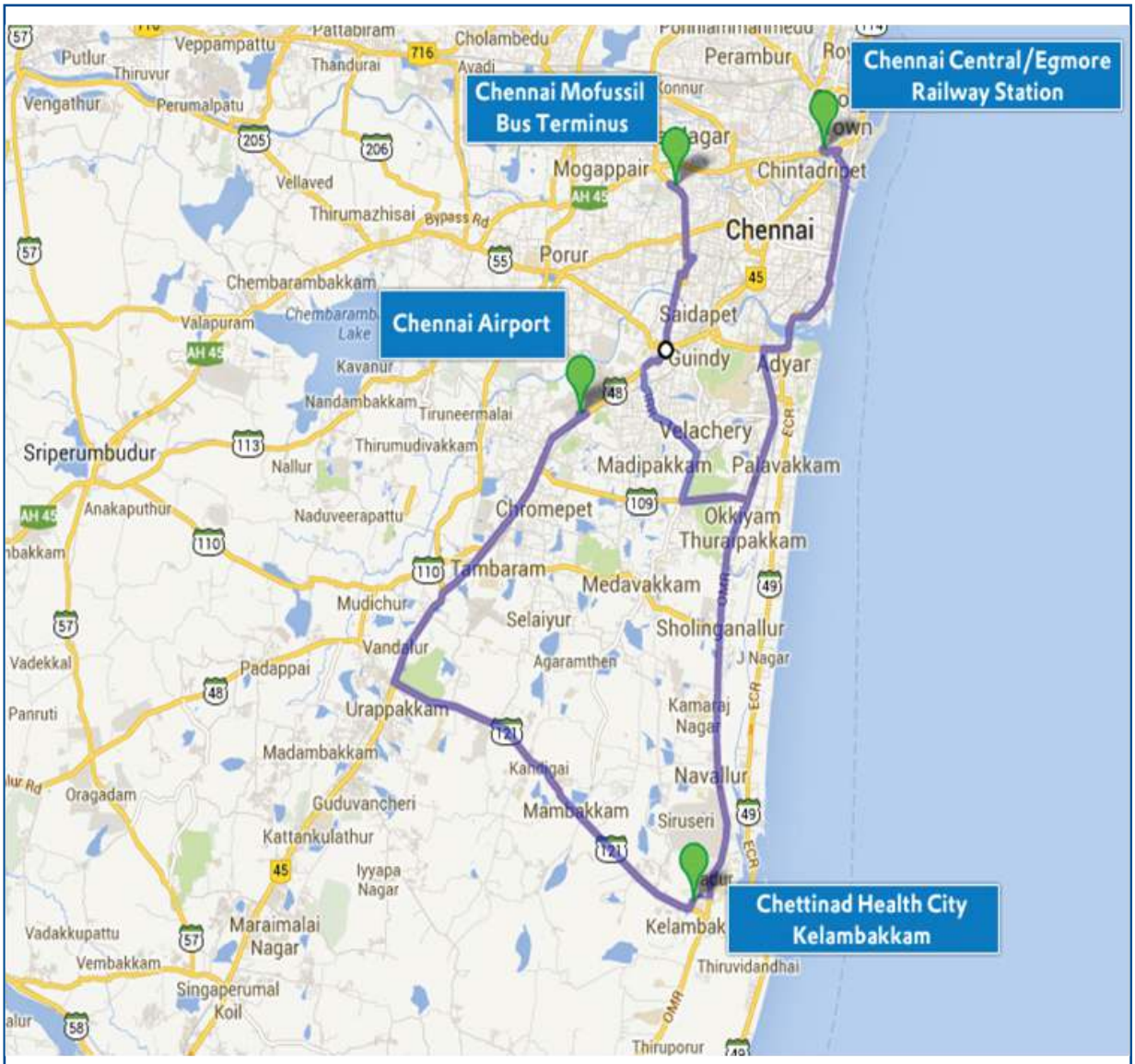
Chettinad Academy
of Research and Education
(Deemed to be University)

STUDENT HAND BOOK
2020 - 2021

CAMPUS LOCATION:



Chettinad Academy of Research and Education
(Deemed to be University under Section 3 of the UGC Act, 1956)
Chettinad Health City campus,
Rajiv Gandhi Salai,
Kelambakkam - 603 103,
Chengalpattu District
Tamilnadu

Phone No. : 044-4741 1000

Email id : care@care.edu.in

Website : www.care.edu.in

Student Handbook 2020-2021

Name of the Student :

Registration No. :

Name of the School / College :

Course :

Batch :

Address :

Mobile No. :

Email id :

Blood group :

In case of Emergency, contact

Name of the person :

Relation :

Contact No. :

Address :

Email ID :

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01 ABOUT THE UNIVERSITY: CHETTINAD ACADEMY OF RESEARCH AND EDUCATION (CARE):

Chettinad Academy of Research and Education (CARE) was conferred the status of Deemed to be University u/s 3 of the UGC Act 1956 in the year 2008 and since then, it has been contributing significantly to the society as an Institute for higher learning and research in the field of Medicine, Allied Health Sciences and Nursing.

Courses offered by CARE were approved by MCI, INC, TNNMC, AICTE, COA, BCI and PCI. CARE has been accredited with grade 'A' by NAAC, conferred with 12B status by UGC, accorded. SIRO status by DSIR, awarded star by MHRD's Innovation Cell, appreciated by AICTE for Clean & Smart Campus and stands 9th in Country in ranking by UI Green Metric.

In conformity with the motto of the University, "Capability, Character and Commitment", the academic programs offered are professional, job oriented and innovative. CARE offers 74 Academic programs in the Faculty of Medicine, Nursing and Allied Health Sciences (AHS), Pharmacy, Physiotherapy, Architecture and Law. Most of the programmes offered are interdisciplinary and are as per the emerging needs.

Currently CARE has about 2500+ students pursuing their UG, PG and PhD education. First generation graduates from rural and semi urban areas contribute to a significant proportion of our students. Equal opportunity is provided for students of all categories including socially and economically backward classes. Deserving students are offered up to 100% as scholarship. Anti-ragging committee ensures the campus environment student friendly. Placement assistance is provided to students by counselling and placement cell.

CARE offers excellent teaching with latest teaching aids and methods. The Intellectual Capital of CARE comprises of qualified, accomplished and committed teachers and a well-stocked Library with books, journals, E-resources and data base that form the back bone of the CARE. Faculty update their knowledge on contemporary teaching learning techniques through faculty development programs, workshops and CMEs.

CARE has established State of art instrumentation facility for biomedical research and a CPCSEA approved animal house facility for translational research. To promote quality research, CARE offers JRF for full time PhD scholars, Post-doctoral fellowship and seed money for faculty research. Short research projects are incorporated in the undergraduate curriculum and medical undergraduates are encouraged to take up the ICMR Short term studentship. CARE has 1100 + research publications, has 35 patent publications. For

promoting and facilitating our research and training capabilities, CARE has 50+ active MoUs with renowned academic institutions such as Linkoping University, Sweden, ReGenera Research Group for Aging Intervention & Milano Medical Health Aging Unit, Italy besides MOUs with industries.

CARE has started attracting extramural funding from Government agencies like DST, DST Indo-Italy, DST-ECR, DBT, CSIR, ICMR, RSSDI etc, for research projects in all emerging areas.

The university publishes Chettinad Health City Medical Journal, a quarterly, indexed and peer reviewed scientific journal. CARE has a strong focus on E-Learning and has equipped students with laptops/ tablets and has Chettinad Learning Management System (LMS), a Networked Learning Environment (NLE), in which students can view instructional content, collaborate with educators, view their academic performance and access learning resources anytime from anywhere.

Commitment to society by CARE is well exemplified by the health promotion extension activities in the adopted villages. CARE also collaborates with government and NGOs in all health initiatives in these villages.

