

STUDENT RESOURCE BOOK
2021-22
Part-I

School of Business Management
(Hyderabad Campus)

Message from Vice-Chancellor

Welcome, and Congratulations on joining NMIMS! Today, you have joined an institution that has the legacy of developing some of the most successful professionals and organizational leaders.

NMIMS is ranked among India's top universities and has been awarded national accreditation at the highest level. The Management & Engineering Schools of the University are globally accredited. You have joined a University that has a successful track record of growth. We believe in sustaining the quality, and the University offers a world-class learning experience. NMIMS strives towards excellence in all its endeavors. NMIMS students and faculty have earned national and global recognition in the form of Awards and Fellowships. It's a University that has a growing research culture.

The three pillars of NMIMS are quality, employability, and excellence. All this has been achieved through a culture of dialogue, collaboration, and mutual trust. The University's innovativeness is borne by many programs visualized in a value-driven manner compared to the conventional program designs. NMIMS have always believed in remaining relevant and, at the same time, engaging in knowledge generation and dissemination. NMIMS faculty today is an eclectic mix of young and young at hearts, having academic and industry experience, and those with national and foreign qualifications. With this mix of faculty, you will have the opportunity to learn from NMIMS ethos is to develop socially sensitive professionals and live in harmony with the environment.

NMIMS has a facilitative administrative and academic system. The Dean or Director of the Schools or Campus is the voice of NMIMS. There are appropriate channels and structures to respond to student grievances.

The student resource book guides you on university rules and regulations and will help you navigate your journey here at the NMIMS. During your stay at NMIMS, we would like to ensure clarity and transparency in our communication. The Student Resource Book has been divided into three parts. Part I comprises University information and rules and regulations that you would need to know. Part II has school-specific details for your effective and smooth interaction with the school, and Part III has annexures. Also listed are facilities provided in the institution.

Please do spend some time and go through this information carefully so that you do not miss out on any opportunity that NMIMS may have to offer you. There is a Student Undertaking on the last page for your signature and to be handed over to your course coordinator by the mentioned date.

We would also like to have your support to maintain & enhance the University's image and uphold its values. We value your feedback.

Dr. Ramesh Bhat

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Student Guidelines

(With effect from June 2021)

1.0 About these Guidelines:

- 1.1 These guidelines provide norms for daily functioning of the NMIMS and ensure appropriate usage of infrastructure and effective academic delivery for students.
- 1.2 This compilation of guidelines comes into effect from June 2021 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all schools & campuses under NMIMS Deemed-to-be University located across the country.
- 1.4 This document of NMIMS is comprehensive student guidelines, rules and regulations. While efforts are made to ensure uniformity & consistency between these guidelines and the Rules & Regulations of NMIMS. In the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
- 1.7 All disputes are subject to Mumbai jurisdiction only.

2.0 General Guidelines:

Code of Conduct

- 2.1 Cleanliness of the premises must be maintained by everyone in the NMIMS at all points of time.
- 2.2 There is an acute shortage of parking space and the students are requested to park their vehicles outside the premises.
- 2.3 Any problem with regard to administrative facility, faculty, classrooms etc., must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Assistant Registrar /Deputy Registrar/ Dean/Directors of the school/ Registrar, NMIMS.
- 2.4 In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the Student Portal /email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty on their own.
- 2.5 Use of cell phones on campus is **not** permitted. Any student found using the cell phone in campus would be penalized as per the regulations in force from time to time.
- 2.6 Classrooms are fitted with an LCD projectors / Smart Boards for the utility of the faculty and the student. In case a student requires an LCD / Smart Boards for his/her presentation, he/she must make a prior booking through course coordinator. Portable LCD's if required are allotted on first come first serve basis.
- 2.7 Mode of Communication to students is via Student Portal / email /Notice Board. Students are advised to check the Student Portal / email /Notice Board at least once a day, and not rely on rumour or hearsay in any matter.
- 2.8 All students are provided with an Identity Card, which they are required, to wear **mandatorily**. Entry is strictly through Identity Card and will be monitored by the NMIMS authorities. Penalty will be levied / action will be taken for non-compliance. If the student misplaces the original ID-Card, duplicate ID-card be issued from school by paying the prescribed fee. ID card is used for access control to NMIMS campus.
- 2.9 Student should make use of flap barriers (wherever deployed and operational) to enter/exit school premises. Biometric Print plus ID cards is mandatory requirement at NMIMS. However, under the COVID-19 scenario and as per UGC guidelines to go touchless, students can enter/exit the premise by just showing their ID cards on biometric device. (Biometric is disabled to avoid touch for now).
- 2.10 Student must not use ID card of any other student.
- 2.11 In case student forgets to carry ID card, they should approach security and complete the process to get the requested access. Any grievances related to ID Card should be raised to biometricregistration@svkm.ac.in
- 2.12 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone at NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
- 2.13 Any person resorting to physical fights will amount to ragging and appropriate action will be viewed accordingly.
- 2.14 If any student during the tenure of studentship has police case on his/ her name, he/she is liable for appropriate action.
- 2.15 Any comments posted in social media, print attempting to bring disrepute to University will be viewed very seriously and will attract severe disciplinary action.
- 2.16 NMIMS has zero tolerance policy towards misbehaviour, discrimination of gender sensitivity, indulgence into unethical practices including possession and consumption of drugs, alcoholic drinks, harassment, violence, non-obedience, non-compliance and any action that will bring disrepute to the University etc. by any student.
- 2.17 University will reserve the rights to take action appropriately.

CODE OF CONDUCT	LINE OF ACTION
<p><u>Alcohol and Other Drugs</u></p> <p>The unlawful possession, use, purchase or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs) or paraphernalia or the misuse of prescription drugs including sharing, procuring, buying or using in a different manner from the prescribed use or by someone other than the person for whom it was prescribed.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>
<p><u>Assault, Endangerment or Infliction of Physical Harm</u></p> <p>Physical restraint, assault or any other act of violence or use of physical force against any member of the campus or any act that threatens the use of physical force.</p>	<p>Suspension from attending college pending enquiry.</p>
<p><u>Banners, Chalking and Posters</u></p> <p>Defacing of Campus property by means of Banners, Chalking and Posters.</p>	<p>Severe disciplinary action will be taken.</p>
<p><u>Bullying, Intimidation, and Stalking</u></p> <p>Bullying. Bullying includes any electronic, written, verbal or physical act or a series of acts of physical, social or emotional domination that is intended to cause physical or substantial emotional harm to another person or group.</p> <p>Intimidation. Intimidation is any verbal, written, or electronic threats of violence or other threatening behaviour directed towards another person or group that reasonably leads the person(s) in the group to fear for their physical well-being.</p> <p>Stalking. Stalking is engaging in a course of conduct, repeated acts or communication towards another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Any person resorting to such act will amount to ragging and appropriate action will be taken.</p>
<p><u>Discrimination, Including Harassment, Based On a Protected Class</u></p> <p>Discrimination, including harassment, based on an individual's sex, race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability or any other legally protected classification.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>
<p><u>Disorderly Conduct</u></p> <p>Excessive noise, which interferes with classes, school offices or other activities; Unauthorized entry into an area or a closed meeting.</p> <ol style="list-style-type: none"> Conduct that restricts or prevents faculty, staff or student employees from performing their duties, including interruption of meetings, classes or events; Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others. 	<p>Abstain from attendance for the affective lecture / event.</p>
<p><u>False Representation</u></p> <p>Provide false information or make misrepresentation to any school office, forgery, alteration, or unauthorized possession or use of school documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>

