service he/she has to give Two months' notice or payment in lieu thereof.
- Transport fees are payable in advance as per the prescribed schedule of fees. Students whose fees are found to be due shall not be allowed to board the Bus. The Students shall not enter into any altercation with the Bus Attendant and/or Driver in this regard under any circumstances whatsoever. Any dispute in this regard should be reported in the complaint log book to be made available inside the bus. Similarly, the bus driver & the attendant shall report all matters to the Transport in Charge who shall try to resolve it failing which the matter may be referred to the appropriate authority.
- Students using the Transport Facility should reach their designated bus stop at least five minutes before the scheduled arrival of the bus. Calls for delaying/holding the Bus shall not be entertained under any circumstances. Students missing the Bus shall not be allowed to Board any other Bus.

- Students availing the service should appreciate that the bus may get delayed due to mechanical failure or traffic jams/ disruptions and the Transport Department shall not be held responsible for delay in pick-up or drop.
- Subject to traffic disruptions, the Bus will follow designated route only. No request for stopping the bus at any other place or diversion of route shall be entertained.
- The Bus has to be boarded from the designated stop and will not stop at any place that causes inconvenience to movement of other vehicles.
- In the event of mechanical failure, all reasonable efforts will be taken by Transport Department for substitute arrangement but the same is not guaranteed. The Students shall in such an event have to make their own arrangements and no claim shall be entertained in this regard.
- Bus service shall not be available on Saturdays, Sundays and on other Days on which the University remains closed.
- After boarding the Bus, the seats have to be taken on first cum first serve basis. No reservation of seats for any other co-passenger shall be allowed.
- The aisle of the bus shall be kept clear for free movement.
- Please use waste bag available inside the bus. Nothing should be thrown outside from the bus.
- Smoking and consumption of any intoxicating drinks/products inside the vehicle is strictly prohibited.

### **20.8 CONDUCT AT CAFETERIA / FOOD PARK**

Cafeteria / Food Park has been provided by the University for the convenience of the students. It is the responsibility of the students to conduct themselves in a proper manner such that inconvenience is not caused to the operators and/or the other students, staffs and visitors to the food Cafeteria / Food Park. Students are expected to the following norms at Cafeteria / Food Park:

- Stand in queue and in an orderly manner at the counter;
- Collect food coupons after making necessary payments and provide reasonable time for preparation and delivery of food ordered;
- Students should not occupy seats after having food to enable the others to have their food comfortably;
- In case of any inconvenience the matter should be immediately reported to the Registrar and the student should not to involve himself/herself into any brawl.

### **20.9 CONSEQUENCES OF VIOLATION OF RULES**

- In the event of violation of any one or more of the rule stated above, depending upon the nature and gravity of violation, the student concerned may be subjected to one or more of the following punishments:
  - I. Cancellation of admission.
  - II. Suspension from attending classes.
  - III. Withholding/withdrawing scholarship/fellowship and other benefits.
  - IV. Debarring from appearing in any test/examination or other evaluation process and /or Withholding results.
  - V. Debarring from representing the University in any local, state, national or international meet, tournament, youth festival etc.
  - VI. Suspension/expulsion from the hostel (in case offence has been committed by a resident student)
  - VII. Rustication from the University for periods varying from 1 to 4 semesters or equivalent period.
  - VIII. Expulsion from the University.
  - IX. Any other decision as may be found fit and proper by the Disciplinary Committee including imposition of fine.
- The decision in this regard shall be taken by the Disciplinary Committee of the University. Students may be required to present himself/herself as and when called for to make oral or written submission. Providing false or incorrect information to the Disciplinary Committee shall attract strictest of penal action.
- Any student seeking review of the decision/recommendation of the Disciplinary Committee may appeal before the Vice Chancellor of the University within 7 days of receiving the decision of the Disciplinary Committee;
- Any student seeking review of the decision of the Vice Chancellor may appeal to the Chancellor within 7 days of receiving the decision of the Vice Chancellor. The decision of the Chancellor shall be final and binding.
- The Registrar of the University and/or any Dean / Head of the Department may also pass an interim order in case of any act of indiscipline and report the matter to the Disciplinary Committee for their decision/recommendation and the students shall be bound by all such interim orders till the decision of the Disciplinary Committee with regard to the same.

## **20.10 REVISION OF RULES AND REGULATIONS:**

- The University reserves the right to revise this rules and regulations from time to time and the students shall not object to the same.
- Revision, if any, shall be displayed on the Notice Board and the students are advised to regularly take note of the information posted in the notice board.
- Ignorance of rules shall at no time be considered as a ground for violation.

## **20.11 STUDENT SEARCH AND FRISKING**

To check the entry of prohibited items into the campus, all students entering the campus are physically frisked at the main entrance gate and their belongings are searched for any prohibited items. The search and frisking procedure applies to each entry of a student. Male students are searched by male security guards. Female students are checked by lady security guards within an enclosed space at the Gate. In case a student is found in possession of a prohibited items, the same is recorded in an incident form and a photograph of the student along with substance is taken as evidence for further actions. A detailed report of the incident is forwarded to the Universities' discipline committee for further actions.

## **20.12 HOSTEL REGULATIONS**

20.12.1 APPLICABILITY: These Rules and Regulations shall be applicable to all resident students of the University

### **20.12.2 ALLOTMENT OF HOSTEL ACCOMMODATION**

- The University reserves the right to admit Hostelites at the Hostel. The University may demand from the student a fit certificate from registered Medical Practitioner.
- The accommodation provided is reserved for the concerned Hostelite for the entire academic year and even if a Hostelite vacates the room in the mid of the year, he/she shall be liable to pay the Hostel fees for the entire year.
- Prior to the expiry of the academic year, the Hostelites intending to avail the Hostel Facility for the next academic year is required to apply for the same prior to the commencement of the new academic year.
- The rooms allotted at the time of admission may be changed at the discretion of the University either during the midst of the year or at the time of new allotment in the ensuing academic year and the Hostelites hereby undertake to shift their belongings to the new room without raising any objection.
- The key of the room is mandatorily required to be deposited with the Hostel Warden while moving out of the Campus and/or at the time of vacation.

### **20.12.3 BEHAVIOUR AND DISCIPLINE**

- Hostelites are expected to display acceptable form of behavior, maintain discipline and decorum in the hostel complex.
- Hostelites are required to dress neatly and properly and to follow the Dress Code, if at any point of time declared by the University. Any attire which may be termed as indecent are prohibited.
- Possession and/or distribution and/or consumption of any item which may be deemed to be alcoholic, prohibited drugs, narcotics, tobacco item or any other item of addiction is prohibited.
- Social and/or political gathering of any nature is strictly prohibited.
- Hostelites are not permitted to leave the campus without prior written permission of the concerned Hostel Super/Warden. In the event permission is required to appear for any Examination / Interview / Internship, the application should be accompanied with self-attested copy of the Admit Card / Letter of the said examination.
- Hostelites are prohibited from exchanging / borrowing / lending monies / articles / personal belongings amongst themselves. Any loss due to the above act shall be the sole responsibility of the concerned Hostelite and the University shall in no way be liable/ responsible for the same nor will the University intervene in resolving any dispute arising out of the same.
- Vandalism is a very serious offence. Hostelites found guilty of committing such an offence would be evicted from the hostel.
- In case of any unacceptable behaviour by any room-mate, the other room-mate shall not enter into any altercation and shall report the matter to the Hostel Warden.
- To avoid inconvenience to room-mates the Hostelites are required to switch off the light of their respective rooms on or before midnight.
- The University reserves the right to expel any Hostelite at any time if the Hostelite fails to comply with the rules and regulations as stated herein or as may be informed from time to time.

#### 20.12.4 MAINTENANCE AND UPKEEP OF THE HOSTEL

- Hostelites are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathrooms, stair case, and common room etc. clean and tidy at all times.
- All fans, lights and electrical appliances must be switched off when not in use.
- All Taps, Showers and cistern should be closed after use. Hostelites shall prevent misuse of water.
- Cooking, making tea etc. is not allowed in the hostel.
- No furniture, fixtures & fittings shall be removed from the hostel rooms/premises under any circumstance without approval of the authority.
- Any damage to the hostel property must be reported immediately to the Hostel Super/Warden. Hostelites shall be charged for all damages except damages caused by normal wear and tear.
- Pasting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed.
- The University reserves the right to make spot checks on the hostel rooms without giving any prior notice to the Hostelites.
- Electricians, contractors or any other service person may enter rooms as and when necessary in the course of their duty under the directive of the officer concerned/warden. However, every effort will be made to respect the privacy and dignity of the Hostelites.
- The University reserves the right to transfer Hostelites to other hostel units with similar facilities and the same shall not be objected to.

#### 20.12.5 VISITORS

- Only parents, close relatives and brothers and sisters of the Hostelites shall be allowed as Visitors.
- Visitors are allowed only into the visitor's area of the hostel during the visiting hours which is between 12 noon and 5 pm on Sundays and Holidays only.
- Visitors must register at the hostel gate and provide all details and documents as requested by Security before entering the hostel complex. Visitors must leave the hostel campus by 5.30 P.M.
- No Hostelite shall allow any person of opposite sex, including any close relative, in his/her room, for any reasons whatsoever. Violation of this rule shall be considered as a gross act of indiscipline and shall lead to expulsion.
- Non Hostelite are prohibited from entering the hostel complex or any hostel room and such person on entering without permission shall be treated as Trespasser and necessary legal action shall be taken against the person for such trespassing.

#### 20.12.6 GENERAL GUIDELINES

- Parents/Guardians can address any grievances/complaints only to the Registrar of the University.
- Hostelites may be allowed to leave the campus, once in a week, between 4 pm and 6pm on scheduled day, with written permission of the Hostel Authority, for purchase of personal belongings.
- Hostelites may, upon formal application, at the discretion of the Institute/Hostel Authority, be permitted to leave the campus for contingencies or for any other reason, against gate Pass issued by the Hostel Authority. In the event the Hostelite fails to return within the time mentioned in the Gate Pass he / she shall be liable to disciplinary action as may be deemed fit and proper by the authority.
- The authorities of the Hostel/Institute shall meet the Parents/Guardians only by prior appointment. No hearing shall be given to any person except Parents/ Guardians.
- Parents/Guardians are compulsorily required to come to the Hostel/Institute on the notified date and time, as and when called for, for reasons which may include violation of the Rules and Regulations contained herein and/or for breach of discipline by their Ward and/or for any other reason whatsoever.
- Parents/Guardians and/or the Hostelites are required to inform the Hostel/Institute Authorities regarding any existing Medical Problem/Preexisting disease of the Hostelite for proper medical care and supervision.
- Hostelites are required to carry Bed Sheets, Blanket, Towel, Torch, Mugs, Mosquito Net, Medicine & other necessary belongings.
- The Hostel Campus is Plastic Free Zone and the Hostelites shall ensure that non permitted plastics are not used for any reasons whatsoever.

#### 20.12.7 HOSTEL FEES

- Hostelites are required to pay their hostel fees for a particular period within the 10th Day of the first month of that period, failing which they shall be liable to pay late fine as may be applicable from the date of default till the date of payment. (Please refer Schedule of Payment for Semester Fee/Hostel Fee/Transport Fee).
- The Hostel/Institute Authorities reserve the right to increase the Hostel fees at any point of time if the situation so warrants.
- The hostel management reserves the right to expel any Hostelite at any time if the Hostelite / Student fails to pay any sums due to the hostel within fifteen days of the due date.

#### 20.12.8 SAFETY AND SECURITY

- Hostelites are required to carry their identity card at all times in the compound of the hostel complex as well as the University Campus and produce it on demand by the hostel authorities and/or the security.
- Hostelites are advised to lock all doors at all times for security reasons.
- The University shall not be held responsible for any loss of private property. Hostelites are strongly advised to keep their valuable under lock and key at all times.
- Hostelites are not permitted to change rooms or sleep anywhere other than their own rooms.
- Any Hostelite who finds his/her roommate missing for more than 12 hours shall immediately report the same to the Hostel Authority to enable the Institute to take action in the event of untoward incident.
- Possessions, distribution and use of fire-arms, lethal weapons including air gun, contraband Drugs, alcohol, toxic and hazardous material are strictly prohibited in the hostel.
- Keeping electrical appliances such as TV, VCD, heater, iron, oven, etc. in the Hostel Room is strictly prohibited.
- Pets are not allowed in the hostel complex.

#### 20.12.9 FIRE SAFETY

- Any material which may cause fire hazard are not permitted in the Hostel and the same includes but is not limited to Candles, Incense sticks, Gasoline, paint thinner, oil lamps.
- Bursting of Crackers in and around the Hostel Complex is strictly prohibited.
- All electrical appliances and gadgets, including lights, fans, and mosquito repellants must be switched off before leaving the room to avoid inadvertent fire.
- In case of any fire the Hostelites should immediately raise alarm and inform the Hostel Authority and alert the Security.

#### 20.12.10 EMERGENCY

- In the event of any emergency the Hostelites should immediately inform the Hostel Authority/Institute and/or the Security Guards.
- Sickness of any of the Hostelite must be reported by his/her roommate to the Hostel Authority on immediate basis to enable the Hostel Authority to take necessary action as per the condition of such sick student.
- In the event any Hostelite falls ill during the stay at the Hostel in that event the Hostel/Institute Authorities shall arrange to provide Medical Facility at the nearest available Health Care Center. The Hostelite/Parents and/or Relatives of the Hostelite hereby authorize the Hostel/Institute Authorities to admit the Hostelite to the Hospital/Health care Unit of their choice and hereby give necessary authorizations to administer lifesaving drugs to the Hostelite and/or to perform other Medical Procedures as may be required under available medical advice, till the time Parents and/or Relatives of the Hostelite attend the Hostelite/reach Hospital. The Hostelite/Parents and/or Guardian of the Hostelite undertake to make immediate payment of the medical expenses as may be incurred for the above purpose. In the event of any bond/declaration is required to be submitted to the medical authorities under emergency medical circumstances the Hostelite/Parents and/or Relatives of the Hostelite hereby authorize the Hostel/Institute Authorities to sign and submit the same on their behalf and further agree that the Hostel/Institute

Authorities or anyone acting on behalf of the Hostel/Institute Authorities shall not be held responsible under any adverse situation.

#### 20.12.11 REVISION OF RULES AND REGULATIONS

- The University/Hostel Management reserve the right to revise these rules and regulations from time to time and the Hostelites shall not object to the same.
- Revision, if any, shall be displayed on the Hostel Notice Board and the Hostilities are advised to regularly take note of the information posted on the notice board.
- Ignorance of rules shall at no time be considered as a ground for violation.

#### 20.13 ANTI RAGGING REGULATIONS

##### 1. Introduction:

Adamas University condones ragging in any form and in accordance to the same and also as per the Order passed by the Hon'ble Supreme Court, in Civil Appeal No 887 of 2009 and the recommendations contained therein, and further in compliance with the "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" (which has been reproduced hereinafter), as has been notified by the University Grants Commission, the University hereby further notifies the Anti Ragging Regulations, for the knowledge of all concerned.

##### 2. Objective:

To generate awareness amongst the students on the consequences of indulging and/or abetting any act of ragging and thereby advising them to restrain themselves in one hand and guiding the victim of ragging, if any, on the mode of raising complaint and/or getting relief on the other hand. These regulations has thus been formulated to eliminate ragging in all its forms from by prohibiting the same under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

##### 3. What Constitutes Ragging:

Any one or more of the following acts tantamount to ragging:

- Any conduct by any student or group of students, whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- Indulging in rowdy or in-disciplined activities by any student or group of students which causes or is likely to cause annoyance, hardship, physical or psychological harm or which may raise fear or apprehension thereof in any fresher or any other student;
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- Any act by a student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student;
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student;
- Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

#### 4. Anti-Ragging Measures:

Ragging in any form is strictly prohibited by Adamas University. Students should desist from doing anything, with or against their will, even if ordered to by the senior students, and in the event of any attempt of ragging the students are advised to take one or more of the following measures:

- Every student who is subjected to ragging and/or has the knowledge of any intended ragging and/or has the knowledge of any act of ragging committed upon any other student is required to record the information / complaint to the Anti-Ragging Committee.
- Anti-Ragging Squad: The University has anti-ragging squad who are on vigil at locations prone to ragging, especially at the beginning of the Academic Year, and any matter in relation to intended and/or committed act of ragging may be reported to any of the member of the said squad. For details of the members of the Anti- Ragging Squad, students are advised to refer to the leaflet regarding Anti-Ragging provided along with the admission form. The Anti-Ragging Squad may be reconstituted from time to time and students are advised to follow the notice board for updated list of members of the Anti-Ragging Squad.
- The Anti-Ragging Squad  
shall report the matter to the Anti Ragging Committee, along with an enquiry report to be prepared after hearing the victims, the offender(s), witness (if any) and on the basis of information, submission, documents produced by them, for necessary, protective, preventive and/or penal action, as the case may be.
- Anti-Ragging Committee: The University has an Anti-Ragging Committee which on the basis of the enquiry report submitted by the Anti-Ragging Squad and depending upon the gravity of the offence shall pass such administrative and or penal orders as stated in the subsequent paragraphs.
- The Anti-Ragging Committee may be reconstituted from time to time and students are advised to follow the notice board for updated list of members of the Anti- Ragging Committee.

#### 5. Administrative action in the event of ragging:

The University shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereunder:

- The Anti-Ragging Committee shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely:
  - o Suspension from attending classes and academic privileges.
  - o Withholding/ withdrawing scholarship/ fellowship and other benefits.
  - o Debarring from appearing in any test/ examination or other evaluation process.
  - o Withholding results.
  - o Debarring from representing the University in any regional, national or international meet, tournament, youth festival, etc.
  - o Suspension/ expulsion from the hostel.
  - o Cancellation of admission.
  - o Rustication from the University for period ranging from one to four semesters.
  - o Expulsion from the University and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- An appeal against the order of punishment by the Anti-Ragging Committee shall lie with the Chancellor of the University whose decision in the matter shall be final and binding.

#### 6. Penal action in the event of ragging:

On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Anti-Ragging Committee shall immediately determine if a case under the penal laws is made out and if so, shall proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely:

- Abetment to ragging
- Criminal conspiracy to rag
- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body, causing hurt or grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force
- Assault as well as sexual offences or unnatural offences
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation
- Attempts to commit any or all of the above mentioned offences against the victim(s)
- Threat to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation
- All other offences following from the definition of “Ragging”

Provided that the Anti-Ragging Committee shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee.

Provided further that the University shall not wait for action on the part of the police /local authorities and shall continue with its own enquiry and initiate such administrative action as may be deemed fit and proper by the Anti-Ragging Committee.

## 21. TEACHING, LEARNING AND ASSESSMENT

### 21.1 OUTCOME BASED EDUCATION

Adamas University has implemented Outcome Based Education across all the programs offered by the schools of University focussing on Constructive Alignment, refers to a teaching system associated with the learning activities implicit in the planned outcomes. Learning outcomes are the results of the learning experience that the student able to showcase a level of competence in a given situation which are measured through knowledge and skill on the discipline studied, attitude, and values acquired through the defined process that includes curriculum design, teaching and learning activities, and assessment to follow-up.

The University measures the students’ achievement on different levels of outcomes. The learning outcomes are planned through effective communication among stakeholders and decision-makers, carried out in forums like Advisory Board, Governing Council, Academic Development Council, Board of Studies, Faculty Council, Career Development Cell, Alumni and Parent-Teachers Meetings. The curriculum is designed to balance various components of Core Courses, Allied Courses, and Mandatory Courses, etc.

The detailed PEOs, GA/POs, PSOs and Cos for all programs is available with the university learning management system & the website of the respective schools.

### 21.2 MENTOR MENTEE SYSTEM

Mentoring system, at Adamas University use the ‘Supportive Relationship Model’ (SRM) that potentiates end to end encryption. The Cycle of Supportive Relationship Model consists of two halves. Mentor to mentee and Mentee to mentor. The Mentee may either be allotted or through personal requisition. Following which, the initial interaction that is documented, facilitates establishment of relationship between the two in terms of understanding. Then the mentor through careful discernment identifies key areas of concern / potential specific to the mentee and chalks out optimal guidelines to address the identified areas. Mentor also narrows down learning areas and communicates through positive re-enforcement and suitable motivation technique.

For more details, you may contact HOD’s of schools.

### 21.3 POLICY ON DEAN'S LIST

Adamas University in its journey toward excellence intends to provide adequate challenge to the brightest students, and proposes to institutionalize the academic award, or distinction.

The Dean's List has traditionally been a prestigious honour for students to strive during their academic tenures because it demonstrates a commitment to academic excellence and the ability to rise to the workload, however heavy it might be.

