

# 2011

**American  
Digital  
University  
(ADU)**



American Digital University

*Learning without Boundaries*

American Digital University  
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## **STUDENT HANDBOOK 2011-2012**

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## **Mission Statement**

The American Digital University (ADU) will lead the field of online education through innovative application of Information and Communication Technology (ICT). We envisage on-line education as an alternative or complement to the “best practices” in education. This quality initiative will drive ADU in the creation of an affordable and equitable educational infrastructure. The intention is to bring quality online education opportunities to every doorstep of the world which will benefit globalization of the world economy. As a university, we shall support research based education with a combination of professional and academic studies in keeping with the dynamic changes in education today.

## **General Description of Facilities**

ADU courses are offered online so our campus can be wherever you are. In addition we have administrative offices at 6 Pidgeon Hill Drive, Sterling, VA 20165. This is the management center for the University and holds the offices of the ADU President, Registrar, admissions and other support staff.

The office is connected to high speed internet, e-mail, fax, printer, VOIP communication and telephone services and is networked for internal communication of staff provided with necessary computers and conferencing facilities with LCD projection and necessary office productivity software.

Infrastructure for the University is hosted at a nearby Data Center at Sterling. This Data Center holds all the on-line courses and maintains the student and staff data. This is a Tier 1 datacenter facility, which is secure, monitored, and redundant. The datacenter and technology service of the university is provided by Teledata Technology Solutions (TTS), CA 94596. Access to this facility is protected and only the designated staff from TTS is pre-registered with their identification and fingerprinting for any physical entry. The facility has cameras that allow full 360 degree vision and monitoring. The datacenter is manned 24 hours a day, 7 days a week, 365 days a year.

All the data is also replicated to our backup datacenter. In the case of a total system failure of the primary datacenter, the backup datacenter can be made active with the change in DNS records.

## **School Policies and Procedures:**

### **Entrance Requirements**

Admissions requirements vary by program. Continuing education, Vocational Certificate courses are open to all who are interested and are not subject to such requirements. Our degree program is subject to standard higher education admission requirements.

## Eligibility for admissions:

|   |   |
|---|---|
| Vocational and Continuing Education Courses | No prerequisites  |
| Certificate Programs                        | No pre-requisites   |
| Diploma Programs                            | High School Diploma or ADU certificate with credit in the appropriate discipline            |
| Associate Degree Programs                   | High School Diploma or ADU diploma or certificate with credit in the appropriate discipline |
| Graduate Degree                             | Baccalaureate Degree or Professional License as specified                                   |

### *Graduate Degree Program:*

Candidates interested in obtaining a Master of Science in Maritime Management will be required to provide proof of the following. We will be enrolling candidates from around the world with varied educational experience. Candidates will not be subjected to a minimum GPA requirement and the decision to admit will be based upon the combination of their educational and seagoing exposure.

Eligible candidates will possess:

- 1) A Bachelor's degree from an accredited institution and or
- 2) A Merchant Marine Class 1 Certificate of Competency as a Navigation or an Engineer Officer approved under the IMO-STCW standard and issued by the maritime authorities of the respective governments.
- 3) Two years of work experience in the maritime field

In addition, documents required for admission are as follows:

- 1) Official transcripts in English for each college or university attended. Translations into English must either be prepared by the school or by an Official Translator with a recognized seal.
- 2) In the case of CoC an official or attested copy of the certificate.
- 3) Latest resume with relevant work experience.
- 4) Essay outlining career objectives and reason for request of admission to ADU (1 page max).
- 5) One letter of recommendation to be sent directly to the university by the individual who is recommending admission

Please note:

- Candidates will have to apply on-line for admission. Additional qualifying documentation must be sent either in hard copy as “notarized” copies or as file attachments to the online application within a period of 6 weeks.
- The letter of recommendation must be received within 6 weeks of the admission application.
- In either case, candidate must submit application fees along with the documentation unless the application fee is waived by the university.
- Admission decision will be made by the university based upon review and processing of the application with prerequisites, if any.
- A “provisional admission” may be given to the candidates on receipt of appropriate fees, with a caveat that the application may be rejected later (with the refund option) on the basis of detail scrutiny by the university of the student particulars, transcripts and documents that is received, or not received within a specified time set by the university.
- The application for admission into courses must be submitted prior to the start of a quarter; application received after 2 weeks into a quarter and 5 weeks before a quarter ends, can only be considered for enrolment in a single course module.