<p><u>Fire Safety</u></p> <p>Tampering, interference, misuse, causing damage and/or destruction of fire safety and fire prevention equipment</p>	<p>Severe disciplinary action will be taken.</p>
<p><u>Theft, Vandalism, or Property Damage</u></p> <p>Theft, negligent, intentional, or accidental damage to personal or school property</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel.</p>
<p><u>Unauthorized Entry or Access / Unauthorized Use of school Facilities or Services</u></p> <p>Unauthorized entry into or presence within enclosed school buildings or areas, construction sites, and student rooms or offices, even when unlocked, is prohibited.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>
<p><u>Weapons and Fireworks</u></p> <p>Possession or use of firearms including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment, knives etc.</p> <p>Possession or use of fireworks, dangerous devices, chemicals, or explosives</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>

2.18 Discipline Norms and Penalty

- 2.18.1** A disciplinary committee constituted in each school, will look into all cases of indiscipline related to students. The committee comprises Chairperson / Head of the Department, one faculty member and one staff member. The committee will hear each case and recommend action to the Dean and then to the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB.**
- 2.18.2** Woman Grievance Redressal committee constituted in each school comprises Chairperson / Head of the department, one lady member (from faculty or staff), and two more members of the school. The committee will address all related issues and recommend action to the Dean and the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB.**
- 2.18.3** NMIMS campus including premises of all schools/colleges and hostels are earmarked as non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials and presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offence. Defaulters will be punished depending on the gravity of act. Any student found consuming or in possession of any objectionable material will be rusticated from the hostel, school and the campus. Further after enquiry, the student's name will be struck off from the roll of the University.
- 2.18.4** Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.
- 2.18.5** Students indulging in Sexual Harassment will also be liable to disciplinary action as per University norms.
- 2.18.6** In all matters of indiscipline and indecent behaviour, Chancellor of the University will be the appellate authority. Ombudsman is appointed by the University who would look into such cases referred by Chancellor and their decision is final and binding. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on gravity of Act, the student can be rusticated from the school. NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

2.19 Dress Code:

NMIMS's visitors include, corporate leaders and international visitors. For this purpose, it becomes essential to adhere to broad guidelines for dress and appearance.

- 2.19.1** Students are required to be dressed decently (Half pants, shorts, short skirts, bathroom slippers are not allowed).
- 2.19.2** For all functions of the School/ University, including Guest Lecture, seminars and conferences students are required to dress in formals, Institute blazer, Tie/ Cravat, Lapel Pin.

2.20 Punctuality

- 2.20.1 Classes will begin on time. Late coming is not permitted. Faculty have the authority to restrict late comers to enter in the classroom.
- 2.20.2 Students are required to be present for all events of school/ NMIMS University, including the Convocation, Sports Day, Republic Day, Independence Day, Guest lectures, Compulsory workshops, CEO Series, and other events as intimated on the Student Portal / Notice board/ email. Record of attendance will be kept. The school/NMIMS reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the Student Portal / Notice Board/ email from time to time and / or remark on the transcript or any other decision by the management.
- 2.20.3 Students are required to be in city on all days of the trimester/semester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the HOD/Director/Dean. This applies even to those students who are representing the NMIMS for social, cultural and co-curricular events.
- 2.20.4 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the school or the faculty concerned. Students cannot approach faculty members and others to change or extend deadlines.

3.0 Attendance and leave of absence guidelines for all students:

3.1 General Guidelines

- 3.1.1 A student is required to monitor his /her own attendance regularly. All doubts regarding attendance should be clarified with concerned faculty within appropriate time (at the end of each class during recess or at the end of class hours of the day). If the student is marked absent even when present, he/she should immediately inform the concerned faculty by submitting a written application justifying his/her stand.
- 3.1.2 Attendance report of all the students would be displayed on notice board / Student Portal on monthly basis. If a student has any issue or find any discrepancy in his/her attendance, he/she should inform the office in writing regarding the same within 3 days of the publication of attendance record. No claim shall be entertained under any circumstances after that. No changes will be permitted once attendance reports are finalized.
- 3.1.3 For all absence, prior intimation through prescribed application form is to be given to Course Coordinator. In emergent situations, intimation must be given to Course Coordinator on phone/ fax/ email within 24 hours of the absence. Any absence without written intimation will be treated as unauthorised and will be reflected in the records as such.
- 3.1.4 Parents of the students shall be intimated with attendance record of their ward if the student has less than 80% attendance on monthly basis through email/SMS. Students have to notify the office in case of change of any contact information of parents. Parents may be called to school to discuss the consequences of remaining absent.
- 3.1.5 Students must refrain from approaching the visiting and full time faculty members for attendance related issues and exemptions. They must submit an application to the concerned coordinator for necessary approvals.
- 3.1.6 If the student remains absent due to any medical issues he / she should submit medical certificate along with copy of all the medical reports to the office within 3 days of resuming the classes after medical leave. No certificate shall be entertained under any circumstances thereafter.
- 3.1.7 Final attendance of Trimester/Semester will be published on Student Portal / Notice board after end of classes. If the student has any issues regarding attendance will notify the Dean/Director campus in writing and the same will be placed before an appeal committee. The decision of the committee will be final.

3.2 Attendance rules for all schools

- 3.2.1 100% attendance in classes for each subject is required. However, for medical reasons/ personal reasons/ extra-curricular and co-curricular activities/ placement/ institutional work/ other activities etc. absence relaxation upto 20% may be allowed.
- 3.2.2 Students, who are having attendance, equal to or more than 80% in each subject, in a trimester/Semester, are eligible to appear for respective Trimester/Semester end examinations.
- 3.2.3 Exceptional cases for students having less attendance in any subject(s), will be dealt with on case to case basis by Dean/Director of the respective school by giving them an individual hearing. After giving hearing the, Dean/Directors of the respective schools may give them exemption upto 10% on case to case basis to enable them to reach upto 80%. Such students will be eligible to appear for the regular trimester/semester end term examination, subject to approval of exemption from attendance that has been granted from the Dean of respective School / Director of the respective campus.
- 3.2.4 After giving 10% exemption by respective Dean / Director if student attendance is below 80% in any subject, he/she has to take re-admission in same Trimester / Semester, in same year of the study / program of subsequent academic year by paying requisite fees as per prevailing rules of NMIMS and complete all requirements of the program.
- 3.2.5 Attendance requirements are summarised hereunder:
100% Attendance in each subject is required.

Attendance % (In each Subject/s)	Remarks
80% and above	Eligible to appear for Trimester/Semester End Examinations
Below 80%	Have to take re-admission in the same Trimester / Semester of same year of study in the subsequent academic year

- 3.2.6 Any genuine and exceptional case which needs special approval over and above the prescribed limits (including Dean's approval power) can be forwarded with Dean's /Director's comments to committee constituted at University level. The committee will make its recommendations to Vice Chancellor whose decision will be final. The concerned students will be informed of University decision by respective Dean/Director.
- 3.2.7 From the academic year 2021-22, attendance and grading will be delinked wherever it was applicable earlier. Faculty members may give due weightage to attendance in the Internal Continuous Assessment through the component of Class participation or other related activity, which may be refer in Part-II of SRB.