**SCOPE:** This policy applies to students of UG, PG, Diploma and other certificate programme. It is an internal accolade of AU to inspire students to strive for Educational Excellence incessantly throughout their tenure.

#### ELIGIBILITY TO BE NOMINATED IN DEAN'S LIST

As necessary pre-qualifications for the above award or distinction, students have to fulfil the following:

- a. He/she must have completed during the year all the graded course credits in full-time capacity, and in a single attempt.
  - Single attempt means 1st official attempt. No consideration will be given to students who complete the course credit in next attempt due to a valid reason for absence in 1st attempt for the batch (whether permitted or not permitted).
- b. He/she must have attained a Cumulative Grade Point Average of at least 8.5 / 10.0 (without rounding up) with no failing grade.
- c. He/she must maintain a minimum cumulative grade point average of 8.0/10.0 throughout enrolment without any failing grade.
- d. He/she should not have violated any of the covenants of the Student Code of Conduct, and should not have any disciplinary case against him/her.

Top 5% of students within the school based on individual program-level performances in the various departments each year will be selected for the Dean's list. This will be purely on grade point averages attained by students in each department at Diploma, UG and PG levels

#### TIMING OF SELECTION

- a. Dean's List will be prepared at the end of even Semesters, but excluding the Special Terms, by the Registrar's Office with information received from the Examinations Department.
- b. Students with incomplete grades will be evaluated after it is made up. The student must have qualified for the Dean's List before and after the Incomplete grade was made up.

#### REWARDS FOR BEING A PART OF DEAN'S LIST:

- a. Students may be permitted to take additional courses without additional charge, if any, during one semester of the academic year following that distinction (as free optional electives)
- b. Students may get invitation to University Special Events or may be sponsored by the University for attending some outside events like seminars, conferences, etc.
- c. Students included on the list will receive a certificate and a commendation letter from the Dean.
- d. Students may get preferential treatment in issuance of books, or provision of special carrels in the library.
- e. Letters of Appreciation to parents/guardians from the Mentor/HoD/Dean.

### 21.4 THE ADAMAS COMPREHENSIVE EXCELLENCE (ACE) SCORECARD AND EMPLOYABILITY SCORE CARD

Recognizing the importance of holistic growth and development of a student in multiple dimensions, Adamas University introduced and implemented the ACE scorecard in the year 2021.

The following figure depicts its core components:

The "Adamas Comprehensive Excellence (ACE) Scorecard" has been designed to help a student keep track of his or her growth in different facets. The methodology adopted is founded on the assumption that the prime objective of education shall be to achieve Student Excellence or Holistic Growth by curating and creating a balanced development broadly. To measure the growth in each variable, there are Key Performance Indicators (KPI) which are identified and a student's performance over a period is captured to arrive at a score. The Scorecard captures the development of a student in each KPI over a period as compared to the targeted development and by assigning weight to each KPI arriving at an overall score that helps a student to take corrective measures for development.

The ACE Scorecard captures the individual development on each KPI.



Dimensions of Holistic Growth

The ACE Scorecard is a unique and innovative development at Adamas University which will lead to overall development of our students, measuring it and taking corrective steps as the student progresses in the scholastic journey.

In addition to the ACE Scorecard, the CDC office has integrated the employability scorecard which helps the ADC to root the students to the right placements and job profiles. The Employability scorecard is derived from the ACE scorecard with the following broad parameters:

- Student Academic Performance (40% Weightage)
  - o Class X Marks (20%)
  - o Class XII Marks (20%)
  - o UG CGPA (60% / 30%)
  - o PG CGPA (30%)
- Attendance in CDC activities planned and executed for the students (10% Weightage)
- Evaluation of students on Career Development Activities by external body (30% Weightage)
- Mentor rating (10%)
- Internship (10%)

### 21.5 POLICY ON SLOW AND ADVANCED LEARNERS

This policy on slow and advanced learners aims to create a holistic learning environment for catering the need of the individual student with differential learning abilities. Through this policy, Adamas University articulates its assurance to make learning process more enriching and effective for all its students. The policy mainly focuses on developing strategies to identify learning levels of students and boost both the advanced and slow learners towards knowledge enhancement and better performance respectively.

#### ASSESSMENT OF THE LEARNING LEVELS OF THE STUDENTS

The process of assessment of the learning levels of the students and conduction of activities for them should be carried out through a systematic procedure. The assessment procedure can be a statistical process of making the three levels like High, Average and Low on the basis of the outcome.

Slow and advanced learners should be identified based on the following parameters and their weightage:

Courses	Continuous Assessment	Mid Term Examination	End Term Examination
Theory	30%	20%	50%
Practical/Laboratory	50%	NA	50%

### 21.6 FEEDBACK ON COURSE STRUCTURE

With the aim of continuous improvement and to ensure that students have an enriching learning experience, Adamas University has implemented certain quality assurance systems and procedures. The University, in particular, receives input from different stakeholders to ensure the standard of teaching, learning and evaluation in order to continually enhance the quality of the courses taught.

Therefore, on completion of courses in a semester, the University seeks feedback on Teaching, Learning and the Curriculum for the courses from students. The input is valuable as it will allow University to understand student's problems and difficulties, if any, and to consider changes that may be appropriate to enhance student learning experience. Feedback helps Adamas work towards higher excellence through self-correction and self-perfection.

A Quality Circle has been formed and brought into the system at Adamas University from the year 2020. The Quality Circle has been formed with the objective to bring the different minds together and understand the academic environment at Adamas and develop further for the benefits of all the stakeholders. In the beginning, we started with taking candid feedback from the students to understand their comfort and challenges faced with the online classes. This process also helped faculties during the COVID19 pandemic to understand the mindset of the students and support them in more informed way. The formation of Quality Circle has been done under the supervision of Department of Planning and Monitoring. There is representative from the faculty members from each school and in future, there are plans to involve students as well in this process. The Quality Circle shall also take curriculum reforms based on the feedbacks received from major stakeholders.

For any queries on teaching, learning and timetable please Contact:

**Dr. Abinit Saha**  
**Assistant Director – Planning and Monitoring**  
**M: 9038027787**  
**Email: [planning.monitoring@adamasuniversity.ac.in](mailto:planning.monitoring@adamasuniversity.ac.in)**

## 22. ACADEMIC REGULATIONS- EVALUATION & ASSESSMENT GUIDELINES

### Note:

- \* **Proposed Examination & Evaluation scheme w.e.f. AY 2022-23**
- \* **Maintenance of Standard instructions as provided by the Regulatory body concerned, such as National Council for Teachers Education (NCTE), Bar Council of India (BCI), Pharmacy Council of India (PCI), etc., wherever applicable. This shall be periodically followed in examinations and monitored by the duly constituted Committee(s).**

### 22.1 DEFINITIONS

- a. "Academic award" means award of a Degree / Diploma / Certificate or equivalent by the University after successful completion of a program of study under the University.
- b. "Academic Council" means the Academic Council of the University.
- c. "Academic Year" means the year starting the annual academic session on the first of July to end of June of the subsequent calendar year.
- d. "Assessment" means formative or summative assessment that includes tests, course work, project work, examinations and other methods employed to enhance or assess student learning.
- e. The B.Tech, B.Pharm program will be of four years duration comprising eight semesters, the Postgraduate program like M.Tech., M.Sc., MBA, MA, MCA, LLM etc. and Under Graduate program like B.Ed, will be of two years duration comprising four semesters. The B.A. LL.B (Hons.), BBA. LL.B (Hons.), B.Sc. LL.B.(Hons), will be of five years duration comprising ten semesters and Bachelors program like BA(Hons), BBA(Hons), B.Sc(Hons), BCA, BMLT will be of three years duration comprising six semesters. Diploma Program like D.Pharm will be of two years duration.
- f. "Classes" mean lectures, tutorials, seminars and other instructional activities in which attendance of students is required under a program of study.
- g. "Code of Student Conduct" means the Code of Conduct for students laid down by the Student Disciplinary Committee and approved by the University.
- h. "Convocation Dates" mean the dates set by the Academic Council each year for the convocation of students who have completed the requirements for academic awards.
- i. "Course" means the basic unit of instruction within an academic program for which grades may be assigned.
- j. "Program" means a structured academic program, comprising a number of courses leading to an award of the University.
- k. "Course Examiner" means an academic staff member responsible for coordinating the assessment and grading of the course. Course Examiners in a school shall be appointed by the Academic Council on the recommendation of the Dean concerned.
- l. "Credit" means points, if any attributed to a subject in a program referring generally 'assigned credit-hours' per week for theoretical and practical components as earmarked by the faculty council for post graduate, undergraduate or any other program of studies conducting teaching-learning in a subject or paper.
- m. "Grade Point Average" (GPA) means the value of grades achieved, divided by the total number of credits for the courses taken in a semester resulting in a Semester GPA or a Cumulative GPA including F grades.
- n. "Semester GPA" (SGPA) means the GPA calculated for the courses taken in a semester, including F grades.
- o. "Cumulative Grade Point Average" (CGPA) means the total grade value achieved by a student in all courses divided by the total number of credits for the courses taken.
- p. "Dean" means a Dean of a faculty council, as the academic and administrative head of the school containing the faculty. Provided that if there are more than one Faculty Council in a school, one among the deans of these Faculty shall be appointed by the University as the head of the school to the administer its academic programs and related administrative affairs.
- q. "Plagiarism" includes copying of another's ideas, words or language without acknowledgment / attribution of the source and representing them as one's own
- r. "Prerequisite" means a requirement that must be fulfilled before a student is allowed to take a particular course.
- s. "Registrar" means the Registrar of the University.
- t. "Registration" means enrolment of a student into a program of study of the University and inclusion of the student in the list of courses within that program.

- u. "Regulatory Body" means regulatory body as defined under the Adamas University Act, 2014 (West Bengal Act IV of 2014).
- v. "Regulatory Authority" means and includes, University Grant Commission (UGC) for general educational disciplines, Bar Council of India for legal Education and Pharmacy Council of India (PCI) and other such regulatory bodies connected to any higher education as established by Government of India from time to time for setting standard, accreditation and regulating higher institutions of learning.
- w. "Required Course" means a compulsory course that must be passed to complete a program of study.
- x. "Semester" means a period of not less than 15 weeks in an academic year for programs offered by Adamas University.
- y. "Taught Program" means a program of study comprising mainly of taught courses.
- z. "Transcript" means the official academic record of a student's achievement in a Program. aa) "Undergraduate Award" means an academic award of the University granted on successful completion of an undergraduate program approved by the Academic Council.
- aa. "Postgraduate Award" means an academic award of the University granted on successful completion of a postgraduate program approved by the Academic Council.
- bb. "University" means Adamas University.
- cc. "University Requirements" means requirements set by the Academic Council for the students which must be completed before students can graduate.

## **22.2 ADMISSION**

- 22.2.1 Admission to any program subject to the provisions of the Act and Statutes the students shall be admitted in various courses of the University according to the provisions of the Act, Statutes, Rules and Regulations or as per guideline of statutory bodies like PCI, BCI etc.
- 22.2.2 Admissions will be open to all persons regardless of race, colour, ethnic origin, religion, place of birth, domicile, nationality, political or social affiliation and background, caste, creed, gender, sexual orientation or physical disability. Before admitting an applicant with physical disability, the University will consider whether its facilities are adequate.
- 22.2.3 To be eligible for admission to a University program, the applicant must possess the minimum entry qualifications and program specific requirements as specified by the Academic Council and in the program documents.
- 22.2.4 The University may at its discretion, where circumstances warrant, refuse admission to an applicant to a program of study.
- 22.2.5 An applicant will be regarded as having been admitted to a program of study after completing the registration process and paying the prescribed tuition fee.

## **22.3 REGISTRATION**

- 22.3.1 On admission to the University, students are registered in a specific University program of study.
- 22.3.2 To maintain their registration, students must conform to the University's Code of Student Conduct and its Statutes, Ordinances, and other rules and regulations and must pay all fees and charges owed to the University by the due date.

## **22.4 ACADEMIC YEAR AND SEMESTERS**

The academic year means year commencing on July 1 of English calendar year and ending on June 30 of the subsequent English calendar year. The academic year is divided into two Semesters (Semester A/Odd and Semester B/Even).

## **22.5 MEDIUM OF INSTRUCTION AND ASSESSMENT**

The medium of instruction and assessment at the University is English, unless the Academic Council determines otherwise for a specific course or program.

## **22.6 PROGRAM STRUCTURE**

An academic program leading to the award of a bachelor or master's degree shall consist of a collection of individual courses. Courses shall be offered under the credit unit system.

## **22.7 ATTENDANCE AND LEAVE OF ABSENCE**

- 22.7.1 Students are expected to attend all classes. A student who fails to attend a class is expected to inform the Course Instructor, orally or in writing, the reason for his or her absence.

22.7.2 The Pharmacy Council of India Rules [Framed under Regulation 6, 7 & 8 of the Bachelor of Pharmacy (B.Pharm) course regulations 2014] provide that:

"A candidate is required to put in at least 80% attendance in individual courses considering theory and practical separately. The candidate shall complete the prescribed course satisfactorily to be eligible to appear for the respective examinations."

22.7.3 Pharmacy Council of India under sub-section (2) of section 12 of the Pharmacy Act, 1948. Such approval shall be granted only if the Examining Authority concerned fulfills the conditions of Diploma in Pharmacy. *"Only such candidates who produce certificate from the Head of the Academic institution in which he /she has undergone the Diploma in Pharmacy, in proof of his /her having regularly and satisfactorily undergone the course of study by attending not less than 75% of the classes held both in theory and in practical separately in each subject shall be eligible for appearing at the Diploma in Pharmacy examination."*

22.7.4 The BCI Rules on Legal Education (Para-4, Chapter-2, Rule-12) provide that: "12. End Semester Test : No student of any of the degree programs shall be allowed to take the end semester test in a subject if the student concerned has not attended minimum of 70% of the classes held in the subject concerned as also the moot court room exercises, tutorials and practical training conducted in the subject taken together: Provided that if a student for any exceptional reasons fails to attend 70% of the classes held in any subject, the Dean of the University or the Principal of the Centre of Legal Education, as the case may be, may allow the student to take the test if the student concerned has attended at least 65% of the classes held in the subject concerned and attended 70% of classes in all the subjects taken together. The similar power shall rest with the Vice Chancellor or Director of a National Law University, or his authorized representative in the absence of the Dean of Law.

Provided further that a list of such students allowed to take the test with reasons recorded be forwarded to the Bar Council of India".

In order to be eligible to appear for end-semester exams in any course (compulsory or elective), every student is expected to fulfill a minimum of seventy percent of the classes held during the semester in the course.

In the event that the student is short of 70% attendance but has greater than 65% attendance, the student may be allowed to take the examination.

Therefore, in order to appear for end semester examinations students must have:

- (a) More than 65% attendance in each of their courses taken individually,
- (b) More than 70% average attendance in all of their courses in a semester

While the BCI rules do not provide for medical leave, there may be instances where a student encounters extraordinary circumstances that do not allow the student to attend classes. Extraordinary circumstances are such situations where the student is going to miss a significant number of classes, which will make meeting the 70% attendance requirement impossible, or very nearly impossible, and where the student is missing the classes due to a pressing medical reason (supported with full documentation) or other extenuating circumstance. Students must note that in order to make a prima facie showing that the attendance requirement is nearly impossible to meet; the student must show that they missed at least three weeks' work of classes.

22.7.5 A student in SOET/SOLB/SOE/SOLACS/SOBAS/SOMC/SOBE shall be required to maintain an attendance level of 85% (75% in case of grace considered on medical grounds / family exigencies) in any course will be barred from appearing in the end semester examination for the respective course. These students will appear for the supplementary examination in those respective courses.

- These students will have to attend the Summer School for the courses in which they have to appear for supplementary examination as per the Summer School Policy.

## **22.8 ASSESSMENT OF STUDENT PERFORMANCE, GRADING and CGPA**

22.8.1 Assessment of student performance shall be related to program and course learning outcomes. The criteria for assessment of course learning outcomes shall be stated clearly in the University program and course documents.

22.8.2 Assessment shall be both formative and summative. The purpose of formative assessment is to provide feedback to students on their work to enhance their learning and to help them achieve course intended learning outcomes. The purpose of summative assessment is to allocate appropriate grades.

22.8.3 Old grading scheme would continue for existing cohorts only and that the old grading scheme would continue until they graduate. The new grading scheme should be followed completely for the students admitted w.e.f. academic session 2022–2023. Students’ performance in each course in a program offered by all schools shall be expressed in terms of the following system.

**Adamas University shall follow an instructor-led continuous evaluation system. The components of the evaluation system will be as follows:**

ASSESSMENT (Theory)	WEIGHTAGE (UG & PG Programs)
Internal Assessment	30%
Mid Semester Examination	20%
End Semester Examination	50%

ASSESSMENT (Practical Paper)	WEIGHTAGE (UG & PG Programs)
Continuous Evaluation	50%
End Semester Examination	50%

#### **Internal Assessment**

Internal assessment will be based on the student’s performance in regular course work, assignments, quizzes, project, term paper, case analysis, paper presentations, class participation, role plays, etc. At the beginning of each semester, the scheme of weightage of each component of internal assessment shall be notified by the faculty concerned, through the teaching plan of the course to be taught.

#### **Mid-Semester Examination**

The duration of Mid-Semester Examination will be of 90 minutes. The question paper will include short & long answer objective and subjective type questions. Most of the questions will be application focused with analysis and numeric orientation. The main purpose of the Internal Assessment and Mid Semester Examination will be to test students’ comprehension and application of subject matter and to help students perform better in the course by providing them feedback on their performance.

#### **End-Semester Examination**

End-Semester Examination will be held at the end of each Semester. Duration of End- Semester Examinations will be 2 hours (Up to 2 Credits) and 3 hours (Over 2 credit).

The Question Paper for the End-Semester Examination Course(s) shall have the following components:

- Short answer type questions;
- Analytical and conceptual comprehension through essay/descriptive type questions; and Cases or problem solving exercises.
- Analytical / application based case study.
- Alignment of assessment with learning outcome of the course
- Alignment of assessment questions with course learning outcomes in all Programs the End Semester Examination will cover entire contents of the course.

#### **Practical Examination**

There will be continuous evaluation for all practical courses during the semester and no separate mid semester, but end semester examination will be conducted. Course work for a practical course will include practical class work, practical report writing, practical completion, viva voce etc. The performance of a student in a Practical course will be evaluated by assigning 50% weightage to regular laboratory work evidenced through laboratory/workshop notebooks including quality of experimental results, 50% weightage to the End Semester Examination for comprehensive viva-voce covering all aspects of practical course during the semester for each individual practical.

## 22.9 PROGRAM COMPLETION DURATION

The maximum duration of Program of Study having minimum duration of one, two, three, four, five and six years will be as follows:

Minimum Duration	Maximum Duration
1 Year	3 Years
2 Years	4 Years
3 Years	5 Years
4 Years	6 Years
5 Years	7 Years
6 Years	8 Years

## 22.10 PROGRESSION POLICY

A student shall be allowed to register for the next academic year based on the following Progression Policy.

- For Post Graduate Student
- Progression from Semester I through Semester IV will be automatic irrespective of the SGPA obtained.
- For Under Graduate Student

For UG and integration program students' progression from 1st year to 2nd year, 2nd year to 3rd year and so on provided he / she has minimum Earned credits as under:

Progression to	Minimum Credit to be earned
II	Earn 50% credit of year I
III	Earn 60% credit (cumulative) of year I & II
IV	Earn 70% credit (Cumulative) of year I, II & III
V	Earn 80% credit (cumulative) of year I, II, III & IV
VI	Earn 80% credit (cumulative) of year I, II, III, IV & V

## 22.11 SEMESTER EXAMINATION

No student will be allowed to appear at the End-Semester Examination or Supplementary Examination unless the student has attended 85% of the classes in the each theory course, provided that a student on medical or valid ground like immediate family exigencies, etc. fails to secure 85% attendance in one or more subjects but secures not less than 75% attendance, may on recommendation of the Course Coordinator and Head of Department be permitted to appear at the Examination solely at the discretion of the Dean/Director of the concerned School.

- In case of medical exigencies, if a student is unable to write an exam, the student will be allowed to use a writer. The credentials of the writer will be approved by the Controller of Examination. Usually the writer will be a person who is two grades lower and does not belong to the same discipline as that of the student.

The regulations on attendance are as follows:

- All students with attendance below 85% (75% in case of grace considered on medical grounds / family exigencies) in any course will be barred from appearing in the end semester examination for the respective course.
- These students will have to attend the Summer School for the courses in which they have to appear for supplementary examination as per the Summer School Policy.