### **Credit for Previous Education or Training**

- The school does not accept transfer credit from other institutions nor allow credit for prior experience.
- Advanced standing will be awarded to holders of the Ship Superintendent certificate for General, Technical, and or Marine. The number of credits awarded is limited to a maximum of 12 per candidate.
- Credits obtained from attending other ADU courses and Certificates will be granted as appropriate upon student application for credit transfer.

### **Grading System**

Students are required to maintain a C average, progressing through their program of study. The grade marks are as follows:

A = 90-100 marks; B = 80-89 marks; C = 70-79 marks; D = 50 -70 marks; F = Below 50 (Fail)

| <u>Grade</u> |               | <u>Points</u> |
|--------------|---------------|---------------|
| A            | Superior      | 4             |
| B            | Good          | 3             |
| C            | Average       | 2             |
| D            | Below Average | 1             |
| F            | Failed        | 0             |
| I            | Incomplete    | 0             |
| W            | Withdrawn     | 0             |

- Cumulative GPA score =  $\sum [\text{No of Credits/module} \times \text{GPA}] / \text{Total No of Credits for courses taken};$

- Minimum for Graduation will be a GPA score = 2.0

The student's grade-point average (GPA) is computed by the following formula:

Total Quality Points Earned

Total Units of Credit attempted = Grade Point Average

### **Standards for Satisfactory Progress**

Students must maintain a CGPA of 2.0 and not receive less than a 1.5 GPA in any quarter.

- Completion of all tests at a 70% level is required for satisfactory progress.
- Final grades and student evaluations are issued following the end of each quarter.

### **Scholarships**

There are a limited number of partial scholarships available for the Master's program. Those scholarships will be awarded to the chosen candidates in a given enrollment period as determined by the application review committee. Your previous transcripts, professional experience, essay and letter of recommendation will all be assessed to determine receipt of the award.

### **Academic Probation**

A student unable to maintain a 2.0 cumulative grade point average (CGPA) or drops below 1.5 GPA for any term will be placed on academic probation for the next term. The student will also be given extra assistance in an effort to reach the expected level of performance. Failure to restore an acceptable GPA after a term of academic probation is grounds for suspension or termination

### **Academic Suspension or Termination**

At the end of probation, if the student has not brought his/her grades to meet our satisfactory academic progress policy, the student shall be suspended or terminated, depending on the recommendation of the academic review committee. The student has a right to appeal the decision to the school's director. The appeal should be submitted in writing within one week of the committee's decision.

### **Student Conduct and Conditions for Dismissal**

Students will have to "agree" to abide by the disciplinary rules set by the university before they start their Program of study. Violation of conduct codes may cause, a "suspension" or "removal" from a course module or program based on severity of each case and decided by the Appeal and Disciplinary Committee of ADU headed by the President.

Students will have recourse for "Appeal" for cases of disciplinary breach, suspension, examination grades and results, failure to clear academic probation, or "Removal" from the program. All such "Appeals" will be heard by the Appeal and Disciplinary Committee.

## **Re-entrance**

- Any student, who has dropped out of the program, may be readmitted within one year by completing a personal interview with the school's director and paying all fees due at the time of readmission. Program requirements at the time of re-admittance shall be applicable.
- Any student, who was academically terminated, may be readmitted within one year by completing a personal interview with the school's director and paying all fees due at the time of readmission. Student shall be on probation for his/her first term. Program requirements at the time of re-admittance shall be applicable.
- Any student who was terminated for conduct may not be readmitted.

