



**ADAMAS**  
UNIVERSITY  
KOLKATA  
PURSUE EXCELLENCE

# STUDENT HANDBOOK

AY 2023-24



# 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 84 Universities in 43 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, 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 Health and Medical Sciences (SOHMS) 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 outcomes-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

# Core Values





## Message from the Chancellor

Greetings to all!

Adamas University is the epicenter of true international learning. With its short yet prosperous journey, Adamas has gained significant prominence in the domain of delivering knowledge and building careers. The students are the treasure to the University and it is them who contributes in carry forwarding the legacy and upholding the image of the university. The university keeps pace with the contemporary world in structuring its courses which it has to offer. Adamas University maintains a holistic developmental approach where it builds its students to become complete social being and future citizens of the nation.

In relation to the statement by Abraham Lincoln, Adamas University is a university “of the students, by the students and for the students”. With such a view, Adamas seeks to deliver optimum knowledge. Apart from imparting foundational knowledge, it encourages the students to discover and develop the innate qualities/ potentialities within themselves and prosper in their respective fields. Currently, Adamas holds the responsibility of more than 5,000 students and it aims to take care of each of them. Adamas helps the students to dream their future and in parallel guides them through the path of fulfilling those dreams and make them become true in reality.



## Message from the Vice Chancellor

On my own behalf and on behalf of the Adamas community let me warmly and sincerely welcome the students who have joined this exceptional institute of higher learning. I can assure you that you will have a world of your own at Adamas University. You will experience an excellent teaching-learning process based on outcome-based and experiential learning; you will have all the facilities to pursue your interests in sports, culture, music, art, film, debating, and a whole range of extra-curricular activities. We have an Innovation Centre which caters to the innovative interests of students in science and technology.

The University has MOUs with 84 Universities across 43 countries. This will expose the students to international summer camps, teaching and research guidance from international faculty, and transfer of credits across national frontiers. At the end of the course, our Career and Counselling Centre will render all possible help to enable the students in charting their employment careers. Above all, we have a Chancellor — Professor Samit Roy — who is a visionary, who believes in the promotion of academic excellence in tune with equity and excellence and always remains alive to students' interests.

The students joining the University should, however, ask themselves what sort of education should they aspire for? Will they only remain content by becoming successful management executives, computer specialists, scientists, litterateurs, social scientists or media personalities? Perhaps they should not. Instead, our students should seek to internalise some time-tested values which should prepare them to be inclusive, creative, tolerant, and critical members of the society. Adamas University will surely prepare them to fulfil this role by imparting an education which, as Swami Vivekananda reminded us, should enable them to have complete mastery of one's own mind.

Gurudev Tagore had visualised true education as: “যা কেবল ইক্ষন দেয় না, অগ্নি দেয়” Adamas University will equip our students to follow this ideal of Gurudev so that they can be at the forefront of the process to make India and the world a better place to live in, recalling what Mahatma Gandhi reminded us: "Be the change you wish to see in world"

I wish my students joining our University all the best, and look forward to having them as a creative partner of the Adamas community.

Professor Suranjan Das

Vice-Chancellor.

## School of Basic and Applied Sciences

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
- Research Scientist

### PROGRAMS OFFERED...(Contd.)

Program Name	Duration (in Years)	
<b>Department of Chemistry</b>		
M.Sc. (Chemistry)	2	
M.Sc. (Environmental Science)	2	
B.Sc. (Hons) Chemistry	4	
B.Sc. (Hons) Environmental Science	4	
M.Sc. (Forensic Science)	2	
B.Sc. (Hons) Forensic Science	4	
<b>Department of Geography</b>		
M.Sc. (Geoinformatics)	2	
M.Sc. (Geography)	2	

B.Sc. (Hons) Geography	4
<b>Department of Mathematics</b>	
B.Sc. (Hons) Mathematics	4
B.Sc. (Hons) Statistics and Data Analytics	4
M.Sc. (Applied Mathematics)	2
M.Sc. Tech (Statistics and Data Science)	2
<b>Department of Physics</b>	
M.Sc. (Physics)	2
B.Sc. (Hons) Physics	4

## School of Business and Economics

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)
<b>Department of Economics and Commerce</b>	
M.Com.	2
B.Com (Hons)	4
M.Sc. (Economics)	2
B.Sc. (Hons) Economics	4
<b>Department of Management</b>	
MBA (Marketing/Human Resource Management /Finance)	2
MBA (Business Analytics)	2
MBA (Logistics and Supply Chain Management)	2
BBA (Hons) (Marketing/ Human Resource Management/Finance/Business Analytics/Entrepreneurship and Family Business/Digital Marketing)	4
BBA (Hons) (Logistics and Supply Chain Management)	4

## School of Education

School of Education, Adamas University provides innovative and transformative educational experiences through nurturing and developing the future leaders of our society so that they may germinate and sustain in the complex globalized sodality. The School is pledged to address the social determinants of education, support diverse learners and at the same time is a stern believer of equity and social justice. Through various national and international collaborative initiatives and ground breaking research we try to create a world for the new generation learners where they can furnish themselves for thriving into the world of passionate and dynamic future.

### KEY FEATURES OF THE SCHOOL

- 100% national & international Internships, Joint international Cultural Immersion programs and Student Exchange Programs in various organizations in India and abroad for an enriched global exposure.
- Augmented Learning with flipped classes and blended learning experience through LMS along with semester long classes conducted by renowned international faculty members.
- 16 pedagogy subjects spread across various domains to enhance 360-degree learning experience
- Monthly mentorship sessions by renowned national and international academic & industry experts, exclusive soft skills and skill development programs to enhance employability skills, placement support & assistance.
- Compulsory Interdisciplinary passion projects, case study embedded teaching methodology & national and international industrial visits for active hands on experience.

### CAREER OPPORTUNITIES

- School Teacher
- School Counselor
- School Inspector
- Instructional Technologists
- Educational Administrator
- Tutor
- Principal/ Head Teacher
- Educational Consultant
- Educational Policy Developer
- Academic Content Writer
- Child Care Director

## PROGRAMS OFFERED

Program Name	Duration (in Years)
<b>Department of Education</b>	
B.A (Hons) Education	4
M.A (Education)	2

## School of Engineering and Technology

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, 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.

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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 Learning
- Cloud Computing
- Data Analytics
- Mechatronics
- VLSI
- Embedded Systems
- Electric Vehicles and many more

## PROGRAMS OFFERED

Program Name	Duration (in Years)
<b>Department of Civil Engineering</b>	
B.Tech (Civil Engineering)	4
M.Tech in Civil (Structural)	2
<b>Department of Computer Science and Engineering</b>	
M.Tech (Computer Science Engineering)	2
MCA	2
BCA/BCA(Hons) Banking, Financial Services & Insurance/Gaming and Animation	4
B.Tech (Computer Science and Engineering) (Artificial Intelligence & Machine Learning/Cyber Security and Forensics/Cloud Computing/ Data Analytics)	4
<b>Department of Electrical and Electronics Engineering</b>	
B.Tech Electrical Engineering	4
B.Tech Electronics and Communication Engineering	4
B.Tech Biomedical Engineering	4
<b>Department of Mechanical Engineering</b>	
B.Tech Mechanical Engineering	4

## School of Law & Justice

School of Law and Justice (SOLJ) was established in 2015 and is recognized by Bar Council of India (BCI). The Law School offers 5-year integrated Undergraduate studies in the field of law vis-à-vis B.A. LL. B (Hons), B.B.A. LL. B (Hons) and 2-year LL.M (Postgraduate) Program. The Law School also houses the Ph.D. (Doctoral) program and aims to start the 3-year LL. B. studies from the next academic cycle. SOLJ has a strong vision to impart justice oriented legal education to all the law students. The faculty members come from best of institutions from abroad (including top QS ranked Universities) and India which includes NLUs as well. The depth and diversity are further enriched by the presence of esteemed retired Judges, industry experts etc. who empower the students with individual attention and directing the young legal minds through experiential learning and clinic based education. Law courses offered will focus on development of skills for critical and prudent judgement to make students competent market-ready professionals .

### KEY FEATURES OF THE SCHOOL

- Dynamic pool of Faculty Members is nationally and globally exposed to top institutions including Universities in the top league of the world QS Rankings and NLUs;
- State of the art Library with extensive electronic databases,
- Moot Court facility with a vibrant mootng culture;
- Multiple national & international collaborations in the form of MOUs;
- The Law School is currently running a course with Law Shikho to impart practical training to the students beyond class room teaching;
- Talks, Workshops and Events (Seminar, Webinar, Conference, National & Intra - Moot Court Competition, Nukkad Natak, Legal Aid Clinic activities etc.) with eminent experts from India and abroad are being conducted on a regular basis which includes professionals from top tier Law Firms, Universities, corporates of national and international repute;
- Green campus with hostel facilities

- CAREER OPPORTUNITIES
- The students are trained by shaping their skill set, stimulating their analytical reasoning ability, and debating skills premised on cogent reasoning to empower them to choose judiciary, law firm, NGOs, LPOs, practice, academia, government services, MNCs amongst many other careers options in the field of law.

