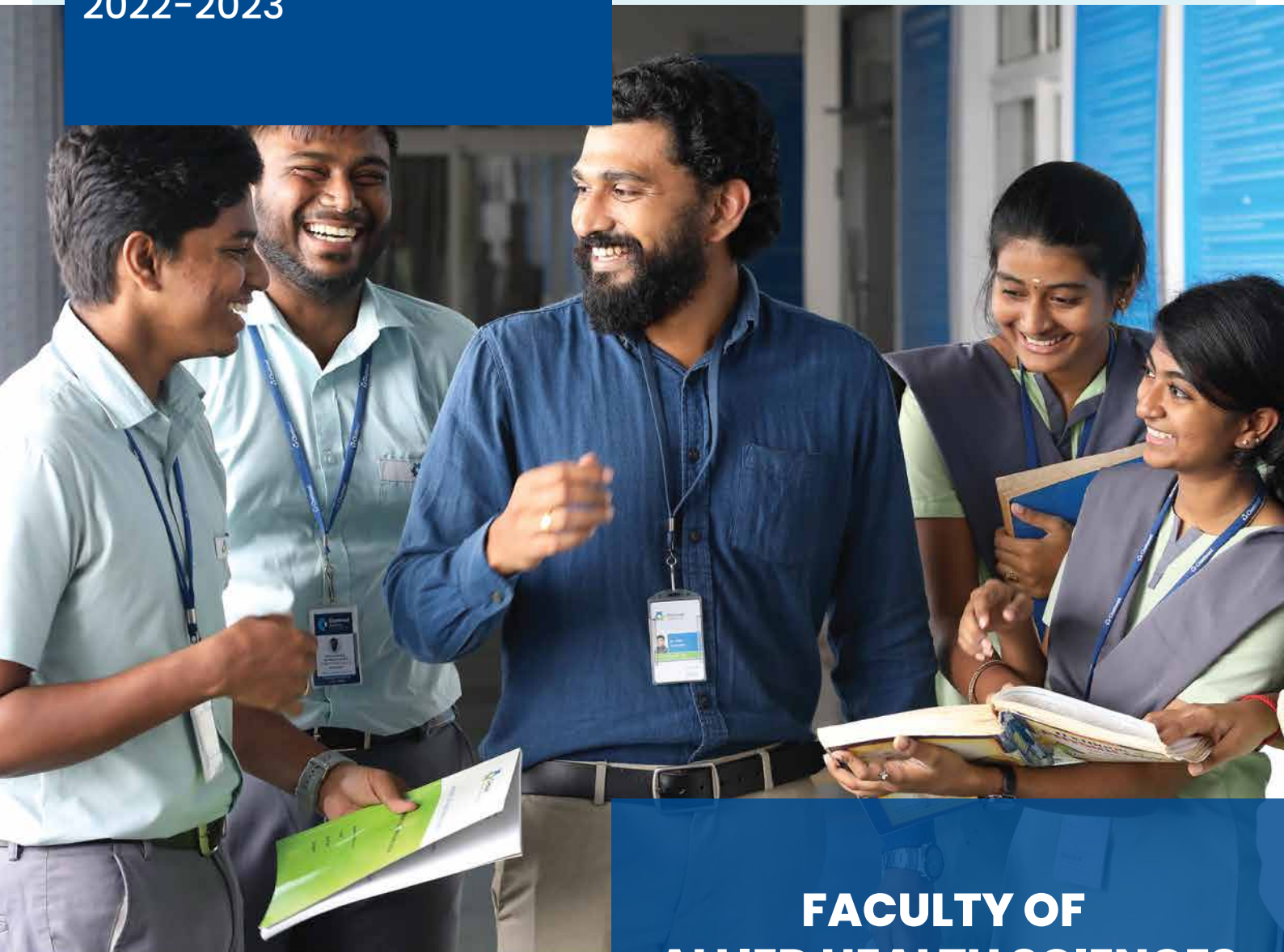


**B.Sc. AHS, B.Sc. 3 Year,  
M.Sc. 2 Year & M.Sc. 5 Year  
INTEGRATED DEGREE  
PROGRAMMES  
STUDENT HANDBOOK  
2022-2023**



