

GENERAL GUIDELINES

Class Schedule and Attendance

- ✚ MBA is a fully residential program with classes and training scheduled from 8:30 a.m. to 7:45 p.m.
- ✚ Students are required to be on campus from Monday to Saturday, with occasional sessions on Sundays, as needed.
- ✚ A minimum attendance of 75% is mandatory to qualify for semester examinations, while 85% attendance is required for participation in job recruitment drives.
- ✚ Any exemption from classes must be approved in advance by both the subject faculty and the mentor.

Grooming Standards

- ✚ Strict adherence to the prescribed grooming standards is expected while on campus.

Fee Payment

- ✚ College fees must be paid at the beginning of each semester.
- ✚ MBA program fees cover all expenses except for exam fees and textbooks.
- ✚ Refunds will not be provided for missed programs due to personal reasons, placement activities, or other causes.

Educational Loans

- ✚ Students must arrange for educational loans independently. The college office will assist by providing the necessary documents upon request.

Finance Specialization Eligibility

- ✚ B.Com and BBA students: A minimum of 60% in all finance subjects during Semesters I & II is required.
- ✚ Other streams: A minimum of 55% in finance subjects during Semesters I & II is mandatory.

Hostel Regulations

- ✚ Staying in the college hostel is compulsory for all students unless exceptional approval is obtained in writing from the college.
- ✚ Uniform hostel and mess rules apply to all residents.
- ✚ Students who do not use the mess for personal or religious reasons are not entitled to reductions in mess fees. Any deductions will align with standard hostel regulations.

Personal Vehicles

- ✚ Use of personal vehicles is restricted to commuting between home and campus only. Local travel should be done using public transportation.
- ✚ Vehicle safekeeping is the owner's responsibility. Hostel residents must surrender vehicle keys to the hostel director or warden.

PLACEMENT POLICY

The placement policy aims to support the career aspirations of MBA students by providing structured recruitment processes. Students who meet the eligibility criteria will be given placement assistance and allowed to participate in college-facilitated recruitment drives.

General Rules and Guidelines for Placement

- ✚ The placement committee enforces a "One Student, One Job Offer" policy.
- ✚ Placement support is governed strictly by the college's placement policy.
- ✚ Students who wish to pursue independent placement opportunities must submit a written undertaking to the department.
- ✚ Non-compliance with placement regulations or other valid reasons may result in exclusion from placement drives.

DIRECTOR

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