#### PROGRAMS OFFERED

Program Name	Duration (in Years)
<b>School of Law &amp; Justice</b>	
B.A. LL.B. (Hons)	5
B.B.A. LL.B. (Hons)	5
LL. M.	2
Ph.D.	-
LL.B. (*To commence from the next academic cycle; subject to BCI approval)	3

### School of Liberal Arts & Cultural Studies

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

- Research Intensive Program
- 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 and Research
- Counselling

## PROGRAMS OFFERED

Program Name	Duration (in Years)
<b>Department of Bengali Language &amp; Literature</b>	
M.A (Bengali Language and Literature)	2
B. A (Hons) Bengali Language and Literature	4
<b>Department of English Language &amp; Literature</b>	
M.A (English Language and Literature)	2
B.A (Hons) English Language and Literature	4
<b>Department of Political Science</b>	
M.A. (Political Science and International Relations)	2
M.A. Public Administration and Governance	2
B.A (Hons) Political Science and International Relations	4
B.A. (Hons) Public Administration and Governance	4
<b>Department of History</b>	
B.A (Hons) History	4
M.A ( History)	2
<b>Department of Sociology</b>	
M.A (Sociology)	2
B.A (Hons) Sociology	4
<b>Department of History</b>	
B.A (Hons) History	4
M.A ( History)	2
<b>Department of Sociology</b>	
M.A (Sociology)	2
B.A (Hons) Sociology	4

## School of Life Science and Biotechnology

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)
<b>Department of Biological Sciences</b>	
M.Sc. (Biochemistry)	2
B.Sc. (Hons) Biochemistry	4
B.Sc. (Hons) Microbiology	4
M.Sc. (Microbiology)	2
<b>Department of Biotechnology</b>	
M.Sc. (Biotechnology)	2
B.Sc. (Hons) Biotechnology	4
B.Tech (Biotechnology)	4
M. Tech (Biotechnology )	2

### School of Media and Communication

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)
<b>Department of Media Science</b>	
MBA (Media Management)	2
MA (Journalism and Mass Communication)	2
BA (Hons) (Journalism and Mass Communication)	4
M.A (Films and Television)	2
B.Sc. (Hons) Media Science, Graphics and Animation	4

## School of Health & Medical Sciences

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

SoHMS 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, SoHMS 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 In-charge
- Information Systems
- Pharmaceutical Firms
- Echo/ ECG/TMT
- Biochemistry & Microbiology
- Health Officer
- Research

## PROGRAMS OFFERED

Program Name	Duration (in Years)
<b>Department of Pharmaceutical Sciences</b>	
Master of Pharmacy (Pharmaceutics)/ Master of Pharmacy (Pharmacology)	2
B.Pharm	4
D.Pharm	2
<b>Department of Allied Health Sciences</b>	
Bachelor Medical Laboratory Technology	4
Bachelor of Optometry	4
B.Sc. (Food, Nutrition and Dietetics)	3
<b>Department of Psychology</b>	
M.Sc. (Psychology)	2
M.A. (Psychology)	2
B.A (Hons) Psychology	4
B.Sc. (Hons) Psychology	4

## School of Smart Agriculture

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 “agriprenuers”. 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.
- Agriclincs 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.

### PROGRAMS OFFERED

Program Name	Duration (in Years)
<b>Department of Smart Agriculture</b>	
B.Sc. (Hons) Agriculture	4

# Salient features of Adamas University Curriculum and Credit Framework for Undergraduate Programme 2023

## 1. Introduction

The Government of India announced the National Education Policy-2020 (NEP 2020) in July 2020. NEP 2020 states that quality higher education “must enable an individual to study one or more specialized areas of interest at a deep level, and also develop character, ethical and Constitutional values, intellectual curiosity, scientific temper, creativity, spirit of service, and twenty-first century capabilities across a range of disciplines including sciences, social sciences, arts, humanities, languages, as well as professional, technical, and vocational subjects.” It also states that “a quality higher education must enable personal accomplishment and enlightenment, constructive public engagement, and productive contribution to the society” and must “prepare students for more meaningful and satisfying lives and work roles and enable economic independence.”

The 4 year UG program structure “Adamas University Curriculum and Credit Framework for Undergraduate Programmes 2023” is based on UGC Curriculum and Credit Framework for Undergraduate Programmes published by the UGC in December 2022. This guideline published by the UGC follows the philosophy embedded in the New Education Policy (NEP). It further accommodates The National Higher Education Qualifications Framework (NHEQF), National Skill Qualification Framework (NSQF) as well as the ideas described in National Credit Framework (NCrF).

The general structure presented here which has accommodated all the categories defined in the UGC framework mentioned earlier. The structure proposed has major (core) courses as well as minor courses. Any student majoring in a subject has to take minor from related disciplines as well as from other disciplines. This is described in a nutshell in the details which follow. Along with this a student has to take Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), Value Added Courses (VAC), internship as well as Multidisciplinary Courses (MDC). The idea is to allow students attain theoretical as well as experiential learning.

The programme structure is more or less consistent with those offered by other universities in this state. However, although exit options are mentioned in the UGC and NEP documents for each completed year of UG education, it is proposed that the exit option will be given only at the end of the third year. The student will get Undergraduate degree in the relevant discipline without honours. After the fourth year of study, the student can get a Bachelor’s degree with honours but with two options – B.A. or B.Sc (Honours) or B.A. or B.Sc (Honours with research). Along with that if the student takes at least 50 percent of the minor courses (4 in this case) offered in a related discipline to the major discipline, he or she will get a Bachelor’s degree in the major with minor in the related discipline. Thus a student with B.Sc (honours with or without research) in Economics can pass out with a minor in Mathematics or Statistics.

As is clear from the UGC guideline, this new 4 year UG course framework is aimed at Humanities, Social Sciences and Science courses not covered by any other national body. The courses designed by other national bodies like AICTE, BCI, NCTE, PCI, MCI etc. are not covered by this UGC guideline. This is followed in the proposed 4 year UG curriculum designed for ADAMAS University too.

## 2. Curriculum and Credit Framework

### 2.1 Salient Features

- i. Flexibility to move from one discipline of study to another
- ii. Opportunity for learners to choose the courses of their interest in all disciplines;
- iii. Flexibility for learners to move from one institution to another to enable them to have multi and/or interdisciplinary learning;
- iv. Flexibility to switch to alternative modes of learning (offline, ODL, and online learning, and hybrid

modes of learning).

## 2.2 Definitions and duration of the programme

- A semester comprises 90 working days and an academic year is divided into two semesters.
- A summer term is for eight weeks during summer vacation. Internship/apprenticeship/work-based vocational education and training can be carried out during the summer term.

## 2.3 Major and Minor Disciplines

- Major discipline is the discipline or subject of main focus and the degree will be awarded in that discipline.
- Minor discipline helps a student to gain a broader understanding beyond the major discipline.

## 2.4 Awarding Undergraduate Degrees

3-year UG Degree: Students who wish to undergo a 3-year UG programme will be awarded UG Degree in the Major discipline after successful completion of three years, securing 127 credits and satisfying the minimum credit requirement as given in structure of the UG programmes.

4-year UG Degree (Honours): A four-year UG Honours degree in the major discipline will be awarded to those who complete a four-year degree programme with 167 credits and have satisfied the credit requirements as given in structure of the UG programmes.

4-year UG Degree (Honours with Research): Students who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year. They should do a research project or dissertation under the guidance of a faculty member of the University/College. The research project/dissertation will be in the major discipline. The students who secure 167 credits, including 12 credits from a research project/dissertation, are awarded UG Degree (Honours with Research).

## 2.5 Credit hours for different types of courses

Each course may have only a lecture component or a lecture and tutorial component or a lecture and practicum component or a lecture, tutorial, and practicum component, or only practicum component. For example, a three-credit lecture course in a semester means three one-hour lectures per week with each one-hour lecture counted as one credit. In a semester of 15 weeks' duration, a three-credit lecture course is equivalent to 45 hours of teaching.

One credit for tutorial work means one hour of engagement per week. In a semester of 15 weeks' duration, a one-credit tutorial in a course is equivalent to 15 hours of engagement.

A one-credit course in practicum or lab work, community engagement and services, and fieldwork in a semester mean two-hour engagement per week. In a semester of 15 weeks' duration, a one-credit practicum in a course is equivalent to 30 hours of engagement.

## 3. Structure of Undergraduate Programme

### 3.1 Levels of Courses

- 0-99: Pre-requisite courses
- 100-199: Foundation or introductory courses
- 200-299: Intermediate-level courses
- 300-399: Higher-level courses
- 400-499: Advanced courses

### 3.2 Change of Major

Change of Major: Students can opt for a change of major within the broad discipline (Natural and Physical Sciences, Mathematical, Statistics, and Computational Sciences, Library, Information and Media Sciences, Commerce and Management, and Humanities and Social Sciences) at the end of the first year.

### 3.3 Structure of the UG Programme

- Minor stream courses can be from the 3rd 300 or above level and 50% of the total credits from minors must be secured in the relevant subject/discipline and another 50% of the total credits from a minor can be earned from any discipline as per students' choice.
- Students will not be allowed to take the same courses studied in the 12th class under the interdisciplinary category.
- Honours students not undertaking research will do 3 courses for 12 credits in lieu of a research project / Dissertation.
- 40% of the credits in any category may be earned through online courses approved by the Department and University as per the existing UGC regulations.
- VIII-Semester core major may be seminar-based with students' presentations and discussions.
- Students may take audit courses without any credits.

### 14.1 SEMESTER REGISTRATION PROCESS

Semester registration from the second semester onward. All students will have to report and register on the dates specified in the Academic Calendar at the beginning of the semester.

Student will be eligible for semester registration only if he/she satisfies the conditions under promotion criteria and will be permitted to register only if he/she has cleared all dues to the university, provided he/she is not debarred from registration, on disciplinary grounds.

If a student fails to report on the specified date, he/she may be allowed by the Dean to register within one week from the reporting date with a fine. The amount of fine will be specified from time to time.

#### CANCELLATION OF REGISTRATION:

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

- On expiry of the specified period of Validity
- Concealment / misstatement 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

### 14.2 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 October, 2023.
- 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:

#### PROGRAMS OFFERED

Sl. 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 September, 2023	15 days or more before the formally-notified last date of admission	100%#
2	Between 17th September 2023 and 30th September 2023	Less than 15 days before formally-notified last date Admission	90%
3	Between 1st October 2023 and 15th October 2023	15 days or less after formally notified last date Admission	80%
4	Between 16th October 2023 and 31st October 2023	30 days or less, but more than 15 days after formally notified last date of Admission	50%
5	On or after 1st November 2023	More than 30 days after formally notified last date Admission	00%

\* 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 1000 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

1. 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.
2. 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.
  - I. 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)
  - II. NON-REGISTERED STUDENT
    - Date of Application
    - Name of the Student (as given at the time of Registration in the University)
    - Enrolment No. /Registration 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. 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)
  - V. Please find the Link of UGC Notification regarding refund of fee:  
[https://www.ugc.gov.in/pdfnews/6994492\\_Fee-refund-policy\\_0001.pdf](https://www.ugc.gov.in/pdfnews/6994492_Fee-refund-policy_0001.pdf)

## 15. Scholarship Policy

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

Scholarship Scheme for candidates taking Admission during the period beginning from January 01, 2023, to August 31, 2023

AUAT 2023 score	Scholarship
85.00% & above	50% of the 1st Semester Fee .
80.00% to 84.99%	25% of the 1st Semester Fee.