## **Attendance**

- At ADU, you are free to study on your own schedule. While we do not track attendance any real time meetings set by your professor and e-coach must be attended. In addition, we use the school platform to track a student's activity in the course. This is assessed by tracking login times, frequencies and completion of e-topics.
- Any student who is unable to spend recommended time within the course must submit a written request for a leave of absence.

## **Leave of Absences**

Students must notify the university (through the e-learning Operational Support or ELOPS) about their intended "leave of absence" from the program with reasons (vacation leave, overseas assignment, medical etc.). This will help to keep track of students being off-line during their absence and avoid any recourse for inactivity.

## **Graduation Requirements**

Students must maintain a CGPA of 2.0 and pass a final examination at the end of each course in order to receive the certificate of completion for the program. The final examination consists of a combination of both practical and written parts. Should the student fail to pass the test, they will be given an opportunity to take a refresher course in their area(s) of deficiency and subsequently be allowed to retake the final examination at no extra cost to the student.

## **Student Records**

All student evaluations and grades are maintained by the school for a period of five years. Student transcripts are kept on file permanently and are protected from fire, theft and other perils.

## **School Calendar**

The school operates on a quarterly basis. Fall Quarter begins in October, Winter Quarter in January, Spring Quarter in April and Summer Quarter in July

- The following holidays are observed and the administrative offices are closed:
  - New Years Day
  - Presidents Day
  - Memorial Day (last Monday in May)

Independence Day (July 4)  
Labor Day (first Monday in September)  
Thanksgiving Day (fourth Thursday in November)  
Thanksgiving Holiday  
Christmas Eve  
Christmas Day  
New Years Eve

- The school reserves the right to amend the calendar.

### **Enrollment Dates**

- A student may enroll at any time prior the start of a new class, and up to two weeks into the new semester.
- The school has rolling admissions. A new program starts every three months (January, April, July, and October).

### **Schedule of Fees**

#### **College of Business and Technology (CBT) - Certification Programs with Free Admissions:**

ADU is now offering its skill development certification courses by granting free, open and no cost access to its Career Development Programs. The only cost is if and when you wish to receive a formal university certificate showing successful completion of the training course.

ADU's School of Business and Technology is offering the following free Career Development Certification Programs:

- Certificate in IT & Networking
- Certificate in General Nursing
- Certification in Nutrition and Dietetics
- Certification as Electrician
- Certification in Office Automation

### **Examination Fees:**

There will be an administrative and processing charge of \$250 as exam fee to take the test from one of our authorized testing centers. Student can take the test as many times as needed to pass a program, but will be charged an additional \$100 each time for a re-test. Upon successfully passing the program level test, a certificate of completion for that program will be awarded.

**International Maritime College (IMC)** – Certificates, Degrees and Courses are organized under the following fields of studies:

- Maritime Management: Certificate, Graduate Degree and Credit Courses
- Office and Interpersonal Skill Development: Certificate and Credit Courses
- Professional Skill Development for Deck Officers: Certificate and Credit Courses
- Professional Skill Development for Engineering Officers: Certificate and Credit Courses
- Vocational and Continuing Education - Soft Skills Courses (Non-Credit)

All Credit Certificates are priced at \$350 per credit as Tuition fees; the non-credit soft skill courses are priced at \$50 per course for Tuition.

### **Examination Fees:**

Some programs under the IMC may require a proctored examination and there will be an administrative and processing charge of \$250 as exam fee in taking the test at one of ADU's authorized testing centers. Student can take the test for a maximum of 3 times to pass, but will be charged an additional \$100 each time for taking a re-test.

### **Application Fees for admission:**

ADU is withholding all administrative fees for admission applications during the first few years of its operation.

### **Cancellation Refund Policy**

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid with the exception of the administrative fee.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the bank or credit card charges that are imposed on ADU toward processing of student paid fees.

Other Cancellations: An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course or \$100, whichever is less.

### Withdrawal Procedure:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Registrar of the school. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.