4. Academic Guidelines

4.1 Credit Structure

Credit structure is defined in terms of contact hours assigned for various academic components of a programme. This includes class room lectures, tutorials, practical sessions, projects, seminars, lab work, group work and any other academic activity for which contact hours are assigned in the curriculum. The details are as follows:

Trimester Pattern: For trimester pattern programmes the credit details are as follows:

Details	Credit	Equivalence in hours in 10 weeks of Trimester
Class room teaching	1 credit	10 hrs.
Lab/Tutorial/Group/Presentation work	1 credit	20 hrs.
Seminar (subject to schedule throughout trimester)	1 credit	20 hrs.
Project work	1 credit	20 hrs.
Internship	1 credit	40 hrs.
Research paper/ dissertation	1 credit	20 hrs.

Semester Pattern: For Semester pattern programmes the credit details are as follows:

Details	Credit	Equivalence in Hours in 15 weeks of Semester
Class room teaching	1 credit	15 hrs.
Lab/Tutorial/Group/Presentation work	1 credit	30 hrs.
Lab / Tutorial (Applicable for Technical Schools)	1 credit	15 hrs.
Seminar (Subject to schedule throughout semester)	1 credit	30 hrs.
Project work& Dissertation	1 credit	30 hrs.
Internship	1 credit	40 hrs. (Per week)

4.2 Internal Evaluation : The broad components of evaluation for any course/subject may be as indicated below. The total marks for each course with maximum that can be assigned for each component will be as per specific requirements of school. **For details, kindly refer Part II for school specific inputs**

- 4.2.1 Class-participation/ Individual presentation in class
- 4.2.2 Quizzes/ Class test/ Surprise test/ Assignments (announced/unannounced)
- 4.2.3 Individual assignment/ Group assignments/ Presentations/ Decision sheets
- 4.2.4 Term papers/Decision sheets/ Project reports
- 4.2.5 Research Paper Presentations /Viva
- 4.2.6 Tutorials
- 4.2.7 Sessional / Mid-term examination
- 4.2.8 Any other school specific component

4.3 It is advisable for every course to have at least 3-4 evaluation components.

Kindly refer Part II for school specific criteria.

4.4 Term End examination is a compulsory component. The mode of the Term End Examination will depend on Course Learning Outcomes.

4.5 Duration of examination

- 4.5.1 Minimum duration of Mid -Term Examinations : 1 hr.
- 4.5.2 Minimum duration of End-Term Examinations : 2 hrs.
- 4.5.3 Examination duration can also be more than the above specified time as defined by respective schools.

(refer Part II of SRB)

4.6 The internal evaluation marks once shared with the students and finalized cannot be changed subsequently.

4.7 For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirement of school/programme). The Faculty has flexibility to formulate and

implement evaluation system with weightage specified in course outline. While approving the courses, the HOD/Area-in-charge and the Dean/Director/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair. Such evaluation components should be announced to students before commencement of course delivery.

- 4.8 For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.
- 4.9 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular elective courses.
- 4.10 Project Guidelines:
- 4.10.1 From time to time Faculty may assign projects to students in their courses.
- 4.10.2 After submission, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Similarity index / plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.

For more details on Academic / Project guidelines, refer Part II for school specific inputs.

5. Interdisciplinary Offerings (Applicable for Mumbai campus only): –

The interdisciplinary approach of selection of courses across different streams enables students to get the knowledge of other domains. It is applicable for a Master's level program or final year of 4/5 years' programs. The interdisciplinary courses will be offered in two sessions as Fall Session (II week of July – III week of Nov) and Winter Session (I week of January – III week of March). The students from all schools are allowed to choose a maximum of 2 courses, 1 course from the fall session and 1 course from the winter session. Students may opt for the course from the bouquet of courses offered as an additional credit course or in lieu of any courses offered by home school. The details of the courses offered and registration /date will be intimated to the students by the Home school (The students admitted to this school). The students have to register through the Students portal only.

6. CHOICE BASED CREDIT SYSTEM (CBCS) (Applicable for Mumbai campus only):-

The CBCS offering is a concept, which is in line with the international academic system. Students may opt for the course from the bouquet of courses offered in CBCS in lieu of a course/s dropped (as defined in their school's course structure) or take the courses offered by their own Schools. The students are also allowed to choose CBCS courses as an additional subject for extra credits as a credit course or audit course. The CBCS offerings of courses will be opted from a UG Program to a UG program and PG Program to PG Program across all schools where the grading system is the same. The UG students of 1st year and PG students of Term I of 1st year are not eligible to opt CBCS courses. Students studying in the school where the teaching/exam scheme is governed by a statutory body can take only extra credit courses.

7.0 Examination Guidelines:

Any breach of the following requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct", and would be dealt with, under Disciplinary procedure of NMIMS. Severe penalty would be imposed on the students who are found to be involved in the adoption of unfair means in the examinations.

7.1 Discipline in the Examination Hall

- 7.1.1 Students must know their Roll Number and Student No.
- 7.1.2 Students who are eligible to write the term end examination/re-examination should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination. All the students, who arrive in the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination. In exceptional circumstances, the student will necessarily have to get the approval of the Dean/Director of the respective school / Campus or person nominated by the Dean/Director in order to appear at the examination. Students who report late to the examination would be permitted to appear at the examination in exceptional circumstances only after they produce a written approval from the said authorities on application to be made by the student concerned. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the Dean of the school in such a case.
- 7.1.3 Students are not permitted to enter the examination hall after half an hour of the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.
- 7.1.4 Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.
- 7.1.5 Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor's table or outside the examination hall, at their own risk. NMIMS will not be responsible for the safety and security of the same.
- 7.1.6 A student, who fails to attend an examination at the time and place published in the timetable, will be have an 'Absent' remark in the grade sheet. Opportunity for re-examination will be given according to the rules and regulations.
- 7.1.7 Students should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose on the answer-book.
- 7.1.8 Students are required to have and keep ready their Identity Cards issued by SVKM's NMIMS and they must produce these for verification by the room supervisor during the examination. Students not having the said identity card with them during the examination may be denied permission to appear for the examination.
- 7.1.9 Every student present must sign against his / her Student number on the attendance sheet provided by the Room Supervisor.
- 7.1.10 Students should specifically go through the instructions given on the top of the question paper and on the front page of the answer book. They are of utmost importance.
- 7.1.11 **On the front page of the answer book the students should write only the name of the program, specialization/stream if any, trimester/semester details and course / subject for which examination is being held, number of supplementary sheets attached to the main answer book. Any extra writing on the front page or anywhere in the answer book will be treated as act of unfair means and will be dealt as per rules.**
- 7.1.12 **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a student has any query as regards to the contents of the question paper, he should bring the same to the notice of the examination hall supervisor without disturbing others in the examination hall.
- 7.1.13 Students are forbidden to (i) bring any books, notes, scribbling papers, mobile phones, calculators, laptop, Bluetooth devices or any other similar devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (v) take with them any answer-book, written or blank, while leaving the examination hall. All Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students.
- 7.1.14 Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the University.
- 7.1.15 The answer books of the term-end examinations are bar coded and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.
- 7.1.16 While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for 'P.T.O'. These will all be considered as attempts to readily identify the specific answer-book.
- 7.1.17 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to the same. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer book out of the examination hall will be treated as against rules and appropriate action will be taken against such candidate/s.