- Application for condonation of attendance on medical ground shall be made to HoD immediately on joining back the program after absence and in any case within 7 days of availing leave along with medical certificates in original from a registered medical practitioner. Outstation medical certificate will be entertained for this purpose only from students who have proceeded to their hometown/place of residence of their parents/guardians for the purpose of obtaining medical treatment duly authenticated by the travel records and hospitalization records. However, University reserves the right to have such applicants examined by medical practitioner empaneled by the University to ascertain the authenticity of the applicant's medical problem.
- An approved list of students who are not eligible to appear in the End-Semester Examination because of shortfall in attendance shall be prepared & notified by respective HoD's at least four days before the commencement of Examinations and submitted to the office of the Controller of Examinations.
- Admit Card is issued for appearing in the End-Semester Examination, and Supplementary Examination. However, while appearing in any Examination, a student must be in possession of the Identity Card issued to him/her by the University. Student(s) shall be required to apply online for Supplementary Examination from the student portal.
- In case there are any dues/outstanding against a student from any department, he/she may not be allowed to appear in the End Semester / Supplementary Examinations.
- Also before graduating, the student will have to produce a no-dues certificate from Finance, IT, Library, Laboratory In-charge, HoD / Dean / Director.

### **22.12 SUPPLEMENTARY EXAMINATIONS**

Supplementary Examination will be conducted for the following category of students to help them to clear the course/ improve upon their grade and thereby meet the SGPA / CGPA qualifying criteria as well as individual course qualifying criteria.

Students desirous of clearing the courses in which they have missed the End Semester Examination, OR fail to meet the qualifying SGPA / CGPA criteria as defined in Examination & Evaluation System, Regulations but qualify in all courses individually, OR students who fail to qualify in one or more individual courses including dissertation/seminar/summer internship/ project work. Supplementary Examination (Improvement) will be permitted only in such courses in which a student has secured a SGP below 6.

- Student can appear in Supplementary/ Improvement Examination for Mid- Semester/ Internal Assessment after s/he has attended the summer school.
- Student will not be expected to attend summer school for appearing in end semester supplementary examination.
- The Grade will be capped for UG & PG Repeat Supplementary/ Improvement Examination Grade Point - A+ (9.0)

Students can appear maximum in the four courses in the supplementary including improvement examination in one exam cycle.

#### **Conduct of Supplementary Examination**

The Supplementary Examinations will be scheduled by the office of CoE as per Academic Calendar in such a manner that the exams are held before the commencement of the next academic session.

- A student who appears in the Examination shall be charged prescribed fee per course. The quantum of fee per course shall be notified by the University.
- The course content in examination shall be the full course in vogue at the time of the Supplementary Examination.

#### **Conduct of Supplementary examination for Practical course:**

- Student with Grade "F" only will be eligible to repeat end semester examination of that respective practical course (s). Grade shall be awarded on the performance of the student(s).
- Student(s), who have met the qualifying criteria of individual practical course but not met qualifying criteria of SGPA, will not be allowed to re-appear for improvement.
- Student(s), who wish to re-appear in the practical course, shall be required to pay the prescribed fee per course as notified by the University.
- The Grade will be capped as per the rules. There will be no capping of SGPA for the students re-appeared for Practical Course.

### 22.13 SUMMER SCHOOL

Summer Schools will be organized during Summer Break. Summer Schools will be arranged in the form of a compressed semester with the minimum input of 5 hours per credit. Any deviations with medical or other legitimate grounds to be approved by the Vice Chancellor.

Summer School is mandatory for the following category students:

- Students who are debarred from End semester examination in theory course on account of short attendance even in a single course.
- It will be mandatory for the students mentioned above to attend the Summer School on payment of prescribed fee, failing which they will not be allowed to appear in their first chance of supplementary examinations.
- Student will also have to maintain a minimum attendance of 85% in summer school, failing which they will not be allowed to appear in the Supplementary Examination. Student will have to pay the prescribed fee separately for Summer School as well as for Supplementary Examination.

### 22.14 AWARDS OF GRADES

Adamas University shall adopt a 10-point grading system for converting students' marks (out of 100) for all UG and PG Programs into corresponding letter grades. The following grade conversion scale shall be applicable for the purpose of calculation of SGPA/CGPA:

Grade	Grade Abbreviation	Grade Point
O	Outstanding	10.0
A+	Excellent	9.0
A	Very Good	8.0
B+	Good	7.0
B	Above Average	6.0
C+	Average	5.0
C	Pass	4.0
F	Fail	0.0
Ab (Absent)	Fail	0.0
DB	Debarred	0.0

- The credits for each course will be assigned as approved by the Academic Council while approving the curricula and syllabi.
- Grade shall be awarded on the basis of performance in Internal Assessment, Mid Semester and End-Semester Examinations.
- The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, registered in a semester:

$$SGPA = \frac{\sum_{i=1}^s (G_i * C_i)}{\sum_{i=1}^s C_i}$$

where  $C_i$  = Credits in the Course  $i$

$G_i$  = Grade Points awarded to the student in Course  $i$  as per conversion table.

$S$  = No. of Courses for which a student is registered in that Semester

The overall Grade Point of a student in the program of study up to the end of a particular Semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, obtained in all completed semesters as follows:

$$CGPA = \frac{\sum_{i=1}^N (G_i * C_i)}{\sum_{i=1}^N C_i}$$

Where  $C_i$  = Credits in the Course  $i$  taken by the student

$G_i$  = Grade Point awarded to the student in the Course  $i$

$N$  = No. of Courses taken by the student up to the end of that Semester

## 22.15 REQUIREMENTS FOR PASSING

Program Type	Batch Size	Grading Type	Marks to be scored in End and Composite Score	Marks to be scored in Composite Score*	Min CGPA to clear UG & PG Program
			MIN PASS 'GRADE - 'C'	MAX GRADE - 'O'	
UG	<30	Absolute	35		5.00
	>=30	Relative			5.00
PG	<30	Absolute	40		5.00
	>=30	Relative			5.00
*Composite Score = IA + MID + END					
*Relative grading will be applicable course wise					

### Absolute Grading System-UG (If batch Size = <30)

Minimum	Maximum	Point	Grade
90	100	10	O
80	89	9	A+
70	79	8	A
60	69	7	B+
50	59	6	B
40	49	5	C+
35	39	4	C
<35		0	F
Absent		0	AB
Debarred		0	DB

### Absolute Grading System-PG (If batch Size =<30)

Minimum	Maximum	Point	Grade
90	100	10	O
80	89	9	A+
70	79	8	A
60	69	7	B+
50	59	6	B
40	49	5	C+
<40		0	F
Absent		0	AB
Debarred		0	DB

### **Multiplying Factor for Converting CGPA into Equivalent Percentage**

Students' academic performance shall be indicated in terms of SGPA/ CGPA, and Percentage of Marks shall not be mentioned on the Grade Cards. To enable students applying for other Universities/ Organisations where percentage of marks are required to be provided, following formula shall be used for converting CGPA/ SGPA into Equivalent Percentage:

**EQUIVALENT PERCENTAGE of entire program = (CGPA – 0.5) \* 10**

**EQUIVALENT PERCENTAGE of a semester = (SGPA – 0.5) \* 10**

### **22.16 DECLARATION AND RECTIFICATION OF RESULTS**

The results tabulated and moderated, as above, shall be put up before Examination Board for approval.

The Examination Board shall have the power to quash or rectify the result of a student (even after it has been published) if

- a. It is found that he/she was ineligible to appear at the Examination; or
- b. He/she used unfair means in the Examination or was found guilty of misconduct; or
- c. A mistake is found in his/her result.

### **22.17 RE-EVALUATION OF ANSWER SHEET**

A student shall be entitled to have his/her answer books re-evaluated on payment of prescribed fee for each course to the following condition:

- a. The application for re-evaluation is received by the Controller of Examinations or his/her nominee within 15 (fifteen) days of the date of publication of result.
- b. Re-evaluation requests received post deadline shall not be entertained.
- c. No refund of fee shall be admissible after the deposit of the fee for re-evaluation.
- d. Based on student re-evaluation request which have been received correctly within deadlines, the Division of Examination shall begin the process of retrieving answer sheets of requested course code(s) from the strong room.
- e. Meanwhile, office of the Controller of Examination shall request the concerned School to provide names of two senior faculty/course experts who will responsible for re-evaluating the answer sheets. It must be noted here that under no circumstances the evaluators empanelled for re-evaluation can be same as the ones who had earlier evaluated the same answer sheet.
- f. The score determined after re-evaluation is compared with original score and in case of change, following procedure shall be followed:
  - i. If the difference between marks scored after re-evaluation and original marks is more than 10% of original marks, then the marks obtained after re-evaluation are considered as final.
  - ii. However, in case if the difference between marks scored after re-evaluation and original marks is less than 10% of original marks, then the original marks obtained by student shall be considered as final unless change of marks leads to change in grade.
- g. The score of re-evaluation shall supersede the original score and student cannot challenge the same and no further evaluation of answer booklet is allowed. In case the marks after re-evaluation have changed, the grades may also change accordingly.

### **22.18 SUMMER / WINTER TRAINING / INTERNSHIP**

- a. Students of all programs will be required to undergo summer training/internship as part of their academic program.
- b. Students will have to keep a Record/Work Book detailing out the activities that are carried out during their summer/winter training/internship.
- c. Students will be required to submit a Detailed Report at the start of the next semester after completion of their summer/winter training/internship.
- d. The Course Coordinator will notify the date of presentation of the project/activities undertaken during summer training/internship.
- e. The Report and the presentation will be evaluated by a duly constituted committee. The committee will ordinarily consist of HoD of the Concerned Department or his nominee; Professor of the Constituent School; Course Coordinator.
- f. The Dean/ Director of the respective School shall have the authority to change the Constitution of the Committee if deemed necessary.
- g. The Committee will submit its evaluation grade to the office of Controller of Examination.
- h. It is mandatory for all students of all programs to undergo Summer Internship. However, if on account of some exigencies, if a student is unable to pursue internship, the HoD on approval of the Dean/ Director can assign him a project whose grade will then be assigned towards Summer Internship.

## 22.19 DISSERTATION/PROJECT WORK

- a. Every student shall, carryout dissertation/project work under the overall supervision of the supervisor(s). Normally, only a faculty of the Constituent School concerned shall be allowed to supervise. However, if the topic warrants, at the most two faculty members of the Constituent School concerned may be allowed to supervise. In case of interdisciplinary nature of the work experts from industry/corporate organization may be allowed, to be associated as a co-supervisor.
- b. Under exceptional circumstances, an expert in the area from other academic institutions may also be appointed as a co-supervisor in addition to a faculty from the Constituent School of Adamas University.
- c. The Coordinators shall, in consultation with the Dean/ Director concerned, finalize the topic for dissertation/project work along with the name(s) of the supervisor(s).
- d. For this purpose, the Coordinator shall take into account the relevance of the topic on which the candidate proposes to work. However, the Coordinator may, if he/she considers it necessary or expedient, ask a student to carry out dissertation/project work on a topic other than the topic proposed by the student and/or under a supervisor other than the one under whom the student proposed to carry out his/her dissertation/project work. Mid-course alteration/ modification in the scope of dissertation would need explicit approval from the Dean/Director of the respective School.
- e. The Coordinator shall prepare a list comprising the names of the students, topic allotted to each of them along with the name of the supervisor(s). The list duly approved by the Dean/Director of the concerned School shall be sent to the Examination Section.
- f. The dissertation/project work shall
  - Be focused on the problem.
  - Include current status of knowledge in the subject (literature review);
  - Embody the result of studies carried out by him/her;
  - Show evidence of the student's capacity for critical examination and judgment; and
  - Be satisfactory in presentation so far as language, style and form are concerned.
- g. The student shall indicate clearly and extensively in his/her dissertation/project, the following:
  - i. The source from which referred information is taken;
  - ii. The extent to which he/she has availed himself/herself of the work of others and the portion of the dissertation/project work he/she claims to be his/her original work; and
  - iii. Whether his/her dissertation/project work has been conducted independently or in collaboration with others.
- h. A certificate to the effect that the dissertation/project work carried out by the student independently or in collaboration with other student(s) issued by the Supervisor(s) concerned and endorsed by the Coordinator concerned, shall form the part of the submission for evaluation.
- i. Every student who spends a specified period of time in an industry/organization/institute for reasons of work related to his/her dissertation/project work, with prior permission from the Coordinator concerned will explicitly acknowledge working in the relevant industry/organization/institute.

### Submission of dissertation/project work

- a. Every student shall, on completion of his/her dissertation/project work, submit two typed (or printed) hard bound copies of his/her dissertation/project work to the concerned department (through the Coordinator concerned).
- b. The dissertation/project work shall be submitted not later than the date specified for the purpose in the academic calendar or as notified by the Coordinator with the approval of the Dean/ Director.
- c. Provided that, in exceptional cases, the Dean/ Director may permit a student (on the recommendation of supervisor concerned) to submit his/her dissertation/project work in the following semester for which tuition fee/hostel and other fees (as may be applicable) shall be charged.
- d. No such dissertation/project work shall be processed for examination unless it is accompanied by a certificate from the supervisor to the effect that the dissertation/project is a record of work carried out by the student himself/herself or in collaboration with other student(s).

### Evaluation of dissertation/project work

- a. Seminar and Viva-voce of Dissertation/Project Work, every registered and eligible student shall be required to deliver a seminar related to his/her dissertation work/project work before submitting the dissertation work/ project work before a committee constituted for the purpose by the Dean/ Director. The Coordinator shall, in consultation with the Dean/Director concerned, notify the date of the seminar. The committee will ascertain the status of preparedness of the candidate for submission of dissertation project.

- b. Examination of the Dissertation/Project Work, two examiners, one internal and one external, who could be a faculty member of the School, shall examine the dissertation/project work. The Examiners shall be appointed by the Board on the recommendation of the Coordinator and the Dean/ Director concerned. The internal examiner shall ordinarily be the faculty member under whose supervision the student carried out his/her project work.
- c. The student shall be required to defend his/her dissertation/project work by making a presentation followed by Viva-voce.
- d. The viva-voce (oral defence) on the dissertation will be conducted by a committee constituted for the purpose. The names of the Committee Members will be suggested by the Coordinator and approved by the Dean/ Director. The committee will opine about acceptability or otherwise of the dissertation and decide on the final grade, which will be submitted to the CoE office by the Course Coordinator.
- e. All Summer Internship Report and Dissertation Thesis submitted by the students will go through the process of plagiarism check through the anti-plagiarism software. The report produced by the software will necessarily be submitted to the Dean/ Director of the respective School along with the evaluation of the Summer Internship Report/Dissertation Report. The Dean/Director of the Constituent Schools will frame the rules of anti-plagiarism and display them on students Notice Board.

**Re-examination of dissertation/project work**

If a student does not appear or fails in the 'Seminar and Viva-voce of Dissertation/Project or in the examination of the Dissertation/Project work he/she may be allowed to resubmit the Dissertation/Project work and appear at the Seminar and Viva-voce within a period of six months from the date of declaration of the result which can be further extended on special grounds by the Vice Chancellor. If he/she again fails to clear the seminar, his/her name shall be struck off from the Adamas University rolls.

**22.20 PUNISHMENT FOR ADAPTION OF MALPRACTICE IN EXAMINATION**

Whenever a case of adaption of malpractice in an Examination is brought to the notice of the Controller of Examinations by an invigilator or control room supervisor, the Controller of Examinations shall take cognizance of the matter. The Controller of Examinations shall on every such occasion enquire into the matter and bring all incidents of malpractice in writing with relevant documents, wherever possible, to the Examination Disciplinary Committee constituted by the Vice Chancellor.

**The Examination Disciplinary Committee may take further action under the following broad guidelines:**

Nature of malpractice adapted	Punishment to be awarded
<p>A. (a) When incriminating material has been found in the possession of the examinee which was unrelated or related to the question paper but not copied and the student hands over the material when challenged and accepts the fault in writing, if directed to do so.</p> <p>(b) When a student tries to copy from other Student's answer book, talks to other students, tries to exchange answer books/question papers/ calculators, tries to pass on information in any form and does accepts the fault in writing, when Challenged.</p>	<p>A. Examination in that course shall be cancelled. In the event of the malpractice being adopted in an End-Semester Examination the student(s) may be allowed to clear the course by appearing in the Supplementary Examination.</p> <p>In the event of the malpractice being adopted in a Supplementary Examination the student shall be declared failed in the Examination.</p>
<p>B. (a) When incriminating material related to the question paper has been found in the possession of an examinee he/ she copied it in part or full or when the examinee refused to be searched, if so desired by the Center Superintendent/ Invigilator.</p> <p>(b) When a student tries to copy from other students' answer books, talks to other students, tries to exchange answer books/question papers/ calculators, or tries to pass on information in any form and does not accept the fault when challenged and/or enter into arguments with the invigilator(s).</p>	<p>B. Examination in the course and also in all other courses of the semester shall be cancelled and the student shall be declared failed in all the courses of the Semester. The event of the malpractice being adopted in an End-Semester Examination the student may be allowed to clear the semester by appearing at supplementary Examination in all the courses.</p>

Nature of malpractice adapted	Punishment to be awarded
<p>C. (a) When incriminating material has been found in the possession of an examinee who was found guilty of using unfair means on an earlier occasion; or            (b) When incriminating material has been found in the possession of an examinee the examinee having been caught for use of malpractice on earlier occasion of the same End-Semester/Special Examination; or,            (c) When the incriminating material comprises answer sheet/additional answer sheet stolen earlier and/or when the examinee tries to destroy the material, and/or when the examinee tries to tear the answer book, and/or instigate/ disturb others in the Examination Hall to support his cause.</p>	<p>C. Examination in all courses of the Semester shall be cancelled and the student shall be declared failed in the Examination. In addition, the student shall be rusticated for a period of One year. In the event of the malpractice being adopted in an End-Semester Examination the student shall not be allowed to appear in the Supplementary Examination.</p>
<p>D. When use of malpractice has been attempted or where incriminating material has been found in the possession of the examinee, and the examinee has misbehaved with the faculty/staff on invigilation duty or with flying squad.</p>	<p>D. Examination in all courses of the semester shall be cancelled and the student shall be expelled from the University.</p>

- a. The Examination Disciplinary Committee will examine each case referred to it by the Controller of Examination and make recommendations for appropriate punishment to the Dean/ Director /Vice Chancellor as the case may be.
- b. Notwithstanding anything contained in the broad guidelines as above, the Board may, at its own discretion, award more severe punishment with or without imposition of a fine. When a fine is contemplated to be imposed, the Board shall decide the amount of the fine on a case-to-case basis. Board may also recommend rustication of the student from the rolls of the University, in case of repeated violation, or if student has a past history of other disciplinary violations or misconducts.
- c. In case a student:
  - i) Is found lifting some other(s) work and inserting it in his/her project, seminar, dissertation etc. without proper acknowledgement, credit and reference or plagiarizing the dissertation/project report etc. such penal action will be taken by the University as may be necessary to uphold the sanctity and integrity of the examination system and the credibility of the University.
  - ii) All such cases will be taken suo-moto cognizance by the Examination Disciplinary Committee of the Constituent School appointed by the University. After giving an opportunity to the concerned student to explain the conduct/ defend the charge
  - iii) The Examination Disciplinary Committee shall take appropriate action including imposition of appropriate penalty including award of 'F' grade.

#### 22.21 PRESCRIBED FEE

Supplementary Examination	Rs.1,000/- per course
Re-evaluation of answer sheet	Rs.500/- per course
Duplicate Grade Card	Rs.500/- per semester
Duplicate Degree	Rs.500/-
Transcript fee (on demand)	Rs.1,000/-
Summer School Registration fee	Rs.3,000/-

## 23. RESEARCH FACILITIES

Adamas University started its journey in 2015 and focusing on research from the very beginning. Several research plans and policies are implemented from time to time in the University. The central Research & Development (R&D) office/unit has been setup in the University in 2020 to provide specialized administrative and research support for the operation of various research related activities of the University, that include, PhD program, Sponsored Research Projects, Seed funding, specialized research centre activities and other related R&D activities.