Holistic development of students is ensured by participation in sports, games and cultural activities. To facilitate this, indoor stadium, swimming pool, football and cricket grounds, tennis and basket ball courts, 400m synthetic track and a gymnasium are available for the students. Student fest "Fusion Chettinad" is an annual event organised by the students every year that has participation from all over Tamil Nadu. Another recent initiative of the students has been an internal e-Newsletter "CARE KONNECT" to keep the students abreast of all the campus activities. Two state of the art auditoria with 1200 and 500 seating capacity, equipped with advanced acoustics are available in the campus. Our students have received several awards in inter-collegiate events. The university takes pride in its green campus. Use of renewable energy sources, water recycling, vehicle free green zones and cycles for in-campus mobility make the campus eco-friendly.

The self-contained wi-fi enabled campus houses Hospital, academic and administrative blocks, separate hostel for girls, boys and apartments and villas for staff and faculty. Campus security is ensured through turnstile, CCTV camera and access control at strategic locations. In addition to the above, Bank, ATMs, food courts, stationary shop, gymnasium and beauty parlour make life at CARE enjoyable.

CARE with the unique advantage of interdisciplinary faculty, well established infrastructure, state of the art research facilities and innovative teaching, training and research programs is in the constant pursuit of its journey of achieving excellence in "Teaching and Research in Interdisciplinary and Emerging Areas in Medicine, Health Care, Law & Architecture".

02 VISION AND MISSION & QUALITY POLICY

VISION

To offer transformative education and enable individuals to become responsible, empathetic global citizens who contribute towards a sustainable future.

MISSION

Create a nurturing and supportive environment to ensure students a fulfilling, demanding and intellectually stimulating experience.

Enable students to imbibe values, cultivate a desire for lifelong learning and maximize their potential.

Prepare students for employment in the global arena.

To establish a team of well-qualified faculty that will enable the institution to grow holistically.

Provide the best state of the art infrastructure. Offer quality health services to all strata of society.

To facilitate independent innovative research and share knowledge and understanding with the society.

To contribute to the social, economical and national development.

QUALITY POLICY

Chettinad Academy of Research & Education (CARE) shall strive hard to offer quality education in highest standards. CARE shall constantly review and upgrade all its policies and procedures to achieve the same.

03 INFRASTRUCTURE & FACILITIES

Chettinad Health City is situated in the IT Corridor, just 20 kms from Tidel Park and 5 kms from the ultra-modern East Coast Road. The multi speciality 1180 bed hospital with a plinth area of over 17 lakhs sq. ft. is spread over 100 acres of a scenic campus in Kelambakkam, a village in Chengalpattu District of Tamilnadu

The University campus is a pollution free, green campus with battery operated vehicles, bi-cycles, sewage treatment plants and in-house rain water harvesting facilities. The infrastructure and facilities of the Institution are comparable with the best in a scenic campus and an atmosphere congenial to education and healthcare. Power needs are met through energy generated from wind mills situated in southern Tamil Nadu. Every student will have access to safe, RO purified drinking water in the campus.

Practical Laboratory: All basic science departments, Pre and Para clinical departments, Nursing- Nursing Foundation Lab, Maternal And Child Health Nursing Lab, Community Health Nursing Lab, Nutrition Lab, AV Aids Lab, Advanced Nursing/Skills Lab and Computer Lab, Allied Health Sciences, Physiotherapy & Pharmaceutical Sciences departments have well equipped and well ventilated laboratories to provide the students hands on training in respective specialities.

Lecture Theatre:
Eleven state-of-the-art (gallery type) air-conditioned lecture theatres equipped with latest audio visual aids in addition to 50 classrooms and 29 laboratories.

Moot Court: Moot Court basically means a replica of a real court where legal proceedings, trials take place and act as professionals and take up all the responsibilities and duties according to their role to see their ability to think creatively and answer convincingly when questioned and show their oratory, writing and persuasive skills. Mooting teaches

students to 'think like a lawyer', i.e. to analyse problems logically, applying the facts of a problem to the law and presenting complex legal arguments simply and concisely. It assists students to develop skills in written and oral communication, legal research and advocacy, to gain self-confidence and to build character. Mooting assists students to understand courtroom processes and how to run a case. The School of Law organizes regular mooting activities specifically for certain subjects as specified in the academic calendar. The School of Law also plans to organise a National Level Moot Court Competition to mark its presence in the national mooting arena. In order to promote the mooting culture the School of Law dedicates itself to a policy of sending their students to various moot court competitions across the country and abroad.

Studio: Architecture studio provides students with a preliminary understanding of architecture design and introduces them to key issues that under pin the social and physical construction of the built environment. The course equips the student with fundamental skills that are critical to practice of architecture and offers an introduction to the architectural studio as a key learning environment in architectural education. An architecture course requires students to create a complex and creative architectural design that remains their focus over the course of an entire semester. Such studio projects are expected to be comprehensive in their development and execution. The final evaluation is a presentation of project to the thesis committee for approval.

Examination Hall: Three spacious and comfortable Examination Halls, with seating capacity varying between 250 and 375 each.

Auditorium: An air-conditioned auditorium with acoustics of International standards and a seating capacity of over 1500 is available for all special functions of the University. In addition, a Mini auditorium with a seating capacity of about 400 is also available.

Library: Spread over 32,000 sq. ft., the library is well-stacked with the latest editions of professional books (both Indian and International), magazines and journals. In tune with the times, a virtual library with internet access, Medlar search facilities, media resource services, computerized database access and E-access are also available for journals and –e books.

Skills Lab: Strengthens the competency based healthcare training. It serves as a prototype demonstration & learning facility for medical students & Junior doctors so that they develop desired competencies.

Research Facility: The University focuses on multidisciplinary / interdisciplinary / transdisciplinary research by encouraging the faculty of Allied Health Sciences and the faculty of medicine to interact with each other and

solve problems using interdisciplinary approach. The main objective has been "from Bench to Bedside" research with the allied and basic sciences faculty working on issues identified by the clinical departments and developing simple cost - effective solutions. Facilitating in this process is the Central Research Facility comprising of specialty labs like In vivo animal imaging laboratory, Bionanotechnology and high through-put screening laboratory, High performance computing lab for biomarker discovery & drug designing, Tissue culture laboratory, Molecular Diagnostics laboratory, Microbial Genomics Laboratory, Genographic Laboratory, Preclinical laboratory (Neuropharmacology and Clinical Pharmacology).

Learning Management System: A web-based high-level, strategic solution for planning, delivering and managing all learning / teaching events including online, virtual classrooms, and instructor led course to facilitate "anytime, anyplace" access to learning content.

Internet Access: Broadband connectivity with a speed of 60 mbps is available throughout the day within the campus. The entire campus is a Wi-Fi enabled. All the medical students are provided with laptops and can access teaching materials and Learning Management System online.

Hostel: The University offers a comfortable living accommodation within the campus, with separate hostels for boys and girls. The hostel mess provides hygienic multi cuisine food to suit diverse tastes and preferences, truly making it a home away from home.

Healthcare: The organization provides healthcare facilities to each student including "preventive, curative and palliative interventions". On admission, each student will undergo a medical examination. Annual health check up is being carried out as a routine. The students are immunized against infectious diseases as and when required. Hepatitis-B and TT vaccine are provided to all the students.

Recreation: To encourage extra-curricular activities and to ensure a healthy, stress-free life, the University has made sincere efforts to build several sports facilities for the students. The Institute has basketball court, cricket ground, tennis court, football ground as well as facilities for indoor games namely chess, carom, table tennis and badminton. There are two ultra modern indoor stadia. A swimming pool with life guards is available in the boys hostel campus.

Transport: Comfortable and convenient air-conditioned bus transport is provided to the students residing in & around the city of Chennai, for easy transportation to the institute and back. Pollution free battery driven vehicles are operated for transport within the campus. In addition bicycles are available for use within the green zone areas of the campus for students & faculty.