- 7.1.18 Students should not write anything on the question-paper.
- 7.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited and will attract penalty.
- 7.1.20 If students want anything, they should approach the Room Supervisor without disturbing other students. However, they should not leave the examination hall on any account, without surrendering his/her answer book.
- 7.1.21 Students will not be allowed to leave the examination hall during the examination and especially during the last ten minutes. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.
- 7.1.22 A student who disobeys any instructions issued by the Invigilator's / Room Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the University.
- 7.1.23 Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means will be binding on them.**

7.2 Guidelines for Appointment and Availing facility of Scribe for the physically challenged (permanent or temporary disability) students during examinations conducted by NMIMS

- 7.2.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.
- 7.2.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure 7) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.

7.3 In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted for Mumbai Campus namely:

- a) Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.
- b) Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped
- 7.3.1 As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.
- 7.3.2 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make arrangement alternatively if possible.
- 7.3.3 The scribe should be one grade junior in academic qualification than the student if from the same stream.
- 7.3.4 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.
- 7.3.5 The Examination in Charge of the center will have powers to resolve issues, if any, in this regard. She/he will be authorized to make/ accept any last minute changes of scribe under exigencies.
- 7.3.6 The said student will sit in a separate room under supervision.

7.4 Facilities relating to examinations for the students having Learning Disability (Dyslexia, Dysgraphia and Dyscalculia) for the purpose of examinations:

- 7.4.1 At the time of all written examinations, all L.D. students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first examination. Also such students would get 25% additional time for writing the examination.
- 7.4.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams
- 7.4.3 Concession will be given for mistakes in spelling or mathematical calculations/graphs.
- 7.4.4 L.D students who have failed to pass a subject/s will be eligible for grace marks up to 3 per cent of the aggregate marks of the subjects in which he/she has appeared. These grace marks would be for one or more subjects.
- 7.4.5 In case of L.D students, the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted.
- 7.4.6 The said medical certificate must be produced at the beginning of the academic year to the admission dept. Retrospective benefit will not be given to any student in case certificate is submitted after declaration of results.

7.5 Rules as regards cases of adoption of Unfair means by the candidates during the University examination are as under:

- 7.5.1 If during the course of an examination, any candidate is found resorting to any of the following acts, he/she shall be deemed to have adopted unfair means at the examination. The adoption of unfair means by the candidates during the examinations is treated seriously and appropriate penalties are imposed after following the principles of natural justice.
- 7.5.2 The broad categories of Unfair Means resorted to by students of the University Examinations and the Quantum of Punishment for each category thereof: -

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of any copying Material (offence committed for first time)	Annulment of the performance of the student at the University Examination for the subject during the examination of which student was found with copying material in his/ her possession.
2.	Actual copying from the material in possession	Annulment of the performance of the student at the University Examination in full * This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 4, 5, 6, 7, 8 and 14 in addition to the one prescribed thereat.
3.	Possession of any copying Material (offence committed second time)	Annulment of the performance of the student at the University Examination in full
4.	Possession of another student's answer book or supplementary sheet	Exclusion of both the students from concerned University Examinations for one additional examination *
5.	Possession of another student's answer book or supplementary sheet and Actual evidence copying from that	Exclusion of both the students from concerned University Examination for three additional examinations *
6.	Mutual/ Mass copying	Exclusion of all the students from concerned University Examination for two additional examinations *
7.	Smuggling in or smuggling out of answer books as copying material	Exclusion of the student from concerned University Examination for three additional examinations *
8.	Smuggling in of answer books based on the question paper set at the examination	Exclusion of the student from concerned University Examination for four additional examinations *
9.	Smuggling in written answer book as copying material and forging the signature of supervisor	Student concerned to be rusticated from University
10.	Attempt to forge the signature of the supervisor on the answer book or supplementary sheet	Student concerned to be rusticated from University
11.	Interfering with or counterfeiting of University seal or answer books or office stationery used in the examination with the intention of misleading the authorities	Student concerned to be rusticated from University
12.	Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book	Student concerned to be rusticated from University
13.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Student concerned to be rusticated from University
14.	Using obscene language/ violent threats inside the examination hall by a student at the University examination to room supervisor/ any other authority	Student concerned to be rusticated from University
15.	Impersonation for a student or impersonation by a student in University or other examinations	Student concerned to be rusticated from University
16.	Revealing the identity in any form (Name, Roll No, G.R. No., religious invocation etc. in the main answer book and/ or supplementary sheet)	Annulment of the performance of the student at the University Examination in the subject concerned during the examination of which the identity was revealed.
17.	Found something written on the body or on the clothes while in the examination	Annulment of the performance of the student at the University Examination in full.
18.	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed for the first time)	Annulment of the performance of the student at the University Examination for the subject during the examination of which student made an appeal

19	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed second time)	Annulment of the performance of the student at the University Examination in full.
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*(Note: The Term “Annulment of Performance in full” includes performance of the student at the theory examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used thereat.)

- 7.5.3 If on previous occasion, a disciplinary action was taken against a Student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

Practical/Dissertation/Project Report Examination:

- 7.5.4 Student involved in malpractices at Practical/ Dissertation/ Project Report examinations including act of similarity index shall be dealt with as per the punishment provided for the theory examination.
- 7.5.5 The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

7.6 Examination Grievance Redressal Mechanism

(Providing Photo copies to the candidates and Revaluation)

The Grievance Redressal Mechanism as regards evaluation of answer books and timelines to be followed for the same would be as under:

- 7.6.1 The Grievance Redressal Mechanism will apply only to the ‘term-end Examinations’ of the University.
- 7.6.2 The above mechanism will **not apply to** practicals / oral examinations/ viva/ projects/ MCQ’s in online exams/assignments/ dissertation/ presentation/ field work etc.
- 7.6.3 The application for Redressal of Grievance can be made online only through the Student Portal. Applications made through offline mode would not be considered under any circumstances.
- 7.6.4 All the students will be informed the course/module-wise marks obtained by them in the ‘Internal Continuous Assessment’ and ‘Term-end Examination’ by the Examination Office, on the date of declaration of result of the examinations of the respective class/es. The date of declaration of result shall be the date on which examination result is made live on ‘Student Portal’ of the University.
- 7.6.5 Under the Grievance Redressal Mechanism, a student can apply for:
- a) **Verification of Answer book:** Under this process, on application of the student, the University verifies that (i) all the answers in the respective answer book are evaluated, (ii) marks have been allocated to each answer and carried forward to the first page of the answer book properly and (iii) totalling of the marks on the first page of the answer book has been carried out correctly.
- OR**
- b) **Re-evaluation of the Answer book:** Under this process, the student may (i) opt to first apply for the photocopy/ies of the answer book/s and subsequently apply for the re-evaluation of the said answer book/s after going through the answer book **OR** (ii) directly apply for the re-evaluation of his/her answer book/s without applying for photo copy of his/ her answer book.
- 7.6.6 After the result declaration on ‘student portal’, if a student is not satisfied with the marks awarded to him/her in the Term-end Examination/s, in any course/module, s/he may apply for the Grievance Redressal **within the prescribed number of days as per the example mentioned in the table below:**