### OBJECTIVES:

- To identify areas where research evidence could make the most difference
- To ensure that existing research facilities are used optimally
- To facilitate quality research & consultancy in novel areas
- Patent filing and day to day R&D activity monitoring
- Quality checks on research and development

### FUNCTIONS:

- Matters related to Ph.D. including admission, administration and evaluation of all Ph.D. program
- Sponsored Research Projects
- University funded Seed fund projects
- R&D related MoU's & agreement.
- Start-up Research Grant for new faculty members
- Recruitment of Project staff
- Intellectual Property Rights (IPR)

### ADAMAS UNIVERSITY R&D POLICY

Adamas University has placed much emphasis on enabling infrastructure and facilities for advanced research in diverse areas. It has set up a Centre for Scientific Research with University seed money. Adamas University is giving special emphasis on multidisciplinary research along with central research facilities, specialized laboratories have been established, in collaboration with the Government through funded projects and corporate bodies. To promote innovation and start up entrepreneurship among students/ faculty members, Adamas University has taken initiative by announcing special Intramural R&D grant scheme for faculty and ARISE for students. Adamas University wishes to establish itself as one of the frontline research University in India. In order to fulfil its mission research promotion policies with various schemes and incentives are adopted and implemented to encourage and promote the culture of research and innovation amongst the faculty members. The primary objectives of the research policy are to –

- Publish quality research articles in reputed journals with citation globally
- Publishing patents having good commercial potential
- Getting extramural funding and to establish state of art laboratories and research facilities
- To provide consultancy service to industry and other organization
- To establish central instrumentation facility
- To recognise faculty members for research initiatives to incentives and awards
- To collaborate with Govt./NGOs/Industries
- To establish centre of excellence in focus areas
- To provide support to staffs for attending conference, seminar, workshop etc.

Research advisory board comprising of internal and external members from industry and academia is formed to provide direction in the above said objective implementation. Internal Quality Enhancement and Excellence in Research (IQEER) committee under the chairmanship of Vice-chancellor and Dean (R&D) as member secretary. The university has established 12 Research centres in the areas of Stem Cell, Health, Water, High Power Computation (HPC), Education, Innovation & Leadership, Business Analytics, Logistics & Supply Chain, materials and agriculture along with Central Instrumentation Facility.



Central Instrumentation Centre

For any details regarding Central R&D activities & Ph.D and research programs please contact

**Prof. (Dr.) Moumita Mukherjee, Professor & Dean (R&D), Adamas University**  
 Email: [moumita.mukherjee@adamasuniversity.ac.in](mailto:moumita.mukherjee@adamasuniversity.ac.in)

## 24. AMENITIES AND FACILITIES AVAILABLE ON THE CAMPUS

**A campus gym with sports coaches, trainers and yoga classes**

**Fully air-conditioned student and faculty on-campus housing**

**ICICI Bank ATM and Banking facility of Bank of India in University Campus**

**Library with extensive collections and electronic academic resources**

**24 Hours security with CCTV Fully air-conditioned student and faculty on-campus housing Fully Staffed 24 Hours medical facilities on Campus**

### 24.1 LIBRARY FACILITIES & INFRASTRUCTURE

#### VISION

Agile, focused, efficient, and data-driven, the Adamas University libraries will be leaders in providing the broadest access to the information and in developing innovative services, strategies, and technological systems that promote discovery, preserve knowledge and cater to information needs.

#### MISSION

The Adamas University libraries provide information resources and services to faculty, students, and staff aiming the following goals:

- Seamless discovery and access to scholarly information;
- Offering expert support and education to find, evaluate, use, and manage information resources;
- Creating and sustaining high-quality spaces for learning, collaboration, and research; and
- Leading and actively participating in partnerships for national and global initiatives that inform and shape the future of libraries and scholarly communications.

Adamas University is catering the information needs through Central Library and 4 other Departmental Libraries, namely, Engineering & Technology Library, Law Library, Pharmacy Library and Education Library. Besides fulfilling the minimum criteria prescribed by the competent regulatory body like AICTE, BCI, PCI etc., the libraries have developed rich, latest and rare collections.



Library services designed for UG students, PG students, Research Scholars, teaching assistants, university staff and faculty in specific. The libraries hold regular orientation for the users. Special priorities have been given in digital collection development. Library has adopted KOHA integrated Library Management Software for the management and administration of Library operation. Library also has a unique library website for accessing the various resources from single window along with Remotlog remote access facility for getting access to e-resources from anywhere at any time.

#### LIBRARY INFRA DETAILS

(a)	<b>Total Space (all kind)</b> <ul style="list-style-type: none"> <li>• Central Library-1: 387.87 Sq. Mt.</li> <li>• Pharmacy Library: 163.51 Sq. Mt.</li> <li>• Law Library + Digital Library: (182.09+36) Sq. Mt.: 218.09 Sq. Mt.</li> <li>• SOET Library: 400.00 Sq. Mt.</li> <li>• SOE Library: 211.911 Sq. Mt.</li> </ul>	<b>Total</b> 1381.381 Sq. Mtrs.
(b)	<b>Computer/Communication</b> <ul style="list-style-type: none"> <li>• Central Library: 2 Pcs</li> <li>• Law Library: 19 Pcs.</li> <li>• SOET Library: 1 Pcs</li> <li>• Pharmacy Library: 4 Pcs</li> </ul>	26 Pcs
(c)	<b>Books – Volumes: 52417</b>	52417
	<b>Books – Titles: 8762</b> <ul style="list-style-type: none"> <li>• Central Library: 2484</li> <li>• SOPT Library: 410</li> <li>• Law Library: 1348</li> <li>• SOET Library: 2744</li> <li>• SOE Library: 1776</li> </ul>	8762
	<b>Textbooks</b> <ul style="list-style-type: none"> <li>• Central Library: 7694</li> <li>• Law Library: 2352</li> <li>• SOPT Library: 2835</li> <li>• SOET Library: 31868</li> <li>• SOE Library: 3587</li> </ul>	48336
	<b>Reference Books</b> <ul style="list-style-type: none"> <li>• Central Library: 2207</li> <li>• Law Library: 518</li> <li>• SOPT Library: 241</li> <li>• SOET Library: 750</li> <li>• SOE Library: 365</li> </ul>	4081

### Library Resources at a glance:

Descriptions	As on July 2022
Total No. Book Title	8762
Total No of Text book	48336
Total No. of Reference Books	4081
Total No. of Gifted books	1065
Total No. of subscribed E-books	888
Total no. of E-books available through DELNET & JSTOR	10705+7768 (DELNET+JSTOR)
Total No. of Print Journals	24
No. of Ph.D. Thesis	18
No. of Dissertation	3
Bound Volume Journals	2252
E-Journals	4222+2600 (DELNET+JSTOR)
Non book Materials (CD/DVD)	1155
No. of databases	4

On a regular basis, the University subscribes to research journals and publications such as JSTOR, DELNET Membership, EBSCO, All India Report (AIR), Manupatra, SCC Online, Hein Online etc. E book Platform: Kopy kitab (Multidisciplinary Subjects) & EBC Reader campus edition (Law).

### 24.2 LABORATORIES & EQUIPMENT

With an aim to cultivate research culture, Adamas University has developed world class laboratories which provide students with a wealth of hands-on learning opportunities. Main purpose of the laboratories is to develop the abilities to design and conduct experiments; collect, analyze and interpret data; work independently and also in teams.

Computers are treated as essential tools for conducting business and delivering educational material. The University has thus incorporated the use of IT into the curriculum and provided large number of nodes in the Lab exclusive to business school.

Laboratory	No. of Labs
Biochemistry Lab	3
Biotechnology Lab	5
Chemistry Lab	5
Civil Engineering Lab	5
Computer Lab	11
Electrical and Electronic Engineering Lab	21
Geography Lab	6
Law (Moot Court)	1
Mechanical Engineering Lab and CAD	8
Microbiology Lab	2

Laboratory	No. of Labs
Pharmaceutical Technology Lab	14
Physics Lab	4
Psychology Lab	2
Research Lab	1
Workshop (Mechanical)	6
<b>Total</b>	<b>92</b>

**Glimpse of some of the Laboratories:**



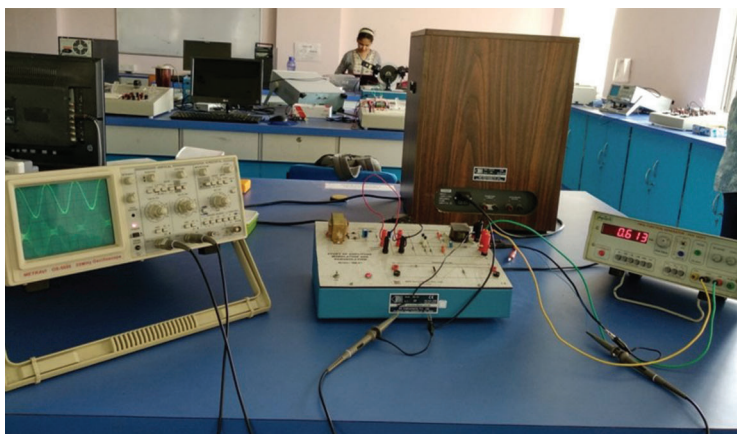
**Bioprocess Technology Lab**



**Chemistry Lab**



**Engineering Laboratory**



Physics Lab



Cartography Lab



Pharmacy Lab



Moot Court

### 24.3 COUNSELLING CENTER

The university is having a dedicated Counselling Centre for the staff and students of the University to enrich their mental health. This is led by excellent team of faculty members from the department of Behavioural Science, some of whom are RCI registered (Dr. Sweta Sah) to heal and repair anyone who have fallen behind their peers, to hold their hands and guide them through the rough times.

For this purpose, the Centre for Psychotherapy and Counselling has been established in 2018 in the Medical Unit of Adamas University. This unit reflects the University's objective that is complete mental health and wellness of all the students of Adamas University.

Contact Person for Counselling:

**Ms. Debopriya Ghatak**

**Phone No.: 9804015752**

**Time: Monday to Friday, 9:30 am to 5:30 pm**

#### 24.4 FOOD AND BEVERAGE FACILITIES

The University has a food court with modern kitchen facility, headed by professionals. The food court is based on self-service concept at the dining hall for the residents, day scholars and staff. It is located at the 1st floor of the (AU-3) building and mezzanine floor of the Law Building. The food court has four servings which includes breakfast, lunch, evening snacks and dinner for all students residing at the campus. Both vegetarian and non-vegetarian meals are prepared at the state-of-the-art kitchen with the best equipment which ensures that a wide array of the cuisines, prepared by our professional Chefs ensuring high standard of hygiene. The dining hall has a seating capacity with 450 students. It spread across 6000 square Ft area.

Breakfast	7:30 am - 10:00 am
Lunch	12:00 pm - 2:30 pm
Evening Snacks	5:00 pm - 6:00 pm
Dinner	7:00 pm – 10:00 pm

There is also a Café Coffee Day Express, Panda Junction, and Ahare Bahare inside the cafeteria of the University.



Another multi-cuisine restaurant will be opening shortly where the students can dine out and have some refreshment at an affordable rate with cuisines from around the globe. This is located on top of the student's Health Club at the 1st floor, in front of the management building.

Contact person for Dining Hall Services:

1. **Mr. Partha Roy (AGM Food & Beverage) Mob-6292190208**  
Email ID: [partha.roy@riceindia.org](mailto:partha.roy@riceindia.org)
2. **Mr. Arindam Chatterjee (Executive Sous Chef) Mob-9748152036**  
Email ID: [arindam.chatterjee@riceindia.org](mailto:arindam.chatterjee@riceindia.org)



Cafeteria with Panda Junction and Ahare Bahare



Café Coffee Day Express

## 24.5 LAUNDRY

### Wash-O-Shop

At Adamas University, every steps are being taken to make students comfortable and feel at home. The University has facility of Laundromat with well-equipped and environment friendly washing machines. This facility is available for all students, faculty members and staffs who are residing at AKC campus at nominal charges.

**Timing: 8 AM – 8PM**

**Day: Seven days a week**

## 24.6 HOSTEL AND RESIDENTIAL ACCOMMODATION

Adamas Knowledge City, which houses Adamas University, has been built with the vision of an educational hub where faculty and students would live on one campus to pursue excellence in learning, teaching and research.

Student hostels, at full strength, will be able to accommodate around 1308 students. Hostel rooms are spacious, fully furnished, with AC and non-AC facilities, and Wi-Fi enabled, so that students can always do their research and studies. The hostels are provided un- interrupted power, through backup generators in order to provide 24-hour's electricity supply, water heaters, water freezer, etc. There are separate hostels for boys and girls with three, two and single-bed rooms, each supervised by a responsible hostel warden and their team to ensure smooth operations and comfort of the students.

Further, University also have provision for Residential Accommodation.

<b>Faculty Residences</b>	Total 35 Flats (2BHK & 3BHK)
<b>Boys Hostel</b>	Maximum capacity 670 beds on single/ double/triple Sharing
<b>Girls Hostel</b>	Maximum capacity 404 beds on single/ double/triple Sharing

### CONTACT DETAILS:

Hostel Superintendent: 8336951810

Hostel Warden (Girls Hostel) 1: 9073905725

Girls Hostel 2: 9836475296

Hostel Warden (Boys Hostel): 8479918002

(Refer Appendix 5)



## 24.7 STUDENTS' COMMON ROOMS

The students' common rooms are located in Boys Hostel 1st floor – 5th floor, old girl's hostel 1st floor – 3rd floor and new girl's hostel ground floor of the University. There are indoor sports facilities such as Badminton Court, Basket Ball Court, and many other board games. The common rooms are equipped with the big state of the art projection screen for playing movie shows, presentation, music, etc. There are provisions for arranging small birthday parties with the prior approval of the Warden. The common rooms are manned by one attendant round-the-clock for any assistance. The rules and regulations of the common room are available with the attendant/ U Hall staff and needs to be followed by all students.

## 24.8 WELLNESS AND HEALTH

The University Wellness and Health Centre (Medical Unit in Management building) is a well- equipped center with 5 beds and primary care facilities attended by qualified medical practitioners. The University also has an agreement with the Apollo Clinic, Barasat, and the nearest multi-specialty healthcare facility. Emergency cases or student requiring special care, are taken to hospital in an ambulance, which is permanently stationed in the campus and operating on a 24X7 basis. All-important medical cases needing specific attention, are reported to the Wardens, Student Affairs and parents / local guardians through voice call. The Centre periodically organizes health check-up camps and physiotherapy sessions for students and staff.

### Contact Details:

**AKC 24\*7 Service: 9073905727**



24\*7 Ambulance, Pharmacy Store, and Medical Center with 24\*7 doctor facility with medicines and facilities of oxygen and bed inside campus

## 24.9 GYMNASIUM AND YOGA CENTER:

A gym and yoga center are available at AKC campus as physical activity contributes to mental wellbeing of students and staffs. We also have a gym trainer at the gym center who assists the students and employees with the physical exercise and giving proper direction regarding usage of gym instruments.



Yoga Center

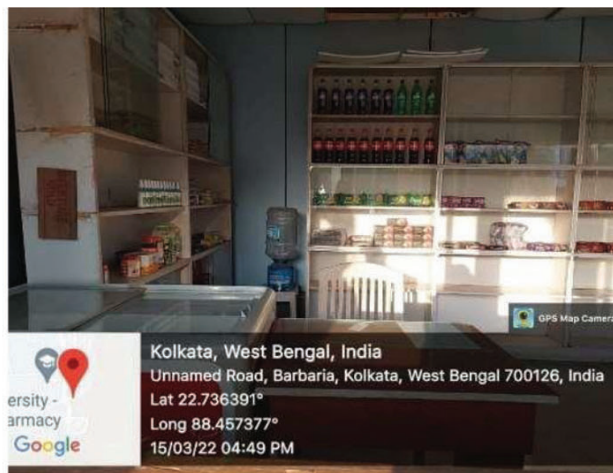
Gymnasium

#### 24.10 OTHER AMENITIES:

Inside the university campus, a copier center, stationary shop, the confectionery store, and Family salon is also present.  
(For Transport Facilities refer Appendix 6)



Copier Center



Confectionery store



Salon @ Grace

## 25. FACILITIES MANAGEMENT SERVICES

Facilities Management Team works round the clock to ensure highest standards of cleanliness in and around the campus. Providing world class facilities to all the residents, faculty, staff and visitors is the main focus of the facility management team. The Housekeeping services are provided on 24x7 basis in Adamas University campus.

**House-Keeping-In-Charge: Dhruvajyoti Dutta: 8910297362**

**Security Officer: Nilay Banerjee: 9007954755**

**Electrician: Mr. Pradip Kumar Ghosh: +91 6289511164**

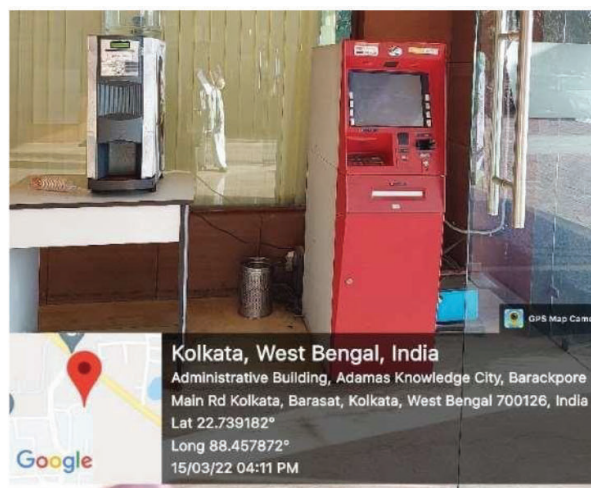
**IT Department: Mr. Tathagata Roy: +91 9874081428**

### 25.1 BANK AND ATM SERVICES

There is a Bank of India Bank Branch inside the campus to cater to the needs of students and staff. There is an ATM machine in the campus by ICICI Bank situated in the ground floor, AU administration Block Office.

ICICI Bank Customer Toll Free Number: 18002003344 (Time: 9.00 a.m to 6.00 pm; Day: Monday to Friday)

Bank of India, AIT Campus, Barasat Branch, Contact Number: 9163958240



BOI Bank and 24\*7 ATM facility at campus

### 25.2 SECURITY SERVICES

The campus is guarded by well-trained security guards including lady guards equipped with communication sets at gates and in hostel blocks. Night patrolling is done by armed guards. A strong perimeter wall along with security lights adds to the safety of the campus inhabitants. The campus remains under observation through CCTV cameras positioned at strategic points round-the-clock. Any unauthorized entry/exit is monitored by dedicated CCTV control room.

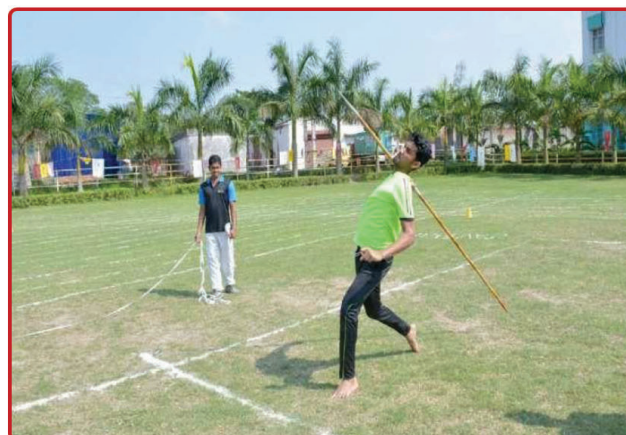
Sr.	Name	Designation	Department	Contact Number
1	Mr. Chayan Chowdhury	Security Officer	Security	9804271374/9563690219
2	Mr. Milan Kumar Saha	Security Officer	Security	8926689804
3	Mr. Vikash Kumar Prasad	Security Officer	Security	7003142067
4	Mr. Kumaresh Rishi Das	Security Guard	Security	9748305505
5	Mr. Gautam Verma	Security Guard	Security	8777878398
6	AKC Main Gate	-	Security	8336959262

### 25.3 FIRE SAFETY SERVICES

University has well trained fire staff in each shift to attend/control any type to fire incident in campus. All blocks/buildings are well equipped with firefighting equipment and fire detection system/arrangements.

Sr.	Name	Designation	Department	Contact Number
1	Mr. Chayan Chowdhury	Security Officer	Security	9804271374/9563690219
2	Mr. Milan Kumar Saha	Security Officer	Security	8926689804
3	Mr. Vikash Kumar Prasad	Security Guard	Security	7003142067
4	Bipul Chakraborty	Fire Technician	Fire	8538038117
5	Indranil Paul	Fire Man	Fire	6291859480
6	AKC Main Gate	-	Security	8336959262

### 25.4 SPORTS FACILITY



The Sports Department aims to promote sports spirit at the regional level while achieving global standards. The university has taken many initiatives including the implementation of Sports scholarships and direct admission under the sports quota to promote sports in West Bengal, India. University has well-equipped Indoor Sports Facilities, headed and monitored by the Sports department. Adamas University has set up independent sports units catering to various sports, including football, cricket, table tennis, volleyball, basketball, chess, badminton, and tennis.