Food court: The campus houses a food court, which serves a variety of hygienic and quality food, for the students and staff. It also has a bakery, Ice cream parlour, fruit juice shop and cafe coffee day.

Bank : AXIS bank branch is available within the campus.

ATM: AXIS, ICICI & HDFC bank ATM facilities are available.

Students Store: To meet all the basic needs and stationery requirements of the students, a utility shop is available within the campus. A beauty parlour is also available within the campus.

Sports: The Chettinad Sports training facility aims to help players improve their sports skills and participate in competitive tournaments in College & at University level. The facility has equipment to provide cost effective training to players to improve their performances.

Campus Security: At CARE, safety and security of our students is of prime importance. Hence, I.T. based security initiatives have been taken to ensure continuous surveillance. The campus is covered with CCTV cameras monitored round the clock to alert on any security incident. The college areas are secured by turn-stile gates and boom barriers to physically restrict non-campus personnel having free access to the student areas.

Attendance Monitoring: Biometric and RFID based comprehensive Attendance Management System with finger print recognition has been installed in all Lecture Halls, Demo Halls, Laboratories, Libraries and Student Posting Wards to ensure secure attendance monitoring. Attendance Management system has in-built facility of sending automatic SMS alerts to guardians of the students.

04 ACCREDITATION & RECOGNITION / AWARDS

- CARE is accredited with 'A' grade by NAAC
- CARE is conferred with 12(B) status by UGC
- CARE obtained approval from AICTE, COA, BCI and PCI in addition to UGC for starting new courses in Law, Architecture, School of Pharmaceutical Sciences and School of Physiotherapy from the academic year 2019-20
- CARE has been recognized as a Scientific and Industrial Research Organization by the Department of Scientific and Industrial Research, Ministry of Science & Technology, Govt. of India.
- Our laboratories are NABL accredited.
- CARE is a member of the Association of Indian Universities & Bioethics
- Unit of the UNESCO Chair.
- Registered with INFLIBNET
- Registered with National Academic Depository (NAD)

AWARDS TO THE AUDITORIUM

i. Anchor Award 2011 – Conferred by Indian Institute of Interior Designs for Best Interior

ii. AIT Award 2012 – For Very best in interior and architecture conferred by AIT at Frankfurt

iii. Gyproc Award 2012 – 8th Saint-Gobain Gypsum International Trophy, London

05 CONSTITUENT COLLEGES

i. Chettinad Hospital and Research Institute (CHRI) – Faculty of Medicine

Chettinad Hospital and Research Institute is a constituent college of Chettinad Academy of Research and Education and caters to the health needs of the surrounding villages in diagnostic, preventive and curative services. CHRI is situated in a sprawling campus away from the hustle and bustle of the city in sylvan surroundings. CHRI offers a conducive environment for learning. Student centered state-of-the-art facilities, sophisticated infrastructure, libraries with the latest medical journals, and futuristic learning methodology systems benefit the learning process of the students.

Teaching programmes offered by Chettinad Hospital and Research Institute are guided by the respective statutory councils and the methodology of teaching is reviewed periodically by the Board of Studies / Academic Council and are updated to keep abreast with the latest advancements.

ii. Faculty of Allied Health Sciences (FAHS)

Faculty of Allied Health Sciences offers B.Sc. & M.Sc. programs that are truly innovative and address the emerging areas at the interface of two or three disciplines. These programs are well-designed, multidisciplinary courses with the unique advantage of CARE's highly qualified faculty members and state-of-art facilities. These courses generate highly well trained skilled experts in the field of biomedical sciences to fulfill the requirement and demand of industry and society. Students acquire skills, learn methodologies and tools for effective interdisciplinary collaboration and structured problem solving for their professional success.

iii. Chettinad College of Nursing (CCN) – Faculty of Nursing

Chettinad College of Nursing offers training in Nursing at both the undergraduate and postgraduate levels. This ensures that the Nursing College produces world-class Nursing Staff. They have been afforded a broad-based education specifically directed to the development of the critical thinking skills, competencies and standards required for the practice of professional nursing and midwifery.

The human side of nursing is not forgotten or relegated to second place at CHC. Along with exposure to the latest procedures, equipments and techniques, our nurses learn to always work towards patient comfort and safety, even in the most demanding situations. We recognize the pivotal role that nursing staff play in the patient experience at Chettinad Health City, and are always aware that our nurses act as Ambassadors for the values of Care With Compassion that we believe in at all times.

06 NEW SCHOOLS

i. Chettinad School of Architecture

ii. Chettinad School of Law

iii. Chettinad School of Pharmaceutical Sciences

iv. Chettinad School of Physiotherapy

07 RAGGING IS AN OFFENCE

The students of the University are hereby informed that "Ragging" in any form is strictly prohibited. It is needless to explain about the harassment, humiliation and sufferings to which the new entrants would be subjected to, in the name of "Ragging" which is inhuman & intolerable. The management wants to enforce strict discipline among the students of the University and wishes that the University should be a model institution free from ragging. The students are therefore strictly warned to refrain from any ragging activities. Those who involve in ragging, in any form shall be expelled immediately from the college and hostel and they are liable for punishment under the TAMIL NADU PROHIBITION OF RAGGING ACT 1997. Attention of the students and parents is invited to Section 4 and 5 of the Tamil Nadu Prohibition of Ragging Act 1997 reproduced below:

Section 4: Whoever commits, participates in, abets or propagates "ragging" within or outside any educational institution, shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to Rs.10,000/- (Rupees Ten Thousand only).

Section 5: Any student convicted of an offence under section 4 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution (Supreme Court order).

The Chettinad Academy of Research & Education has constituted Anti Ragging Committee headed by the head of institution and consisting of Representatives of Civil and Police Administration, Local Media, Non Government Organizations involved in youth activities, Representative of Faculty Members, Representative of Parents, Representative of Students (both senior students and freshers).

All students must be aware as to what constitutes ragging and the penal and administrative action that is liable to be taken against them in case they are found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

08 STUDENTS DISCIPLINARY RULES

The following are the University Disciplinary Rules for the Students

- The Dean / Principal of constituent colleges / new schools shall ensure discipline among students.
- Every student shall maintain strict discipline in the colleges and hostel premises.
- Students should wear neatly ironed uniforms, wherever prescribed. All the students must wear their overcoats and ID cards during working hours.
- Male students must come with clean shaven face and their shirts tucked in. Slippers, sports shoes and sandals are not permitted; wearing formal shoes is compulsory. Female students should tie up their hair.
- The student shall obey the instructions given by the Faculty members and shall always interact with them with due respect.
- No student shall take part in any undesirable activity like ragging or involve himself/ herself in any political or other movements in any manner during the course of study in Chettinad Academy of Research and Education.
- The student shall earn minimum attendance as prescribed in course regulation to qualify for appearing for the University examinations. Those who fail to secure the minimum attendance prescribed shall not be permitted to take University examination.
- Attendance for internal examinations and model examinations are compulsory.
- Any candidate who fails to pass the annual examination of Chettinad Academy of Research and Education as prescribed shall have the course extended according to the regulations of the course of study and such candidate shall have to pay tuition fees and other fees for the extended duration of the course also.
- Any damage caused to apparatus, furniture or any other articles due to their negligence, carelessness or wantonness, shall be viewed seriously and damage costs shall be levied from the student.