- C. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.
- D. All refunds must be submitted within 45 days of the determination of the withdrawal date.

| Proportion of Total Program Taught by Withdrawal Date | Tuition Refund      |
|---|---------------------|
| Less than 25%   | 75% of program cost |
| 25% up to but less than 50%                           | 50% of program cost |
| 50% up to but less than 75%                           | 25% of program cost |
| 75% or more   | No Refund           |

Refunds shall be paid within 30 days after the effective date of termination.

**Student Grievance Procedure**

Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or school director. If a resolution is not reached, the student should make a written complaint and submit it to the school director asking for a written response. When a satisfactory resolution of the problem is not obtained, the student may contact:

State Council of Higher Education for Virginia (SCHEV)  
 James Monroe Building, 9<sup>th</sup> Floor  
 101 North 14<sup>th</sup> Street  
 Richmond, VA 23219  
 Phone: (804) 225-2600  
 Fax: (804) 225-2604  
 Program/Course Requirements:

## Program & Course Listing

### College of Business and Technology (CBT):

| <b>Certificates and Courses</b>                                | <b>Credits</b> | <b>Hours of Instruction</b> |
|--|----------------|-----------------------------|
| <b>CBT-CCR-ELECT: Certificate as Electrician</b>               | <b>16</b>      |                             |
| WS1001-011: Basic Workshop Technology                          | 2              | 30                          |
| EE1001-011: Basics of Electrical Technology                    | 3              | 45                          |
| EE1002-011: Electrical Maintenance                             | 2              | 30                          |
| EE1003-011: Home Appliances                                    | 2              | 30                          |
| EE1005-011: Wiring Practices                                   | 2              | 30                          |
| EE1004-011: Measuring Instrumentation                          | 3              | 45                          |
| EE1006-011: Batteries  | 2              | 30                          |
| <b>CBT-CCR-ITNET: Certificate in IT &amp; Networking</b>       | <b>16</b>      |                             |
| IT1001-011: Basics of Computers                                | 4              | 60                          |
| EC1001-011: Digital Systems                                    | 2              | 30                          |
| IT1002-011: Network Protocol                                   | 2              | 30                          |
| IT1003-011: Network Security Concepts                          | 2              | 30                          |
| IT1004-011: Network Devices                                    | 2              | 30                          |
| IT1005-011: Web Servers  | 2              | 30                          |
| EC1002-011: Microprocessors                                    | 2              | 30                          |
| <b>CBT-CCR-OFFAUT: Certificate in Office Automation</b>        | <b>16</b>      |                             |
| IT1001-011: Basics of Computers                                | 4              | 60                          |
| IT1006-011: MS Word  | 3              | 45                          |
| IT1007-011: MS Excel   | 4              | 60                          |
| IT1008-011: MS Power Point                                     | 3              | 45                          |
| IT1009-011: Desktop Publishing                                 | 2              | 30                          |
| <b>CBT-CCR-NUTDIET: Certificate in Nutrition and Dietetics</b> | <b>16</b>      |                             |
| HS1001-011: Nutrition  | 4              | 60                          |
| HS1002-011: Dietetics  | 4              | 60                          |
| FD1001-011: Food Science                                       | 4              | 60                          |
| FD1002-011: Food Quality and Safety                            | 2              | 30                          |
| FD1003-011: Food Chemistry                                     | 2              | 30                          |
| <b>CBT-CCR-GENURS: Certificate in General Nursing</b>          | <b>16</b>      |                             |
| HS1003-011: Fundamentals of Nursing                            | 4              | 60                          |
| HS1004-011: Basic Clinical Pathology                           | 3              | 45                          |
| HS1005-011: Applied Physiology                                 | 3              | 45                          |
| HS1006-011: General Pathology                                  | 3              | 45                          |
| HS1007-011: Microbiology                                       | 3              | 45                          |