With state-of-the-art facilities on the campus including Cricket Ground, Basketball Court, Football Ground, Multi-gym Station, fitness programs, and sports tournaments, the University provides opportunities for students, faculty members, and staff who aspire for more in- depth sports experience. The table below shows a summary of the facilities:

## HIGHLIGHTS OF SPORTS FACILITIES AT ADAMAS UNIVERSITY:

### Outdoor Sports Facilities

Sr.	Sports/Game	Description	Unit	Dimension
1	Football	Lust Green Field	2	65 M X 50 M and 80M X 58M
2	Volleyball	Standard Courts	2	18 M X 9 M
3	Cricket	Lust green field along with 2 practice Pitch	2	65 M X 50 M and 80M X58M
4	Kabbadi	Standard Court	2	10 M X 13 M
5	Badminton	Standard Court	5	13.40 M X 6.10 M
6	Basketball	Standard Court	2	36 M X 19 M
7	Lawn Tennis	Standard Court	1	36 M X 18 M
8	Track & Field	400 M Running Track ,1 Shotput, 1 Long Jump	1	450 M
9	Karate	Standard	1	8 M X 8 M

### Indoor Sports Facilities

Sr.	Sports/Game	Description	Unit	Dimension
1	Badminton	Standard Court	3	13.40 M X 6.10 M
2	Table Tennis	Standard T.T. Table	2	2.74 X 1.525 M
3	Chess	Standard Board	4	-
4	Carom	Standard Board	2	-
5	Boys Hostel Common Room	Wi-fi available	1	9 sq mtr

### Staff Details

**Ms. Madhubanti Bhattacharjee, Assistant Director: 9748491378**

**Tapan Ghosh, Sports coordinator: 9339833480**

**Shri Sukanta Banerjee, Football coach: 8910396491**

**Shri Rakesh Nayek, Indoor In-charge 9836703926**

## 25.5 IT FACILITY

Adamas University (AU) recognizes the demand for rising digitalization in Higher Education and focuses on the appropriate financial provisions on the development of IT infrastructure to support all levels of the University's functioning including Governance, Academics, and Research. AU has multiple links to establish communication across the support offices and schools. The Internet Leased Line (ILL) and Broadband services have been taken from two different services providers.

AU also has an MPLS link to establish communication between offices with the following specifications:

- ILL (Internet Leased Line) – 200Mbps, taken from Airtel, used for office work for staff, Internet browsing, and conducting an online class
- Broadband – 100Mbps, taken from Alliance, used for internet browsing and backup of other links and facilitating the student and faculty to stay connected with the world.
- MPLS (Multi-Protocol Label Switching) Link – 25Mbps, taken from Airtel, used for the office network.

The Class Rooms, Labs, and Offices are secured with copper LAN enabled along with a WiFi facility.

On the University Campus, all the buildings, and classes are ICT-enabled and equipped with a projector, wifi, and LAN, with a secured internet kiosk facility. Network and Sound systems are enabled in Seminar Hall, Conference Hall, and Convention Centre.

Adamas University is using Star topology in its network architecture. At university, a Core Switch is available at the central location. All the other building's Distribution Switches are directly connected through optical fiber cable and all the floor's Access Switches are connected through copper cable from the distribution switch of that building. Here we follow the 3-Layer network architecture model (Core-Distribution-Access). We are at Adamas using 802.1x network-level authentication to protect our networks from unwanted authentication. There is a Radius authentication. Internet is also protected through Firewall at the gateway level. AU has auto internet failover configured with different ISPs.

Desktops/Laptops are having Microsoft Defender / Microsoft Security essential installed to protect from malicious activities. University is using client-server architecture and has different VLANs for different segments. AU manages the internal network from the centrally managed server. Most of the educational applications and software' are run through this client- server architecture.

AU is having Microsoft Volume license to enable advanced protection. TCSS ion is the ERP for university management systems running on the SAAS model. University has CANVAS LMS to smoothly run teaching-learning and evaluation processes.

## 26. INTERNATIONAL RELATIONS

The Office of International Relations spearheads all international collaborations with leading universities with the objective of providing a seamless environment beyond national boundaries for teaching, learning, and research for the University. It provides a variety of opportunities for students and faculty members to connect with students and teachers of international universities through online/offline joint seminars, webinars, workshops, conferences, events, joint research, joint funded projects, and student and faculty exchange schemes, etc. The role of the office is to facilitate and support schools in their work relating to these collaborative programs.

The University has established a strong foothold having collaborations with 63 universities in 28 countries Argentina, Armenia, Australia, Bangladesh, Bhutan, Canada, China, Germany, Hungary, Indonesia, Israel, Italy, Latvia, Malaysia, Morocco, Mongolia, Nepal, Niger, Philippines, Poland, Romania, Russia, Slovakia, Spain, Taiwan, Turkey, UK, Ukraine and USA.

### SCHOOL COORDINATORS OF INTERNATIONAL RELATIONS

- Prof. Dr. Arindam Mitra, SOLB
- Mr. Sayak Pal, SOMC
- Dr. Mukulika Dattagupta, SOLACS
- Mr. Shivam Pandey, SOLJ
- Dr. Nilanjan Ray, SOBE
- Ms. Parama Kundu, SOE
- Dr. Subrat Kumar Bhattamisra, SOMS
- Dr. Abhishek Santra, SOBAS
- Dr. Mohammad Zubair, SOET

For additional information and queries related to International Relations, please contact:

**Dr. Parimal Chandra Biswas, Director, International Relations**

**Email:** [parimalchandrabiswa@adamasuniversity.ac.in](mailto:parimalchandrabiswa@adamasuniversity.ac.in)

**Mobile:** +91 8479918001

**Mr. Subhayan Bhattacharjee, Joint- Director, International Relations**

**Email:** [subhayan.bhattacharjee@riceindia.org](mailto:subhayan.bhattacharjee@riceindia.org)

**Mobile:** +91 9830940172

**(Refer Appendix- 1)**

## 27. CENTRE FOR INCUBATION AND E-YUVA CENTRE (BIRAC)

Entrepreneurship Development is a major focus of education in today's context. The world needs to shift the focus from 'job seekers' to 'job givers'. This paradigm shift depends on the inculcation of innovation and creation of start-up culture amalgamated in the academic settings. The Centre for Incubation has been set-up not only for the benefit of the students but also to serve the larger community. Dr. Saptarshi Chatterjee heads the Centre as Associate Director. The E-YUVA (Empowering Youth for Undertaking Value Added Innovative Translational Research) Centre was established in 2021 with the support of BIRAC (Biotechnology Industry Research Assistance Council, A Govt. of India enterprise) to promote a culture of applied research and need oriented (Societal or industry) entrepreneurial innovation among young students and researchers. Have established 1st E-YUVA center in Eastern India at the campus supported and funded by Biotechnology Industry Research Assistance Council (BIRAC) (a Govt. of India Enterprise) to promote culture of applied research and entrepreneurial innovation among students and researchers.

### COLLABORATIONS:

- IIT Guwahati (Bio-NEST Partner of E-YUVA Centre)
- BOSCH (Industry Academia Collaboration Centre)
- TurnIP (Industry Partner)
- Kanchrapara College, University of Kalyani (Academic Partner)
- Youth Aid Foundation (Social Entrepreneurship partner)
- Gossip Corner Pvt. Ltd (Start-up Partner)

### IMPACT CREATED:

- Pre-Incubates (Students) enrolled : 10
- Incubate: 04
- Collaboration: 05
- Funding Received: 2.7 Cr +
- Programs Conducted: 50 +
- Students Trained: 1000 +
- Funded by: BIRAC, Innovation Cell (MoE, GoI) NSTDEB (GoI), NRDC (GoI)



Contact Person:

**Dr. Saptarshi Chatterjee, Associate Director (Incubation)**

**Email: [saptarshi.chatterjee@adamasuniversity.ac.in](mailto:saptarshi.chatterjee@adamasuniversity.ac.in)**

**Mob: +91 701663667**

## 28. CAREER DEVELOPMENT CELL

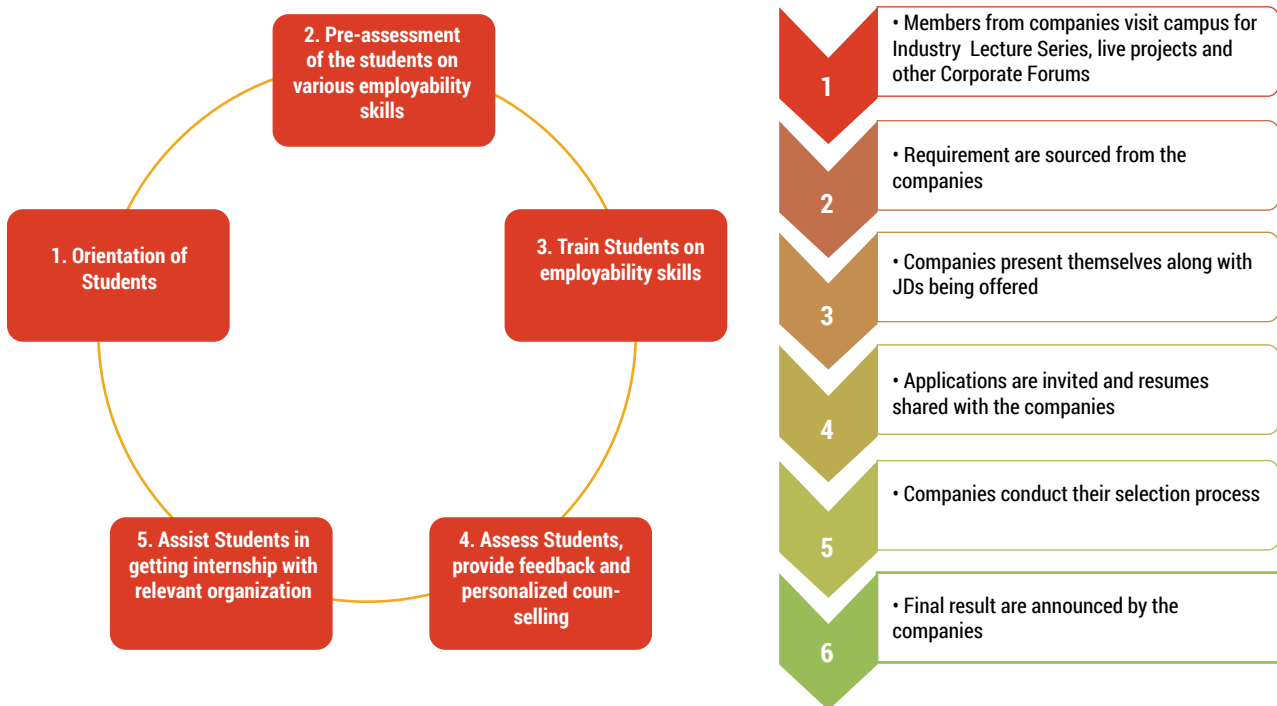
Adamas University merely does not just provide theoretical academic education but lays a great stress on making its students career-ready for the New Age economy. Practical exposure combined with extremely high-quality academic rigor provides its students with the tools and knowledge necessary to meet high aspirations of students and parents alike and achieve the goals set forth at the commencement of program.

Career Development Cell (CDC) of the University reaches out to top corporates to establish lasting relationships. In the last six years, CDC has so far managed to establish a strong relationship with above 1000+ nationally and internationally reputed corporates. Apart from this, the University also provides a comprehensive career support services for all students like Industry mentors, life skills programs and online recruitment portal.

CDC also provide different soft skill and emerging skill training programs, conducts celeb talks, internship and industry visit for students. During the pre-final year of all the programs, CDC has arranged multiple companies to complete internship for each and every student.

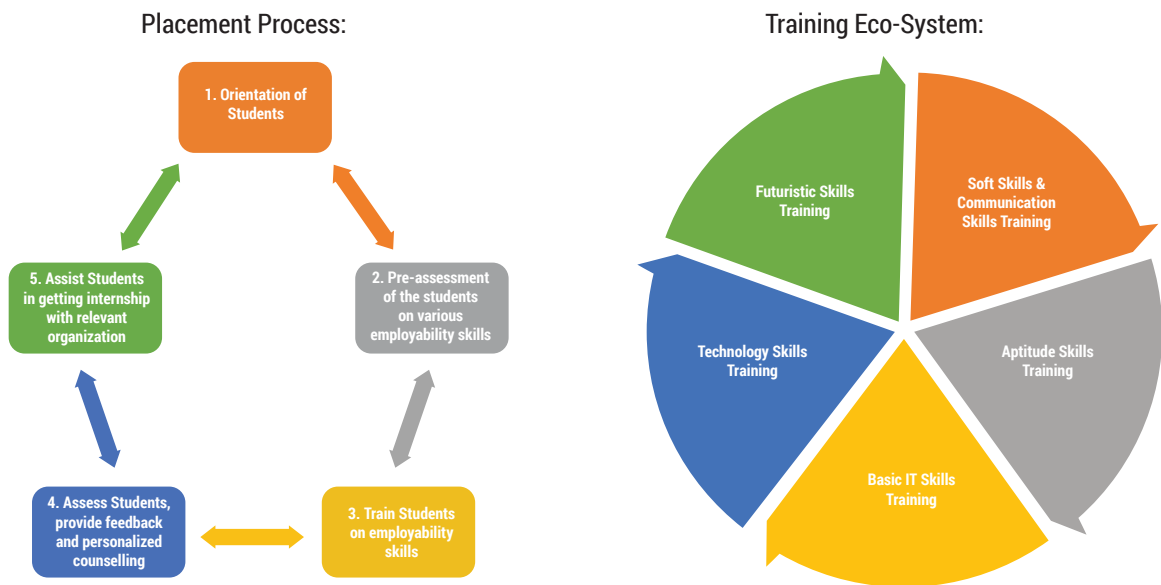
### CAREER DEVELOPMENT PROCESS

1. Register at the beginning of session to career services and updating students' information with documents, skill sets and interests in our automated system called Superset.
2. Collection of student's profile
3. Assessment of students through counselling session to measure their domain-abilities, data interpretation and problem-solving skills
4. Reaching out to corporates to organize professional training on advanced topics to develop communication / presentation skills and personality development of the student.
5. Contacting corporates for internships and PPOs. Inviting them to our campus to meet students and know about university.



Placement activities

## PLACEMENT ORIENTED TRAINING ECO-SYSTEM



Interactive Interview Handbook for intensive preparation:

### Evaluation through External Agencies:

Adamas University believes in all round development of the students. To ensure the same AU has signed MoU with several external agencies to evaluate its students. i.e. AMCAT, Constellation, Micro Pro. Along with that CDC is completely automated with Superset platform.



### Employability Score Card:

We believe that every student should have the right set of skills & opportunity to pursue the career of their choice. In order to extend right opportunity to right candidate Career Development Cell at Adamas University has come up with the concept of Employability Score Card. It helps the students to improve consistently in their learning curve.

For any queries, please contact

**Mr. Abhijit Giri**

Director, Career Development Cell (CDC)

Email: [abhijit.giri@adamasuniversity.ac.in](mailto:abhijit.giri@adamasuniversity.ac.in)

## 29. QUALITY ASSURANCE AND ACCREDITATION

Adamas University recognizes that quality assurance is a shared responsibility of the entire University community and has established a separate office of Quality Assurance and Accreditation (QAA) in the year 2020. The University has also established the Internal Quality Assurance Committee (IQAC) for considering recommendations from different stakeholders for matters relating to the quality of academic and administrative functions of the University.

Quality Assurance has the mandate to develop and implement various guidelines and internal academic audit systems in addition to external assessment and accreditations for continuous quality assurance and enhancement of the University. The Office of Quality Assurance at Adamas University provides an academic model of quality excellence AU Internal Quality Assurance Framework (IQAF) within which each school can examine and enhance the quality of teaching, learning, and assessment, to ensure that they achieve this aspiration of excellence. Also, tries to bring out holistic approaches aiming to develop good, thoughtful, well-rounded, and creative individuals.

The Office of Quality Assurance and Accreditation also focuses to ensure a rich learning experience for students and teachers that includes activities such as conducting Orientation Programs & Academic Benchmarking Series (a bi-monthly online lecture series) on quality issues; conducting collaborative quality initiatives with other institutions(s) for networking and branding; receiving & analyzing feedback from stakeholders and taking action on the suggestions; dissemination of good practices. The Office initiated celebrating the month of November as Quality Month to foster quality culture on the campus which is one of its kind and mainly prevalent in the industry sector.



Picture 1: Release of 'Internal Quality Assurance Framework & Guidelines for Assessment'   
 Picture 2 : A glimpse of IQAF Audit sessions

**ACADEMIC BENCHMARKING SERIES**  
An initiative by Internal Quality Assurance Cell

**LEADERSHIP TALK:**  
**GLOBALIZATION OF QUALITY IN HIGHER EDUCATION**  
WEDNESDAY, JULY 28 2021 | 3:30 PM to 5:00 PM (IST)

**Prof. (Dr.) Deependra K. Jha**  
Dr. Deependra Kumar Jha is the Vice Chancellor of Adamas University. He has more than 22 years of experience in research, teaching and administration. Dr. Deependra Jha also served as Vice Chancellor of University of Petroleum and Energy Studies (UPES), Dehradun and Vice Chancellor of O.P.J.S. University, Gurgaon. He received his Doctor of Engineering degree in electrical engineering from Tohoku University, Japan. He received the honor 'Man of the Year 2017' by International Board of Research of the American Biographical Institute. He is reviewer of many international journals. Is a member of several professional organizations including IEEE. He has published research papers in various journals. He has system awarded on his name on Reserve Operating System, Method and Program.

**Prof. Mahsood Shah**  
Mahsood Shah is a professor and Dean of Mechanical Engineering at the Faculty of Engineering, Adamas University. In this role, he provides overall leadership and management to the campus. He led learning and teaching at several Australian universities including La Trobe University, Central Queensland University and University of Newcastle. His areas of research include quality in higher education, measurement and enhancement of student experience, student retention and attrition, student engagement in quality assurance, international higher education, and private higher education. Mahsood is an ISO9001 Registrar and he is also an internal quality reviewer with international quality assurance agency in New Zealand, Hong Kong and Mauritius. Mahsood has also coordinated AACSB accreditation of a Business School.

Abs Academic Benchmarking Series: ABS is a bi-monthly online event series by Office of Quality Assurance & Accreditation (QAA). Through this event we hope to create a platform for higher education experts across India and abroad to explore the future of higher education, the evolving education landscape and emerging trends and challenges in Quality Assurance & Accreditation.

**ADAMAS UNIVERSITY**  
**QUALITY MONTH**  
NOVEMBER 2021

**A Panel Discussion on Reimagining Higher Education Quality: Stakeholders' Perspective**

**CHIEF PATRON**  
Prof. (Dr.) Deependra Kumar Jha  
Vice Chancellor

**PATRON**  
Prof. (Dr.) Mahsood Shah  
Dean, Faculty of Engineering

**SPEAKERS**  
Chandan Majumdar (CEO, IIT Madras)  
Prof. (Dr.) Naveen Datta (Vice-Chancellor, Adamas University)  
Prof. (Dr.) Jitendra K. Pandey (Vice-Chancellor, Adamas University)  
Rajeshree Upadhyay (Quality Manager, IIT Madras)  
Dr. Santosh Ghosh (Dean, Faculty of Engineering, Adamas University)  
Shubilla Dutta Gupta (Dean, Faculty of Engineering, Adamas University)  
Sharmista Dutta Gupta (Dean, Faculty of Engineering, Adamas University)  
Tushita Ghoshal (Dean, Faculty of Engineering, Adamas University)

**MODERATOR**  
Jyoti Bansal (Director, Quality Assurance and Accreditation)

**DATE AND TIME**  
Tuesday 30th November 2021 | 11:00 AM – 1:00 PM  
AU Auditorium, AU Building 1, Adamas Knowledge City

**SUSTAINABILITY: IMPROVING PEOPLE, PROCESS AND POLICY.**



Picture 4: ABS Lecture Series   
 Picture 5-7: Glimpse of Quality Month celebration at Adamas University

Comments and suggestions for continuous quality enhancement of the University's facilities and amenities are welcome. Please write to [quality.assurance@adamasuniversity.ac.in](mailto:quality.assurance@adamasuniversity.ac.in).  
Ms. Jyoti Bansal, Director – Quality Assurance and Accreditation  
Work Phone: 7293900000

## 30. CENTRE FOR LIFE LONG LEARNING

Centre of Professional studies has been rechristened as Centre of Life Long Learning (CLL) with a focus on the development of skills on a continuous basis, learning and development focusing on skilling, reskilling and upskilling, and career development of the student through various competitive exams like IAS, WBCS, GATE, NET, GRF, ILTS, TOEFL and all such activities which directly support continuous updating of knowledge and skill making the individual relevant in society/community and ensure his satisfaction. There are three verticals of the Centre for Life Long Learning:

- **Like Skill Division** – addressing all the courses, trainings on communication, personality development, foreign language courses and such other programs as directed and decided by competent authorities.
- **Professional Skill Division** – addressing all competitive examinations like WBCS, Civil Services / IAS and allied, other Government job examinations, GATE, NET / JRF, GRE and such other competitive job examinations and/or higher-level admission/foreign studies examinations, as decided from time to time.
- **Upskill Division** – addressing all the skill development programs for upskilling / reskilling / fresh skill-based courses – in digital, physical, blended mode based on Skill GAP Studies and the market demand; continuing education programs – short term/long term and such other programs as decided from time to time.