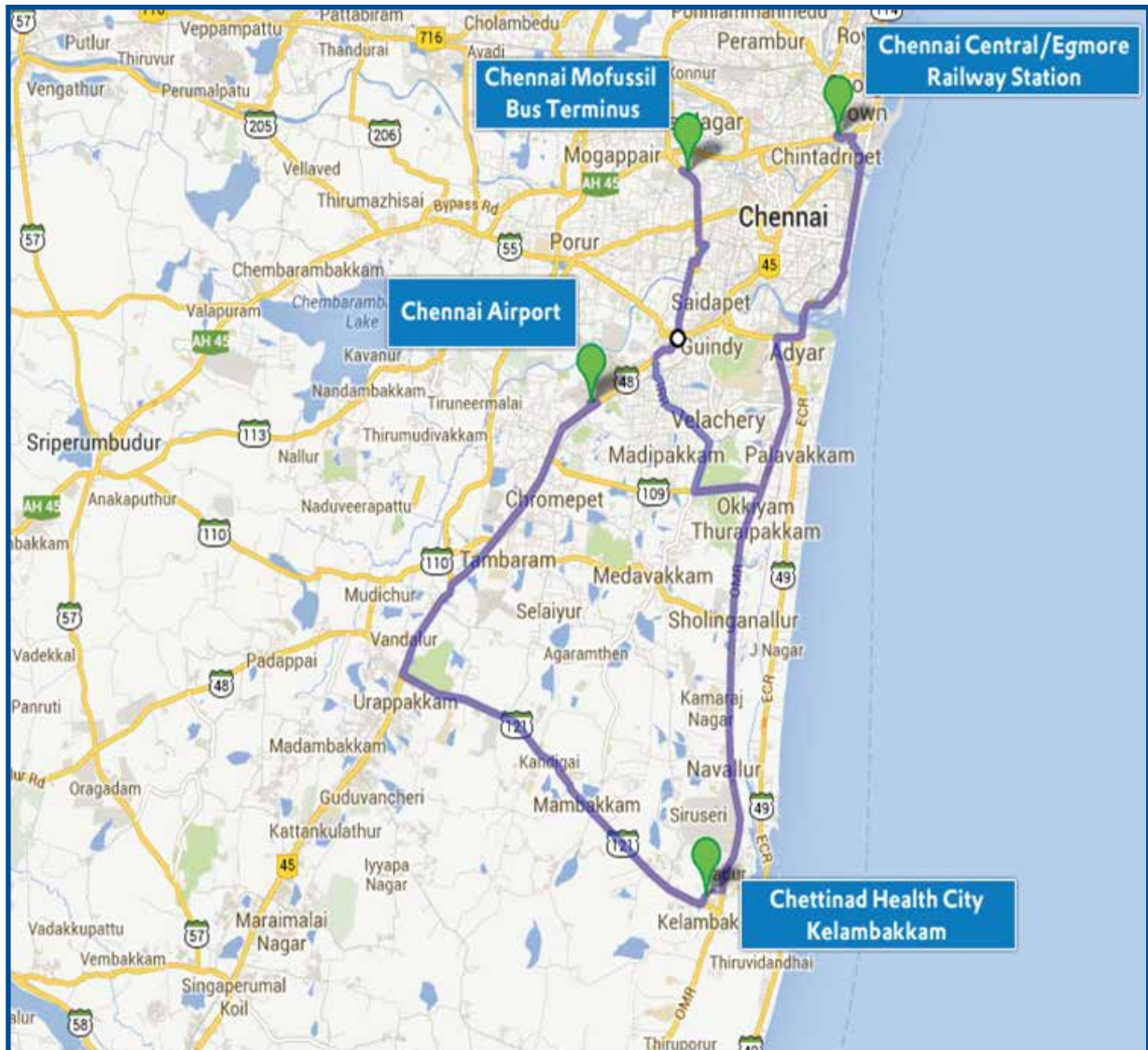
Allied Health Sciences  
**Chettinad Academy**  
of Research and Education  
(Deemed to be University)



[www.care.edu.in](http://www.care.edu.in)

**FACULTY OF  
ALLIED HEALTH SCIENCES  
CHETTINAD HOSPITAL &  
RESEARCH INSTITUTE**

# CAMPUS LOCATION



## Faculty of Allied Health Sciences

Chettinad Hospital & Research Institute

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 : [principalfahs@care.edu.in](mailto:principalfahs@care.edu.in)

Website : [www.care.edu.in](http://www.care.edu.in)

# Student Handbook 2022–2023

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Name of the Student :

Registration No. :

Course :

Batch :

Address :

Mobile No. :

Email ID :

Blood group :

In case of Emergency, contact  
Name of the person :

Relationship :

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, Nursing, Pharmaceutical Sciences, Physiotherapy, Architecture and Law.

Courses offered by CARE were approved by NMC/MCI, INC, TNNMC, AICTE, COA, UGC, PCI and BCI. 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 5th 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 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.



## 02 VISION, MISSION & QUALITY POLICY

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### i. Vision

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

### ii. 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.

### iii. 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 campus is situated in the IT Corridor, just 20 kms from Tidel Park and 5 kms from the ultra-modern East Coast Road.

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.

**i. Classrooms:** The dedicated classrooms are spaciouly designed & furnished with necessary technical teaching aids like audio-visual facilities. With the pharmaceutical industry growing every year, the need for professional and well-trained individuals in the industry has grown exponentially. Our student centric learning approach aims to train our students to get started on an exciting and successful career in the field of Allied Health Sciences.



**ii. 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.



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

**iv. 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.





**v. Library:** Spread over 40,000 sq. ft., the library is well-stocked 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.