### 2. 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

### 3. JEE-2023 Scholarship

Scholarship to students seeking admission to B.Tech. (Engineering) programs on the basis of their JEE- Main 2023 All India Rank as per following criteria

JEE-2023 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

### 4. WBJEE-2023 Scholarship

Scholarship to students seeking admission for B.Tech (Engineering) programs on the basis of their WBJEE-2023 Ranks as per following criteria

WBJEE-2023 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

### 5. 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

6. 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.

7. 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.

8. 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.

9. CLAT-2023 Scholarship

Scholarship to students seeking admission for LLB programs on the basis of their CLAT-2023 Marks/Score as per following criteria

CLAT-2023 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

10. 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.

11. 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.

12. 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.

13. 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.

14. Merit Scholarship

Scholarship will be awarded programme 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:

**PROGRAMS OFFERED**

SI No.	Total strength of students in a programme	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.

A. 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.

B. General Conditions

- i. The maximum scholarship numbers are
  - a) top three for a batch strength of 41 and above
  - b) top two for a batch strength of 21 to 40
  - c) top one for batch strength is 1-20
- ii. 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 programme.

- iii. Students not fulfilling required percentage of attendance in the classes will not be eligible for award of any Scholarship.
- iv. Students having proven disciplinary charges will not be eligible for award of any Scholarship.
- v. Students having backlog in any paper in any Semester will not be eligible for award of any Scholarship.
- vi. The number of the students in a programme to be considered for granting scholarship under various categories will be number of students registered at the beginning of the year.
- vii. If any student is eligible / entitled for more than one scholarship / concession, he/ she has to make a choice for any one only.
- viii. 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.

16. Academic Calendar  
 ODD (SUMMER) SEMESTER (August 2023-December 2023)

Academic Session- 2023-24  
 (w.e.f. 01.08.2023)

Sl.No.	Activity / Event	Start Date	End Date
1	Program Re-Registration Process (Odd Semester) for 2 <sup>nd</sup> year onwards (Sem- III, V, VII and IX )	17 -July-2023	21-July-2023
2	Muharram (Holiday)	29-July-2023	29-July-2023
3	Commencement of classes of Academic Session 2023-24 (Odd Semester) for 2nd year onwards (Sem- III, V, VII and IX )	01-Aug-2023	-----
4	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	-----
5	Independence Day (Holiday)	15-Aug-2023	15-Aug-2023
6	Commencement of Ph.D. Coursework Classes (Summer Session: Academic Session 2023-24)	25-Aug-2023	-----
7	1st Sessional Theory & Practical Examination for B.Pharm and M.Pharm only- with Regular Classes)	18-Sep-2023	25-Sep-2023
8	Prophet Mohammad's Birthday (Holiday)	27-Sep-2023	27-Sep-2023
9	Gandhi Birthday (Holiday)	02-Oct-2023	02-Oct-2023
10	Fee Payment Notification for Even Semester – Semester, Hostel/Transport Fees ( For all UG, PG and Diploma Students)	13-Oct-2023	13-Oct-2023
11	Durga Puja (Holidays)	20-Oct-2023	24-Oct-2023
12	2nd Sessional Theory & Practical Examination for B.Pharm and M.Pharm and 1st Sessional Theory & Practical Examination for D.Pharm Year I and II (with Regular Classes)	03-Nov-2023	09-Nov-2023
13	Kalipuja/ Diwali (Holiday)	12-Nov-2023	12-Nov-2023
14	Bhai Dooj/Bhai Fota (Holiday)	14-Nov-2023	14-Nov-2023
15	Last date for payment of fees for Even Semester – Semester, Hostel/Transport Fees ( For all UG, PG and Diploma Students)	15-Nov-2023	15-Nov-2023
16	Last date of Submission of marks for Continuous and Comprehensive Assessment (Sem- I, III, V, VII, IX and XI ), except D. Pharm, B.Pharm and M.Pharm	20-Nov-2023	20-Nov-2023
17	End Semester (Odd) Practical Courses Assessment for UG, PG (with Regular Classes)-I, III, V, VII, IX and XI Sem.	20-Nov-2023	29-Nov-2023
18	Guru Nanak Birthday (Holiday)	27-Nov-2023	27-Nov-2023
19	Last instructional day	29-Nov-2023	29-Nov-2023
20	7th Convocation, Adamas University	Nov/Dec, 2023	Tentatively
21	Student Activity: Downloading of Examination Admit Card for appearing in End Term Examination	02-Dec-2023	04-Dec-2023
22	Last date of Project Submission UG, PG and Diploma Students -I, III, V, VII, IX and XI Sem	04-Dec-2023	04-Dec-2023
23	End Semester (Odd) Theory Examination- Regular & *Supplementary (only backlog courses with regular batches) Examinations for UG, PG - I, III, V, VII and IX Sem. (*Other than debarred students)	05-Dec-2023	22-Dec-2023
24	Last date for payment of fees for Ph.D. Summer Batch	15-Dec -2023	15-Dec -2023
25	Students Even (Sem-II, IV and VI ) Semesters, Hostel/Transport Fees Last date for payment of fees for Ph.D. Winter Batch Students Odd (Sem- III and V ) Semesters, Hostel/Transport Fees	15-Dec -2023	15-Dec -2023
26	Ph.D. RET Examination (Winter Session: Academic Session 2023-24)	23-Dec-2023	23-Dec-2023
27	Christmas (Holiday)	25-Dec-2023	25-Dec-2023
28	Winter Break for Students	23-Dec-2023	01-Jan-2024
29	Program Re-Registration Process for Even Semester (Sem- II, IV, VI, VIII and X )	27-Dec-2023	30-Dec-2023
30	Annual Employee Summit - ADAMAS DIALOGUE	Dec-2023	Dec-2023

EVEN (WINTER) SEMESTER (January 2024 - June 2024)

Sl.No.	Activity / Event	Start Date	End Date
31	New Year's Day (Holiday)	01-Jan-2024	01-Jan-2024
32	Commencement (Even Semester) of classes for all UG, PG and Diploma students (Sem- II, IV, VI, VIII and X )	02-Jan-2024	-----
33	Declaration of Results for End Semester (Odd) Examination	15-Jan-2024	15-Jan-2024
34	Netaji Jayanti (Holiday)	23-Jan-2024	23-Jan-2024
35	Republic Day (Holiday)	26-Jan-2024	26-Jan-2024
36	Ph. D. Course work examination for 2023-24 (Summer Batch)	29-Jan-2024	02-Feb-2024
37	Commencement of Classes for Ph. D. Scholars-2023-24 (Winter Batch)	02-Feb-2024	-----
38	1st Sessional Theory & Practical Examination for B.Pharm and M.Pharm and 2nd Sessional Theory & Practical Examination for D.Pharm Year I and II (with Regular Classes)	12- Feb-2024	19-Feb-2024
39	Declaration of Results for Ph.D. course work examination for 2023-24 (Summer Batch)	21-Feb-2024	21-Feb-2024
40	AU Sports Activity	Feb-2024	Feb-2024
41	National Tournament-AU	Feb-2024	Feb-2024
42	Fee Payment Notification for Odd Semester – Semester,	15-March-2024	15-March-2024
43	Doljatra/Holi (Holiday)	25-March-2024	25-March-2024
44	Good Friday (Holiday)	29-March-2024	29-March-2024
45	2nd Sessional Theory & Practical Examination for B.Pharm and M.Pharm and 3rd Sessional Theory & Practical Examination for D.Pharm Year I and II (with Regular Classes)	27- March-2024	05-April-2024
46	End Semester (Even) Practical Courses Assessment for UG, PG and Diploma Students (with Regular Theory Classes) (Sem.- II, IV, VI, VIII, X and Diploma Yr. I & II)	09-April-2024	22-April-2024
47	Eid-ul-Fitar (Holiday)	10-April-2024	10-April-2024
48	Dr. B.R. Ambedkar Birthday (Holiday)	14-April-2024	14-April-2024
49	Bengali New Year (Holiday)	15-April-2024	15-April-2024
50	Last date for payment of fees for Odd Semester- Semester, Hostel/Transport Fees ( For all UG, PG and Diploma Students)	15-April-2024	15-April-2024
51	Last date of Submission of marks Continuous and Comprehensive Assessment (Sem- II, IV, VI, VIII and X- with Regular Theory Classes), except D. Pharm, B.Pharm and M.Pharm	16-April-2024	16-April-2024
52	Last date of Project Submission UG, PG and Diploma Students	22-April-2024	22-April-2024
53	Last instructional day	22-April-2024	22-April-2024
54	Student Activity: Downloading of Examination	26-April-2024	29-April-2024
55	Admit Card for appearing in End Term Examination End Semester (Even) Theory Examination-Regular & *Supplementary (only backlog courses with regular batches)	30-April-2024	20-May-2024
56	Examinations for UG, PG (Sem.- II, IV, VI, VIII and X) and Diploma Yr. I & II (*Other than debarred students) Tech Fest, AU	April-2024	April-2024
57	May Diwas (Holiday)	01-May-2024	01-May-2024
58	Last Date for Registration and payment of Fees (Summer Quarter) for Debarred Students and Supplementary Examination	07-May-2024	07-May-2024

Sl.No.	Activity / Event	Start Date	End Date
59	Scholarship Interview (Merit Cum Means Scholarship)	09-May-2024	12-May-2024
60	Commencement of Summer School Classes	23-May-2024	07-June-2024
61	Declaration of Result for End Semester (Even) Examination for all UG, PG and Diploma students	08-June-2024	08-June-2024
62	Summer School Examinations	13-June-2024	28-June-2024
63	Last date for payment of fees for Ph.D. Summer Batch Students Odd (Sem-III and V ) Semesters, Hostel/Transport Fees	15-June-2024	15-June-2024
64	Last date for payment of fees for Ph.D. Winter Batch Students Even (Sem-II, IV and VI ) Semesters, Hostel/Transport Fees	15-June-2024	15-June-2024
65	Eid-UI-Zoha (Holiday)	17-June-2024	17-June-2024
66	Ph. D. course work examination for 2023-24 (Winter Batch)	01-July-2024	06-July-2024
67	Muharram (Holiday)	17-July-2024	17-July-2024
68	Ph.D. RET Examination (Summer Batch: Academic Session 2024-25)	20-July-2024	20-July-2024
69	Commencement of classes of Academic Session 2024-25 (Odd Semester) for 2nd year (Sem- III, V, VII and IX ) onwards	24-July-2024	.....
70	Declaration of Results for Ph.D. course work examination for 2023-24 (Winter Batch)	26-July-2024	26-July-2024
71	Commencement of classes of Academic Session 2024-25 (Odd Semester) for 1st years (Sem- I) students (F O R C E P S: 01st Aug to 07th Aug 2024)	01-Aug-2024	.....
72	Commencement of Ph.D. Coursework Classes (Summer Session: Academic Session 2024-25)	23 -Aug-2024	.....