Activity under Grievance Redressal Mechanism	Time Limit	Date of Declaration of Result Example: 17 th October 2021
Application for Verification of Answer book/s	Within 3 days from the date of result declaration	Example: 20 th October 2021
Application for Photocopy of the answer book/s	Within 2 days from the date of result declaration including holidays	Example: 19 th October 2021
Receipt of the E-copy of Answer book/s	Latest on the 2nd day from the date of result declaration including holidays (answer books will be sent by e mail link)	Example: 19 th October 2021 (This will be immediate on application)
Application for Re-valuation of the answer book/s	Within 3 days from the date of result declaration including holidays	Example: 20 th October 2021

- 7.6.7 No application, received after the prescribed number of days as mentioned in the table above, shall be entertained for any reason whatsoever.
- 7.6.8 Soft copy/ies of answer books will be available for download on the result declaration page after payment of the fees. Else soft copy of the answer book will be sent by email to the student concerned.
- 7.6.9 Copies of the answer-book/s provided by the University are only for Grievance Redressal mechanism and do not have any evidentiary value.
- 7.6.10 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/her liable for appropriate punishment by the University. The decision of the University shall be final in this regard.
- 7.6.11 **Application for Redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever. Also application will be deemed to be complete only after payment of requisite fee.**
- 7.6.12 The application received from the student for re-evaluation shall be placed before an external examiner for re-evaluation.
- 7.6.13 After following the process of re-evaluation under the Grievance Redressal, effect will be given to change in original marks on re-evaluation, if any, as under:
- 7.6.13.1 **If the marks of re-evaluation, increase or decrease by less than ten percent (10%)** There will be no change in the marks and original marks awarded to the candidate in the subject will be retained.
 - 7.6.13.2 **If the marks of re-evaluation increase or decrease between 10.01% and 20%:** In such cases the marks originally awarded to the candidate in the subject shall be treated as null and void and the marks obtained by the candidate after re-evaluation shall be accepted as the marks obtained in that subject. Fractional marks if any shall be rounded off for the purpose of computing the ten percent (10%) difference in marks.
 - 7.6.13.3 **If the marks of re-evaluation increase or decrease by more than 20%** A second reevaluation of the said answer books shall be done by the examiner from the panel of examiners for the said subject and then **an average of the marks obtained in the first re-evaluation and marks obtained in the second re-evaluation shall be taken** and this shall be accepted by the University as the final marks for the said subject (fractional marks if any shall be rounded off to the next integer).
 - 7.6.13.4 An answer book shall be sent for second reevaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Dean of the School or Chairperson of the Board of Studies of the University, if in the first reevaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first reevaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second reevaluation be treated as the final marks in the said subject.

The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his results only and the said result shall be communicated to the student/son the student portal. Students may note that after carrying out reevaluation, the marks obtained may increase or decrease or may not change.

- 7.6.14 The above difference in marks in percentage term shall be with reference to the maximum marks assigned for the term end examination of the respective subject.
- 7.6.15 The examiner/s for re-evaluation will be appointed by the Controller of Examinations from the panel of examiners provided by the Dean of the School duly approved by Pro Vice Chancellor and the Vice Chancellor of the University.
- 7.6.16 The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the student/s by suitable means.
- 7.6.16.1 The marks awarded by examiner/s in re-evaluation shall be final and binding on the student applicant and the original examiner.
 - 7.6.16.2 The whole process of Redressal of grievances shall be completed within a period of 15 working days from the date of receipt of application for Redressal of grievances.
 - 7.6.16.3 In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.
- 7.6.17 The outcome of Reevaluation process shall be final and binding on student.

Kindly refer Part II of SRB for rules of respective schools for Internal Continuous Assessment / Term End Evaluation, Grading system, Passing criteria, method of calculation of CGPA, Re-Examination, exceptional cases – medical etc.

(To download the examination related formats go to the website nmims.edu → School → Campus → Academics → Examination).

8 Library Rules and Regulations:

- 8.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and with any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.
- 8.2 Access to the NMIMS Library is restricted to staff and students of the NMIMS who are in possession of a current valid identification card issued by NMIMS, and to such other persons as may be authorized by the Librarian.
- 8.3 Students are required to carry their NMIMS student ID-card and staff to carry their NMIMS staff identity card to get entry and to use the Library, and must produce this when required doing so by an authorized person. This card must be used only by the member to whom it is issued.
- 8.4 Bags, etc., are not allowed in the Library. For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.
- 8.5 Silence is required in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off, or set to silent mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to fine and /or suspension of student for 3 weeks.
- 8.6 The consumption of food and beverages (with the exception of bottled water) and the use of personal audio equipment are not permitted in the Library.
- 8.7 Photography, filming, video-taping and audio-taping in the Library is not allowed.
- 8.8 Personal equipment should not be used without the prior permission of the Librarian.
- 8.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 8.10 Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal educational development, administration and management of NMIMS and development work associated with any of the aforementioned. *Use of the data is not permitted* for consultancy / services leading to commercial exploitation of the data / for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- 8.11 The removal of any material from the Library must be properly authorized and recorded. Damage to or unauthorized removal of material constitutes a serious offence and may lead to a fine or to disciplinary action.
- 8.12 Borrowing entitlement: Two books for ten days. One-time renewal is possible if the book is not in demand. As Library is RFID enabled, Issue of the books will be done at self-check in kiosk only.
- 8.13 Fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC (Online Public Access catalogue) and also be notified overdue by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.
- 8.14 Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.
- 8.15 Students are required to wear smart casuals (Bermuda, half pants, Short skirts, Bathroom slippers are not allowed).
- 8.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
- 8.17 The award of a NMIMS qualification will be deferred until all books and other library materials have been returned and outstanding fines/charges paid.
- 8.18 For list of electronic resources / Databases refer annexure.
- 8.19 All library users should take care of Covid 19 precautionary measures.

9 Placement Guidelines:

NMIMS is a premier University of the country, in existence for over three decades and over the years it has earned recognition from industry & professional associations, corporates, peer group institutions and accreditation agencies. All these laurels and recognitions would have been incomplete without the support of the corporate world. Our alumni occupy senior positions in leading companies across sectors.

NMIMS is also a great place to recruit potential young managers and business leaders. Leading companies across sectors consider our students for recruitments/ internships. As we have cordial relations with the corporate world, many companies have supported us even during tough times. We would like to continue this mutually symbiotic relationship. Hence, it is expected that students understand this sentiment and behave responsibly at all times. Any untoward incident will jeopardize this association and have serious repercussions for placements and for the future.

Being a Deemed to be University of higher learning, the corporate world expects students to display high standards of professional knowledge, capability and excellence. Recruiters also look for candidates who are clear about their long-term plans, the sector they want to be and profile they want to undertake.

Placement assistance is offered to students of various programs across Schools & Campuses.

The Placement Office facilitates the process of placements – internship & recruitment by creating an interface between recruiters and students. Efforts are made to market the programs with their merits with an endeavour to get companies to offer internships/recruit students. The selection process specified by the company is followed. The PlaceCom - Placement Committee of students is actively involved in the placement activities – contacting/visiting companies located in metros & major cities for placement presentations and also coordinate various activities during the placement processes.

The Placement Office devises placement guidelines that are in the larger interest of the School and students, in consultation with students and faculty.