**vi. 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.



**vii. 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).



**viii. 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.





**ix. 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.



**x. 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.

**xi. 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.

**xii. 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.

**xiii. 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.

**xiv. 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.

**xv. Bank:** AXIS bank branch is available within the campus.

**xvi. ATM:** AXIS, HDFC bank ATM facilities are available.

**xvii. 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.

**xviii. 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 turnstile gates and boom barriers to physically restrict non-campus personnel having free access to the student areas.

**xix. 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 FACULTY OF ALLIED HEALTH SCIENCES

Faculty of Allied Health Sciences (FAHS) is a constituent college of Chettinad Hospital and Research Institute, CARE, with state-of-the-art facilities for effective Teaching, Learning, Research & Development and greatly contributes to extension activities. The faculty members are highly trained with international exposure, which makes FAHS an ideal setup for research-based learning and education. The programs are well designed to enable the students to achieve academic and professional goals. FAHS joins hands with leading Healthcare institutions, Biotech and Pharma industries to create skilled workforce in order to fulfill the requirement of the industry and society.

## 05 WORKING HOURS

8.30 am to 4.00 pm (Monday to Saturday except 2nd and 4th Saturdays)

## 06 DRESS CODE

Dress code as prescribed by the University.

Courses	Dress Code
For 1st year B.Sc. AHS, B.Sc. 3 year & M.Sc. students	For Boys: Blue Shirt, Grey Pant, White Coat with Formal Shoe For Girls: Blue Top, Grey Pant, Grey Dupatta, White Coat with Formal Shoe
For 2nd year to 3rd year B.Sc. AHS, B.Sc. 3 year, 2nd year M.Sc. students	For Boys: Parrot Green Shirt, Grey Pant, White Coat with Formal Shoe For Girls: Parrot Green Top, Grey Pant, Grey Dupatta, White Coat with Formal Shoe



## 07 COURSES

Sl. No.	Course Name	Duration
1	B.Sc. (Allied Health Sciences)	3 years + 1 year internship
2	B.Sc. (Medical Biotechnology)	3 years
3	B.Sc. (Medical Genetics)	3 years
4	B.Sc. (Medical Bionanotechnology)	3 years
5	B.Sc. (Counselling Psychology)	3 years
6	M.Sc. (Medical Bionanotechnology)	2 years
7	M.Sc. (Clinical Research & Experimental Medicine)	2 years
8	M.Sc. (Medical Biotechnology)	2 years
9	M.Sc. (Counselling Psychology)	2 years
10	M.Sc. (Human Nutrition)	2 years
11	M.Sc. (Tissue Engineering and Regenerative Medicine)	2 years
12	M.Sc. (Medical Genetics and Molecular Diagnostics)	2 years
13	M.Sc. AHS (Radiology & Imaging Science Technology)	2 years
14	M.Sc. AHS (Echocardiography and Cardiovascular Imaging Technology)	2 years
15	M.Sc. Radiology and Imaging Science Technology	5 year integrated
16	M.Sc. Cardiac Technology	5 year integrated
17	M.Sc. Renal Dialysis Technology	5 year integrated
18	M.Sc. Perfusion Technology	5 year integrated
19	M.Sc. Medical Laboratory Technology	5 year integrated
20	M.Sc. Respiratory Care Technology	5 year integrated

## 08 FEES STRUCTURE AND SCHOLARSHIP

### i. Scholarship:

Faculty of Allied Health Sciences (FAHS), Chettinad Hospital & Research Institute offers a range of scholarship to students pursuing FAHS courses in order to recognize and reward meritorious academic achievers. The scholarship awarded at FAHS is to be construed in the nature of a privilege, awarded to outstanding students, and is subject to the resources available to Chettinad Academy of Research and Education (CARE). Accordingly, the scholarship should be distinguished from grants / fee concessions, and cannot be requested by all students as a matter of right.

#### Scholarship - B.Sc. AHS (3+1 yr) Technical Program

Marks secured in Higher Sec. exam	Scholarship	Amount (Rs.)	Seat
80% and above	75%	1,00,000/-	60
70-79%	65%	1,40,000/-	
60-69%	40%	2,40,000/-	
*Less than 60%	No Admissions	4,00,000/-	

#### Scholarship - M.Sc. (5 yr Integrated) AHS Technical Programs

Marks secured in Higher Sec. exam	Scholarship	Amount (Rs.)	Seat
80% and above	80%	1,00,000/-	40
70-79%	65%	1,75,000/-	
60-69%	40%	3,00,000/-	
*Less than 60%	No Admissions	5,00,000/-	

**\*Not to admit candidates who secured less than 60%**

### Scholarship - M.Sc. (2 yr) AHS Technical Programs

Marks secured in UG degree program	Scholarship	Amount (Rs.)	Seat
80% and above	75%	1,00,000/-	20
70-79%	65%	1,40,000/-	
60-69%	40%	2,40,000/-	
*Less than 60%	No Admissions	4,00,000/-	