#### ODD (SUMMER) SEMESTER - ADDENDUM (August 2023-December 2023)

Sl.No.	Activity / Event	Start Date	End Date
1	Last instructional day for B.Ed. (Semester-III)	08-Dec-2023	08-Dec-2023
2	Practical Examination for B.Ed. (Semester-III)	11-Dec-2023	19-Dec-2023
3	End Semester (Odd) Theory Examination- for B.Ed. (Semester-III)	22-Dec-2023	22-Dec-2023

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

#### 17. Policy on Late/Delayed Payment of Fees

- a) 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.
- b) 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.
- c) 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:
    - i. Rs. 500 as fine from the next day of the due date till 07 days. [i.e. Rs. 500/- only till 07 days]
    - ii. Additional fine of Rs.250/-per day for subsequent 07 days.
    - iii. 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 Town	HDFC0000349	Current

## 22. STUDENT REGULATION AND CODE OF CONDUCT

### 22.1 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.

### 22.2 INDISCIPLINE

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

- 22.2.1 Any overt or covert act leading to ragging and/or eve teasing
- 22.2.2 Disruption of class room activities
- 22.2.3 Disturbing the studies of other students
- 22.2.4 Marring the operations of the college or its educational activities
- 22.2.5 Harming the health or safety of staff or students
- 22.2.6 Damaging the college property

22.2.7 Possession/consumption/distribution of any intoxicants or illicit drugs or weapons in the campus

22.2.8 Misconduct and/or using unfair means during examination

22.2.9 Production of false information or documents for admission purpose

22.2.10 Production of false information or documents for award of scholarships, prizes, etc.

22.2.11 Failure to return loaned materials or settle debts with the University.

### 22.3 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.

#### 22.4 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 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.

#### 22.5 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;

## 22.6 Library Rules

- Entry to library is prohibited without Adamas University Identity card. Students become eligible for Library member. However, a formal registration step is required by producing admission confirmation documents and Universities Photo ID proof. After completing above procedure, user will get an email from library with their User id, password & Library guidelines.
- A maximum of four books for UG students and 5 books for PG Students shall be issued 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 from the due date to 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.
- No other belongings, 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 like wallet, Laptop, Mobile and other valuables. Any personal documents and belonging (except cell phones, purse, money, credit card, laptop and other valuables) shall not be allowed inside the Library. Bags are not allowed inside Library and must keep in baggage counter.
- Consumption of foods/drinks (except water) 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.

## 22.7 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.

#### 22.8 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.

#### 22.9 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.

#### 22.10 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.

#### 22.11 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.

#### 22.12 HOSTEL REGULATIONS

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

##### 22.12.2 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.

#### 22.12.3 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.

#### 22.12.4 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.

#### 22.12.5 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.

#### 22.12.6 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.

#### 22.12.7 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.

#### 22.12.8 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.

#### 22.12.9 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.

#### 22.12.10 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



## 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.

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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.

#### 22.12.11 Revision of Rules & 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.

#### 22.13 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.

##### 1.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.

##### 2.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.

### 3. 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.

### 4. 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.

5. 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"

## 6. Anti-ragging Committee

Sl.No	Name of the Member (s)	Position	E-mail ID (s)	Contact No. (s)
1.	Prof. (Dr.) Suranjan Das Vice Chancellor, Adamas University	Chairman	vc@adamasuniversity.ac.in	8479913769
2.	Prof. Shauvik Roy Chowdhury Registrar, Adamas University	Member	registrar@adamasuniversity.ac.in	9073364738
3.	Prof. (Dr.) Anand Prakash Dean, School of Health & Medical Sciences	Member	dean.solacs@adamasuniversity.ac.in	7319884607
4.	Prof. (Dr.) Rudra Prasad Saha Dean, School of Life Science and Biotechnology	Member	dean.solsb@adamasuniversity.ac.in	8100193105
5.	Prof.(Dr.) Shauli Mukherjee Director, School of Education	Member	dean.soe@adamasuniversity.ac.in	9830527098
6.	Prof. (Dr.) Souvik Roy Associate Dean, School of Law and Justice	Member	dean.solj@adamasuniversity.ac.in	8473805758
7.	Prof. (Dr.) Sujoy Bhattacharya Dean, School of Engineering and Technology	Member	dean.soet@adamasuniversity.ac.in	9618062749
8.	Mr. Ranen Seal President - Administration, Infrastructure and Project Development - Chairman & Chancellor's Office	Member	ranen.seal@adamasuniversity.ac.in	9830183777
9.	Dr. Kausheyee Banerjee Associate Dean (Students' Affairs)	Convener	kausheyee.banerjee @adamasuniversity.ac.in	8777724534
10.	Mr. Subhayan Bhattacharjee Vice-President-Chancellor/ Chairman's Office & Administration & Joint Director- International Relations	Member	subhayan.bhattacharjee@riceindia.org	9073905719
11.	Ms. Srijeeta Barua Enrollment No.: AU/2022/0007089 School of Basic and Applied Sciences Student Representative: Girl	Member	srijeeta.barua@stu. adamasuniversity.ac.in	8481842096
12.	Mr. Rupsayak Sarkar Enrollment No.: AU/2020/0004676 School of Law and Justice Student Representative: Boy	Member	rupsayak.sarkar@stu. adamasuniversity.ac.in	7872648424
13.	Mr. Nirmalya Chakraborty Law Officer	Invitee	law.officer@adamasuniversity.ac.in	8479918055

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.

## 23. TEACHING, LEARNING AND ASSESSMENT

### 23.1 OUTCOME BASED EDUCATION

Adamas University has implemented Outcome Based Education across all the programs offered by the schools of the 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.

### 23.2 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.

### 23.3 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 must 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.

**23.4 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	Comprehensive and Continuous Assessment	End Term Examination
Theory	50%	50%
Practical/Laboratory	50%	50%

### 23.5 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 planning and monitoring team has been formed and brought into the system at Adamas University from the year 2020. The team 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 planning and monitoring team 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 planning and monitoring department shall also take part in the curriculum reforms based on the feedbacks received from major stakeholders.

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

Director – Planning and Monitoring

Email: [planning.monitoring@adamasuniversity.ac.in](mailto:planning.monitoring@adamasuniversity.ac.in)

### 24. Examination Regulations

- \* Examination & Evaluation system, regulations, 2023 w.e.f. AY 2023-24
- \* Maintenance of Standard instructions as provided by the Regulatory body concerned, such as All India Council of Technical Education (AICTE), National Council for Teachers Education (NCTE), Bar Council of India (BCI), Pharmacy Council of India (PCI), Indian Council of Agricultural Research (ICAR), etc., wherever applicable. This shall be periodically followed in examinations and monitored by the duly constituted Committee (s).

#### 24.1 DEFINITIONS

In these Regulations, unless there is something repugnant in the subject or context:

- a)"University" means the Adamas University;
- b)"Academic Council" means the Academic Council of Adamas University constituted under Section 16 page no. 012 of the Clauses of The Adamas University Act,2014;
- c)"Board" means the Board of Examinations of the Adamas University;
- d)"Chairman" means the Chairman of the Board;
- e)"Coordinator" means the School Exam Coordinator;
- f) "Course Coordinator" means Coordinator of the relevant program of the Constituent School of the University;
- g)"Chancellor" means the Chancellor of the University;
- h)"Vice Chancellor" means the Vice Chancellor of the University;
- i) "Registrar" means the Registrar of the University;
- j) "Controller" means the Controller of Examination of the University;
- k)"Dean" means the Dean of the Constituent School of the University;
- l) "Regular Student" means a student who has registered for a full time academic program offered

- by the Constituent School of the University and is progressing as per schedule;
- m) "Non-Regular Student" is a student who has not been able to meet the academic requirement as per the rules of the University and has now been allowed additional time to meet the academic requirement;
- n) "SGPA" means Semester Grade Point Average;
- o) "CGPA" means Cumulative Grade Point Average;
- p) "Prescribed" means prescribed under these regulations;
- q) "Supplementary Examination" is the examination conducted by the University for the students who has not been able to meet the passing criteria.
- r) "Course" means the basic unit of instruction within an academic programme for which grades may be assigned.
- s) "Programme" means a structured academic programme, comprising a number of courses leading to an award of the University.

24.2 Adamas University shall follow a comprehensive continuous evaluation system.

The components of the evaluation system will be as follows:

ASSESSMENT (Theory & Practical Courses)	WEIGHTAGE (UG & PG Programs)
Continuous and Comprehensive Assessment	50%
End Semester Examination	50%

#### **Continuous and Comprehensive Assessment**

Continuous and comprehensive assessment will be based on the student's performance in regular course work, assignments, quizzes, project, term paper, case analysis, seminar, group discussion, paper presentations, class participation etc. At the beginning of each semester, the scheme of weightage of each component of continuous and comprehensive assessment shall be notified by the faculty concerned, through the teaching plan of the course to be taught.

#### **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) except for School of Law and Justice.

Duration of End-Semester Examinations will be 2 hours 30 minutes for School of Law and Justice.

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 outcomes

In both, Post Graduate and Undergraduate Programs the End Semester Examination will cover entire syllabus of the course.

### Practical Examination

There will be continuous evaluation for all practical courses during the semester and end semester assessment 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.