### FEATURES:

- Various life skill program making a student competitive, suitable and job oriented and thus enhancing their employability potential.
- Skilling, upskilling and reskilling to make one relevant in the changing industrial domain as well as in society.
- Opportunity to students for various competitive exam like IAS, WBCS, GATE, NET / JRF, IELTS, TOEFL, CAT, MAT etc.
- Foreign language courses with special focus on German, French and Spanish.
- Industrial tie-up for industry-oriented programs for enhancing employability of the student.
- Soft skill training, Personality Development, Grooming, Aptitude training.
- Faculty Development Programs and Management Development Programs offered.
- Focus on Rural Skill Upgradation, capacity building and employment generation.
- Joint collaborative skill development programs, assessment and certification.
- Management Development Programs in solo mode and/or collaborative mode
- Industry-Institute linkages

### COURSES OFFERED:

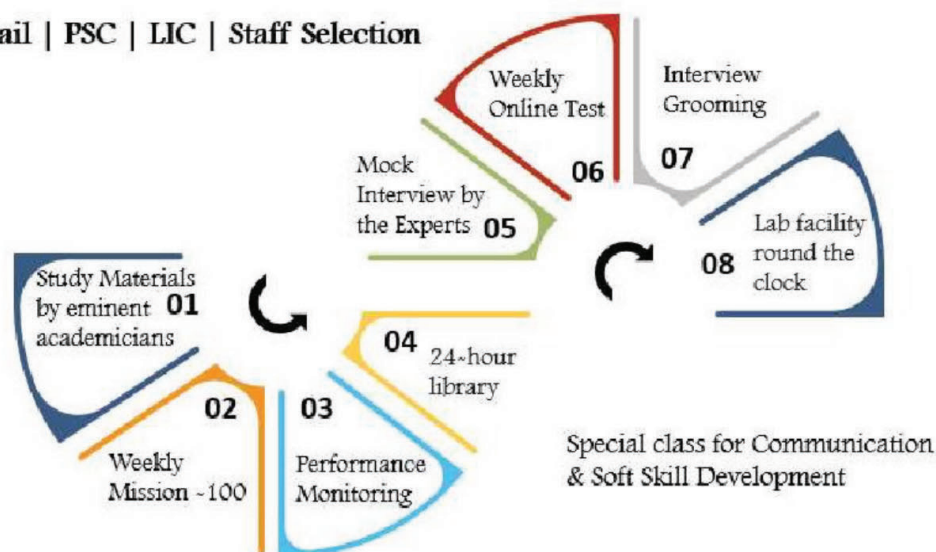
- Courses for Skill development focusing on Industry 4.0 collaborating program with industry making the students industry ready and thus enhancing their employability (ranging from Certificate level to Diploma to P. G. Diploma).
- Certificate level International & Foreign Language Courses: German, Spanish, French.
- Certificate/Diploma Courses on various industrial skills with Industrial collaboration.
- Faculty Development and Management Development Program.
- Training for GATE, NET, TOEFL, CAT, and MAT etc.
- Value - Added courses.
- Courses on Human Values and professional Ethics (Pan University – IV Semester students.)
- Govt. Job Preparatory Course (Residential & Day Scholar): WBCS & UPSC Bank | Rail | PSC | LIC | Staff Selection
- Rural skill upgradation and capacity building courses focusing on rural employment generation



# GOVT. JOBS

## AU Govt. Service – Residential Program

WBCS & UPSC Bank | Rail | PSC | LIC | Staff Selection



Govt. Jobs Preparatory Course (Residential and Day Scholar)

The faculty members come with domain expertise and in-depth knowledge of growing industry sectors. They encourage a hands-on approach to learning and develop skill sets that can be immediately employed in the work environment. This in-house department is dedicated to help students in getting the most out of their education by providing them with guidance and mentorship. We facilitate the student development by customized career action plans that will achieve their professional and personal goals for a lifetime.

For any queries, please Contact:

**Dr. Anil Kumar, Director, CLL**

**E-mail: [anil.kumar@adamasuniversity.ac.in](mailto:anil.kumar@adamasuniversity.ac.in)**

## 31. DEPARTMENT OF STUDENT AFFAIRS

The Student Affairs Cell of the Adamas University is dedicated to the welfare of the students by facilitating their overall development through co-curricular activities. It intends to create a positive environment by encouraging fruitful interactions among students and faculties and thereby, facilitate the progress in both academic and non-academic activities.

### Objectives of the Student Affairs

- To ensure adequate provision of all welfare services to students.
- To facilitate effective communication between the student community with the University Administration.
- To facilitate the effective management of all club's activities within the University.
- To offer guidance and counselling in all respects to students in times of need.
- To develop and sustain recreational activities to all students.
- To maintain a positive environment in the university, favorable to learning, by ensuring a safe and secure environment.
- To foster a realistic and integrated identity; enhancing their self-efficacy; develop the interest, abilities and emotional management.
- To promote overall growth and development of the students and ensure a productive academic growth for all.

### Student Affairs Activities:

- Student Facilitation Centre
- Club Activities
- Student Wellness Centre
- Student Events

### Student Affairs Team

Name	School Name
Dr. Kausheyee Banerjee	SOLACS
Dr. Supratim Karmakar	SOBAS
Dr. Gouranga Patra	SOBE
Ms. Parama Kundu	SOE
Ms. Riya Sil	SOET
Dr. Jayita Moulick	SOLJ
Ms. Madhumita Roy	SOLACS
Ms. Piyali Das	SOLB
Ms. Swati Chandak	SOMC
Mr. Saptarshi Sanyal	SOMS

### Student Governing Body

The Student Governing Body of the Adamas University is made up of Student Representatives from nine schools. Additionally, from each school, there are five more students in the committee.

### Purpose of the Student Governing Body

- To bridge communication between students and the Student Affairs Cell.
- To help resolve issues related to student's welfare.
- To help organize students' events on a regular basis.

### Student Facilitation Centre: One-Stop Solution for all Students

Adamas University has taken a unique initiative for students by establishing “STUDENT FACILITATION CENTER”. The aim of the centre is to provide you with a single-window solution for all your queries and problems. We take pride in creating and sharing a welcoming space for all the students in the real-time and virtual world. During your life at Adamas, the Centre will try to resolve all of your issues.

#### Visions of the Student Facilitation Centre:

- Providing important services under one roof to the students
- To facilitate and resolve the students' non-academic issues..
- To reduce the response time and increase the satisfaction quotient among the students.

#### Services Provided:

- Documents and Information related to Examination Department
- Documents and Information related to Office of the Registrar
- Information related to IT Support
- Information related to Accounts Department

For any queries, please contact:

**Mr. Sanjib Hari**

**Assistant Registrar and Head, Student Facilitation Centre: 8479918015**

**You may mail to: [sfc@adamasuniversity.ac.in](mailto:sfc@adamasuniversity.ac.in)**

#### Club Activities:

Adamas University has 14 clubs which caters to the co-curricular needs of the students. The club's activities are chiefly coordinated by Student Representatives while the Faculty Mentors supervise all activities. These include organizing students' events, inviting guests for interacting with students, organizing competitions, doing technical projects and even publishing articles and patents.

CLUB NAME: FILM AND DRAMA CLUB KISSEWALA	
FACULTY MENTOR NAME 1	Ms. Debopriya Ghatak Email: <a href="mailto:debopriya.ghatak@adamasuniversity.ac.in">debopriya.ghatak@adamasuniversity.ac.in</a>
FACULTY MENTOR NAME 2	Ms. Noveena Chakravorty Email: <a href="mailto:noveena1.chakravorty@adamasuniversity.ac.in">noveena1.chakravorty@adamasuniversity.ac.in</a>
STUDENT COORDINATOR 1	Prithwish Panda (SOMC) Email: <a href="mailto:prithwish.panda@stu.adamasuniversity.ac.in">prithwish.panda@stu.adamasuniversity.ac.in</a> Ph. No. 9883453799
STUDENT COORDINATOR 2	Ankur Datta (SOMC) Email: <a href="mailto:ankur.datta@stu.adamasuniversity.ac.in">ankur.datta@stu.adamasuniversity.ac.in</a> Ph. No. 8777867782

CLUB NAME: MUSIC CLUB (Musicorum)	
FACULTY MENTOR NAME	Dr. Supratim Karmakar Email: <a href="mailto:supratim1.karmakar@adamasuniversity.ac.in">supratim1.karmakar@adamasuniversity.ac.in</a>
STUDENT COORDINATOR 1	Sayani Bhattacharyya (SOLB) Email: <a href="mailto:sayani.bhattacharyya@stu.adamasuniversity.ac.in">sayani.bhattacharyya@stu.adamasuniversity.ac.in</a> Ph. No. 9883453799
STUDENT COORDINATOR 2	Soumyadeep Datta (SOLB) Email: <a href="mailto:soumyadeepdatta@stu.adamasuniversity.ac.in">soumyadeepdatta@stu.adamasuniversity.ac.in</a> Ph. No. 9674949395

CLUB NAME: SOCIAL WORK CLUB (EMPATHY)	
FACULTY MENTOR NAME	Ms. Jayita Moulik Email: jayita.moulik@adamasuniversity.ac.in
STUDENT COORDINATOR 1	Brati Chakraborty (SOLB) Email: brati.chakraborty@stu.adamasuniversity.ac.in Ph. No. 9123017157
STUDENT COORDINATOR 2	Jhulik Gupta (SOLJ) Email: jhulik.gupta@stu.adamasuniversity.ac.in Ph. No. 7365840233

CLUB NAME: ENTREPRENUERSHIP CLUB	
FACULTY MENTOR NAME	Ms. Soodipa Chakraborty Email: soodipa.chakraborty@adamasuniversity.ac.in
STUDENT COORDINATOR 1	Debopam Sarkar (SOBE) Email: debopamsarkar@stu.adamasuniversity.ac.in Ph. No. 6295572153/9933091371
STUDENT COORDINATOR 2	Onkar Bhadra (SOBE) Email: onkarbhadra@stu.adamasuniversity.ac.in Ph. No. 6296680677

CLUB NAME: HEALTH CLUB	
FACULTY MENTOR NAME	Ms. Nabamita De Email: nabamita.de@adamasuniversity.ac.in
STUDENT COORDINATOR 1	Suman Kalyan Sanki (SOMS) Email: suman.kalyan.sanki@stu.adamasuniversity.ac.in Ph. No. 6296632175
STUDENT COORDINATOR 2	Priyanshi Garodia (SOLACS) Email: priyanshi1.garodia@stu.adamasuniversity.ac.in Ph. No. 8017272192

CLUB NAME: BIOTECH CLUB	
FACULTY MENTOR NAME	Dr. Manoj K. Singh Email: manoj.k.singh@adamasuniversity.ac.in
STUDENT COORDINATOR 1	Sagnik Saha (SOLB) Email: sagnik.saha@stu.adama suniversity.ac.in Ph. No. 9836021940
STUDENT COORDINATOR 2	Anusuya Patra (SOLB) Email: anusuya1.p atra@stu.adamasuniversity.ac.in Ph. No. 9875435761

CLUB NAME: ROBOTICS CLUB	
FACULTY MENTOR NAME	Ms. Rupanwita Das Mahapatra Email: rupanwita@adamasuniversity.ac.in
STUDENT COORDINATOR 1	Diganta Das (SOET) Email: diganta.das@stu.adamasuniversity.ac.in Ph. No. 9874543229
STUDENT COORDINATOR 2	Anushka Khatua (SOET) Email: anushka.khatua@stu.adamasuniversity.ac.in Ph. No. 9832917009

CLUB NAME: LITWIZ CLUB	
FACULTY MENTOR NAME	Dr. Samhita Sanyal Email: samhita.sanyal@adamasuniversity.ac.in
STUDENT COORDINATOR 1	Amalita Das (SOLB) Email: amalita.das@stu.adamasuniversity.ac.in Ph. No. 8420434289
STUDENT COORDINATOR 2	Sauvik Pan (SOLACS) Email: sauvik.pan@stu.adamasuniversity.ac.in Ph. No. 9064281908

CLUB NAME: JHANKAR CLUB	
FACULTY MENTOR NAME	Dr. Kasturi Mukherjee Email: kasturi.mukherjee@adamasuniversity.ac.in
STUDENT COORDINATOR 1	Debkanya Dey (SOLACS) Email: debkanyadey@stu.adamasuniversity.ac.in Ph. No. 8334064468
STUDENT COORDINATOR 2	Soujanna Das (SOLACS) Email: soujanna.das@stu.adamasuniversity.ac.in Ph. No. 8697351353

CLUB NAME: ARTSYM CLUB	
FACULTY MENTOR NAME	Mr. Tanmay Samanta Email: tanmay.samanta@adamasuniversity.ac.in
STUDENT COORDINATOR 1	Raka Hazra (SOBAS) Email: raka.hazra@stu.adamasuniversity.ac.in Ph. No. 9564024212
STUDENT COORDINATOR 2	Suvrodip Saha (SOMC) Email: suvrodipsaha@stu.adamasuniversity.ac.in Ph. No. 9064418537

CLUB NAME: NATURE NURTURER'S CLUB	
FACULTY MENTOR NAME	Dr. Indrani Ghosh Email: indrani.ghosh@adamasuniversity.ac.in
STUDENT COORDINATOR 1	Saptarni Chakraborty (SOBAS) Email: saptarni.chakraborty@stu.adamasuniversity.ac.in Ph. No. 7003496485
STUDENT COORDINATOR 2	Mriganka Saha (SOLB) Email: mriganka.saha@stu.adamasuniversity.ac.in Ph. No. 9123361389

CLUB NAME: RECITATION CLUB	
FACULTY MENTOR NAME	Ms. Sreeparna Roy Email: sreeparna.roy@adamasuniversity.ac.in
STUDENT COORDINATOR 1	Riddhiman Chattopadhyay (SOLACS) Email: riddhiman.chattopadhyay@stu.adamasuniversity.ac.in Ph. No. 7603008600
STUDENT COORDINATOR 2	Sreemoyee Chakraborty (SOLACS) Email: sreemoyee.chakraborty@stu.adamasuniversity.ac.in Ph. No. 7439204540

CLUB NAME: QUIZ CLUB	
FACULTY MENTOR NAME	Dr. Arindam Mitra Email: arindam.mitra@adamasuniversity.ac.in
STUDENT COORDINATOR 1	Manish Das (SOLB) Email: manishdas@stu.adamasuniversity.ac.in Ph. No. 8837026127

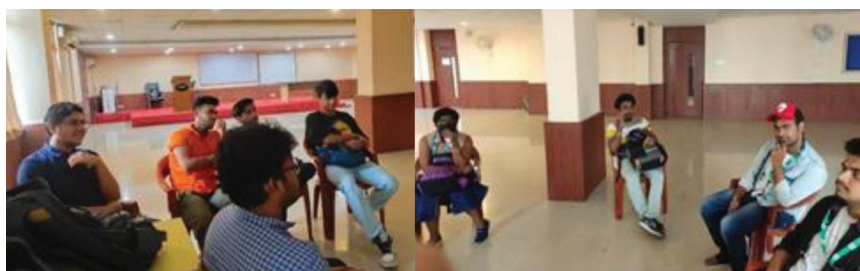
CLUB NAME: CY-CODER'S CLUB	
FACULTY MENTOR NAME	Mr. Sayantan Singha Roy Email: sayantan1.singharoy@adamasuniversity.ac.in
STUDENT COORDINATOR 1	Oliva Dutta (SOET) Email: oliva.dutta@stu.adamasuniversity.ac.in Ph. No. 7585007422
STUDENT COORDINATOR 2	Anirban Ray (SOET) Email: anirban.roy@stu.adamasuniversity.ac.in Ph. No. 7595943908

#### Event Calendar for Cultural Activities Academic Year 2022-2023

Sl.No.	Event/Activity	Date
1.	Founder's Day Celebration	01.07.2022
2.	International Plastic Bag Free Day Celebration	03.07.2022
3.	Inter-School Chess Tournament	20.07.2022
4.	Club Day (Musicorum Club)	27.07.2022
5.	World Bio-Fuel Day	10.08.2022
6.	Independence Day Celebration	15.08.2022
7.	Adamas Film Festival	25.08.2022 – 26.08.2022
8.	Club Day (Jhankar Club)	31.08.2022
9.	Teachers' Day Celebration	05.09.2022
10.	FORCEPS2022	05.09.2022 – 09.09.2022
11.	World Suicide Prevention Day	10.09.2022
12.	Fresher's Welcome	12.09.2022 – 23.09.2022
13.	World Pharmacist Day	26.09.2022
14.	Seminaron Anti-Ragging Awareness	27.09.2022
15.	Club Day (Katha-o-Kolaaj Club)	28.09.2022
16.	Agomoni Celebration	30.09.2022
17.	Navratri Celebration	14.10.2022
18.	Club Day (Health Club)	26.10.2022
19.	Adamas Sports Week	14.11.2022 – 18.11.2022
20.	Club Day (Nature-Nurturer Club)	30.11.2022

Sl.No.	Event/Activity	Date
21.	World AIDS' Day Celebration	01.12.2022
22.	Human Rights' Day	10.12.2022
23.	Club Day (Lit-Wiz Club)	21.12.2022
24.	Christmas Celebration	23.12.2022
25.	New Year Celebration	02.01.2023
26.	Annual Health Camp	04.01.2023 – 06.01.2023
27.	Club Day (Kissewala Club)	18.01.2023
28.	Annual Tech Fest	19.01.2023 – 20.01.2023
29.	Saraswati Puja2023	25.01.2023
30.	ADINOVA2023	09.02.2023 – 11.02.2023
31.	International Language Day	21.02.2023
32.	Club Day (Robotics Club &Biotechnology Club)	22.02.2023
33.	Basanta Utsav	03.03.2023
34.	Women's' Day Celebration	08.03.2023
35.	Club Day (Entrepreneurship Club)	29.03.2023
36.	Iftar Celebration	07.04.2023
37.	Seminar on Anti-Ragging Awareness	12.04.2023
38.	Club Day (Empathy Club)	26.04.2023
39.	International Dance Day Celebration	28.04.2023
40.	Rabindra Jayanti Celebration	09.05.2023
41.	Adamas Lit-Meet	26.05.2023 – 27.05.2023
42.	Club Day (Artysm Club)	31.05.2023
43.	World Environment Day	05.06.2023
44.	World Music Day	21.06.2023
45.	International Yoga Day	21.06.2023
46.	Club Day (Cy-Coder's Club)	28.06.2023

#### Glimpses:



**Musicorum club Celebrating World Music Day**



**Celebration of World Bicycle Day**

For any queries/issues, please contact:

**Dr. Kausheyee Banerjee, Assistant Dean, Student Affairs, Adamas University**

## 32. DEPARTMENT OF SOCIAL RESPONSIBILITY

The department of Social Responsibility believes in the principle of we are for the people. It is continuously working for the benefit of the people in and around the campus. The management, all the teaching, and non-teaching staff, and the students of Adamas University are wholeheartedly engaged with the community engagement program. They reach out to the people at the time of crisis and extend their helping hand. This prestigious university has created a place in the arena of higher education in eastern India as well as for its involvement in outreach activities. It has a Unit of National Service Scheme (NSS), under which the student volunteers engaged in various types of community service activities. It has been registered under the Government of India's Unnat Bharat Abhiyan and continuously working for the development of the five adopted villages. It has also been registered under Swachh Bharat Abhiyan and under Swachhta Pakhwada had organized Clean Village Drive. Apart from these, there are a number of good outreach activities continuously being organized in the field of skill development, literacy, health and hygiene, and on various social issues like Farmers Meet Legal Aid and Awareness camp, etc.

The Department of Social Responsibility believes in creating awareness among young citizens about giving back to society and thereby shaping their character and personality which will ultimately help in nation-building.

### Some of the Activities conducted:

- Celebration of Swami Vivekananda's Birthday by Distributing Masks to the Gardeners ,Security Staff and Canteen Staff of Adamas University under Government of India's Ayshman Bharat Yojna.
- Safe and Pure Drinking Water facilities at Sadarpur Government Primary School donated and maintained by Adamas University Under Unnat Bharat Abhiyan
- Electrical and Water pipe lines repairing at Sadarpur Government Primary School donated and maintained by Adamas University under Unnat Bharat Abhiyan
- Repairing the Doors and Windows at Sadarpur Government Primary School donated and maintained by Adamas University under Unnat Bharat Abhiyan
- Providing proper Hygienic facility by Repairing and Maintaining Washrooms at Sadarpur Government Primary School donated and maintained by Adamas University Under Unnat Bharat Abhiyan



### 33. STUDENT DISCIPLINARY COMMITTEE

All the students of Adamas University are expected to maintain good character, discipline and to behave in accordance with the University rules and regulations. If any student is found indulging in activities like ragging or any other undesirable, illegal, antisocial or destructive activities in the campus and hostel premises or outside the Campus, she / he is liable to pay fine or rustication from the hostel/ Institute. Such authority for taking disciplinary action is vested with the disciplinary committee of the University.