- Each student should behave with other students in such a manner respecting each other's feelings and creating congenial atmosphere to live together pleasantly.
- Individual freedom is always subject to common interests of the student community and subordinate to institutional objectives and goals.
- Students are not allowed to have their cellular phones and pagers inside the college premises; they are permitted to have them in the hostel. However, camera cellular phones are not permitted even in the hostel.
- Any student who is found (in possession of) using cell phone in the classroom shall be sent out of the classroom. In addition to this, a fine at the discretion of the authorities shall be levied for each time. Parents may be informed.
- Each student shall always maintain decency, decorum and good conduct, besides keeping steady progress and required attendance. The conduct/academic performance/attendance of each student shall be reviewed periodically and appropriate action, including detaining from appearing for the University Exam/expelling from the Hostel or College, as the case may be taken against the erring student. The students shall abide by such decision of the Dean / Principal / Authorities of the institute.
- No student can paste posters or distribute notices without the permission of the concerned authorities. Students are prohibited from engaging in any form of agitation in Chettinad Academy of Research and Education premises.
- Students should not abet ragging, actively or passively, or being part of a conspiracy in ragging activities.
- No student shall indulge in acts of sexual harassment.
- Failure on the part of the students to maintain discipline shall be viewed seriously and suitable punishment shall be awarded. All the students shall abide by such decisions of the Dean/Principal taken in consultation with college committee. Serious issues of indiscipline shall be brought to the notice of the Vice Chancellor and the decision of the Vice Chancellor shall be final.
- Park vehicles at the parking slots only.
- Keep the campus clean by not throwing litters around.
- Smoking and consumption of alcohol or any prohibited substance are banned.
- Use of cell phones inside the classroom / library are prohibited
- Help to maintain the beauty, serenity and greenery of the campus.

09 DRESS CODE

Dress code as prescribed by the University.

Courses	Dress Code
For 1st year MBBS students	For Boys: Purple Shirt, Grey Pant, White Coat, Belt, Addidas Shoe For Girls: Purple Top, Grey Pant, Grey Dupatta, White Coat, Addidas Shoe
For 2nd year MBBS students	For Boys: Blue Shirt, Brown Pant, White Coat, Belt, Addidas Shoe For Girls: Blue Top, Brown Pant, Brown Dupatta, White Coat, Addidas Shoe
For 1st year B.Sc. AHS, B.Sc. 3 year & M.Sc. students	For Boys: Aqua Blue Shirt, Grey Pant, White Coat, Belt, Addidas Shoe For Girls: Aqua Blue Top, Grey Pant, Grey Dupatta, White Coat, Addidas Shoe

For 2nd year to 3rd year B.Sc. AHS, B.Sc. 3 year, 2nd year M.Sc. students	For Boys: Green Shirt, Grey Pant, White Coat, Belt, Addidas Shoe For Girls: Green Top, Grey Pant, Grey Dupatta, White Coat, Addidas Shoe
For B.Sc. Nursing students	For Boys: White Shirt, White Pant, Black Belt, Black Addidas Shoe For Girls: White Top, White Pant, Black Addidas Shoe For Community Postings: Boys: Beach pink shirt, biscuit brown pant Girls: Beach pink top, biscuit brown pant and Biscuit brown dupatta
For Post Basic B.Sc. Nursing students	Community Postings For Girls: Plain White Saree with half sleeves white apron, navy blue sandals
For M.Sc. Nursing students	Clinical Postings For Girls: Plain light green Saree with half sleeves white apron, navy blue sandals
For B.Pharm students	For Boys: Blue Shirt, Grey Pant, White Coat, Belt, Addidas Shoe For Girls: Blue Top, Grey Pant, White Coat, Addidas Shoe
For B.Arch. students	For Boys: Pant – Denim, Coat - Nehru, Belt, Addidas Shoe For Girls: Pant – Denim, Coat - Nehru, Addidas Shoe
For B.P.T students	For Boys: White Shirt, Kaki Pant, White Coat, Belt, Addidas Shoe For Girls: White Shirt, Kaki Pant, White Coat, Addidas Shoe
For Law students	White full sleeve shirts, Black trousers, Black coat, Black tie (optional), Black socks and black shoes
For M.D./M.S., D.M./M.Ch. & PG Diploma in Clinical Embryology students	Formal dress code with white coat.

10 COURSES OFFERED

Sl. No	Duration	Course Name
1	4½ years + 1 year Internship	MBBS
2	3 years + 1 year Internship	B.Sc. (Allied Health Sciences)
3	3 years	B.Sc. (Medical Biotechnology)
4	3 years	B.Sc. (Medical Bionanotechnology)
5	3 years	B.Sc. (Medical Genetics)
6	3 years	B.Sc. (Counselling Psychology)
7	4 years	B.Sc. Nursing
8	2 years	Post Basic B.Sc. Nursing
9	2 years	M.Sc. Child Health Nursing
10	2 years	M.Sc. Community Health Nursing
11	2 years	M.Sc. Medical Surgical Nursing
12	2 years	M.Sc. Mental Health Nursing
13	2 years	M.Sc. Obstetrics & Gynaecology Nursing
14	2 years	M.Sc. (Clinical Research & Experimental Medicine)
15	2 years	M.Sc. (Marine Pharmacology)
16	2 years	M.Sc. (Medical Bionanotechnology)
17	2 years	M.Sc. (Occupational Health & Industrial Safety)
18	2 years	M.Sc. (Medical Biotechnology)
19	2 years	M.Sc. (Counselling Psychology)
20	2 years	M.Sc. (Health & Yoga)
21	2 years	M.Sc. AHS in (Radiology & Imaging Science Technology)
22	2 years	M.Sc. AHS in (Echocardiography and Cardiovasular Imaging)
23	2 years	M.Sc. (Human Nutrition)
24	2 years	M.Sc. (Medical Genetics and Molecular Diagnostics)
25	2 years	M.Sc. (Tissue Engineering and Regenerative Medicine)

26	5 yrs integrated	M.Sc. Cardiac Technology
27	5 yrs integrated	M.Sc. Medical Laboratory Technology
28	5 yrs integrated	M.Sc. Perfusion Technology
29	5 yrs integrated	M.Sc. Radiology and Imaging Science Technology
30	5 yrs integrated	M.Sc. Renal Dialysis Technology
31	5 yrs integrated	M.Sc. Respiratory Care Technology
32	1 year	PG Diploma in Clinical Embryology
33	3 years	M.D. Anatomy
34	3 years	M.D. Physiology
35	3 years	M.D. Biochemistry
36	3 years	M.D. Microbiology
37	3 years	M.D. Pharmacology
38	3 years	M.D. Pathology
39	3 years	M.D. Community Medicine
40	3 years	M.D. Anesthesiology
41	3 years	M.D. Dermatology, Venerology and Leprosy
42	3 years	M.D. General Medicine
43	3 years	M.S. Ophthalmology
44	3 years	M.S. Orthopedics
45	3 years	M.D. Respiratory Medicine
46	3 years	M.D. Paediatrics
47	3 years	M.D. Psychiatry
48	3 years	M.D. Radio-diagnosis
49	3 years	M.S. Otorhinolaryngology
50	3 years	M.S. General Surgery
51	3 years	M.S. Obstetrics & Gynaecology
52	3 years	M.D. Sports Medicine
53	3 years	D.M. (Cardiology)
54	3 years	D.M. (Neurology)
55	3 years	D.M. (Neonatology)
56	3 years	M.Ch. (Cardio Vascular & Thoracic Surgery)
57	3 years	M.Ch. (Neuro Surgery)

58	3 years	M.Ch. (Urology)
59	3 years	D.M. (Medical Gastroenterology)
60	4 years	B.Pharm
61	2 years	D.Pharm
62	4 years + 6 month Internship	B.P.T.
63	2 years	M.P.T. Orthopedics
64	2 years	M.P.T. Sports
65	5 years	B.Arch
66	5 years	BA LL.B (Honors)
67	5 years	BBA LL.B (Honors)
68	5 years	B.Com LL.B (Honors)
69	3 years	LL.B (Honors)
70	1 year	LLM
71		PhD

11 INSTITUTION WORKING HOURS

- 8.30 am to 5.00 pm for administrative department
- 8.30 am to 4.00 pm for students

12 LIBRARY

A library is not a building stacked with books – it is a repository and source of information and ideas, a place for learning and enquiry, and for the generation of thought and the creation of new knowledge." – National Knowledge Commission, 2005.