Students are expected to maintain decorum and abide by the guidelines during placement processes. In the event of non-conformance to the placement guidelines, the School reserves the right to initiate corrective action.

The COVID 19 pandemic has had far-reaching consequences leading to an altogether new world of working for all leading to WFH, virtual internships and virtual selection process.

The Placement process typically involves –

- Batch Preparation
- Pre Placement Talks
- Internships/Projects
- Final Placements

9.1 Batch Preparation:

The Comprehensive Batch Preparation Program is to enhance the suitability of candidates and orient them to industry practices and expectations.

- a. Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile etc.
- b. Interaction with seniors who have undergone internships in companies.
- c. Assigning seniors or alumni as mentors to guide students.
- d. Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.
- e. Guest talks and workshops on various topics from corporates.
- f. Resume building as per guidelines
- g. Soft skills training etc.

- 9.1.1 Prior to the commencement of the selection process it is expected that students should be having a fair idea about their interest, sector and specialization or at least have some long term vision of where they want to be and should direct their efforts accordingly. A bit of clarity will help students land a good internship/job.
- 9.1.2 Hence students should do a thorough research about the company, the business, the sector, other players in the sector, the financials etc. and be prepared with a background and fact file prior to the process. Also some additional information – the number of interns/recruits in the past, whether the company has a PPO policy, the roles offered, the experience of seniors who interned with the company etc. will be of help.
- 9.1.3 The Placement Office also involves companies in a number of Campus Engagement activities – contests, projects, workshops, seminars, guest talks etc. that would benefit a larger number of students and also help in promoting the excellent quality of the batch.

- 9.1.4 Based on the guidelines, students will have to prepare their resume that would encapsulate info about academics, work experience, internship, co-curricular activities, extracurricular activities, projects, awards, achievements, hobbies etc.

9.2 Pre-Placement Talk – PPT

PPT's are a medium wherein the company officials disseminate information regarding the company, the profile, the compensation etc. and clarify the queries of students. The company officials invest time and effort to disseminate info and the interactive session will make them feel visiting our campus was worth it. Hence students are requested to participate and ask relevant questions.

9.3 Internships/Projects

- 9.3.1 The Placement Office makes all efforts to reach out for internships across varied sectors, companies and profiles. Based on ones' interests and capabilities one should seek internships. Choosing the correct company for internships and performing up to the mark is of utmost importance.
- 9.3.2 The Internships are not only a window to the corporate world but also a relationship-building tool for NMIMS. It allows the companies to have a look at the talent at NMIMS, thereby strengthening Final Placements.
- 9.3.3 Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the classroom. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.
- 9.3.4 The project is expected to build on the theoretical learning with practical experience and help students to identify the gaps in their learning, which they can attempt to fill in. They could also discover areas of interest and future career options.
- 9.3.5 Interactions during the internships both with other interns as well as employees help students to understand the expectations/needs of the organisation, the sector in general, to identify the gaps in their learning and in orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate.
- 9.3.6 Internships also hold a special significance as it is an apt mechanism for companies to spot bright talent early. Many companies have structured internship process which is used as a 'testing ground' to gain a direct understanding of the skill and ability of students leading to declaration of PPO's/PPI's. NMIMS too encourages candidates to work towards such offers that are based on internship performance.
- 9.3.7 Pre Placement Offer (PPO) is an Offer by the company to the intern acknowledging the excellent work done during the internship. Pre Placement Interview (PPI) is an opportunity by the company for the intern to be directly selected for the interview for final placements. Thus, the students should be careful in applying to the companies of their choice and should put in all efforts to convert the internship into an Offer. Thus, the seriousness of this cannot be overstated.
- 9.3.8 While feedback from the company is sought, the internship is also evaluated by School that could involve faculty guide monitoring the performance; periodic report submissions, evaluations, Viva Voce etc.

9.4 Final Placements

- 9.4.1 Leading companies across sectors aspire to recruit students of NMIMS. Each company has its own set of characteristics or qualities that they look for in a candidate. Hence, the company devises the eligibility criteria and selection process accordingly.
- 9.4.2 The process of selection starts with inviting applications based on the eligibility, profile, project, stipend/compensation details shared by the company. The applications of applicants are then sent to companies. Students are required to check their emails/Placement Portal/Student Portal, etc. regularly for information updates.
- 9.4.3 Every effort will be made to facilitate the placement process. However, it is the effort of the student that gets him/her selected for the job. Not getting selected for internships or during final placements in the first few companies should not lead to panic. Students are advised not to switch profiles in anxiety or haste.
- 9.4.4 Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, interviews etc. Reasons like location, family issues etc. should not be constraints to students. They are expected to be mobile and have the capability to adjust and adapt and respond to emergent situations successfully.
- 9.4.5 Students who wish to drop out of the placement process are expected to formally notify the Placement Office vide the 'Opted Out Form' mentioning the reason, which could be higher studies, entrepreneurship, family business, seeking placements on their own giving with the names of such companies and details. The reason being, to iron out any hitches that may crop up later as the Placement Office approaches many companies and would like to continue the cordial relationship with them.

Each of the Schools will be sharing to the batch, guidelines related to Resume, PPT, Internships, PPO's/PPI's, Final Placements etc. and it is expected that students follow the same. The School reserves the right to change, modify the guidelines in the best interest of the batch. Students are free to approach the Placement Office for any queries or guidance.

10 Guidelines for the Use of Computing Facilities:

- 10.1 NMIMS invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. Students are responsible for ensuring that these resources are used in an appropriate manner. All inappropriate websites are blocked for student access. The list of blocked websites dynamically updated based on their defined global category. If any specific website requires to be accessed which is blocked with inappropriate, requesting to send email to ITHelpdesk@nmims.edu. We will check the content of the website and found appropriate for access, necessary access will be granted.
- 10.2 You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of this document will be available with the Computer Centre.
- 10.3 The internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar in writing.
- 10.4 Food and/or beverages are allowed only in cafeteria. Food and/or beverages (except drinking water) will not be permitted in the Computer Centre. Smoking is not permitted in the Campus premises.
- 10.5 It is important to note that all the SVKM/NMIMS premises are deployed with CCTV surveillance equipment and all the areas of the premises recorded 24x7.
- 10.6 It is important to note that all SVKM/NMIMS is monitoring network 24x7. All actions and logs are stored and recorded. SVKM/NMIMS has all the rights to record all actions by student on the network and use appropriately.
- 10.7 The students of NMIMS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of the NMIMS is prohibited. In the event of non-approved usage of the computing facilities, NMIMS reserves the right to withdraw access to computing facilities at any time.
- 10.8 Use of NMIMS computing facilities for students' commercial gain is prohibited.
- 10.9 Not to use/install third party software to bypass campus Network security policies. It is prohibited and may lead to further disciplinary action.
- 10.10 Students residing in college hostels not to touch or tamper WiFi routers and other network infrastructure installed at hostels. If any such incidents found, may lead to disciplinary action.
- 10.11 Computer Centre facility will be provided on priority to the students of the concerned programmes, where using Laptop is not compulsory.
- 10.12 Students are not allowed to connect personal pen drives/ Laptops to the systems/smartboard installed in the classrooms.
- 10.13 **All students will be given NMIMS email id on Microsoft office 365** and internet authentication id. They are permitted to access internet in computer centre or on their own laptop through this id and password only. Action will be taken against if any misuse of internet and email Id is seen.
- 10.14 Students will get Microsoft email id for official email correspondence and to use MS Teams for online lectures and regular updates from University/School/College.
- 10.15 Do not provide sensitive personal information (like passwords) over email.
- 10.16 Students will get 1 TB of space of OneDrive to store documents for education purpose.
- 10.17 Use of computing facilities is governed by various applicable IT Acts, laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.
- 10.18 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.
- 10.19 Student using personal Laptop or any other devices for access campus infrastructure should have updated with latest operating system (Windows / Mac) and antivirus patches.
- 10.20 Students must comply with all requests+ or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.
- 10.21 Improper behaviour towards staff will result in disciplinary action.
- 10.22 NMIMS endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, students should lodge a written complaint in a Complaints Register available in Computer Lab. No action will be taken on any verbal complaint.
- 10.23 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through notice boards/ email placed in the Computer Lab as well as Student Notice Boards/ emails/Students Portal. It is your duty to regularly check the notice boards/ email and plan your use of the facilities accordingly.
- 10.24 The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.
- 10.25 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.
- 10.26 If any student comes across any security incidents, please contact reportsecurityincidents@svkm.ac.in
- 10.27 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at NMIMS.