**Adamas University Disciplinary Committee for students is as under:**

SI No	Name	Post
1	Mr. Sudip Mukherjee, Registrar	Chairperson
2	Dr. Ishita Chatterjee, Associate Professor, School of Law and Justice	Co-Chairperson
3	Dr. Arindam Mitra, Professor, School of Life Science and Biotechnology	Member
5	Dr. Moumita Dey, Associate Professor, School of Basic and Applied Sciences	Member
6	Dr. Sanjay Dey, Associate Professor, School of Medical Sciences	Member
7	Mr. Subhayan Bhattacharjee, Vice President- Chancellor/ Chairman Cell & Administration, Head HR-RICE	Member
8	Dr. Kausheyee Banerjee, Assistant Dean (Students' Affairs)	Member
9	Ms. Soodipa Chakraborty, Assistant Professor, School of Engineering and Technology	Member
10	Dr. Ambalika Guha, Assistant Professor, School of Liberal Arts and Culture Studies	Member
11	Ms. Moumita De Das, Assistant Professor, School of Media and Communication	Member
12	Ms. Srijata Biswas, Assistant Professor, School of Education	Member
13	Mr. Sanjib Hari, Assistant Registrar and Head, Student Facilitation Center	Member
14	Mr. Nilay Banerjee, Security Head	Member
15	Mr. Saumyajit Ganguly, AVP, Training and Placement	Member
16	Mr. Subhajit Chakraborty, Secretary to Vice Chancellor	Member Secretary
17	Ms. Rupanwita Das Mahapatra, Chief Hostel Warden (Girls')	Member
18	Mr. Bhaskar Adhikari, Hostel Warden (Boys')	Member

The University has also constituted School-wise disciplinary committee. The role of the committee will be:

- Collect the facts of all complaints
- Determine if a complaint has merit
- Facilitate an amicable resolution to a complaint where possible
- Conduct disciplinary hearing/s
- Make decision on a complaint after completion of the disciplinary proceeding including escalating it to the University Disciplinary Committee

The details of school-wise disciplinary committees are available at <http://qaa.adamasuniversity.ac.in/>

For any queries/issues, please contact:

**Office of the Registrar, registrar@adamasuniversity.ac.in**

## 34. ANTI-DISCRIMINATION COMMITTEE

Anti-Discrimination Committee has been established in compliance of the UGC directions for prevention of caste-based discrimination for the purpose of resolving the complaints arising out of any act of discrimination happening against SC / ST student / teachers / non-teaching staff.

### MEMBERS OF ANTI-DISCRIMINATION COMMITTEE

Sr.	Name & Designation	Post
1	Dr. Rudra Prasad Saha, Dean, School of life Science & Biotechnology	Chairman
2	Ms. Pallavi Julasaria, Associate Professor, School of Business and Economics	Member
3	Dr. Arunasish Layek, Assistant Professor, School of Basic and Applied Sciences	Member
4	Dr. Sreeparna Roy, Assistant Professor, School of Liberal Arts and Culture Studies	Member
5	Mr. Shivam Pandey, Assistant Professor, School of Law and Justice	Member
6	Mr. Abhishek Banerjee, Assistant Professor, School of Education	Member Secretary

### THE ROLE OF THE COMMITTEE

- To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in the University.
- To function as a Grievance Redressal Cell for the Grievances of SC/ST students and employees of the University and render them necessary help in solving their academic as well as administrative problems.

A complaint register is being maintained by office of the Registrar for the purpose of registering the complaint.

For any queries/issues, please contact:

**Dr. Rudra Prasad Saha, [rudraprasad.saha@adamasuniversity.ac.in](mailto:rudraprasad.saha@adamasuniversity.ac.in)**

## 35. COMMITTEE FOR DIFFERENTLY-ABLED STUDENTS

The undersigned is directed to convey that Adamas University Policy for Differently Abled Students, is notified as under:

### PURPOSE

Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments that, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others. This policy is intended to provide conducive eco-system to allow Differently abled students to live with respect. They have equal access to education at all the levels. At higher educational institutions, special facilities are needed to empower differently abled students.

### SCOPE

This policy provides guidelines that help in developing infrastructure and systems that are suitable for differently abled students who can with some support be imparted good quality education that can help them to lead a good life. The students are required to fulfil all the eligibility criteria of the program and furnish required documents to substantiate their claims and avail facilities.

### POLICY PROVISIONS

1. Ensure equal opportunities to differently-abled students in various courses. This will be with no discrimination of age, colour, physical ability, marital status, race, nationality, religion, and gender. The University will make sure persons with disabilities have equal access is available to courses, programs, services, jobs, activities, and facilities available.
2. Enhance opportunities for employment of differently-abled in campuses and steps to utilize their capacity within the University.
3. Enable and monitor the participation and progress of persons with disabilities.
4. Assist in employment opportunities.
5. To suit the special needs, our institute has created special facilities such as ramp and special toilets.
6. To address the accessibility issues pertaining to disability other necessary changes are made. For e.g. lift available for them.
7. During the examination extra time is given to them Additional time to blind students is given. Even they can make use of a scribe.
8. Special seating arrangements are provided to them.
9. For Psychological Counselling, differently abled students are given preference.
10. Fees Concessions and scholarship are provided to them by the institute.
11. In their teaching-learning process, first bench is made reserved for them.
12. Setup ICT tools for reading assistance, type to text tools and allow faculty assist programs for persons with disabilities.
13. Provide scribes for writing examinations. This will also include making information reasonably available in accessible formats.
14. Enable support in creating an environment that is inclusive and helps nurture their professional growth.
15. Assuring the confidentiality of information regarding students with disabilities.

### OBJECTIVES

The main objectives to constitute the Committee are to ensure a disable friendly campus for all disable students who are studying or working in the institute, and to address any problems and requirements. The committee consists of faculty members, officers, students & parents. Students and Parents have been included for valuable suggestions.

### ROLE OF THE COMMITTEE

- To provide disable friendly environment at the campus.
- To examine student requests, consulting with medical practitioner at the University.
- If necessary, to decide and grant accommodations based on student requests.
- Easy accessibility of resources to the student.

For any queries, please contact: **Office of the Registrar, registrar@adamasuniversity.ac.in**

## 36. RULES ON GENDER SENSITIZATION AGAINST SEXUAL HARASSMENT AND ICC

### POLICY ON PREVENTION OF SEXUAL HARASSMENT

The University is committed to treating every student / employee with dignity and respect. The University fully complies with 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013' passed by the Govt. of India and is committed to create a work environment that is free from sexual harassment of any kind whether verbal, physical or visual. The University provides guidelines for prompt redressal of complaints related to sexual harassment including expulsion / termination of offender and / or filing appropriate FIRs for the offence.

"Sexual harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

- Physical contact and advances; or
- A demand or request for sexual favours; or
- Making sexually coloured remarks; or
- Showing pornography; or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

### PREVENTION OF SEXUAL HARASSMENT

1. No woman shall be subjected to sexual harassment at any workplace.
2. The following circumstances, among other circumstances, if it occurs, or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:
  - i. implied or explicit promise of preferential treatment in her employment; or
  - ii. implied or explicit threat of detrimental treatment in her employment; or
  - iii. implied or explicit threat about her present or future employment status; or
  - iv. interference with her work or creating an intimidating or offensive or hostile work environment for her; or
  - v. Humiliating treatment likely to affect her health or safety.

### COMPLAINT OF SEXUAL HARASSMENT

1. Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident: Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing: Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.
2. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

### CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE (ICC)

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in partial modification of Notification No. AU/REG/NOT/2020-21/10/016 dated 29.10.2020, Internal Complaints Committee (ICC) is re-constituted as under to deal with the complaints relating to Sexual harassment at work place.

Sl. No.	Name of the Committee Member	Designation (s) / Department	Women (W) / Men (M)	Composition (s)	Term of Office
1	Prof.(Dr.) Jayati Gupta	Professor, School of Liberal Arts and Culture Studies (SOLACS)	W	Presiding Officer	02 years
2	Ms. Soma Sinha	Counsellor and Development Expert	W	Member [One member from NGO / Social Worker (Committed to the cause of women)]	02 years
3	Prof. (Dr.) Moumita Mukherjee	Dean- Research & Development	W	Faculty Member	02 years
4	Dr. Kausheyee Banerjee	Assistant Dean, Students' Affairs	W	Faculty Member (Convener)	02 years
5	Ms. Jyoti Bansal	Director, Quality Assurance and Accreditation	W	Non - Teaching Member	02 years
6	Ms. Jayita Moulick	Assistant Professor, School of Law and Justice (SOLJ)	W	Faculty Member	02 years
7	Ms. Rupanwita Das Mahapatra	Assistant Professor, School of Engineering and Technology (SOET) and Chief Warden, Girls Hostel	W	Faculty Member	02 years
8	Ms. Pallavi Roy	Assistant Professor, School of Law and Justice (SOLJ)	W	Faculty Member	02 years
9	Dr. Chinmayee Mishra	Doctor-Residential	W	Non - Teaching Member	02 years
10	Mr. Sanjib Hari	Assistant Registrar, Head Student Facilitation Center	M	Non - Teaching Member	02 years
11	Mr. Swagnik Dutta Enrolment No.- AU/2019/02/0003625 Roll No.-UG/02/BTCSE/2019/050 Contact No.-7980819701	B.Tech Computer Science and Engineering, School of Engineering & Technology	M	UG Student	01 year
12	Ms. Swayantani Sasmal Enrolment No.: AU/2019/06/0003647 Roll No.:UG/06/PHARM/2019/069 Contact No.:9593842129	B.Pharm, School of Medical Sciences	W	UG Student	01 year
13	Ms. Pallabi Sarkar Enrolment No.: AU/2019/05/0003478 Roll No.: PHD/05/PHDSGO/2019/001 Contact No.: 9123342093	Research Scholar, Department of Geography, School of Basic and Applied Sciences	W	Research Scholar	01 year

**Tenure: 1 to 2 years from the date of issue of the Office Order.**

**The jurisdiction and function of the Internal Complaints Committee shall be as under:**

- A person employed at a workplace for any work, regular, temporary, adhoc or daily wage basis, either directly or through an agent, including a contractor;
- Employed by a contractor with or without knowledge for the principal employer;
- Employed for remuneration or not;
- Working on voluntary basis or otherwise;
- Include a co-worker;
- Contract worker, probationer, trainee, apprentice or called by any other name;
- Domestic worker employed to work in household for remuneration in cash or kind;
- Students, scholars, fellows associated with the institute.

**Powers and Functions of ICC:**

1. Receiving and recording complaints in writing;
2. Making Inquiry;
3. Attempt for compromise;
4. Receiving and recording evidences and applying natural justice conditions;
5. Complete Inquiry within 90 days and submit recommendations to the employer and the employer shall implement the recommendation of ICC.
6. Committee will also function as Gender Sensitization Cell as per direction of UGC. Gender Sensitization Cell involves creating awareness about Gender issues and working towards and creating enabling environment of Gender justice where men and women can work together with a sense of personal security and dignity.

In discharging the powers and functions of the ICC Mr. Nirmalya Chakraborty, Law Officer, AU will help the ICC and Ms. Niyasha Patra will be Secretarial Assistant to the committee.

**The Committee will advise the University of the following:**

1. Provide a safe working environment at the workplace including safety from persons coming in contact at workplace (from those who have access to the workplace as service provider, contractor, workers under ancillary contract etc.);
2. Display at any conspicuous place in the workplace, the panel consequences of sexual harassment;
3. Organize sensitization programs at regular intervals for the employees and orientation program for the members of ICC;
4. Provide facilities to the ICC for dealing with complaint and conducting enquiry;
5. Assist securing the attendance of respondent and witness before the ICC;
6. Make available all information needed by ICC in matters connected with the complaint;
7. Provide assistance to the women to file complaint in relation to offence under IPC, if she so chooses;
8. Initiate action under IPC against the perpetrator if the complaint so chooses;
9. Treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;
10. Monitor timely submission of the report by the ICC.

Any casual vacancy arising in between shall be filled in by fresh nomination for the remaining period with the approval of the Vice Chancellor.

## 37. OFFICERS OF THE UNIVERSITY – AS PER THE WEST BENGAL PRIVATE UNIVERSITIES ACT

Visitor  
**Governor of West Bengal**

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Chancellor  
**Prof. (Dr.) Samit Ray**

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Pro Chancellor  
**Prof. Mallika Ray**

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Vice Chancellor  
**Prof. (Dr.) Deependra Kumar Jha**

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Registrar  
**Mr. Sudip Mukherjee**

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Controller of Examinations  
**Mr. Vijay Kumar**

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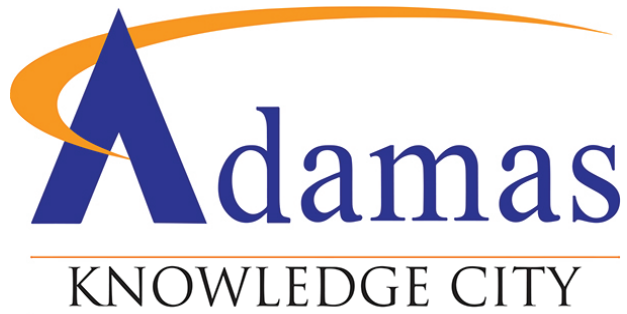
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## 40. HELP DESK



**24\*7 HELP DESK FACILITY AVAILABLE ON**

**9073905727**

**Troubleshoot your problems**

- **Ragging**
- **Stress**
- **Academics**
- **Medical**
- **Canteen**
- **Cafeteria**
- **Housekeeping**
- **Hostel**
- **Transport**
- **Campus Development**
- **All Emergencies**

**KEEP CALM & CALL TO THIS HELP DESK NUMBER 24 X 7 HOURS**

## 41. HOLIDAY LIST

### LIST OF HOLIDAYS- 2022 JANUARY TO DECEMBER

SL NO.	HOLIDAYS	DATE	DAY
1.	New Year's Day	01.01.2022	Saturday
2.	Netaji Subhas Chandra Bose Jayanti	23.01.2022	Sunday
3.	Republic Day	26.01.2022	Wednesday
4.	Doljatra	18.03.2022	Friday
5.	Holi	19.03.2022	Saturday
6.	Dr. B.R. Ambedkar birthday	14.04.2022	Thursday
7.	Good Friday	15.04.2022	Friday
8.	Bengali New Year	15.04.2022	Friday
9.	May Day	01.05.2022	Sunday
10.	Eid-ul-Fitar	03.05.2022	Tuesday
11.	Eid-ud-Zoha	10.07.2022	Sunday
12.	Muharram	09.08.2022	Tuesday
13.	Independence Day	15.08.2022	Monday
14.	Gandhi Birthday	02.10.2022	Sunday
15.	Durga Puja Holidays	01.10.2022 to 05.10.2022	Saturday to Wednesday
16.	Prophet Mohammad's Birthday	07.10.2022	Friday
17.	Kalipuja/ Diwali	24.10.2022 & 25.10.2022	Monday & Tuesday
18.	Bhai Dooj/Bhai Fota	26.10.2022	Wednesday
19.	Guru Nanak birth Day	08.11.2022	Tuesday
20.	Christmas	25.12.2022	Sunday

# AWARDS AND ACCOLADES



IIRF  
SINCE 2015  
Rank 1<sup>st</sup>

West Bengal as Best  
Private University  
IIRF Ranking



IIRF  
SINCE 2015  
Rank 23<sup>rd</sup>

pan India as Best  
Private University  
IIRF Ranking



IIRF  
Best Private University in West  
Bengal, 2021 by the Indian  
Institutional Ranking  
Framework

**Outlook**  
I Care Rankings 2021

Rank 1<sup>st</sup>

Among Top Private  
Mass  
Communication  
Institutions of Bengal

**Outlook**  
I Care Rankings 2021

Rank 7<sup>th</sup>

Among Top Private  
Mass  
Communication  
Institutions of India

**Outlook**  
I Care Rankings 2022

Rank 2<sup>nd</sup>

Private Universities of West  
Bengal  
Outlook – ICARE Ranking  
2022

**Outlook**  
I Care Rankings 2022

Rank 41<sup>st</sup>

Private Universities in India  
Outlook – ICARE Ranking  
2022

**TOI**

Ranked 67<sup>th</sup> in India  
– BBA Programme  
Times BBA  
Education Ranking  
Survey 2019

**TOI**

Ranked 4<sup>th</sup> in East  
India and 74<sup>th</sup> in  
India  
Times Engineering  
Ranking Survey 2019



Best University in Research & Innovative Learning by News18 Bangla at the Education Eminence 2021 Awards



Best University in Employability & University Connect by Zee24Ghanta at the Education Excellence 2021 Awards



Rank 1<sup>st</sup>

West Bengal as Quality of Campus Life Category Education World



Rank 3<sup>rd</sup>

West Bengal as Multidisciplinary University Education World



Rank 6<sup>th</sup>

pan India as Quality of Campus Life Category Education World



Ranked 5th in Sports and Co-curricular Education – Adamas University – Private Higher Education Rankings 2019-20 Awards – Education World.



Ranked 6th in Extraordinary Leadership Category – Chancellor, Prof.(Dr.) Samit Ray – Private Higher Education Rankings 2019-20 Awards Education World.



Awarded with Most Vibrant & Largest Campus in Eastern India ABP Ananda Shiksha Sanman 2022

**R**  
World Institutional RANKING

Adamas University ranked in the Gold Band with Grade A (Higher Educational Institution of Excellence) in the OUTCOME-BASED EDUCATION RANKING 2022 presented by RWorld Institutional Ranking

**BWEDUCATION**

Ranked 4th among top engineering colleges in East & North East by BW Education.

# APPENDIX - 1

## Adamas University International Collaboration

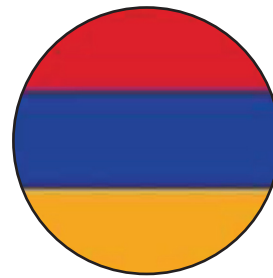
### PARTNER UNIVERSITIES

Adamas University has already signed collaborations agreements with 43 universities in 21 countries in Asia, Africa, Euro-Asia, Europe, North and South America: Argentina, Armenia, Bangladesh, Canada, China, Hungary, Indonesia, Italy, Latvia, Malaysia, Mongolia, Niger, Philippines, Poland, Romania, Russia, Slovakia, Spain, UK, Ukraine and USA.



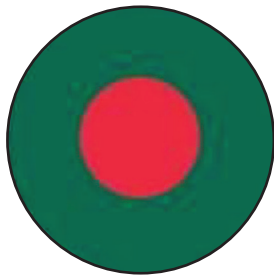
**Argentina**

University of Blas Pascal,  
Cordoba



**Armenia**

Eurasia International University,  
Yerevan



**Bangladesh**

Daffodil International University,  
Dhaka



**Bhutan**

Royal University of Bhutan



**Canada**

Crandall University,  
New Brunswick



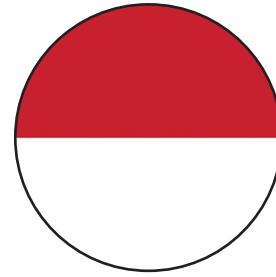
**China**

Fuzhou University, Fuzhou  
Sichuan Technology and Business University, Sichuan



**Hungary**

EötvösLoránd University, Budapest  
University of Debrecen Széchenyilstván University



**Indonesia**

Petra Christian University, Surabaya,  
East Java



**Israel**

Ariel University



**Italy**

Sapienza University of Rome University of Genoa, Genoa  
Quaser Institute of Advanced Design, Italy



**Latvia**

Transport and Telecommunication Institute, Riga



**Malaysia**

University of Malaya, Kuala Lumpur



**Morocco**

Mohammad V University,  
Rabat



**Mongolia**

Mongolian National University of Life Sciences,  
Ulaanbaatar  
Mongolian National University of Education,  
Ulaanbaatar



**Niger**

University Dan Dicko Dankoulodo of Maradi



**Philippines**

Far Eastern University, Manila  
Mariano Marcos State University  
Quirino State University



**Poland**

University of Warsaw, Warsaw Rzeszow  
University of Technology, Rzeszow



**Romania**

Universitatea Babeş-Bolyai



**Russia**

Moscow State University, Moscow  
Financial University under Government of Russian Federation,  
Moscow  
Don State Technical University, Rostov – on – Don  
Omsk Humanitarian Academy, Omsk  
Vitus Bering Kamchatka State University, Kamchatsky Krai  
Omsk State Agrarian University  
Novgorod State University  
Pushchino State Institute of Natural Sciences



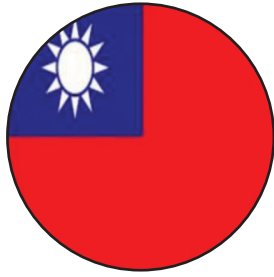
**Slovakia**

Slovak University of Technology



**Spain**

University of Deusto, Bilbao



### **Taiwan**

yuan ze university



### **UK**

Bath Spa University, Bath, England  
University of Greenwich, England



### **Ukraine**

National Technical University "KPI", Kiev  
Kiev National Economic University, Kiev  
National Aviation University, Kiev  
Central Ukraine National Technical University, Kirovograd  
National University of Life and Environmental Sciences of Ukraine, Kiev

Dnipropetrovsk National University of Railway Transport, Dnipro

Taras Shevchenko National University of Kyiv, Kiev  
Kharkiv National Automobile and Highway University, Kharkov

Kyiv National University of Construction and Architecture, Kiev

International Research and Training Centre for Information Technologies and Systems, National Academy of Sciences of Ukraine, Kiev

Kirovograd State Pedagogical University, Kirovograd  
Academy of Municipal Administration, Kiev.