**\*Not to admit candidates who secured less than 60%**

### Scholarship - B.Sc. (3 yr) Inter-Disciplinary Programs

Marks secured in Higher Sec. exam	Scholarship	Amount (Rs.)	Seat
80% and above	40%	60,000/-	40
*Less than 80%	No Admissions	1,00,000/-	

### Scholarship - M.Sc. (2 yr) Innovative Programs

Marks secured in UG degree program	Scholarship	Amount (Rs.)	Seat
80% and above	40%	60,000/-	60
*Less than 80%	No Admissions	1,00,000/-	

**\*Not to admit candidates who secured less than 80%**

**Note:** Hostel, Transportation, Books, Instruments and Uniform costs will be additional.

#### ii. 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.



### iii. Tuition and Other Fee:

#### B.Sc. AHS degree programme

Details	1st year	2nd year	3rd year	4th year
Tuition fee	Rs.2,00,000/-	Rs.2,00,000/-	Rs.2,00,000/-	Training Period
Group Insurance	Rs.500/-	Rs.500/-	Rs.500/-	
ID Card	Rs.500/-	-	-	
University fee	Rs.5,000/-	-	-	
Others	Rs.10,500/-	Rs.10,000/-	Rs.10,000/-	
Caution Deposit	Rs.2,500/-	-	-	
Lab / Project / Training charges	Rs.1,81,000/-	Rs.1,89,500/-	Rs.1,89,500/-	
<b>Total</b>	<b>Rs.4,00,000/-</b>	<b>Rs.4,00,000/-</b>	<b>Rs.4,00,000/-</b>	

#### B.Sc. 3 year degree

Details	1st year	2nd year	3rd year
Tuition fee	Rs.50,000/-	Rs.50,000/-	Rs.50,000/-
Group Insurance	Rs.500/-	Rs.500/-	Rs.500/-
ID Card	Rs.500/-	-	-
University fee	Rs.5,000/-	-	-
Others	Rs.10,000/-	Rs.10,000/-	Rs.10,000/-
Caution Deposit	Rs.2,000/-	-	-
Lab / Project / Training charges	Rs.32,000/-	Rs.39,500/-	Rs.39,500/-
<b>Total</b>	<b>Rs.1,00,000/-</b>	<b>Rs.1,00,000/-</b>	<b>Rs.1,00,000/-</b>

**M.Sc. Radiology and Imaging Science Technology &  
M.Sc. Echocardiography & Cardiovascular Imaging Technology (2 year)**

Details	1st year	2nd year
Tuition fee	Rs.2,00,000/-	Rs.2,00,000/-
Group Insurance	Rs.500/-	Rs.500/-
ID Card	Rs.500/-	-
University fee	Rs.5,000/-	-
Others	Rs.10,500/-	Rs.10,000/-
Caution Deposit	Rs.2,500/-	-
Lab / Project / Training charges	Rs.1,81,000/-	Rs.1,89,500/-
<b>Total</b>	<b>Rs.4,00,000/-</b>	<b>Rs.4,00,000/-</b>

**M.Sc. Medical Genetics & Molecular Diagnostics, M.Sc. Human Nutrition,  
M.Sc. Tissue Engineering & Regenerative Medicine, M.Sc. Counseling Psychology,  
M.Sc. Clinical Research & Experimental Medicine, M.Sc. Medical Biotechnology &  
M.Sc. Medical Bionanotechnology (2 year)**

Details	1st year	2nd year
Tuition fee	Rs.50,000/-	Rs.50,000/-
Group Insurance	Rs.500/-	Rs.500/-
ID Card	Rs.500/-	-
University fee	Rs.5,000/-	-
Others	Rs.10,000/-	Rs.10,000/-
Caution Deposit	Rs.2,000/-	-
Lab / Project / Training charges	Rs.32,000/-	Rs.39,500/-
<b>Total</b>	<b>Rs.1,00,000/-</b>	<b>Rs.1,00,000/-</b>

### M.Sc. 5 year integrated

Details	1st year	2nd year	3rd year	4th year	5th year
Tuition fee	Rs.2,50,000/-	Rs.2,50,000/-	Rs.2,50,000/-	Rs.2,50,000/-	Rs.2,50,000/-
Group Insurance	Rs.500/-	Rs.500/-	Rs.500/-	Rs.500/-	Rs.500/-
ID Card	Rs.500/-	-	-	-	-
University fee	Rs.5,000/-	-	-	-	-
Others	Rs.10,500/-	Rs.10,000/-	Rs.10,000/-	Rs.10,000/-	Rs.10,000/-
Caution Deposit	Rs.2,500/-	-	-	-	-
Lab / Project / Training charges	Rs.2,31,000/-	Rs.2,39,500/-	Rs.2,39,500/-	Rs.2,39,500/-	Rs.2,39,500/-
<b>Total</b>	<b>Rs.5,00,000/-</b>	<b>Rs.5,00,000/-</b>	<b>Rs.5,00,000/-</b>	<b>Rs.5,00,000/-</b>	<b>Rs.5,00,000/-</b>