### 24.3 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:

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

\*As per UGC guideline for 4 year UG program the maximum duration is (n + 3)

### 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 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 (after publication of the result of the End Semester Examination / Summer School Examination / Special supplementary examination, if any):

Progression to	Minimum Credit to be earned
2 <sup>nd</sup> year	Earn 50% credit of 1 <sup>st</sup> year
3 <sup>rd</sup> year	Earn 60% credit (cumulative) of 1 <sup>st</sup> year & 2 <sup>nd</sup> year
4 <sup>th</sup> year	Earn 70% credit (Cumulative) of 1 <sup>st</sup> year, 2 <sup>nd</sup> year & 3 <sup>rd</sup> year
5 <sup>th</sup> year	Earn 80% credit (cumulative) of year 1 <sup>st</sup> year, 2 <sup>nd</sup> year, 3 <sup>rd</sup> year & 4 <sup>th</sup> year
6 <sup>th</sup> year	Earn 80% credit (cumulative) of year 1 <sup>st</sup> year, 2 <sup>nd</sup> year, 3 <sup>rd</sup> year, 4 <sup>th</sup> year & 5 <sup>th</sup> year

### Semester Examination

No student will be allowed to appear at the End-Semester Examination or Supplementary Examination unless the student has attended 75% 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 75% attendance in one or more subjects but secures not less than 65% 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 75% (65% 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 empanelled 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.

**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 **Grade point below 6.**

- Student can appear in Improvement Examination for Continuous Comprehensive 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)**
- Keeping the interest of the students, special supplementary examination may be conducted

on recommendation of school Dean(s) and approval from Vice Chancellor.

***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.

**24.4 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 75% (65% in case of grace considered on medical grounds / family exigencies) 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.

**Summer school examination enrolment:**

1. Registration for debarred courses examination: Maximum five debarred courses will be permitted for registration for summer school examination.
2. Registration for supplementary (including improvement) courses examination: Maximum 10 supplementary (including improvement) courses will be permitted for registration. Student will have the option of improvement in end semester assessment component in a course applied for supplementary / improvement examination.
3. Student can appear in improvement examination for a Continuous Comprehensive Assessment component for a course after attending the summer school and the maximum number of courses for registration in summer school classes is five.
4. A student will be permitted for improvement examination in such courses in which he / she secured grade point below 6.00.
5. If a student applies for the improvement in the other than the end semester component, has to appear in the end semester examination.
6. However, the maximum number of courses a student can apply is 10 (considering all debarred, supplementary & improvement courses).
7. Any deviation on legitimate ground to be approved by the Vice Chancellor.
8. Fee detail as per notification

## 24.5 Awards of Grades

Adamas University shall adopt a 10-point grading system for converting students' marks (out of 100) for all UG and PG Programmes 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
P	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 continuous and comprehensive assessment 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 and CGPA shall be rounded off to two decimal point. The SGPA is calculated on the basis of grades obtained in all courses, registered in a semester:

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

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:

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

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.

## 24.6 REQUIREMENTS FOR PASSING

Program Type	Grading Type	Minimum percentage of Marks to be obtained in Composite Score*	Min CGPA to earn UG & PG Program
		MIN PASS GRADE-'P' for UG MIN PASS GRADE-'C' for PG	
UG	Absolute	35	5.00
PG	Absolute	40	5.00

\*Composite Score = CCA + END  
(CCA – Continuous and comprehensive assessment score, END – End Semester Examination score)

### *UG & PG Program*

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	P
<35		0	F
Absent		0	AB
Debarred		0	DB

### *Absolute Grading System-PG*

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

### Declaration and Rectification of Results

The results tabulated and moderated, as above, shall be put up before Board of Examinations for approval. The results shall be published within twenty days after the last day of the examination.

The Board of Examinations 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.


### 24.7 Re-evaluation of Answer sheet

A student shall be entitled to have his/her answer books (only theory courses and theory part of the hybrid courses) 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.

### 24.8 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:
    - 1) HoD of the concerned Department or his nominee;
    - 2) Professor of the Constituent School;
    - 3) 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.

#### 24.9 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.
- f) The dissertation/project work shall
  - i. Be focused on the problem.
  - ii. Include current status of knowledge in the subject (literature review);
  - iii. Embody the result of studies carried out by him/her;


- iv. Show evidence of the student's capacity for critical examination and judgment; and
- v. 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 to be done by 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.

**Arrangements for the blind/ physically handicapped candidates**


Arrangements for the blind/ physically handicapped candidates appearing for the examination the blind / otherwise physically incapacitated candidates who write the examination with the help of Scribes shall be seated in separated rooms. The maximum number of candidates belonging to the above categories is allowable in an examination hall shall not exceed five (5). An invigilator shall be allotted to Supervise them.

**24.10 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:*

<b>Nature of malpractice adapted</b>	<b>Punishment to be awarded</b>
<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>
<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,</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>(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>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>

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- 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, the
  - iii.) Examination Disciplinary Committee shall take appropriate action including imposition of appropriate penalty including award of 'F' grade.

#### 25. 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 student's/ 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.

Research achievements at a glance:

Extramural Projects (from DST, DRDO, ICMR, DAE and others): 32 in number

Projects grant amount received till date: 10 Cr+

Patent Published/Granted: 27

SCOPUS indexed publication: 1500+

University H-index: 37

Total Citation: 4500+

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

## 26. Amenities and Facilities available on the Camps

### 26.1 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 3 other Departmental Libraries, namely, 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.

### 26.2 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/Biotechnology Lab/Microbiology Lab	10
Chemistry Lab	5
Smart Agriculture	3
Psychology Lab	2
Education Lab	2
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
Pharmaceutical Technology Lab	14
Physics Lab	4
Research Lab	3
Workshop (Mechanical)	6
Total	101

### 26.3 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 Behavioral 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.

#### 26.4 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 has opened “Cozy Nook” 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:

Mr. Partha Roy (AGM Food & Beverage)

Mob-6292190208

Email ID: partha.roy@riceindia.org

#### 26.5 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: 8:00 AM – 8:00 PM Day: Seven days a week

#### 26.6 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.

CONTACT DETAILS:

Hostel Superintendent: 8336951810

Hostel Warden (Girls Hostel) 1: 9073905725

Girls Hostel 2: 9836475296 Hostel Warden (Boys Hostel): 8479918002

#### 26.7 COMMON ROOMS

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.

#### 26.8 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

#### 26.9 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. The gymnasium has a gym trainer who assists the students and employees with the physical exercise and giving proper direction regarding usage of gym instruments.

#### 27. 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

#### 27.1 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 AM to 6.00 PM; Day: Monday to Friday) Bank of India, AIT Campus, Barasat Branch, Contact Number: 9163958240

#### 27.2 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 habitants. The campus remains under observation through CCTV cameras positioned at strategic point's 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

### 27.3 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

#### 27.4 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) – 300Mbps, taken from Airtel, used for office work for staff, Internet browsing, and conducting an online class
- Broadband – 1Gbps, 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. TCS-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.

#### 28. The Department of International Relations

The Department 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 department is to facilitate and support schools in their work relating to these collaborative programs.

The University has established a strong foothold having collaborations with 84 universities in 43 countries Argentina, Armenia, Australia, Bangladesh, Bhutan, Bosnia and Herzegovina, Cameroon, Canada, China, Egypt, Ethiopia, Germany, Hungary, Indonesia, Israel, Italy, Jakarta, Kenya, Latin America, Latvia, Lithuania, Malaysia, Mexico, Mongolia, Morocco, Nepal, Niger, Nigeria, Philippines, Poland, Romania, Russia, Slovakia, Somalia, South Korea, Spain, Taiwan, Thailand, Turkey, UK, Ukraine, USA, Vietnam.

## SCHOOL COORDINATORS OF INTERNATIONAL RELATIONS

- \* Prof. Dr. Arindam Mitra, SOLB
- \* Mr. Sayak Pal, SOMC
- \* Dr. Mukulika Dattagupta, SOLACS
- \* Mr. Akash Bag, SOLJ
- \* Dr. Amitabha Ghosh, SOBE
- \* Ms. Parama Kundu, SOE
- \* Dr. Subrat Kumar Bhattamisra, SOHMS
- \* Dr. Abhishek Santra, SOBAS
- \* Dr. Mohammad Zubair, SOET

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

Innovation and Entrepreneurship Development is a major focus of education in today's context. Adamas University has created a conducive environment for innovators and start-ups.

MAJOR ACTIVITIES:	THRUST AREAS:
a. Creation of Awareness and Popularize Entrepreneurship Development	a. Food and Agriculture
b. Collaboration and Handholding of innovators and start-ups	b. Health, Biotechnology and Pharmacy
c. Capacity Building Program for faculty members and students	c. Engineering
d. Organize Hackathon, Ideation events to inculcate and nurture innovation	d. Social Entrepreneurship
	e. Artificial Intelligence, Machine Learning
	f. Clean and Green Energy
	g. Environment and Waste Disposal

## ENTITIES SUPPORTING INNOVATION AND START-UP ECOSYSTEM:

- \* E-YUVA Centre, supported by BIRAC (A Govt. of India Enterprise): This is one of the 10 Centre in the countries
- \* and the only one in West Bengal. Provides fellowship and innovation grant to UG, PG and Post Doc Level.
- \* Centre for Incubation: Supports pre-incubates and incubates within the university.
- \* Technology Business Incubator, approved by MSME, Govt. of India: Hosts hackathon and provides grants to innovators/ start-ups/ MSMEs.
- \* IPR Cell, supported by DSTBT, Govt. of WB: Creates awareness on IPR and provides support for application in Patent/ Design/ Trademark/ GI etc.
- \* Industry-Academia Collaboration Centre, supported by BOSCH: Connects to industries for academic enrichment and collaborations. Conducts skill-entrepreneurship program and programs utilizing CSR funding.
- \* Institutions Innovation Council, approved by Ministry of Education, Govt. of India: A student-faculty coordinated committee to promote innovation, start-up and IPR.

SUPPORT & MENTORSHIP: Provides support to the students'/ faculty members and externals to create their enterprise by providing funding through Govt. schemes, mentorship, technological support, office space, IT peripherals, interns etc.