CARE library is spread over 32,000 sq. ft., and is well-stacked with the latest editions of professional books (both Indian and International), magazines and journals. In tune with the times, a virtual library with internet access, Medlar search facilities, media resource services, computerized database access and E-access are also available for journals and e books.

The central library is automated with in-house developed Library Management Software. An OPAC (Online Public Access Catalogue) has been created for easy search of books.

Apart from Central Library each department has a separate departmental Library.

OBJECTIVES:

- Supporting and enhancing educational goals as outlined in CARE's mission and curriculum.
- Be the knowledge hub of the school and disseminate knowledge as widely as possible.
- Provide a curriculum-based, flexibly scheduled, open access learning environment that accommodates all learners.
- Facilitate optimal use of knowledge by all staff and students.
- Encourage and foster reading habit among staff and students.
- Effectively participate in the teaching-learning programmes of the school.
- To provide intellectual access to information through learning activities that are integrated into the curriculum and that help all students achieve information literacy by developing effective cognitive strategies for selecting, retrieving, analyzing, evaluating, synthesizing, creating, and communicating information in all formats and in all content areas of the curriculum.

GUIDELINES:

- For the effective implementation of the above objectives the following guidelines have been introduced:
- The time table reflects the mandatory weekly hour dedicated to the library by every department.
- The student attendance will be monitored for the library hours by the biometric punching and the faculty accompanying them.
- The faculty accompanying the students will be on rotation on weekly basis.
- The students have to submit a detailed report of that library hour which will include the task given by the faculty, book issued and review of the same.
- Library has to be treated as the part of the internal assessment and the weekly report submitted will be treated as the component on which student will be marked on by the faculties (accompanying them) in the different subjects

ROAD AHEAD:

This policy can be revised from time to time to strengthen it with adequate changes to accommodate new resources and services and to cope with the ever expanding needs and expectations of the users.

SERVICES:

- Study & Reference book facility
- National & International - Print/Online Journals
- Newspapers / Magazines / manuscripts facility
- Internet facility(Wifi)
- Virtual library with internet access
- Library Management System(LMS)
- E-Learning facility
- Online Public Access Catalogue – OPAC
- Online database
- Reprographic facility
- Separate Reading rooms for Students and faculty members

MEMBERS - LIBRARY COMMITTEE

1	Dr.N.Meenakshi, Professor & Head, Dept. of Respiratory Medicine, CHRI	Convener
2	Dr.Sanjay Andrew Rajarathinam, Professor & Head, Dept. of Physiology, CHRI	Member
3	Dr.Syed Khader Nawaz Ahmed, Associate Professor, Dept. of Forensic Medicine	Member
4	Dr.R.Saravanan, Assistant Professor, FAHS	Member
5	Mrs. M.Yaga Jeyanthi, Associate Professor, CCN	Member
6	Mr. Yuvaraj, Librarian, CARE	Member
7	Mr.Edwin Arun, AGM, Purchase Dept. CARE	Member
8	Dr.Arun Pandiyan, I Year MD, Dept. of General Medicine, CHRI	Member
9	Mr.Ahmed Basha, II Year MBBS, CHRI	Member
10	Ms. M.S. Pavane, II Year, B.Sc. Medical Genetics, FAHS	Member
11	Mr. A Pradeep Raj., II Year BSc. Nursing, CCN	Member

GENERAL INSTRUCTIONS

- Working hours

Description	Timings
All working days	8.30 am to 10.00 pm
Sunday	8.30 am to 2.30 pm
Public and Institution declared holidays	Closed

- All the faculty & students shall access library only through the first floor library entrance available inside the college between 8.30am to 4.00pm on all working days.
- The currently available library entrance in the ground floor can be accessed

Description	Timings
All working days	4.00 pm to 10.00 pm
Sunday	8.30 am to 2.30 pm

- All the faculty members and students should wear ID card without fail. All library transactions require ID card and it is non-transferable.
- All the faculty members and students are requested to mark biometric attendance as well as to enter name and sign in the register placed at the entrance both during entry and exit.
- All the faculty members and students should follow University prescribed dress code while visiting the library.
- Bags, handbags and other personal belongings including mobile phones/ audio instruments with or without speaker or headphone will not be allowed inside the library and should be kept in the racks at the library entrance. Library is not responsible for any loss or damage.
- Laptop alone can be used in the specific area provided in the library. Users have to register their name, accessories, time-in and time-out in the register kept in the counter. They have to take care of their lap-top and accessories. Library staffs are not responsible for any loss or damage.

- All the faculty members & students should maintain silence and no discussion will be permitted inside the library.
- All the faculty members & students are requested to handle all the library books/materials with care. Damaging the books, writing, scribbling, marking, cutting the pages etc., are strictly prohibited.
- All the faculty & students are requested to take the initiative of notifying the librarian regarding defects found in books and bound volumes.
- All the faculty members and students are requested to leave the books on the reading table while leaving the library.
- All the faculty members & students are requested to show the books or other materials taken out of the library to the staff at the entrance counter without fail.
- New arrival journals/books shall be intimated to all students and faculty members through group mail/SMS.
- All the faculty members & students are requested to avoid taking several books and journal at once.
- No Refreshments shall be allowed inside the library premises.
- Keep the library neat and clean. Through the waste in the dustbins placed in the library.
- Virtual Library should be used for LMS and educational purpose only.
- Online journals/ e-books/ CDs/DVDs etc., can be accessed in the virtual library. However, No member is permitted to download /transmit the whole document.
- Photocopying section: Only selected pages from the books and articles from Journals are allowed for photocopying.

  Photocopying of full books or Journals is not permitted.

  Photocopying services are available between: 09.00 am and 06.00 pm.

  Photocopying charges: Rs.1/- per page.
- Circulation: The card holders should come personally to borrow the books, and authorization is not allowed. The borrower should verify the book condition before leaving the counter. The borrower is responsible for the book borrowed. Books will be issued subject to availability only. Reference books, magazines, newspapers will not be allowed for borrowing.

- Borrowing Limit: Five Books are issued for fifteen days and may be renewed for further period of two weeks. Books should be physically presented at the counter for renewal. Absence from university shall not be accepted for delay in returning the books. No reminders will be issued to members, but the list of defaulters will be displayed in the university notice board.
- Transaction Hours: Book issue transaction on cards will be made between 8.30 am and 10 pm on all working days of the library. No transaction will be made on Sundays and other declared holidays.
- Damages to Books: For damage to the books Including scribbling, spots, tea stain on books, etc., fine will be collected at the time of return of the books. Serious damage affecting reading - requires replacement of the concerned books or compensation as per library rules. Besides the above compensation, the perpetrator should pay the processing fees of Rs. 100/- per book.
    - Loss of Books: Loss of borrowed books should be reported to the librarian immediately. The concerned student should replace the same, besides paying the fine.
    - Indian Books: The original price at the time of loss including processing fee of Rs. 100/-
    - Foreign Books: The original price at the time of loss including processing fee of Rs. 100/-
- Books in whole set: once one of the volume of a set is lost, borrower should replace the whole set including processing fee of Rs. 200/-
- Overdue Charges: Rs. 5 per day / per book.
- Librarian has the right to call back any book issued to anyone at any time and the same has to be returned without fail. The librarian shall have the power to refuse to issue any book to anyone infringing the rules.
- Please note that violation of the library rules may lead to the withdrawal of the privilege of using the library facilities.
- The Library accepts donation of books and manuscripts from alumni, donors, parents and guests. Donations once accepted will become the library property.

13 HOSTEL RULES

General

The University Hostel provides boarding & lodging facilities for bonafide students of the University only. The hostel shall be under the control of respective constitution heads / new schools and in the immediate charge of the Chief Warden and Residential Wardens. They are vested with the powers to enforce rules and regulations and his / her decision shall be final in the implementation of the rules and in all matters connected with the hostel. Separate hostels are available for men and women students.