## International Maritime College (IMC)

| <b>Maritime Management</b>   | <b>Instruction Hrs</b> | <b>Credits</b> | <b>Tuition</b> |
|--|------------------------|----------------|----------------|
| <b>IMC-MAS-MARMGM: Master of Science in Maritime Management</b>    |                        | <b>30</b>      |                |
| IMC-CCR-SMI: Ship Management I                                     | 45                     | 3              | \$1050         |
| IMC-CCR-SMII: Ship Management II                                   | 45                     | 3              | \$1050         |
| IMC-CCR-SMIII: Ship Management III                                 | 45                     | 3              | \$1050         |
| IMC-CCR-SMIV: Ship Management IV                                   | 45                     | 3              | \$1050         |
| IMC-CCR-HRM: Human Resource Management                             | 45                     | 3              | \$1050         |
| IMC-CCR-FMS: Financial Management in Shipping                      | 45                     | 3              | \$1050         |
| IMC-CCR-BBSHP: Breakbulk Shipping                                  | 45                     | 3              | \$1050         |
| IMC-CCR-MARLOG Maritime Logistics                                  | 45                     | 3              | \$1050         |
| IMC-CCR-SHIPOP: LNG Ship Operation                                 | 45                     | 3              | \$1050         |
| PROJ1001-011: Research Methods And Project                         | 45                     | 3              | \$1050         |
| <b>IMC-CCR-MARMGM : Certificate in Maritime Management</b>         |                        | <b>16</b>      |                |
| IMC-CCR-SMI: Ship Management I                                     | 45                     | 3              | \$1050         |
| IMC-CCR-SMII: Ship Management II                                   | 45                     | 3              | \$1050         |
| IMC-CCR-SMIII: Ship Management III                                 | 45                     | 3              | \$1050         |
| IMC-CCR-SMIV: Ship Management IV                                   | 45                     | 3              | \$1050         |
| IT1001-011: Basics of Computers                                    | 60                     | 4              | \$1400         |
| <b>Office &amp; Interpersonal Skills</b>                           |                        |                |                |
| <b>IMC-CCR-OSD :Certificate in Office and Interpersonal Skills</b> |                        | <b>16</b>      |                |
| OSD1001-011: Organizational Structure and Management in Shipping   | 15                     | 1              | \$350          |
| OSD1002-011: Managerial Skill Development                          | 15                     | 1              | \$350          |
| COM1001-011: Business Communication I                              | 15                     | 1              | \$350          |
| COM1002-011: Business Communication II                             | 15                     | 1              | \$350          |
| COM1003-011: Maritime Communication in English                     | 15                     | 1              | \$350          |
| OSD1004-011: Effective Seafarer Management I                       | 15                     | 1              | \$350          |
| OSD1005-011: Effective Seafarer Management II                      | 15                     | 1              | \$350          |
| IT1001-011: Basics of Computers                                    | 60                     | 4              | \$1400         |
| IT1002-011: Certificate in Software Applications                   | 45                     | 3              | \$1050         |
| IT1003-011: Certificate in Desktop Publishing                      | 30                     | 2              | \$700          |
| <b>Ship Operations: Deck Officer Skills (PSD)</b>                  |                        |                |                |
| <b>IMC-CCR-SOP : Certificate in Ship Operation</b>                 |                        | <b>16</b>      |                |
| MET1001-011: Meteorology   | 45                     | 3              | \$1050         |
| NAV1001-011: Navigation Practices                                  | 45                     | 3              | \$1050         |
| NAV1006-011: Navigation Equipment                                  | 30                     | 2              | \$700          |
| NAV1002-011: Safety of Navigation                                  | 45                     | 3              | \$1050         |
| SAF1001-011: Basic Fire Fighting on ship                           | 30                     | 2              | \$700          |
| SOP1005-011: Ship Construction and Stability                       | 45                     | 3              | \$1050         |
| <b>Marine Engineering Skills (PSE)</b>                             |                        |                |                |
| <b>IMC-CCR-MPP :Certificate in Marine Engineering</b>              |                        | <b>16</b>      |                |
| MPP1001-011: Auxiliary Boiler Plant                                | 45                     | 3              | \$1050         |
| MPP1002-011: Air Compressor  | 15                     | 1              | \$350          |
| MPP1003-011: Fresh Water Generator                                 | 15                     | 1              | \$350          |
| MPP1004-011: Steering Gear   | 45                     | 3              | \$1050         |
| MPP1005-011: Auxiliary Engine                                      | 45                     | 3              | \$1050         |
| MPP1006-011: Main Engine   | 45                     | 3              | \$1050         |
| OIL1001-011: Fuel Oil Management                                   | 30                     | 2              | \$700          |
| OIL1002-011: Lubrication & Lub Oil Management                      | 15                     | 1              | \$350          |
| MPP1009-011: Propeller and Shafting                                | 30                     | 2              | \$700          |
| MPP1010-011: Pumps and Valves                                      | 30                     | 2              | \$700          |
| MPP1011-011: Heat Exchangers                                       | 30                     | 2              | \$700          |
| MPP1012-011: Shipboard Ancillary Systems                           | 30                     | 2              | \$700          |
| MPP1013-011: Refrigeration & Air-conditioning                      | 15                     | 1              | \$350          |