For Further Details, Contact:

Dr. Saptarshi Chatterjee,

Associate Director, Incubation &

Chief Coordinator, E-YUVA Centre, Adamas University (Supported by BIRAC)

Email: saptarshi.chatterjee@adamasuniversity.ac.in Mob: 7016636678

### 30. CAREER DEVELOPMENT CENTRE

#### CAREER DEVELOPMENT PROCESS

- i. In the beginning of session, the students will be registering in the career developing portal and will update their information with necessary documents, their skill set and interests will be register in our automated system called Superset.
- ii. Collecting student's profile to study, understand their interest strengths and weaknesses. Accordingly, guide students whether they should go for jobs, higher studies, appear for GATE, NET or RICE trainings for careers in government sector etc. Involve professionals for assessing students – evaluation, mock interviews, etc.
- iii. Assessing students to measure their domain-abilities, data interpretation and problem- solving skills and helping them to identify their development needs in advance. Students go through counselling session to profile their strengths and weaknesses at the dawn of his/her professional career.
- iv. Reaching out to the corporates to organize professional training on advanced topics in areas of finance, new-edge technologies, management etc. and organize trainings to develop communication / presentation skills and personality development of the student
- v. Contacting external corporates for internships and PPOs. Inviting them to our campus to meet our students and know this university.



### PLACEMENT ORIENTED TRAINING ECO-SYSTEM

The focused approach of the university towards persistent and multidimensional training of students in-line with the industry expectations and establishment of industry sponsored labs for hands-on-learning has led to a significant increase in the number of placements offers and record salary packages.

Placement Process:



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 Centre at Adamas University has come up with the concept of Employability Score Card.

**It helps the students to improve consistently in their learning curve.**

This Employability score card will be available for all the students. Students with A Grade will get opportunity to be interviewed with top industries. Similarly, students with B grade will get better opportunities in compare to students with C grade.

#### CONTACT PERSON

Mr. Abhijit Giri

Director- Career Development Centre (CDC), Center for Lifelong Learning (CLL) & Group Outreach

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

#### 31. QUALITY ASSURANCE & 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.

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).

### **32. CENTRE FOR LIFELONG LEARNING**

Centre for Life Long Learning (CLL) is focus on the development of skills on a continuous basis, learning and development non skilling, reskilling and upskilling, and career development of the student through soft skill training (communication-verbal & non-verbal, personality development, employability skills & confidence building etc.), 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:

- I. **Life 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.
- II. **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.
- III. **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:**

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

#### **COURSES OFFERED:**

- Courses for Skill development focusing on Industry 4.0 collaborating program with industries 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, MAT etc.
- Value - Added courses.
- Courses on Human Values and professional Ethics (Pan University – IV Semester students.)
- Govt. Job Preparatory Course (Residential & hostellers/Day Scholar): WBCS & UPSC Bank | Rail/Banking  
| PSC | LIC | Staff Selection
- Rural skill upgradation and capacity building courses focusing on rural employment generation



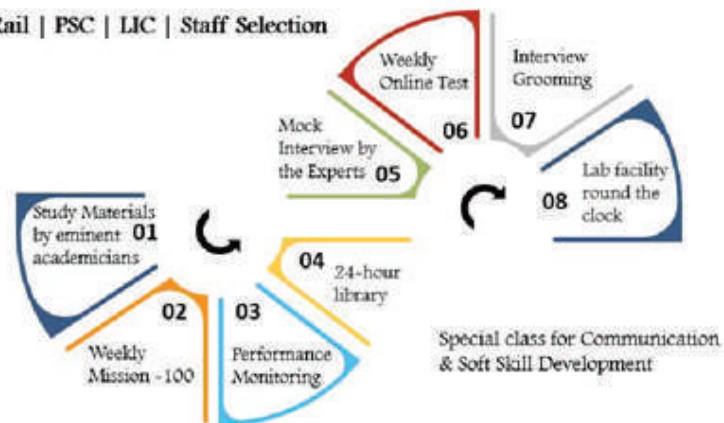
Govt. Jobs Preparatory Course (Residential and Day Scholar)

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.

# GOVT. JOBS

## AU Govt. Service – Residential Program

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



Contact Person:

Mr. Abhijit Giri

Director, Centre for Lifelong Learning

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

### 33. ALUMNI RELATIONS

Established in 2014, Adamas University strives to create and maintain a life-long connection between the university and alumni.

The reputation and success of any educational institution including higher educational institutions lies on its students – past as well as present. The reputation grows when it keeps producing successful graduates and post-graduates continuously – intelligent, innovative and effective in their fields.

Alumni can help institutions sustain through their brand building, mentorship & career Guidance, placements, donations, naming rights, effective networking, etc.

Our Alumni Relation's Office has been in operation for the last two years or so. We have tried to create an engaged and supportive alumni network.

Some engaging alumni events are as follows:

- Alumni Meet at University Campus at Kolkata in 2020:



Hon'ble Chancellor's speech on the occasion of Alumni Meet

Alumni get together at Sikkim in 2022



- Alumni Talks: In Alumni Talk sessions, Alumni speaks about his/her journey from Adamas University to the corporate world



- Launch of Alumni Association on 21-06-22



Diya illumination by Honourable Chancellor Sir



Governing Body Officials

### Alumni Meet, Bangalore on 07-01-23



- **Adamas University has more than 4000 alumni and many of them are doing remarkably well in their respective fields.**

In the years to come we expect our alumni to climb the loftiest peaks in their corporate journeys, inspire the coming batches of students, and make their alma matter proud.

Contact Details:

**Mr. Abhijit Giri**

Director- Career Development Centre (CDC), Center for Lifelong Learning (CLL) & Group Outreach

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

#### **34. 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 academics and 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 Cell**

- 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

#### **Faculty members Student Affairs Team**

- Dr. Kausheyee Banerjee, Associate Professor, Associate Dean, Student Affairs
- Dr. Supratim Karmakar, Assistant Professor
- Dr. Priyanka Chakraborty, Assistant Professor
- Ms. Parama Kundu, Assistant Professor
- Ms. Riya Sil, Assistant Professor
- Dr. Mainan Ray, Associate Professor
- Ms. Subhasnata Mohanta, Assistant Professor
- Ms. Piyali Das, Assistant Professor
- Ms. Ipsita Banerjee, Assistant Professor
- Mr. Saptarshi Sanyal, Assistant Professor

#### **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 center 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

**Contact person: Ms. Samita Banerjee, Head, Student Facilitation Center**

**For any problem: [sfc@adamasuniversity.ac.in](mailto:sfc@adamasuniversity.ac.in)**


#### **Club Activities:**

Adamas University has 15 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.

Our Clubs Namely:

#### **1. MUSIC CLUB ( Musicorum):**

The Club aims at encouraging students to organize music related events. Eastern, Western, Classical as well as instrument sessions are conducted throughout the year. The students enjoy collaborating with different clubs and make the campus musically magical and full of life.



Faculty Mentor: Dr. Supratim Karmakar

#### 2. ROBOTICS AND AI CLUB:

This Club was founded on 28th November 2017, "For the student, Of the student and By the student". In Robotics and AI society students innovate, tackle real life problems, engineer the technology. Students organize earning sessions, hands-on sessions for our members and mentor them for the future. Students work with Computer Vision and AI, designing and fabrication of PCB's developing automation technologies and IOT technologies for different industrial purposes and much more.

Faculty Mentor: Dr. Rupanwita Das Mahapatra

#### 3. DANCE CLUB:

The Dance club called "Jhankar" at Adamas University promotes cultural diversity by boosting up the morale of students and by highlighting the talent of dance and creativity. When students get tired of books and assignments, they head to Jhankar and feel relaxed by expressing themselves through language of Dance.

Faculty Mentor: Dr. Kasturi Mukherjee

#### 4. CROSSFIT -HEALTH CLUB:

Our club mainly focuses on mental fitness, personality development and hygiene along with physical fitness of our members. We organize many interesting and knowledgeable sessions like yoga, meditation, personal grooming, basic counselling, diet and nutrition classes etc. Crossfit members also celebrate different days related to health by arranging seminars and awareness program.

Faculty Mentor: Ms. Monisha Nath

#### 5. FILM AND DRAMA CLUB KISSEWALA:

Film and drama is nothing but a KISSA of life. Kissewala, the Film Club of Adamas University stemmed from the mutual love of Film-making and Film Appreciation. The primary aim of the club is to nurture and encourage our members' (Students) mutual passion for films and filmmaking.

Faculty Mentor: Dr. Nisarga Chand

#### 6. BIOTECHNOLOGY CLUB :

Adamas Biotechnology club is a perfect entrepreneurial platform to create opportunities among the students to implement their innovative ideas. We learn... We encourage... we create...

Adamas Biotech Club sees itself as a platform to foster a community of members with shared interests in Biotechnology. We seek to build a connection between Bio-enthusiasts and those who are actively involved in the industry.

Faculty Mentor: Dr. Manoj Kumar Singh

#### 7. KATHA KALAAJ – RECITATION CLUB:

Katha Kolaaj is the platform where students are encouraged to nurture their creative instincts through recitation, elocution and on stage anchoring. They participate in all the cultural activities organized by the university. So, at the end of the day we are a well bonded family sharing immensely positive energy, enthusiasm, cultural vibes and creative quest.

Faculty Mentor: Dr. Sreeparna Roy

#### 8. NATURE NURTURER'S: ENVIRONMENT CLUB:

The Environment Club was established in 2019 with the vision of infusing sensitivity coupled with a sense of responsibility into the future citizens. A deep sense of appreciation and gratitude for the environment is what is required in human society now. The club was renamed to "The Nature Nurturers" in August 2020. The club is working with a vision where fun-filled activities will eventually

lead to an environmentally educated society following environmentally sustainable practices.

Faculty Mentor: Dr Indrani Ghosh

#### 9. ENTREPRENEURSHIP CLUB:

The Club is dedicated to promoting the spirit of entrepreneurship among students throughout the university and make and bring next sustainable start-ups from our universe and our State. Inside club we create a learning-by-doing environment where students can cultivate their entrepreneurship skills.

Faculty Mentor: Ms. Soodipa Chakroborty

#### 10. LITWIZ CLUB:

The society is Digitally contaminated and only Books can help young mind to imagine and create new things. At the Inklings, our aim is to inculcate the love for reading in young souls. We endeavour to bring literary texts to life through debates, discussions, and presentations.

Faculty Mentor: Dr. Samhita Sanyal

#### 11. SOCIAL WORK CLUB (EMPATHY):

The CSR club aims to create awareness and emotionally sensitize students towards the underprivileged part of the society. The Club realizes that community service is one of the essential elements of true education. The main purpose of the club is to cultivate a spirit of social entrepreneurship among students through which they will learn to embrace responsibility to the community and the society.