#### iv. Examination Related Fee:

Details	B.Sc. AHS, B.Sc. 3 years & M.Sc. 5 year (I to III year)	M.Sc. 2 years & M.Sc. 5 year (IV to V year)
Application fee	Rs.300/-	Rs.500/-
Theory Examination fee per subject	Rs.500/-	Rs.1000/-
Statement of Mark sheet	Rs.500/-	Rs.750/-
Provisional Certificate	Rs.1,000/-	Rs.1,000/-
Consolidated Mark sheet	Rs.2,000/-	Rs.2,000/-
Late fee for delayed submission of application form	Rs.500/-	Rs.750/-
Convocation fee	Rs.2,500/-	Rs.2,500/-



#### **v. For payment of fees through online:**

Link for "Online Payment Portal" is available in our website (<https://care.edu.in>).

Steps to make a payment is as follows:

- a. Visit <https://care.edu.in>
- b. Select the "Online Fees Payment" from "Current Student" menu.
- c. The Page will be redirected to "Online Fees Payment" login page.
- d. Username & Password will be sent to the registered email id.
- e. For the first login, student will prompted to change their password.
- f. After changing the password, students will be able to make online payments.

#### **vi. General Instructions:**

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, after break of study 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 Deemed 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, examination 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 Deemed University.

### **vii. Policy for Renewal and Continuance of Scholarship:**

The Policy for Renewal and continuation of Scholarship shall be applicable to all students enrolled in a full-time course at Faculty of Allied Health Sciences, CHRI.

All scholarship amounts are adjusted against the tuition and Lab/training fee only. Accordingly, all students, including the scholarship recipients, are required to pay full charges towards Hostel, Mess, transportation, ID cards, books, uniform costs and caution deposits which are additional.

The scholarships will be awarded by the Finance Department of CARE after selection of scholarship awardees by the Scholarship Committee. The awarded scholarship will be reviewed and renewed for continuance as per the Policy. The Scholarship (Renewal and continuation) Policy is subject to review and/or revision annually.

Every scholarship shall be awarded for duration of one academic year, and will be automatically subject to an annual renewal, once in every academic year, based on satisfactory academic performance.

There shall be Scholarship Committee headed by the Vice Chancellor with faculty members of Allied Health Science Courses duly notified by the HoD of Faculty of Allied Health Sciences, CHRI and an expert.

The Scholarship Committee reserves the right to review, modify or cancel the award due to changes in academic progress or general conduct of the student, in accordance with the criteria set out by Chettinad Academy of Research and Education.

The members of the Scholarship Committee shall annully review the credentials of students receiving scholarships. In case the renewal criteria are not met by any student, then the scholarship shall be deferred for such a student.

### **Criteria for Renewal/Continuation of Scholarships:**

In case a student scholarship awardee fails in -

- One subject, an official warning, in the nature of a general email to students, will be issued and without holding the scholarship amount.
  - ❖ In case of a second default in one subject, the scholarship amount will be reduced by 25% of the total amount initially awarded.
  - ❖ In case of a third default in one subject, the scholarship amount will be further reduced by 25% of the total amount initially awarded.

- ❖ Lastly, in case of a fourth default, the scholarship will be completely revoked.
- Two subjects, the scholarship will be reduced by 50% of the allocated amount.
  - ❖ In case of a second default in two subjects, the scholarship amount will be reduced by 75% of the total amount initially awarded.
  - ❖ In case of a third default in two subjects, the scholarship will be completely revoked.
- Three or more subjects, then scholarship(s) will be completely stopped.

If the CARE Disciplinary Committee finds the student responsible for any academic or nonacademic conduct violation, including attendance shortage, the scholarship award shall be completely revoked.

All the students receiving scholarship shall sign a declaration that they are aware of the rules for continuance and renewal of scholarship and abide by the same.

**In all other disputes, the findings of the Scholarship committee shall be binding and final.**

## 09 LIBRARY RULES

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 40,000 sq. ft., and is well-stocked 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.

### i. 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.

## **ii. 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.

## **iii. 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.

## **iv. 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

## v. Services:

- Library 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 8.30 am to 4.00 pm on all working days.
- 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.



## 10 HOSTEL RULES

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### **i. 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.

### **ii. 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.

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 prescribed period from the date of joining the college.)

### **iii. 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.

### **iv. Allotment:**

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. Hostelites 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 Hostelites collectively. An equal amount of fine will be levied.

6. Hostelites are not permitted to use any extra electrical gadgets in their rooms without prior permission from the Wardens.
7. The Hostelites 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.

#### **v. 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 Head. 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.