| <b>Soft Skills No Credits: \$50 each</b>  |      |
|---|------|
| VCE-SS1001-011: 5 C's of communication    | \$50 |
| VCE-SS1002-011: Conversational English    | \$50 |
| VCE-SS1003-011: Customer relationship     | \$50 |
| VCE-SS1004-011: Time management           | \$50 |
| VCE-SS1005-011: Aptitude and reasoning    | \$50 |
| VCE-SS1006-011: Assertiveness             | \$50 |
| VCE-SS1007-011: Barriers to communication | \$50 |
| VCE-SS1008-011: Facing an interview       | \$50 |
| VCE-SS1009-011: Improving reading         | \$50 |
| VCE-SS1010-011: Innovation and creativity | \$50 |
| VCE-SS1011-011: Interpersonal skills      | \$50 |
| VCE-SS1012-011: Personality development   | \$50 |
| VCE-SS1013-011: Positive attitude         | \$50 |
| VCE-SS1014-011: Self esteem               | \$50 |
| VCE-SS1015-011: Telephonic skills         | \$50 |

**Course Syllabus for CBT and IMC will be given upon request**

## Board of Directors

|           |   |
|-----------|---|
| Chairman  | Anush Ramachandran, Ph.D.                             |
| President | Swapam Das Sarma                                      |
| Members   | Michael F. Minogue<br>David Price<br>Sarah McCue, PhD |

## School Administrators and Faculty (8 VAC 40-31-160.C (4))

|                    |   |
|--------------------|---|
| President          | Swapam Das Sarma                          |
| Registrar          | Dr. Ramesh Rajagopalan                    |
| Senior Instructor  | Dr. Shashi Kumar                          |
| Senior Instructor  | Dr. Ramesh Rajagopalan                    |
| Instructor         | Capt. Nishit Kapoor, Master FG            |
| Instructor         | Andy Anantharam, MBA                      |
| Instructor         | Capt. Manivannan Subramaniam, Master FG   |
| Instructor         | Peter Tirschwell, BA                      |
| Instructor         | Dr. Mounagurusamy N. Krishnasamy          |
| Instructor         | Dr. Prakash Daniel Sundarsingh            |
| Instructor         | Dr. Thiruswami Satya                      |
| Instructor         | Raj Sundaram, B. Tech, CCID, CE           |
| Instructor         | Arun Ukamanal, BE, MBA                    |
| Instructor         | Murugavelu Arcote DME,CE                  |
| Instructor         | Capt Ayyar Shankar , Master FG            |
| Instructor         | Nishant Kumar, BSc, MBA                   |
| Admissions Manager | Sandra J. Brown, BA                       |
| Student Advisor    | Sandra J. Brown, BA<br>Manu Sharma, BTech |