Faculty Mentor: Dr. Moumita Das

#### 12. ARTSYM CLUB:

This club deals with drawings and paintings. Photography is a matter of interest for many students and Many workshops on paintings and photography are done on a regular basis to motivate the spirit of the members.

Faculty Mentor: Dr. Prantik Banerjee

#### 13. CY-CODER'S CLUB:

The club deals with teaching the basic coding ideas to all the University students. In today's world coding is a basic knowledge component which is required for all walks of life.

Faculty Mentor: Mr. Sayantan Singha Roy

#### 14. JUNK INNOVATION CLUB:

This club deals with recycling waste and disposable materials into utilizable articles supporting sustainable development goals.

Faculty Mentor: Dr. Muhammed Zubair

#### 15. Electoral Literacy Club:

This club helps to imbibe awareness among the students of the University about their constitutional rights and voting powers. A number of workshops and awareness campaigns are designed to articulate the club activities.

Faculty Mentor: Dr Pallavi SinhaDas

### **Student Governing Body**

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

#### Purpose of the Student Governing Body

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

#### Engaging Newly Admitted Students Vision

- \* To create a sense of identity and belongingness among the students taking admission
- \* To retain the students' interest by engaging them productively and creatively
- \* To foster an ecosystem where the students experience the bond and connect that Adamas University can offer right from the very beginning of their tenure at the University

#### Mission:

- To increase communication between students and respective Departments/Schools from the very beginning-“getting to know each other”
- To foster and facilitate student involvement in academic and non-academic activities
- To create an interactive domain that would involve the Departmental representatives (students and teachers) and the new students

#### Event Calendar for Cultural Activities Academic Year 2023-2024

Sl. No	Date	Event/activity
1	1-Aug-23	Paper day
2	2-Aug-23	Birth anniversary of Acharya Prafulla Chandra Ray
3	3-Aug-23	The Safety at Workplace Bill, 2010 passed against sexual harassment of women
4	4-Aug-23	India's first nuclear research reactor was commissioned in Apsara
5	7-Aug-23	World Sanskrit Day
6	8-Aug-23	World Senior Citizen's Day
7	9-Aug-23	World's Indigenous day
8	10-Aug-23	World Bio Fuel Day
9	12-Aug-23	International Youth day
10	12-Aug-23 - 18-Aug-23	Anti-ragging week
11	13-Aug-23	Organ Donation Day
12	15-Aug-23	INDEPENDENCE DAY
13	19-Aug-23	World Humanitarian Day
14	20-Aug-23	World Mosquito Day
15	21-Aug-23	Poetry day
16	29-Aug-23	National Sports day
17	1-Sep-23 - 7-Sep-23	NATIONAL NUTRITION WEEK
18	7-Sep-23	World Forgiveness Day
19	8-Sep-23	INTERNATIONAL LITERACY DAY
20	9-Sep-23	World First Aid Day
21	10-Sep-23	World Suicide Prevention Day
22	14-Sep-23	SANCHAYIKA DAY HINDI DIVAS
23	15-Sep-23	International Day of Democracy
24	16-Sep-23	World Ozone Day
25	21-Sep-23	International Day of Peace

Sl. No	Date	Event/activity
26	1-Oct-23	NATIONAL VOLUNTARY BLOOD DONATION DAY
27	2-Oct-23	ANTI-LEPROSY DAY National Anti-Drug Addiction Day
28	1-Oct-23 - 10-Oct-23	INTERNATIONAL FILM FESTIVAL OF INDIA
29	10-Oct-23	World Mental Health Day
30	13-Oct-23	INTERNATIONAL DAY FOR NATURAL DISASTER REDUCTION
31	16-Oct-23	WORLD FOOD DAY
32	18-Oct-23	Agomoni
33	24-Oct-23 - 30-Oct-23	DISARMAMENT AND DEVELOPMENT WEEK
34	31-Oct-23	ANTI -TERRORISM DAY
35	1-Nov-23	National Stress Awareness Day
36	9-Nov-23	World Quality Day
37	10th Nov-23	Diwali celebration
38	14-Nov-23 - 20-Nov-23	WORLD HERITAGE WEEK
39	17-Nov-23	International Students' Day
40	30-Nov-23	International Computer Security Day
41	8-Nov-23 - 14-Nov-23	ALL INDIA HANDICRAFTS WEEK
42	22-Dec-23	Christmas carnival
43	4-Jan-24	World Braille Day
44	5-Jan-23 - 6-Jan-23	Winter camp
45	12-Jan-24	NATIONAL YOUTH DAY
46	10-Jan-23 - 16-Jan-23	ROAD SAFETY WEEK
47	25-Jan-24	INDIA TOURISM DAY
48	26-Jan-24	REPUBLIC DAY
49	13-Feb-24	World Radio Day
50	14th Feb	Saraswati Puja
51	15-Feb-23 - 16-Feb-23	Adinova
52	21-Feb-23	International mother language Day
53	1-Mar-24	National Defense Day
54	8-Mar-24	INTERNATIONAL WOMEN'S DAY
55	7-April-23 - 14-April-23	HANDLOOM WEEK
56	29-Apr-24	International Dance Day
57	30-Apr-24	International Jazz Day
58	3-May-24	WORLD PRESS FREEDOM DAY
59	8-May-24	WORLD RED CROSS DAY
60	11-May-24	TECHNOLOGY DAY
61	17-May-24	WORLD TELECOMMUNICATIONS DAY
62	21-May-24	World Day for Cultural Diversity for Dialogue and Development
63	22-May-24	International Day for Biological Diversity
64	31-May-24	NO TOBACCO DAY
65	5-Jun-24	WORLD ENVIRONMENT DAY
66	14-Jun-24	World Blood Donor Day
67	21-Jun-24	International Day of Yoga
		World Music Day
68	26-Jun-24	INTERNATIONAL DAY AGAINST DRUG ABUSE & ILLICIT TRAFFICKING
69	15-Jul-24	World Youth Skills Day
70	26-Jul-24	Kargil Vijay Diwas

### Student Engagement Plans

- One celebrity mentor from each club shall be invited once a month on Saturdays to address the students of the entire University.
- Groomers shall be appointed for the performance based clubs like music club, dance club, recitation club, painting club to give the students a professional touch.
- Regular workshops shall be conducted by the clubs by experts on club timings.
- No classes shall be allocated on the club timings and the Department Heads should also encourage each and every student to actively participate in the club activities.
- University Choir shall be framed consisting of both the students and the faculties who would organize the University level musical events.
- Inter- University competition participation shall be encouraged so that the students of the University gets an opportunity to showcase their talents.
- Annual fest shall be organized on a regular basis. This fest shall be organized by the student board framed by the Statute of the University, Ambassadors of the Student Affair Cell, and the NSS Unit of the University.
- One of the student coordinator of each club must be a hostel representative, so that the hostlers can organize events from the clubs during the weekends.
- Skill development based programs can be organized during the week-ends.
- A sports club shall be established.
- Regular interaction with the students is an essential responsibility of the Student Affair Cell.
- A self-defense workshop shall be organized quarterly by the Student Affair cell.

### 35. 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
- Celebration of Yuva Sambad-India@2047, by planting indigenous trees to form a Vatika

### 36. 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	<b>Prof. Shauvik Roy Chowdhury</b> Registrar	Chairman
2	<b>Prof. (Dr.) Souvik Roy</b> Associate Dean, School of Law and Justice	Co-Chairman
3	<b>Dr. Arindam Mitra</b> Professor, School of Life Science and Biotechnology	Member
4	<b>Dr. Moumita Dey</b> Associate Professor, School of Basic and Applied Sciences	Member
5	<b>Dr. Tanim Banerjee</b> Assistant Professor, School of Business and Economics	Member
6	<b>Dr. Biswajit Dash</b> Professor, School of Medical Sciences	Member
7	<b>Ms. Soodipa Chakraborty</b> Assistant Professor, School of Engineering and Technology	Member
8	<b>Dr. Ambalika Guha</b> Assistant Professor, School of Liberal Arts and Culture Studies	Member
9	<b>Ms. Moumita De Das</b> Assistant Professor, School of Media and Communication	Member
10	<b>Ms. Srijata Biswas</b> Assistant Professor, School of Education	Member
11	<b>Mr. Subhayan Bhattacharjee</b>	

SI No	Name	Post
	Vice President- Chancellor/ Chairman Office & Administration and Joint Director- International Relations	Member
12	<b>Mr. Ranen Seal</b> President - Administration, Infrastructure and Project Development - Chairman & Chancellor's Office	Member
13	<b>Dr. Kausheyee Banerjee</b> Associate Dean (Students' Affairs)	Member
14	<b>Mr. Nilay Banerjee</b> Security Head	Member
15	<b>Mr. Abhijit Giri</b> Director, CDC & CLL	Member
16	<b>Prof. (Dr.) Ishita Chatterjee</b> Director- Social Responsibility	Member Secretary

### 37. 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

SI No	Name & Designation	Post
1	Prof. (Dr.) Rudra Prasad Saha Dean, School of Life Science & Biotechnology	Chairman
2	Dr. Nav Kumar Mahato Associate Professor, School of Basic and Applied Sciences	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	Prof.(Dr.) Ishita Chatterjee Professor, School of Law and Justice	Member
6	Mr. Pranay Pandey Assistant Professor, School of Education	Member Secretary

The Cell 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.

The role of the Committee would be:

1. To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in the University.
2. 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.

It is also being notified that a Complaint Register is being maintained by Senior Office Assistant of the office of the Registrar for the purpose of registering the complaint.