#### **vi. 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.

#### **vii. 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.
- Hostelites should go over to the visitor's rooms to see their visitors. No lady visitor should be taken to men's hostel rooms.

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- Hostelites should go over to the visitor's rooms to see their visitors. No lady visitor should be taken to men's hostel rooms.

## **x. Hostel 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.

- Ragging includes any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background. Any student found indulging in ragging will be expelled from the hostel & the college, including initiation of appropriate legal action.
- 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.
- Gambling in the hostel premises is strictly prohibited.
- No hosteller is permitted to collect money from other Hostelites on any account for any purpose without the prior permission from the higher authority.
- No one should convene/arrange/participate in any unauthorized meetings in the hostel or campus.
- Exhibition or distribution of posters, pamphlets and notices in the hostel without permission is prohibited.
- Vandalism and damage to hostel property in any manner is prohibited and strict disciplinary action will be taken on those found guilty.
- Any student found without the identity card will not be allowed to stay in the hostel.
- 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.
- 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.

- k. 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.
- l. Hostelites 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.
- m. 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).
- n. 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:**

- 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.
- 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.
- A committee headed by the respective heads will examine the cases of indiscipline on the part of the Hostelites and the decision will be final.

**ix. Timings to Note:**

- a. 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.
- b. 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.
- c. Students are permitted to watch television up to 9.00 pm only.
- d. Inmates should apply for permission/leave only through online.
- e. Please ensure that all LIGHTS, FANS & AC units are switched off when the inmates leave the room.

- f. Lights are to be switched off by 12.00 midnight. Corridor lights should be switched off by 9.00 pm.
- g. All inmates should be inside their respective hostels before 9.00 pm.
- h. Those who want to avail library facility will be permitted till 10 pm & Librarian should vouch for the same.

**x. Room Maintenance:**

- a. Whenever any hosteller leaves the room, it is advised that the room be locked and lights and fans turned off.
- b. Newspapers should not be taken by any person to the rooms and no portion of the paper is allowed to be cut.
- c. Wastes must be thrown into the bins provided for the purpose.
- d. Bins should not be kept outside the room in the corridor; it should be kept inside the rooms.
- e. Inmates are not allowed to have any pets inside the hostel.
- f. 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.
- g. 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.
- h. Any repair or maintenance requirement should be informed to the hostel warden only.
- i. The hostel authorities will inspect the rooms at any time and inmates should cooperate with them.

**xi. Boarding:**

- a. The boarding section of the hostel is under the immediate charge of the warden.
- b. All Hostelites of the hostel shall dine in the hostel MESS only.
- c. 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

- d. 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.
- e. Guests, as a rule, are not allowed to dine in the hostel.
- f. Special diet can be supplied to those who fall sick.
- g. For the smooth running of the mess, Hostelites 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.
- h. No hosteller will employ any servant either in the room or the mess/kitchen on any account.
- i. No personal servant will be allowed in the campus.
- j. 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.

#### **xii. Dues Clearance:**

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

#### **xiii. Dues Clearance:**

- a. No vendors are allowed in the hostel.
- b. It is the prime-responsibility of all Hostelites to keep the surroundings clean.
- c. The warden shall put up rules governing the use of telephone, television, library, room, recreation room and laundry. All the Hostelites of the hostel are expected to abide by the same.





## Affidavit for Hostel by the Candidate

To  
The Chief Warden,  
Chettinad Academy of Research and Education  
Kelambakkam, Chengalpattu District

### DECLARATION

I Mr./Ms -----, daughter/ son of  
-----, solemnly declare that I agree to  
abide by the girls and boys hostel rules and regulations and maintain good conduct during  
my stay in the college and hostel. I hereby undertake to take food in the mess attached to  
the hostel. If I go against the rules and regulations of the hostel and the college authori-  
ties, I understand that I may be expelled from the hostel without notice. Further, I under-  
stand that ragging is strictly prohibited in the hostel and college premises. I solemnly  
declare that; I will not directly or indirectly indulge in ragging. If I am caught for involving  
myself in ragging activities directly or indirectly legal action may be taken against me as  
deemed fit or as directed by the competent authorities.

Signature of the candidate

Name of the candidate

I Mr./Mrs./Ms./Dr. \_\_\_\_\_, residing at  
\_\_\_\_\_ am the father /mother /husband  
/guardian of Mr./Ms. \_\_\_\_\_ and solemnly declare that  
the girls and boys hostel admission procedure and fee structure has been explained to me  
prior to admission and agree to give consent for my ward as per the hostel rules and regu-  
lation. Further, I declare that my ward will abide by the hostel rules and regulations. If my  
ward goes against the rules and regulations of the hostel or gets involved with any kind of  
misbehavior, disciplinary action shall be taken against her/him as decided by the college  
authorities.

Place:

Signature of the Parent/Guardian

Date

Name of the Parent/Guardian

# 11 STUDENTS DISCIPLINARY RULES

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The following are the University Disciplinary Rules for the Students

- The Dean / Principal of colleges and 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.
- 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 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.
- Help to maintain the beauty, serenity and greenery of the campus.
- Tailgating (using another student's ID for entry access) will be fined.