### **USA**

Capital University, Columbus, Ohio  
University of California, Berkeley

# APPENDIX - 2



Office Copy

**ADAMAS UNIVERSITY**  
Barasat – Barrackpore Road, P.O. – Jagannathpur, PS Barasat  
Dist. North 24 Parganas), Kolkata – 700126

## ENROLMENT FORM

Affix Recent  
Passport Sized  
Colour Photograph

Program: \_\_\_\_\_ Application ID: \_\_\_\_\_

Branch / Specialization : \_\_\_\_\_

\_\_\_\_\_

### Personal Details (All In Block Letters)

#### Student Details

Name : \_\_\_\_\_

Date of birth (mm/dd/yyyy) : \_\_\_\_/\_\_\_\_/\_\_\_\_ Physically Challenged (Y/N) : \_\_\_\_\_

Mother Tongue : \_\_\_\_\_ Religion : \_\_\_\_\_

Gender (M/F/Transgender) : \_\_\_\_\_ Caste (SC/ST/OBC/General): \_\_\_\_\_

Communication address : \_\_\_\_\_

P.O. \_\_\_\_\_ P.S. \_\_\_\_\_

City \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ Country \_\_\_\_\_ PIN \_\_\_\_\_

Permanent address : \_\_\_\_\_

P.O. \_\_\_\_\_ P.S. \_\_\_\_\_

City \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ Country \_\_\_\_\_ PIN \_\_\_\_\_

Telephone / Mobile : \_\_\_\_\_ E-mail ID: \_\_\_\_\_

### For Students non -resident of India

Country: \_\_\_\_\_ Nationality: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Visa Type: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**Medical Information**

Sl. No.	Standard	Name of Examination	Name & Address of Institution	Board / University	Year of Passing	Over all %
1	Class X					
2	Class XII					
3	Diploma					
4	Graduation					
5	Post- Graduation					
6	Others					

**Medical Information**

Blood Group : \_\_\_\_\_

Name of Emergency Contact : \_\_\_\_\_

Relationship with Student : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Emergency Contact No 1 : \_\_\_\_\_ Emergency Contact No 2: \_\_\_\_\_

Name of Family Physician : \_\_\_\_\_

Contact No of Physician : \_\_\_\_\_

Regular Medicine Taken (if any) : \_\_\_\_\_

Medical Condition which may require special attention: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Details of Parents and Guardian

Father's Name : \_\_\_\_\_ Occupation: \_\_\_\_\_

Address : \_\_\_\_\_

P.O. \_\_\_\_\_ P.S. \_\_\_\_\_

City \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ Country \_\_\_\_\_ PIN \_\_\_\_\_

Telephone / Mobile : \_\_\_\_\_ E-mail ID: \_\_\_\_\_

Mother's Name : \_\_\_\_\_ Occupation: \_\_\_\_\_

Address : \_\_\_\_\_

P.O. \_\_\_\_\_ P.S. \_\_\_\_\_

City \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ Country \_\_\_\_\_ PIN \_\_\_\_\_

Telephone / Mobile : \_\_\_\_\_ E-mail ID: \_\_\_\_\_

Guardian's Name : \_\_\_\_\_

Occupation : \_\_\_\_\_ Relationship with Student: \_\_\_\_\_

Address : \_\_\_\_\_

P.O. \_\_\_\_\_ P.S. \_\_\_\_\_

City \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ Country \_\_\_\_\_ PIN \_\_\_\_\_

Telephone / Mobile : \_\_\_\_\_ E-mail ID: \_\_\_\_\_

## Declaration by the Student

I do hereby declare that the information furnished hereinabove are true to the best of my knowledge and belief and I understand that if any of the information and/or document furnished by me is found to be false and/or fabricated, my admission, if granted, is liable to be cancelled at the discretion of the University and I shall not be entitled to refund of any fees and or charges paid by me.

I hereby declare that I have gone through the code of conduct, rules and regulations of the University as applicable on that date and, if admission is granted to me, I undertake to abide by the same.

I further declare and undertake that I shall not participate in any move to create group / class feeling amongst the students. I am aware of the rules regarding ragging / harassment of juniors and/or other students of the University as well as the punishments thereof. **I do hereby also declare that I shall cooperate with the authorities in curbing ragging (including reporting incidents of ragging), failing which disciplinary action as per the applicable rules will be taken against me.**

I clearly understand that under the continuous learning cum evaluation system of the University, attendance in all classes is mandatory and that I shall be deregistered from program if my attendance falls below 85%.

I understand that payment of fees as per the schedule is my responsibility & I may be deregistered from program on failure of payment of fees.

I agree to pay re-registration charges as applicable for the program.

Date: \_\_\_\_\_

\_\_\_\_\_  
Full Signature of the Student

---

## Undertaking by the Student for Online Classes

I hereby undertake the following:

1. I shall possess to either a Laptop/iPad/Tablet or Desktop for attending online classes etc.
2. I shall have the access to uninterrupted internet for attending online classes etc.

Date: \_\_\_\_\_

\_\_\_\_\_  
Full Signature of the Student

## Declaration by the Parent / Guardian

Mr/Ms/Mrs \_\_\_\_\_, parent/guardian of

Mr/Ms \_\_\_\_\_, do hereby declare and undertake that:

1. I have gone through the rules and regulations of the University and have understood the content and meaning thereof and I do not have any objection to the same;
2. I understand that the fee structure communicated as of now is subject to enhancement during the tenure of study of my child/ward;
3. I agree to meet all the expenses of study of my child/ward at the University and agree to pay the applicable fees including Hostel and/or Transport Fees, as may be fixed by the University from time to time, within the due dates;
4. I undertake to ensure that my son/daughter/ward conducts himself/herself in accordance with the rules of Adamas University, and in a manner commensurate with an University of repute. I will also ensure that he/she attends all classes and appears in all tests and examinations.
5. I shall continuously monitor his progress and keep contact with his HOD/Dean.
6. I shall not raise any objection if any action is taken by the University against my ward/child for violation of any rules and regulations of the University and/or for indulging in any act of indiscipline.
7. I understand that in case of Medical Emergency the University shall provide Medical Facility to my ward / child at the nearest available Health Care Center and hereby give necessary authorizations to administer lifesaving drugs to my ward / child or to perform other Medical Procedures as may be required, till the time the Parents/Guardian reach the Hospital. All expenses in this regard shall be borne by the Parents/Guardians.
8. I understand that the admission granted to my child/ward is liable to be cancelled if any of the information and/or document furnished is found to be false and/or fabricated and all amount paid shall stand forfeited.

Date: \_\_\_\_\_

\_\_\_\_\_  
Full Signature of the Parent/Guardian

## Undertaking by the Parent for Online Classes

I hereby undertake the following:

1. My son/daughter/ward shall possess either a Laptop/iPad/Tablet or Desktop for attending online classes etc.
2. My son/daughter/ward shall have access to uninterrupted internet for attending online classes etc.

Date: \_\_\_\_\_

\_\_\_\_\_  
Full Signature of the Parent/Guardian



**APPENDIX - 3**

Office Copy



**ADAMAS UNIVERSITY**  
**Student Registration Information**

Please read all the documents carefully before filling.  
Please fill the Date fields in the format (dd/mm/yyyy)

Affix Recent  
Passport Sized  
Colour Photograph

Name of the Student : \_\_\_\_\_

Program : \_\_\_\_\_

Branch /Specialization : \_\_\_\_\_

Enrolment/Registration No : \_\_\_\_\_  
*(Allotted by the office of the Registrar)*

Roll No : \_\_\_\_\_  
*(Allotted by the office of the Registrar)*



## APPENDIX - 4



Office Copy

### ADAMAS UNIVERSITY

Barasat – Barrackpore Road, P.O. – Jagannathpur, PS Barasat  
Dist. North 24 Parganas), Kolkata – 700126

#### Admission Document/Information Scrutiny Sheet cum Checklist

Application ID: \_\_\_\_\_ Admission Date (dd/mm/yyyy): \_\_\_\_\_ Admission Fee Receipt No: \_\_\_\_\_

1. Name of the Student : \_\_\_\_\_
2. Name of the Entrance Examination Qualified: \_\_\_\_\_
3. For Admission to (Name of Program) : \_\_\_\_\_
4. Name of the School of Study : \_\_\_\_\_
5. Branch/Specialization/Discipline Allotted : \_\_\_\_\_

#### Photocopy of Documents to be Verified with Original

Sl No	Particulars of Documents	Originals Produced	
		Yes	No
(i)	Address Proof – any one of the following a) Voter ID Card b) Passport c) Aadhaar Card d) Ration Card		
(ii)	Photo ID Proof – any one of the following a) Voter ID Card b) Passport c) Aadhaar Card		
(iii)	Proof of Date of Birth – any one of the following a. Birth Certificate b. Passport c. School Leaving Certificate or any other Certificate issued by Competent Authority indicating date of Birth		
(iv)	SC/ST/OBC Certificate(if applicable)		
(v)	Disability Certificate (if applicable)		
(vi)	Mark Sheet and Pass Certificate of Secondary School (Class X)		
(vii)	Mark Sheet and Pass Certificate of Senior Secondary School (Class XII)		
(viii)	All Fee Receipt		
(ix)	Graduation Certificate and Mark Sheet (if Applicable)		
(x)	Post-Graduation Certificate & Mark Sheet (if Applicable)		
(xi)	Diploma (if Applicable)		
(xii)	Course completion certificate (for PG students) if final result is awaited		
(xiii)	Photo ID Proof of Father		
(xiv)	Address Proof of Father		

**Photocopy of Documents to be Verified with Original**

SI No	Particulars of Documents	Originals Produced	
		Yes	No
(xv)	Photo ID Proof of Mother		
(xvi)	Address Proof of Mother		
(xvii)	Photo ID Proof of Local Guardian		
(xviii)	Address Proof of Local Guardian		
<b>For Foreign Students Only</b>			
(xix)	Passport		
(xx)	Visa		

**Original Documents to be Collected**

SI No	Particulars of Documents	Originals Produced	
		Yes	No
(i)	Rank Card/Seat Allotment or Provisional Seat Booking Letter for UG/PG students		
(ii)	College / School Leaving Certificate/Transfer/Migration certificate issued by the institution last attended.		
(iii)	Medical Fitness Certificate		
(iv)	Passport sized coloured photographs (5 nos.)		
(v)	Affidavit (on Rs10/- Non Judicial Stamp Paper) to be submitted by the student (Refer Sl. No. 7 (Regulations-Anti Ragging) ; Annexure-I		
(vi)	Affidavit (on Rs10/- Non Judicial Stamp Paper) to be submitted by the Parent/Guardian (Refer Sl. No. 7 (Regulations-Anti Ragging) ; Annexure-II		

I undertake to submit/produce the documents, which is/are applicable to me and which I have not been able to submit/produce, on or before (dd/mm/yyyy) and I understand that in the event of failure on my part to comply with the same my admission is liable to be cancelled and all fees paid on account of admission shall stand forfeited.

\_\_\_\_\_  
Signature of the Parent/Guardian with date

\_\_\_\_\_  
Signature of the Student with date

OR

All the requisite documents, as per the requirement of the University has been produced / submitted and the same have been found to be in order.

\_\_\_\_\_  
Signature of the Parent/Guardian with date

\_\_\_\_\_  
Signature of the Student with date

\_\_\_\_\_  
Name & Signature of the Checking Authority

\_\_\_\_\_  
Name & Signature of the Verifying Officer

\_\_\_\_\_  
Recommendation for Admission: (Y/N) by Name & Signature:

\_\_\_\_\_  
Registrar

# APPENDIX - 5

Office Copy



**ADAMAS UNIVERSITY**  
Barasat – Barrackpore Road, P.O. – Jagannathpur, PS Barasat  
Dist. North 24 Parganas), Kolkata – 700126

Affix Recent  
Passport Sized  
Colour Photograph

## HOSTEL REGISTRATION FORM

Program : \_\_\_\_\_ Branch /Specialization: \_\_\_\_\_

Registration No: \_\_\_\_\_ Roll No: \_\_\_\_\_

### Personal Details (All In Block Letters)

#### Student Details

Name : \_\_\_\_\_

Date of birth (mm/dd/yyyy) : \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Blood Group : \_\_\_\_\_

Mother Tongue : \_\_\_\_\_ Religion : \_\_\_\_\_

Gender (M/F/Transgender) : \_\_\_\_\_ Caste (SC/ST/OBC/General): \_\_\_\_\_

Communication address : \_\_\_\_\_

P.O. \_\_\_\_\_ P.S. \_\_\_\_\_

City \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ Country \_\_\_\_\_ PIN \_\_\_\_\_

Permanent address : \_\_\_\_\_

P.O. \_\_\_\_\_ P.S. \_\_\_\_\_

City \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ Country \_\_\_\_\_ PIN \_\_\_\_\_

Telephone / Mobile : \_\_\_\_\_ E-mail ID: \_\_\_\_\_

### For Students not being Resident of India

Country: \_\_\_\_\_ Nationality: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Visa Type: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

### Medical Information

Blood Group : \_\_\_\_\_

Name of Family Physician : \_\_\_\_\_

Contact No of Physician : \_\_\_\_\_

Regular Medicine Taken (if any) : \_\_\_\_\_

Medical Condition which may require special attention : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Details of Local Guardian

Guardian's Name : \_\_\_\_\_

Occupation : \_\_\_\_\_ Relationship with Student: \_\_\_\_\_

Address : \_\_\_\_\_

P.O. \_\_\_\_\_ P.S. \_\_\_\_\_

City \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ Country \_\_\_\_\_ PIN \_\_\_\_\_

Telephone / Mobile : \_\_\_\_\_ E-mail ID: \_\_\_\_\_

### Details of Local Guardian

Hostel Name : \_\_\_\_\_

Room Number : \_\_\_\_\_ Room Type: AC / Non AC : \_\_\_\_\_

Remarks : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Declaration by the Student and Parent / Guardian

We do hereby declare that the information furnished hereinabove are true to the best of our knowledge and belief and we understand that if any of the information and/or document furnished by me / us is found to be false and/or fabricated, allotment, if granted, is liable to be cancelled at the discretion of the University and I/we shall not be entitled to refund of any fees and/or charges paid by me/us.

We hereby further declare that we have gone through the rules and regulations pertaining to Hostel and, if allotment is granted, I/we undertake to abide by the same and I/we understand that in the event of violation the student may be expelled from the Hostel.

We also understand that in the event of exigency the University reserves the right to change the Rooms allotted at its own discretion and I/we shall not object to the same.

We are aware that Air Conditioners in AC rooms shall not be operational during class hours of the University commencing from 1st day of March till the last day of October and the entire duration from November to February, subject to weather conditions, and I/we agree to the same.

We understand that under extreme situations the Hostel fees may be revised at the discretion of the University and I/we agree to pay the revised fees without any objection.

We further declare and undertake that the student shall not participate in any move to create group / class feeling amongst the students. We are aware of the rules regarding ragging / harassment of juniors and/or other students of the University as well as the punishments thereof. **We do hereby also declare that I/we shall cooperate with the authorities in curbing ragging (including reporting incidents of ragging), failing which disciplinary action as per the applicable rules will be taken against the student.**

We hereby undertake to intimate the University if there is any change in contact details failing which the University shall not be held liable in case of non-receipt of any communication/notice.

Date: \_\_\_\_\_

---

Full Signature of the Parent/Guardian

---

Full signature of the Student



# APPENDIX - 6



Office Copy

Affix Recent  
Passport Sized  
Colour Photograph

## ADAMAS UNIVERSITY

Barasat – Barrackpore Road, P.O. – Jagannathpur, PS Barasat  
Dist. North 24 Parganas), Kolkata – 700126

### TRANSPORT REQUEST FORM

Program : \_\_\_\_\_ Branch /Specialization: \_\_\_\_\_

Registration No: \_\_\_\_\_ Roll No: \_\_\_\_\_

#### Personal Details (All In Block Letters)

##### Student Details

Name : \_\_\_\_\_

Date of birth (mm/dd/yyyy) : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Blood Group : \_\_\_\_\_

Mother Tongue : \_\_\_\_\_ Religion : \_\_\_\_\_

Gender (M/F/Transgender) : \_\_\_\_\_ Caste (SC/ST/OBC/General): \_\_\_\_\_

Communication address : \_\_\_\_\_

P.O. \_\_\_\_\_ P.S. \_\_\_\_\_

City \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ Country \_\_\_\_\_ PIN \_\_\_\_\_

Permanent address : \_\_\_\_\_

P.O. \_\_\_\_\_ P.S. \_\_\_\_\_

City \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ Country \_\_\_\_\_ PIN \_\_\_\_\_

Telephone / Mobile : \_\_\_\_\_ E-mail ID: \_\_\_\_\_

#### For Students not being Resident of India

Country: \_\_\_\_\_ Nationality: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Visa Type: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

### Details of Emergency Contact

Name : \_\_\_\_\_

Relationship with Student : \_\_\_\_\_

Address : \_\_\_\_\_

P.O. \_\_\_\_\_ P.S. \_\_\_\_\_

City \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ Country \_\_\_\_\_ PIN \_\_\_\_\_

Telephone / Mobile : \_\_\_\_\_ E-mail ID: \_\_\_\_\_

### Details of Pick Up and Drop Point

Pick Up / Drop Point : \_\_\_\_\_

Landmark : \_\_\_\_\_

Distance in Km from Campus : \_\_\_\_\_

### Terms of Allotment

1. Allotment shall be subject to availability.
2. Applicant shall be bound by the rules and regulations as has been notified and which may be amended from time to time.

We agree:

\_\_\_\_\_  
Full Signature of the Parent/Guardian

\_\_\_\_\_  
Full signature of the Student

### For Office Use

Pick Up Point : \_\_\_\_\_

Pick Up Time : \_\_\_\_\_

Drop Point : \_\_\_\_\_

Drop Time : \_\_\_\_\_

Remarks – if any : \_\_\_\_\_

Date:

\_\_\_\_\_  
Signature of the Official of Transport Department

## APPENDIX - 7

### ANNEXURE I AFFIDAVIT BY THE STUDENT ON RS 10/- NON JUDICIAL STAMP PAPER

I, \_\_\_\_\_ (full name of student with admission/  
registration/enrolment number) s/o d/o Mr./Mrs./Ms. \_\_\_\_\_,

having been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
  - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause
9. 1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of Deponent

Name:

### VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) on this the (day) \_\_\_\_\_ of \_\_\_\_\_ (month), \_\_\_\_\_ (year )

\_\_\_\_\_  
Signature of Deponent

Name:

**ANNEXURE II**  
**AFFIDAVIT BY PARENT/GUARDIAN ON RS 10/- NON JUDICIAL STAMP PAPER**

I, Mr. /Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian)

father/mother/guardian of, \_\_\_\_\_

(full name of student with admission/registration/enrolment number), having been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of Deponent

Name:

Address:

Telephone / Mobile No:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) on this the (day) \_\_\_\_\_ of \_\_\_\_\_ (month), \_\_\_\_\_ (year )

\_\_\_\_\_  
Signature of Deponent

Name:









**This publication is from the office of Quality Assurance and Accreditation at Adamas University.**

Designed by:  
**Chandrashil Kumar Tiwari, Graphic Designer**

For any suggestions, contact at:  
**[quality.assurance@adamasuniversity.ac.in](mailto:quality.assurance@adamasuniversity.ac.in)**  
**Website: [www.adamasuniversity.ac.in](http://www.adamasuniversity.ac.in)**