### **38. 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**

- 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.
- Enhance opportunities for employment of differently-abled in campuses and steps to utilize their capacity within the University.
- Enable and monitor the participation and progress of persons with disabilities.
- Assist in employment opportunities.
- To suit the special needs, our institute has created special facilities such as ramp and special toilets.
- To address the accessibility issues pertaining to disability other necessary changes are made. For e.g. lift available for them.
- During the examination extra time is given to them Additional time to blind students is given. Even they can make use of a scribe.
- Special seating arrangements are provided to them.
- For Psychological Counselling, differently abled students are given preference.
- Fees Concessions and scholarship are provided to them by the institute.
- In their teaching-learning process, first bench is made reserved for them.
- Setup ICT tools for reading assistance, type to text tools and allow faculty assist programs for

- persons with disabilities.
- Provide scribes for writing examinations. This will also include making information reasonably available in accessible formats.
- Enable support in creating an environment that is inclusive and helps nurture their professional growth.
- 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

### **39. 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.) Aparajita Bhattacharya	Professor, School of Basic and Applied Sciences	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	Dr. Kausheyee Banerjee	Associate Dean, Students' Affairs	W	Faculty Member (Convener)	02 years
4	Ms. Rupanwita Das Mahapatra	Assistant Professor, School of Engineering and Technology (SOET) and Chief Warden, Girls Hostel	W	Faculty Member	02 years
5	Dr. Koushik Chakraborty	Assistant Registrar (Academics), Office of the Registrar	M	Non - Teaching Member	02 years
6	Mr. Nirmalya Chakraborty	Law Officer	M	Non - Teaching Member	02 years
7	Mr. Ashit Modak Enrolment No.- AU/2022/0008419 Roll No.- PG/05/MSGI/2022/034 Contact No.- 8101983863	M.Sc. (Geoinformatics)	M	PG Student	01 year
8	Ms. Namrata Das Enrolment No.: AU/2022/0008240 Roll No.: UG/04/BSPSY/2022/034 Contact No.: 9883115103	B. Sc. (Hons) (Psychology)	W	UG Student	01 year
9	Ms. Tamasi Biswas Enrolment No.: AU/2021/0006861 Roll No.: PHD/03/PHDLAW/2021/002 Contact No.: 8158079545	Research Scholar, Department of Geography, School of Basic and Applied Sciences	W	Research Scholar	01 year

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

- (a) A person employed at a workplace for any work, regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor;
- (b) employed by a contractor with or without knowledge for the principal employer;
- (c) employed for remuneration or not;
- (d) working on voluntary basis or otherwise;
- (e) include a co-worker;
- (f) contract worker, probationer, trainee, apprentice or called by any other name;
- (g) domestic worker employed to work in household for remuneration in cash or kind;
- (h) 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. Piyanka Pal 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.

#### 40. STUDENT GRIEVANCE REDRESSAL

The University Student Grievance Redressal Committee (USGRC) may take up grievances arising from Schools/ Departments on the basis of jurisdiction assigned to it by the Hon'ble Vice Chancellor.

SI No	Name & Designation	Post
1	Prof. (Dr.) Rudra Prasad Saha Professor & Dean, School of Life Science and Biotechnology, Adamas University Email ID- dean.solsb@adamasuniversity.ac.in	Chairperson
2	Dr. Kausheyee Banerjee Associate Dean, Students' Affairs, Adamas University Email ID- kausheyee.banerjee@adamasuniversity.ac.in	Member
3	Prof (Dr.) Indranil Bose Professor, School of Business and Economics, Adamas University Email ID- indranil.bose@adamasuniversity.ac.in	Member
4	Dr. Koushik Chakraborty Assistant Registrar (Academics), Adamas University Email ID- assistant.registrar.academics@adamasuniversity.ac.in	Member
5	Ms. Noveena Chakravorty Associate Professor, School of Media and Communication, Adamas University Email ID-noveena1.chakravorty@adamasuniversity.ac.in	Member
6	Ms. Rupanwita Das Mahapatra Assistant Professor, Department of Electrical and Electronics Engineering, School of Engineering & Technology, Adamas University Email ID- rupanwita@adamasuniversity.ac.in	Convenor
7	Ms. Satavisa Ghosh Enrollment No: AU/2022/0007497 Roll No. : UG/04/BSPSY/2022/016 Contact No: +91-9123695568 Email ID:- satavisa.ghosh@stu.adamasuniversity.ac.in	Special Invitee

#### 41. UNIVERSITY OFFICIALS CONTACT DETAILS

Name	Name	Email Id
Prof.(Dr.) Suranjan Das	Vice Chancellor	vc@adamasuniversity.ac.in
Prof.(Dr.) Naveen Das	Pro VC (TP & CR) and Dean SoBE	dean.sobe@adamasuniversity.ac.in
Prof.(Dr.) Radha Tamal Goswami	Pro VC (Start-Up, Innovation and Incubation)	radhatamal.goswami@adamasuniversity.ac.in
Prof. Shauvik Roy Chowdhury	Registrar	registrar@adamasuniversity.ac.in
Mr. Somnath Chatterjee	Senior Vice President, Chancellor Cell	somnath.chatterjee@adamasuniversity.ac.in
Prof.(Dr.) Ankita Chakravarty Bhattacharya	Senior Vice President, Chancellor's Office (Academic and Operation) and In Charge for Lifelong Learning	ankita.chakravartybhattacharya@adamasuniversity.ac.in
Prof.(Dr.) Sushanta Kumar Mandal	Dean - Academics, Policy Making & Implementation	dean.academics@adamasuniversity.ac.in
Prof.(Dr.) Moumita Mukherjee	Dean (Research and Development)	dean_rd@adamasuniversity.ac.in
Prof.(Dr.) Souvik Roy	Associate Dean, SoLJ	dean.solj@adamasuniversity.ac.in
Prof. (Dr.) Anand Prakash	Dean, SoHMS	dean.sohms@adamasuniversity.ac.in
Prof. (Dr.) Sujoy Bhattacharya	Dean, SoET	dean.soet@adamasuniversity.ac.in
Prof. (Dr.) Akash Deep Muni	Associate Dean, SoMC	dean.somc@adamasuniversity.ac.in
Prof.(Dr.) Rudra Prasad Saha	Dean, SoLB	dean.solsb@adamasuniversity.ac.in
Prof. (Dr.) Tridib Chakraborti	Dean, SoLACS	dean.solacs@adamasuniversity.ac.in
Prof. (Dr.) Bimal Kumar Sarkar	Dean, SoBAS	dean.sobas@adamasuniversity.ac.in
Prof. (Dr.) Sandip Banerjee	Associate Dean, SoSA	dean.sosa@adamasuniversity.ac.in
Prof.(Dr.) Shauli Mukherjee	Director, SoE	dean.soe@adamasuniversity.ac.in
Dr. Vaskar Sarkar	Joint CoE	coe@@adamasuniversity.ac.in
Mr. Abhijit Giri	Director CDC	abhijit.giri@adamasuniversity.ac.in

Mr. Prasenjit Pal	CFO	prasenjit.pal@adamasuniversity.ac.in
Mr. Subhayan Bhattacharjee	Vice President - Chancellor/Chairman Office & Administration & Joint Director - International Relations	subhayan.bhattacharjee@adamasuniversity.ac.in
Ms. Rageshree Ghosh	Director (Administration)	rageshree.ghosh@adamasuniversity.ac.in
Dr. Koushik Chakraborty	Assistant Registrar (Academics)	assistant.registrar.academics@adamasuniversity.ac.in
Mr. Somnath Dutta	Director - IT	somnath.dutta@adamasuniversity.ac.in
Dr. Kausheyee Banerjee	Associate Director (Student Affairs)	student.affairs@adamasuniversity.ac.in
Ms. Keya Ghosh	Deputy Librarian	keya.ghosh@adamasuniversity.ac.in
Dr. Ishita Chatterjee	Chief Hostel Warden Girls'	ishita1.chatterjee@adamasuniversity.ac.in
Dr. Abinit Saha	Chief Hostel Warden Boys'	abinit.saha@adamasuniversity.ac.in
Dr. Tuhin Bhadra	Chief Hostel Warden Boys'	tuhin.bhadra@adamasuniversity.ac.in
Mr. Nilay Banerjee	Security Head	nilay1.banerjee@adamasuniversity.ac.in
Ms. Arpita Acharjya	Assistant Manager- Student Facilitation Center	sfc@adamasuniversity.ac.in

**DECLARATION**

I, .....son/daughter of (Father's name)  
.....(Mother's Name),..... student of  
.....(Program Name) of.....(School  
Name) of Adamas University enrolled in the Academic Year 2023-24, bearing Enrolment Number/  
Registration No.....  
and Roll No....., hereby affirm that I have gone through the  
contents of the Student Handbook and understood the same in totality, as my queries were  
adequately addressed and clarified during the orientation program &/or personal interaction.

In addition, I affirm that I am aware of the Government of India Acts/Laws and Regulations of statutory  
bodies with respect to Ragging, Narcotics, Alcohol and other psychotropic substances and the same  
has been clarified during the orientation program.

I understand that I should not be entering certain areas individually or in a group within the campus,  
including in the hostels, which are notified verbally or in writing as 'out of bound.'

I affirm that I have taken the required immunization precautions and I am not suffering from any  
communicable diseases. I also affirm that I am not suffering from any serious health illness, including  
mental illness.

I shall observe strict discipline and follow the instructions of the Faculty/Supervisor and other  
authorities during my stay inside the campus, hostel or in activities beyond class rooms which the  
Institute/University shall arrange, where I shall participate, requiring travel/s within and outside the  
country, such as, military training camps, industrial visits, educational tours, field work, seminars,  
conferences, workshops, quiz/technical competition, cultural programs, sports, training programs, to  
present research papers and such other curricular, co-curricular and extra- curricular activities.

Further, I have gone through the academic requirements of the program that I have enrolled for and  
have fully understood that while pursuing the said program, I shall be required to maintain minimum  
level of SGPA and CGPA in order to be eligible for an award of degree, to be conferred by Adamas  
University, on successful completion of the program as per prescribed regulations.

**I hereby declare that:**

I have gone through the rules, regulations and guidelines in regard to academics, examination,  
ragging, discipline and educational tours and all other activities, as notified by the University. I fully  
understand that all these notifications and such other guidelines and norms, as may be notified by the  
University, Government of India and statutory bodies from time to time are also to be followed by me  
in true spirit, during my entire tenure with the University. In case of any violation/indiscretion by me, I  
will be subject to the provisions of Government of India Laws and/or Adamas University Regulations.

Signature of Student: .....

Name:.....Date:.....

Address:.....

Mobile.....E-mail:..... Signature of Parent:.....

Name:.....Date:.....

Address:.....

Mobile.....E-mail:.....