## 12 DATE OF BIRTH AND NAME REGISTERED AS PER SCHOOL RECORDS

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The Name and Date of Birth of the candidate will be registered in the records of the University as given in the HSC Mark Statement / Transfer Certificate. No request will be considered later in regard to a change of Date of Birth or correction in the Name of the candidate. The parents and candidates are requested to verify and confirm these entries in the HSC Mark Statement / Transfer Certificate at the time of receipt of the same.

## 13 COMMITTEES FOR STUDENTS WELFARE

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### i. Anti Ragging Committee:

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.

If you are a victim of ragging, immediately approach:

Dr. Kumar Ebenezar, Principal I/C, FAHS, CHRI

Mobile No. +91 90947 32000

Email ID: [principalfahs@care.edu.in](mailto:principalfahs@care.edu.in)



## 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 Faculty of Allied Health Sciences, CHRI 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 / GUARDIAN

1. I do hereby undertake that my daughter/ son/ ward Mr/Ms.....  
student of Faculty of Allied Health Sciences, CHRI 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.
2. I assure you that my son/daughter/ward will not indulge in any act of ragging.
3. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be  
punished as per the provisions of the Regulations mentioned above and/or as per  
the law in force.

Tel No:

Off:

Signature:

Res:

Name:

Mobile:

Relationship:

## ii. Equal Opportunity Committee

The main function of the Equal Opportunities Cell is to give more emphasis to the deprived groups for learning and creating space for them to mainstream themselves. It is the duty of the Cell to oversee the effective implementation of policies and programmes for disadvantaged groups (SC/ST, OBC, Minorities, Jain, Physically challenged) to provide guidance and counseling with respect to academic, financial, social and other matters and to enhance the diversity within and outside the campus.

### Complaints against Caste Based Discrimination

1	Name of the Student	:	
2	Course of Study	:	
3	University Registration No.	:	
4	College ID card No.	:	
5	Complaint	:	
6	Mobile No.	:	
7	Email ID	:	

Online complaints can be lodged using the link <https://care.edu.in/contact-form/>

## iii. Prevention of Sexual Harassment Committee

The committee shall provide healthy and congenial atmosphere to the students of the Chettinad Academy of Research and Education. It shall deal with issues relating to sexual harassment, as defined in the Vishaka case within the premises of Chettinad Academy of Research and Education. The Vice Chancellor shall constitute the committee and decide its term of office.

## iv. Students Grievance Redressal Cell

The institution provides mechanism to the students for redressal of their grievances with regard to their complaints on academic and non-academic matters.



## **v. Students Counseling Centre**

Chettinad Academy of Research and Education Counselling centre provides individual and group counseling exclusively to the students.

Periods of life change like being in college may bring new stress and problems that have many sides and are not easily solved. Counselling can help students understand the different sides of their problems.

When difficult life events come up or when a lot of little things go wrong for someone over time, it may become difficult to feel hopeful or have a positive outlook. Counseling can help students understand the impact tough situations have had on their feelings and develop strategies to develop a more hopeful perspective.

This exposure makes them vulnerable to peer pressure and a variety of other critical problems related to relationships, low self-esteem, parental issues / separations, verbal / physical abuse, exam fear and so much more have started sprouting in the young minds of students. The answer to all these issues starts with an open ear and a consoling heart.

## **vi. Career Counseling & Placement Cell**

Chettinad Academy of Research and Education established the “INTERN CARE” with faculty coordinators and student representatives to collaborate with the institutions / companies / industries for student internship, placement support, conducting training programs, and supporting student projects.

- Internships with hospitals/ companies/ industries help students learn new technology and bridge the gap between the traditional learning environment and the professional setting, which help them attain skill sets and prepare them for placement.
- Placement support is extended to UG/PG students every year.
- Training programs are mainly focused on competitive entrance examination coaching, skill development, strengthen personal character, and developing professional aptitude, which helps students build confidence when applying for a placement, and also handling competitive exams like UGC-JRF, CSIR-NET / JRF, IELTS, GRE, TOEFL, etc.,

## 14 NATIONAL SERVICE SCHEME (NSS)

National Service Scheme is an avenue for community service through team work. Through dedicated and sincere social work by NSS, Chettinad Academy of Research and Education (CARE), an assurance for a strong nation building is anticipated. 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.





## 15 SPORTS ACTIVITIES

Chettinad Academy of Research and Education strongly believes that in addition to academic activities, sports-related activities are also essential to develop the students both physically and mentally. Sports activities provide an invaluable opportunity for students to interact, keep fit, pursue excellence, and work in teams. With state-of-the-art facilities on the campus, including Synthetic track, Cricket Ground, Basketball Court, Football Ground, Indoor stadiums, swimming pool Multi-Gym Station, fitness programs, etc., CARE emphasizes and encourages students to participate in various sports events.