Admission

The University and Hostel administration reserves the right to admit students to the hostels. Admission to the college does not confer automatic right of admission to the hostel attached to the college. Admission to hostel can be denied without assigning any reason. The students will be admitted in the hostel after admission to the College, on applying in the prescribed application form which can be procured on payment of the prescribed fee. Every student before admission into hostel must give undertaking in writing that he/she will abide by the rules and regulations of the hostel and that he/she will

submit to any disciplinary action imposed on him/her by the authorities. The parents will also give an undertaking at the time of admission regarding the behavior of their son/daughter on the campus. Application for admission in the hostel will not be considered if the declaration is not signed by the student and the parent / guardian. Hostel accommodation is compulsory for the Nursing students.

Residence in the hostel for any period does not confer any residential in the hostel for the following academic year. No student will ordinarily be allowed to continue in the hostel beyond a continuous period of six years from the date of joining the college.

Office

The Hostel office will be kept open on all working days during the working hours. Problems or complaints if any have to be brought to the notice of the warden in writing for necessary action.

Lodging

1. Allotment of rooms will be made by the Chief Warden.
2. No hosteller will sub-let the room to anyone else. No hosteller will allow any guest to stay in the room.
3. Hostel furniture should not be shifted from one room to another.
4. Hostellers are responsible for care of the furniture and fittings in the respective rooms.
5. The cost of repair or replacements of fittings and furniture will be collected from them, in case of damages or loss. If the responsibility cannot be fixed to any one person then the cost will be recovered from all the hostellers collectively. An equal amount of fine will be levied.
6. Hostellers are not permitted to use any extra electrical gadgets in their rooms without prior permission from the Wardens.
7. The hostellers are advised not to keep money or valuables in their rooms. The hostel administration is not responsible for the loss of valuables from the rooms.

Vacating the Hostel

After admission, no student shall vacate the hostel without prior permission from the Chief Warden. A letter of request to vacate the hostel should be submitted to the respective constitution heads / new schools. Only after the request is approved by them, the

student shall vacate the hostel. If any student wants to leave the hostel, he/she should also produce a letter of request to that effect from the parent. He/she should clear the dues and fulfill other formalities as prescribed. If any student applies for vacating the hostel within six months of admission without any valid reason, he/she will forego the entire caution deposit.

Stay out

The 1st year UG students who wish to leave the hostel for holidays, will be permitted to go out only when the parent / guardian is coming in person to take the student with them. No other method of communication to the warden authorizing any person to take the student from the hostel would be entertained.

Guests

- No hostel inmate is permitted to entertain any guest in the room
- A hosteller having unauthorized guest is liable for expulsion and fine.
- All visitors shall be entertained only in the visitor's room during the visiting hours i.e. between 04.30 pm to 06.30 pm. No visitors are allowed inside the hostel.
- Hostellers should go over to the visitor's rooms to see their visitors. No lady visitor should be taken to men's hostel rooms.

Disciplinary Rules

Dear Students,

The guidelines stipulated here have been formulated for your comfort and safety. We expect your cooperation in implementing them successfully so that your stay at CARE remains a memorable and a pleasant experience for you and us. Enjoy your stay.

1. No student should possess or consume narcotic drugs (controlled substances) or liquor in the hostel or in the campus. Smoking is strictly prohibited in the entire campus. If anyone is found violating this rule, he / she will be expelled.
2. Gambling in the hostel premises is strictly prohibited.
3. No hosteller is permitted to collect money from other hostellers on any account for any purpose without the prior permission from the higher authority.
4. No one should convene/arrange/participate in any unauthorized meetings in the hostel or campus.

5. Exhibition or distribution of posters, pamphlets and notices in the hostel without permission is prohibited.
6. Vandalism and damage to hostel property in any manner is prohibited and strict disciplinary action will be taken on those found guilty.
7. Any student found without the identity card will not be allowed to stay in the hostel.
8. If any hosteller falls ill the Warden should be informed immediately and the hosteller will be admitted in the hospital. No sick student is allowed to stay in the hostel for more than 24 hours.
9. No student shall get into an altercation with any employees / staff for any reason. In case of any complaint, the matter should be brought to the notice of the Warden for necessary action.
10. Those who go on vacation should inform in advance in writing to the Warden the time and date of departure and the destination. They should hand over the room key to the Warden when they leave for vacation.
11. Hostellers who wish to spend the night out with their relatives or friends must produce in advance a letter of authorization from their parents / guardians permitting them to do so. On no account should they leave the hostel before they are permitted to do so.
12. The inmates who would like to stay with their local Guardians should submit a letter of request duly signed by their parents to be sent through either post or fax (no emails please) and obtain permission from the hostel warden and concerned authorities, duly furnishing the Name, Address, Telephone Numbers of the Guardian, no. of days they intend to stay out (not more than 2 days).
13. Forging of parents' signature, untruthfulness about their whereabouts, receiving unauthorized visitors will be considered as serious offence and the student is liable for suspension / expulsion. The University/Institution will not be held responsible for any mishaps that occur under these circumstances.

Please Note:

1. The hostel authorities will not be responsible for any carelessness on the part of the students. Students are advised not to keep money and other valuables in their rooms.

   Students must use their own lock and key for their rooms and for the lockers in their rooms.

2. The hostel authority will not be held responsible for any loss of money or valuables. It is the responsibility of the students to take care of their belongings.

3. A committee headed by the respective constitution heads / new schools will examine the cases of indiscipline on the part of the hostellers and the decision will be final.

Timings to Note

1. The cut off time to enter the girls hostel is 6 pm and boys hostel is 9 pm; and prior permission should be obtained from warden to use library and other facilities inside the campus after the cut off time.

2. Inmates will be allowed to go out with prior permission on Sundays and other holidays between 7.00 am to 6.00 pm with parents or approved authorised attendant.

3. Students are permitted to watch television up to 9.00 pm only.

4. Inmates should apply for permission/leave only through online.

5. Please ensure that all LIGHTS, FANS & AC units are switched off when the inmates leave the room.

6. Lights are to be switched off by 12.00 midnight. Corridor lights should be switched off by 9.00 pm.

7. All inmates should be inside their respective hostels before 9.00 pm.

8. Those who want to avail library facility will be permitted till 10 pm & Librarian should vouch for the same.

Room Maintenance

1. Whenever any hosteller leaves the room, it is advised that the room be locked and lights and fans turned off.

2. Newspapers should not be taken by any person to the rooms and no portion of the paper is allowed to be cut.

3. Wastes must be thrown into the bins provided for the purpose.

4. Bins should not be kept outside the room in the corridor; it should be kept inside the rooms.

5. Inmates are not allowed to have any pets inside the hostel.
6. No furniture should be moved from one room to another. If any damage is caused to furniture, utensils etc., supplied, the cost of repair and replacement will have to be borne by the inmates.
7. All the linen, furniture and utensils, issued in an individual's name will be accounted for and be kept in good condition by the individual. For any damage caused to them, repair or replacement charges are to be borne by the individual.
8. Any repair or maintenance requirement should be informed to the hostel warden only.
9. The hostel authorities will inspect the rooms at any time and inmates should cooperate with them.

Boarding

1. The boarding section of the hostel is under the immediate charge of the warden.
2. All hostellers of the hostel shall dine in the hostel MESS only.
3. Hours of service in the mess will be

Breakfast	:	07.00 am to 08.20 am
Lunch	:	12.15 pm to 02.00 pm
Tea	:	04.15 pm to 05.30 pm
Dinner	:	07.00 pm to 09.00 pm

4. Utensils from the mess should not be taken to the room. Meals will not be served in the rooms and the students should not take the meals outside the dining hall.
5. Guests, as a rule, are not allowed to dine in the hostel.
6. Special diet can be supplied to those who fall sick.
7. For the smooth running of the mess, hostellers should not enter the kitchen and discuss problems with the kitchen staff. Complaints of unsatisfactory service on the part of the kitchen staff should be immediately brought to the notice of the Warden, administration or the mess secretary/mess manager.
8. No hosteller will employ any servant either in the room or the mess/kitchen on any account.
9. No personal servant will be allowed in the campus.