- 10.28 Use only own login id and password and don't allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the NMIMS authorities if any breach of university regulations is suspected in connection with that use.
- 10.29 It is recommended a strong password must be at least 8 characters long. It should not contain any of your personal information – specifically your real name, user name, or even your company name. It must be very unique from your previously used passwords. It should not contain any word spelled completely.
- 10.30 Use of any faculty member user name and password to access IT infrastructure including smartboards is prohibited and may lead to disciplinary action.
- 10.31 You should not copy or share other's data resulting in data theft of any kind under IT Act.
- 10.32 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
- 10.33 Request to be placed only for required resources or access rights that you need.
- 10.34 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The NMIMS accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.
- 10.35 Removal, borrowing, connecting or disconnecting of any IT equipment is not permitted. Neither deliberately introduces any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility or network / campus, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 10.36 Do not in any way cause any form of damage neither to the NMIMS IT facilities, nor to any of the accommodation or services associated with them.
- 10.37 Without permission of the account owner or system administrator, do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user
- 10.38 Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.
- 10.39 Student do not click on links or attachments from senders that you do not recognize or asking something which is not regular in nature.
- 10.40 You should not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.
- 10.41 Transmission of unsolicited commercial or advertising material on NMIMS network / Campus is prohibited.
- 10.42 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
- 10.43 Never monitor, read and disrupt network traffic inside the campus.
- 10.44 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).
- 10.45 Appreciate staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.
- 10.46 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
- 10.47 You must adhere to the terms and conditions of all licence agreements relating to IT facilities, which you use including software, equipment, services, documentation and other goods.
- 10.48 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.
- 10.49 Students are prohibited from viewing any Pornographic material in computer Centre or on any other computer or IT system inside NMIMS campus or store child pornography, Playing Games, hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure. If found so, appropriate disciplinary action will be taken.
- 10.50 You must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.
- 10.51 Students request related to additional Internet Bandwidth requirement for special access on events, request should reach IT helpdesk minimum 72 hours in advance.
- 10.52 Do not interfere with or change any hardware or software; if you do, appropriate action will be taken to make it right.
- 10.53 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
- 10.54 Game software loading onto, or play games software on, the IT facilities unless required for academic purposes.
- 10.55 Neither admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked nor enter unless authorised to do so.
- 10.56 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- 10.57 You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.
- 10.58 **Important:** In the event, the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.

11 Feedback Mechanism:

- 11.1 NMIMS has a well-established online feedback mechanism through Student Portal for communication of perceptions. The components of this feedback mechanism are:
- 11.1.1 Feedback at the end of the third week of every trimester/Semester. Dean / Director /Programme Chairperson/HOD will meet students personally, if applicable.
 - 11.1.2 Online Feedback through Students Portal is taken using a questionnaire preferably in the last session of every course in each trimester/Semester. This feedback is compiled and statistics are placed before each faculty member by the end of the trimester/Semester.
- 11.2 All students should get involved in this mechanism seriously as it truly helps the NMIMS improve the quality of services and teaching provided.
- 11.3 These are open ended questions in which student can reflect learning and teaching aspects of the course.
- 11.4 NMIMS uses feedback to improve the teaching learning process proactively.
- 11.5 While sharing the feedback to the faculty members, student's identity is kept confidential.

12 Mentoring Programme / 'Psychologist and a Counsellor':

12.1 Mentoring Programme:

Students (as applicable school wise) have been assigned faculty mentors whose role is to help assimilate the NMIMS culture, facilitate intelligent choice making regarding selection of courses and help in identification of resources needed by all students. Do meet your faculty mentor regularly as per their convenience and availability.

12.2 Psychologist and a Counsellor:

A counsellor is a non-judgmental friend who understands, ensures privacy and confidentiality and counsels you by giving choices so that you make the right decision. Counselling is based on realistic structured and research based therapies. Managing emotions is important to ensure all-rounded progress in life. To learn something new, we need to break the old walls of myths and misconceptions. Visiting a counsellor helps us to relearn some more helpful, progressive, reality based thinking. **Personal counselling** is very important at every step in life even at the corporate level. What we think about situations affects our subconscious mind deeply which interferes with our present life and hinders our ability to lead a healthy life.

As normal human beings at any given time in life, we could go through challenging times and have no one to share or guide us. We often do not share our issues with family or friends due to the fear of upsetting them. We worry that perhaps they may not understand or could become judgmental. At such times, we recommend Personal Counselling.

- i. "I cannot concentrate or focus nor can I sleep, at times I get so scared that I go blank in my exams!"
- ii. "Since the time he left me I cannot put my attention to anything I will not be able to live anymore.....can't bear it if she is not in my life!"
- iii. "I have lost my confidence I feel worthless /hopeless; no one loves me. I don't want to live anymore"
- iv. "I feel nobody understands what I am going through..." (People become judgemental instead of understanding and supporting)
- v. "I do not know whom to share my feelings with? Where do I seek help? Who will be able to really help?"

Have you had any of these repetitive thoughts or facing a rejection that you are not able to cope up with?

Have you reacted very angrily first and then later realised that reacting to the event was not really needed and in the process, you harmed the relations you had with your friends and family? You just do not know what went wrong then? Do not understand what triggered you?

Just as we would treat a sprain with some ointment, we try to heal our emotional pain on our own. At times when the sprain is not healing, we visit the doctor and similarly one visits the counsellor sometimes when we are unable to clear our own emotional challenges. The counsellor needs to check how deep your wound is and usually you are helped by putting a first aid protection (counseling) through therapeutic counseling. Sometimes the wound may have been too deep /chronic or your bone is broken it could also need psychiatric intervention and give appropriate help.

We may be unaware of the implications of our behaviour on others but it eventually could affect our relations in daily life at home, in class, or at work. When the past emotional situations are not dealt with therapeutically, we could develop unhealthy negative thoughts and feelings which we need to be aware of as they could again lead to complications and could affect our performance, decision making, logical thinking, studies, relationships and career. This form of continued stress can gradually affect our body and physiological health causing hypertension, respiratory ailments, gastrointestinal disturbances, migraine and tension headaches, pelvic pain, impotence, frigidity, dermatitis and ulcers.