Coaching programs in cricket, volleyball, basketball, kho kho, etc., are conducted with certified trainers. They aim to help players improve their sports skills and participate in competitive sports tournaments in National, State & University level tournaments.



## **16 CHETTINAD CENTRE FOR GLOBAL & INDIAN LANGUAGES (CCGIL)**

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Chettinad Academy of Research and Education established the CCGIL to train global languages and culture to the students to prepare them to be better world citizens and professionals. The Centre shall have offerings in both Indian and International Languages. The initial deliberations are made for French and German Language courses, offered as electives or value-added courses.

## **17 RULES RELATING TO UNFAIR MEANS / MALPRACTICE IN THE UNIVERSITY EXAMINATIONS**

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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 is detected during the examination hours it will be confiscated.

Disciplinary action will be initiated if any candidate indulges in any malpractice (unfair means).

## 18 DIGI LOCKER SERVICES

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Digi Locker and NAD are initiatives of Ministry of Electronics and Information Technology (MeitY) and Ministry of Education (MoE) respectively. The concept of National Academic Depository (NAD) is born out of an initiative by MoE to provide a 24X7 online depository to Academic institutions to store and publish their academic awards. The digital depository not only ensures easy access to and retrieval of an academic award but also validates and guarantees its authenticity and safe storage.

Digi Locker is a provider of NAD services and aims at 'Digital Empowerment' of citizen by providing access to authentic digital documents to citizen's digital document wallet. The issued documents in Digi Locker system are deemed to be at par with original physical documents as per Rule 9A of the Information Technology (Preservation and Retention of Information by Intermediaries providing Digital Locker facilities) Rules, 2016.

Maintaining academic awards in an electronic depository would provide benefit to educational institutions, students and employers by enabling online access of academic awards which will eliminate the need for persons to approach educational institutions for obtaining transcripts of such awards for verification. It would also eliminate fraudulent practices such as forging of awards, by facilitating online verification thereof and maintains the authenticity, integrity and confidentiality of the award.

It aspires to make the vision of Digital Academic awards for every Indian a reality.



## 19 VERIFICATION OF CERTIFICATES THROUGH E-SANAD PORTAL

e-Sanad: The e-Sanad is a platform for the Indian and Foreign Nationals to get the Attestation / Apostille on professional and Personal documents from concerned Document Issuing Authorities (DIA) and Ministry of External Affairs (MEA) Government of India.

Students please to note that submission of multiple candidates on single registration may lead to rejection of e-Sanad verification of certificates.

### Step No.1 - Steps to be followed in the University Portal.

The user needs to pay the document verification fee of Rs.1500/- per certificate to the University. This can be done through NEFT transfer towards the following:

Name of the Account	:	Chettinad Academy of Research and Education
Account Number	:	34576992086
Name of the Bank	:	State Bank of India
Name of the Branch	:	Padur
IFSC Code	:	SBIN0017181

The details need to be sent to the University email [esanad@care.edu.in](mailto:esanad@care.edu.in) along with following:

Student Name	:	
Course Name	:	
Registration No.	:	
Amount paid	:	Rs.1500/-
UTR Reference No.	:	

After making successful payment, the user needs to note down the Unique reference number generated from the payment portal. and save the online payment acknowledgement in PDF format.

For clarification please contact Nodal officer email id : [coe@care.edu.in](mailto:coe@care.edu.in)

## **Step No.2 - Steps to be followed in the e-Sanad portal:**

Keep soft copy of the front page of the Degree Certificate in PDF format in your computer.

The user needs to register and login in e-Sanad Portal URL: <https://esanad.nic.in>

Workflow in the e-Sanad portal are:

- (i) Select the issuing authority state as TAMIL NADU.
- (ii) Select Chettinad Academy of Research and Education as the Document Issuing Authority (DIA)
- (iii) Select the Non -Pre verified documents.
- (iv) Fill the required details and upload both the document i.e. Degree Certificate and University online payment acknowledgment receipt in PDF format.
- (v) Then proceed to online payment for Attestation / Apostille processing fee to eSanad system. The user needs to pay Rs. 90/- per Apostille or Rs. 40/- for attestation to the Ministry of External Affairs.
- (vi) E-Sanad portal will generate its acknowledgement after the successful payment.
- (vii) To check your application status please visit <https://esanad.nic.in/checkstatus>

Submission of multiple candidates on single registration may lead to rejection of e-Sanad verification of credentials.

Note: Every candidate should separately register for their authentication of certificates/- statements.

For Further information please contact;

Ministry of External Affairs New Delhi

Email: [support@mea.gov.in](mailto:support@mea.gov.in)

Phone: 011-49018404

## 21 ALUMNI ASSOCIATION

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

### 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.

<https://care.edu.in/alumni-form/>



# NOTES

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# ACCREDITATION



## Faculty of Allied Health Sciences

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