10. If any hosteller is found guilty of damaging mess vessels / furniture or any other item in the mess, double the cost will be recovered from them and they are liable for expulsion from the hostel.

Dues Clearance

- The students should clear all the dues on completion of their course, otherwise "Completion Certificate" / CRRI Certificate etc., will not be given.
- If necessity arises, action will be taken to recover the dues through appropriate action.

General Discipline

i) No vendors are allowed in the hostel.

ii) It is the prime-responsibility of all hostellers to keep the surroundings clean.

iii) The warden shall put up rules governing the use of telephone, television, library, room, recreation room and laundry. All the hostellers of the hostel are expected to abide by the same.

14 PAYMENT OF TUITION FEES AND UNIVERSITY EXAMINATION FEES

On admission of candidates to the first year of the program of study, all the fees, viz., annual tuition fee, registration fee, health insurance, caution deposit, hostel and mess fee, etc., as applicable, should be paid on or before the prescribed date without fail. If any candidate fails to remit tuition fee and other fees within the last date as notified, he/she will forfeit his/her admission to the program concerned.

In respect of subsequent year(s) of study, tuition fee and other specified fees shall be paid on or before the date as notified to the parents/students and on the Notice Board of the University/College concerned.

In the event of non-payment of tuition fee and other specified fees even after the lapse of the period, notwithstanding the stage at which the student may be pursuing his/her program of study, the name of the student concerned will be struck off/removed from the Attendance Register. On such removal of name, the student(s) concerned will not permitted to the privileges of the program to which he/she has been admitted to, including to attend classes/practical, to enter library and or any other facility provided in the college/ University campus or to obtain any usual certificate such as to avail concession, etc.

Re-admission fee, as prescribed by the University, will have to be paid if any student, after removal of his/her name from the Attendance Register, makes payment of tuition fee and other fee.

Similarly, examination fee, as prescribed and notified from time to time, shall be paid on or before the due date. If any student fails to remit the examination fee even after lapse of the period specified, such student will not be issued Hall Ticket for the University examination(s).

All fees, once paid to the University account, will not be refunded or adjusted for any other purpose under any circumstance.

The University reserves the right to modify the fee structure (tuition fee, hostel fee and other fees) from time to time, which will be applicable to students to be admitted or who are already undergoing a program of study in the University.

15 ACADEMIC REGULATIONS ON ATTENDANCE FOR UNIVERSITY EXAMINATIONS AND LEAVE OF ABSENCE

Medium of instruction

English shall be the medium of instruction for all the subjects of study and for Examinations.

Faculty of Medicine

DM & MCh

All candidates joining the Super Speciality Course shall work as full time residents during the period of training, attending not less than 80% (Eighty percent) of the training during each academic year, and given full time responsibility, assignments assessed full time responsibilities and participation in all facets of the educational process.

It is desirable that the candidates should have 100 per cent attendance to enable their objective to be achieved. However, a minimum of atleast 80 per cent attendance and achievement of satisfactory standards in both theoretical and clinical aspects would be required for every academic year before they are allowed to appear for the University Examination.

The Attendance details will be submitted to the Controller of Examinations at the end of every academic year. The student should also be intimated quarterly regarding the lack of attendance.

MD & MS

All the candidates joining the Post Graduate training programme shall work as "Full Time Residents" during the period of training and shall attend not less than 85% (Eighty Five percent) of the imparted training during each academic year including assignments, assessed full time responsibilities and participation in all facets of the educational process as per MCI norms. 85% attendance is compulsory for all the Post Graduate students for every academic year. The Attendance details will be submitted to the Controller of Examinations at the end of every academic year. The student should also be intimated quarterly regarding the lack of attendance.

PG Diploma in Clinical Embryology

The candidate shall have not less than 80% attendance in Theory, Practical and Project separately. Each semester shall be taken as a unit for the purpose of calculating the attendance. The candidate lacking attendance in a subject shall be denied permission to appear for the University Examination in that subject alone.

MBBS

- No candidate shall be permitted to anyone of the parts of MBBS examinations unless he/she has attended the course in the subject for the prescribed period and produces the necessary certificate of study, attendance and progress from the Head of the Institution.
- A candidate is required to put in minimum 80% of attendance in both theory and practical / clinical separately in each subject before admission to the examination.
- To appear in any part of MBBS examinations, a candidate shall produce the necessary certificate of study, attendance and progress from the Head of the Institution.
- Failed candidates who are not promoted to the next phase of study are required to put in minimum 80% attendance during the extended period of study before appearing for the next examination.

B.Sc. Nursing

85% attendance in both theory & Practical separately in each subject is required before admission to examinations.

A candidate must have 100 % attendance in each of the practical / clinical areas and Internship attendance before award of degree.

Post Basic B.Sc. Nursing

85% attendance in both theory & Practical separately in each subject is required before admission to examinations.

A candidate must have 100 % attendance in each of the practical / clinical areas before award of degree.

M.Sc. Nursing

A candidate is required to put in a minimum of 85% of attendance in both theory and practical separately in each subject before admission to the examination.

A candidate must have 100 % attendance in each of the practical / clinical areas before award of degree

B.Sc. AHS & B.Sc. 3 years

The candidate shall have not less than 80% attendance in Theory and Practical separately. Each semester shall be taken as a unit for the purpose of calculating the attendance. The candidate lacking attendance in a subject shall be denied permission to appear for the University Examination in that subject.

M.Sc. 2 years & 5 years integrated programme

The candidate shall have not less than 80 % attendance in Theory and Practical separately. Each semester shall be taken as a unit for the purpose of calculating the attendance. The candidate lacking attendance in a particular subject shall be denied permission to appear for the University Examination in that subject.

B.Pharm

A candidate is required to put in at least 85% attendance in individual courses considering theory and practical separately. The candidate shall complete the prescribed course satisfactorily to be eligible to appear for the respective examinations

D.Pharm

A candidate is required to study by attending not less than 80% of the classes held both in theory and in practical separately in each subject, those who complete the prescribed course satisfactorily shall be eligible for appearing in examinations of the Diploma in Pharmacy (part-I) or Diploma in pharmacy (Part-II) as the case may be in each academic year.

B.P.T.

A candidate is required to have a minimum of 80% of attendance in each subject before admission to the examination.

A candidate lacking in the prescribed attendance and progress in any one subject in the first appearance shall not be permitted for admission to the entire examinations.

M.P.T.

No candidate shall be permitted to appear for the examination unless he/she puts in 85% attendance during his/her period of study and training in the affiliated institutions recognized by this university and produces the necessary certificates of study attendance and progress from head of institution.

B.Arch.

The candidate shall have not less than 80% attendance in Theory and Studio subjects separately. Each semester shall be taken as a unit for the purpose of calculating the attendance. The candidate lacking attendance in a subject shall be denied permission to appear for the University Examination in that subject.

BA LL.B (Honors)

A student must maintain an attendance record of at least 80% in all courses added together. Without the minimum attendance of 80% students become ineligible to write the end semester examination.

BBA LL.B (Honors)

A student must maintain an attendance record of at least 80% in all courses added together. Without the minimum attendance of 80% students become ineligible to write the end semester examination

B.Com LL.B (Honors)

A student must maintain an attendance record of at least 80% in all courses added together. Without the minimum attendance of 80% students become ineligible to write the end semester examination

LL.B (Honors)

A student must maintain an attendance record of at least 80% in all courses added together. Without the minimum attendance of 80% students become ineligible to write the end semester examination

LLM

A student must maintain an attendance record of at least 80% in all courses added together. Without the minimum attendance of 80% students become ineligible to write the end semester examination.

16 COMMITTEES FOR STUDENTS WELFARE

Anti Ragging Committee

Equal Opportunity Committee

Prevention of Sexual Harassment Committee

Library Committee

Outreach Committee

Disaster Management Committee

Students Grievance Redressal Cell

Students Counseling Centre

Career Counseling & Placement Cell

International Students Cell

17 UNDERTAKINGS

UNDERTAKING

As per the directives of the Hon'ble Supreme Court of India consequent to the report submitted by the R.K. Raghavan Committee "Ragging" in any form is strictly prohibited in the college campus including the hostels. Any student found indulging in such activities if proved guilty will be suspended from the college immediately. Hence every student who joins this Institute is required to submit an undertaking in the prescribed format which is mandatory, to abstain from ragging in any form. Violation of this will attract expulsion of the guilty from the college, lodging a FIR with police and handing over to law enforcing authorities.

UNDERTAKING BY STUDENTS

I Mr/Ms. ..... a bonafide student of .....Course of Chettinad Academy of Research & Education bearing the ID No..... am fully aware that ragging in any form is strictly banned by Court of Law and I am completely aware of the action which may be taken against such acts. I am also aware that I shall be handed over to law & order authority if found involved in any form of ragging.

I do hereby undertake,

That I shall not take part in any form of ragging and shall abide by the rules prescribed for the purpose as amended and enforced from time to time.

That I shall accept the decision of the "Anti-Ragging Committee" of the college in this regard.

That I will obey the rules of the college and fully accept the punishment mentioned against the act if I am found guilty.

That I shall also follow the other rules framed and amended by the college authorities from time to time.

Date: Signature of the Student

UNDERTAKING BY THE PARENTS

I do hereby undertake that my daughter/ son/ ward Mr/Ms..... student of Chettinad Academy of Research & Education undergoing ..... Course will not indulge in ragging in any form and other acts of indiscipline in the college campus and strictly follow the rules and regulations of the college, failing which I will abide by the action taken by the college authorities against my ward.

Tel No:	Off:	Signature:
Res:		Name:
Mobile:		Relationship:

18 NATIONAL SERVICE SCHEME (NSS)

National Service Scheme is an avenue for community service through team work. Through dedicated and sincere social work, Chettinad Academy of Research and Education (CARE), assures a strong nation building. Being a part and member of the team, the NSS volunteers of CARE are actively involved in both regular camp activities and special camps since 15th May 2014.

Objectives of NSS

- To enable the students to understand the community in which they work.
- To understand themselves in relation to their community.
- To identify the needs and problems in the community, the solution of which they can be involved.
- To develop among themselves a sense of social and civic responsibility
- To apply their education in finding practical solution to individual and community problems
- To develop competence required for group living and sharing responsibilities
- Gain skills in mobilizing community participation.
- To acquire leadership qualities and democratic attitude
- To develop capacity to meet emergencies and national disasters
- To practice national integration.

19 SPORTS ACTIVITIES

Sports offer a salutary contrast to the demands of purely mental pursuits. They provide an invaluable opportunity for our students to interact, keep fit, pursue excellence and work in teams. Exceptional talents are given adequate encouragement to emerge as winning performers in their chosen sporting disciplines. The Chettinad Sports training caters to all abilities and aims to help players, improve their sports skills and participate in competitive sports tournaments in National, State & University level tournaments. The facilities provide cost effective training and equipment to players to help them improve their capabilities. Our sports facilities are extensive and well-equipped, catering to a wide range of sports. There is an indoor stadium as well as extensive space for outdoor sports.

20 REVALUATION OF ANSWER SCRIPTS POLICY

As per the university regulation there shall not be repeat valuation of theory papers and re-totaling shall be permitted after declaration of results.

21 RULES RELATING TO UNFAIR MEANS / MALPRACTICE IN THE UNIVERSITY EXAMINATIONS

In a year, there shall be one regular (main) examination and one supplementary examination for any subject, both for semester and yearly pattern of examinations.

The students appearing for the University theory examinations shall be under the direct disciplinary control of the Chief Superintendent. Possession of cell phone or any electronic/digital device, wrist watches, time pieces, clocks or incriminating materials by a candidate or copying from any such device/bits of paper in the examination hall, is strictly prohibited. Non-compliance in this regard will be reckoned as using unfair means / malpractice in the University Examinations and the examinee will be liable to be punished as per the examination Rules of the University. Once the incriminating material including electronic digital devices etc., items which are detected during the examination hours it will be confiscated.

Disciplinary action will be initiated if any candidate indulges in any malpractice (unfair means) as enumerated in the University Examination Manual.

22 RULES FOR DISCONTINUANCE FOR STUDY

Where any student applies for discontinuance, or without any application discontinues on his/her own, from the course to which he/she has been admitted to, for any reason, and the seat is rendered vacant without having any chance of being filled up with any other candidate such student, will have to remit the tuition fee and other applicable fees for the 'entire/remaining course period'.

23 LEAVE AND LONG ABSENCE WITHOUT PERMISSION

The students should be punctual in attending classes throughout the program period. He/She shall not absent himself/herself without submitting leave letter to the HoD/Principal concerned. If any student is absent without prior permission, it would be treated as unauthorized absent.

24 INSTITUTIONAL AWARD OF FELLOWSHIP, SCHOLARSHIP AND MEDALS AND PRIZES

The following are the Fellowship, Scholarship, Medals and Prizes of Chettinad Academy of Research and Education.

i. Rajah Muthiah Award – 1st rank in each stream of study in the Faculty of Medicine and Allied Health Science.

ii. Sigapi Achi Award – 1st rank in each stream of study in the Faculty of Nursing.

iii. Prof. Dr. S.K.Sarin Endowment Award – Prize in Gastroenterology for Final MBBS students.

iv. Dr. K. Rosaiah Endowment Award – Prize in Community Health Nursing for Nursing students.

v. Students who are getting highest score in the university examinations shall be awarded/ prizes/medals during the university convocation.

vi. CARE fellowship to Ph.D. students enrolled with the Chettinad Academy of Research and Education.

vii. Fellowship to faculty for research projects.

viii. Post Doctoral Fellowship.

25 ALUMNI ASSOCIATION

The "Chettinad Academy of Research and Education(CARE) Alumni Association" is formed with the aim of strengthening the alumni of constituent colleges of CARE i.e, Chettinad Hospital & Research Institute (CHRI), Chettinad College of Nursing (CCN) and Faculty of Allied Health Sciences (FAHS) and New Schools.

Aims and Objectives

- To encourage friendship and exchange views among the member alumni.
- To exchange professional knowledge by organizing guest lectures, seminars and workshops.
- To make the passed out students aware of the opportunities in the society.
- To conduct public outreach projects such as health education, rural health schemes, specialist camps etc.,
- To encourage the best academic performers by giving awards.
- To promote the aims and ideals of the institution.
- To undertake activities of charitable nature.

26 NATIONAL ACADEMIC DEPOSITORY (NAD) SERVICES

All the students of Chettinad Academy of Research and Education, either currently studying or graduated since 2008 are required to get themselves registered in CDSL Ventures Limited (CVL) through the Student Registration Portal of CVL (https://cvl.nad.-co.in/NAD/home.action). This registration has to be done by all the students of University Departments, Constituent Colleges.

Student Registration Portal
https://nad.digitallocker.gov.in/students

NAD Website of CVL
https://cvl.nad.co.in/NAD/home.action

27 AWARDING OF DEGREE (CONVOCATION)

All the candidates who have been declared successful and qualified for award of UG / PG / Ph.D. degrees/diplomas in the final year University Examinations conducted by Chettinad Academy of Research and Education in the respective courses in all streams are eligible for award of degrees.

The Degree Certificate shall be issued during the University Convocation as notified by the university.

Students who fail to collect the degree certificates during convocation may collect the same from the Office of Registrar / Examinations after paying the prescribed penalty fee.

Chettinad Academy of Research and Education
(Deemed to be University)

STUDENT HAND BOOK
2020 - 2021