The biggest myth is to believe that to be emotional is to be weak so often we push all our emotional issues under the blanket and then to avoid sleepless nights take up unhealthy habits like smoking, drinking, and substance abuse. We do

this hoping to feel better, which lasts only for short term, on the other hand, creating long term damage and may lead to unhealthy dependency.

NMIMS wants to ensure holistic development of the students and therefore have appointed a team of psychologists and a counsellor.

For Mumbai Campus: Assisting Psychologists and Counsellors, Mr. Joel Gibbs, Ms. Nazneen Raimalwala And Ms. Diksha Tyagi.

Location:

Mr. Joel Gibbs,

8th floor faculty area, Cabin:-West-854 at NMIMS building, Call on 022-42332218 or email joel.gibbs@nmims.edu to book appointments.

Ms. Nazneen Raimalwala,

7th floor faculty area, Cabin:-732, in the Mithibai college building, call on 022-42332225 or email Nazneen.raimalwala@nmims.edu to book appointments.

Ms. Diksha Tyagi,

For students studying at MPSTME Building, call on 02224350512 or email diksha.tyagi@nmims.edu for appointments

World health organisation and the U.S. National Library of medicine articles:

National library of Medicine: Psychosomatic disorders in developing countries:

www.ncbi.nlm.nih.gov/pubmed/16612204

WHO | Prevention of bullying-related morbidity and mortality:

www.ncbi.nlm.nih.gov/pubmed/16612204

13. Guidelines for Admission Cancellation / Payment of fees / Re-admission / Academic Break/ Submission of Documents / Admission Deferment

13.1 Admission Cancellation procedure:

For cancellation of admission, the student needs to submit the application for cancellation of his / her seat along with original fee receipt to the admission department (if cancellation is before commencement of the programme). If the cancellation is after commencement of the programme, the said application to be submitted to the respective Dean for further process.

The Schedule of Refund Rules: If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution shall follow the five-tier system given below for the refund of fees* remitted by the student.

Sr. No.	Percentage of Refund of Fees*	Point of time when notice of withdrawal of admission is received in the Higher Educational Institutions (HEI)
(1)	100%	15 days or more before the formally-notified last date of admission
(2)	90%	Less than 15 days before the formally-notified last date of admission
(3)	80%	15 days or less after the formally-notified last date of admission
(4)	50%	30 days or less, but more than 15 days, after formally-notified last date of admission
(5)	00%	More than 30 days after formally-notified last date of admission

In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

Note: Candidates to refer Important Dates of the respective programme.

The above refund rules are as per University Grants Commission (UGC) notification on Refund of Fees and Non-Retention of Original Certificates of October, 2018 and are subject to revision as per UGC notification (as applicable). Please note the closure of admission/last date of admission as mentioned in the important dates of the respective programme.

13.2 Payment of fees:

- 13.2.1 The promoted students for the subsequent years are required to pay the fees as per the email received from Accounts department. Late fee will be levied if fee is not paid within the due date.
- 13.2.2 Non-payment of fees within the stipulated time including the late fee period will attract cancellation of the studentship from that program.
- 13.2.3 **Payment of Fees for the academic break:** If the student has informed the Dean regarding academic break before the commencement of the relevant year and not paid the total fee for that year, then once the academic break is granted, student can pay the total fee (100%) prevalent at that time when he / she seeks re-admission.
- 13.2.4 If a student wants to take academic break after the commencement of the academic year, but he / she has not attended the classes and if the fee is not paid, then while seeking re-admission he/she has to pay the total fee (100%) plus 25% of the total fee as re-admission fee to continue his studentship.
- 13.2.5 If the student has paid the total fee for the entire year and then sought the academic break after commencement of that academic year in the middle of semester / trimester, then he/she has to pay 25% of the total fee prevalent at that time, towards re-admission in subsequent year.

Academic break	Fees to be paid at the time of admission after the academic break
<ul style="list-style-type: none"> Informed before the commencement of the academic year. 	100% total fee prevalent.
<ul style="list-style-type: none"> Informed after commencement, not attended classes and fees not paid. 	100% total fee + 25% readmission (prevalent).
<ul style="list-style-type: none"> Informed during the semester / trimester fees not paid for current year. 	100% total fee + 25% readmission (prevalent).
<ul style="list-style-type: none"> Informed during the academic year and fees paid for that year. 	25% of total fees as readmission fee prevalent that year.

13.3 Re-admission rules:

A student can seek re-admission in next academic year, in case he / she fails to fulfill the criteria mentioned under passing standards in SRB. For this purpose, he / she has to pay 25% of the total fee prevalent at that time for that programme.

Student can take re-admission in the said year of the programme only once. He/she can take re-admission in different years as long as total period of the programme does not exceed the validity period of that programme. For example, for MBA the validity period is 4 years and for MBA Tech. it is 7 years, so a student can take re-admission maximum two times but in different progressive years of the program. Admission to the subsequent years is subject to maximum duration permissible for completion of the programme (in years). Such admissions will be at the students' own risk of non-completion of the programme during the maximum permissible duration (in years).

Sr. No.	Duration of the programme (in years)	Maximum duration permissible for completion the programme (in years)
1	2 years	4 years
2	3 years	5 years
3	4 years	6 years
4	5 years	7 years
5	6 years	8 years

If a student takes re-admission in a particular academic year and is not promoted again, either as per the passing standards of respective programme or any other reason as per academic rules, then the student will not be given second chance for re-admission. For more details, please refer **Part II of SRB**.

13.4 Academic break:

Following rules are applicable for all the schools of NMIMS.

After commencement of any programme, if a student wants to take a break for certain valid reason, then he / she can do so as per the following norms –

- 13.4.1 The academic break can be granted to any student by respective Dean/Director of School/campus.
- 13.4.2 The maximum period for an academic break is one year only. (in executive programmes as of now it is upto two years). This will be based on Dean getting convinced of the reason for academic break.

13.5 Eligibility for Academic Break:

Academic break can be granted to any student for any of the following reasons:

- 13.5.1 Serious personal medical reasons involving hospitalization, if required and supported by documents.
- 13.5.2 Serious 'family' related issues.

- 13.5.3 Financial constraints.
- 13.5.4 In executive education, 'temporary transfer to other country / city'
- 13.5.5 Financial crisis/Maternity/ shift of duties/additional assignments at the work place applicable for executive programme participants only.
- 13.5.6 The Dean of respective school will approve the academic break and forward the application of the student to admission department for necessary process.
- 13.5.7 The academic break can be granted to any student at best twice during the programme as long as the total period of academic break is not exceeding one year and not exceeding the validity period of that programme.
- 13.5.8 Payment of Fees for academic break: For details please refer point 13.2.

13.6 Submission of certificates / mark sheets:

A student has to submit all the relevant documents / certificates / mark sheets as per the offer letter issued by NMIMS. Non-submission of such mandatory documents after the stipulated time declared by admission department will lead to cancellation of admission of concerned student and the admission fees will NOT be refunded.

If a student has submitted documents and discrepancy is found during verification, the admission would be cancelled and fees will be forfeited.

13.7 Admission Deferment:

Following rules are applicable to all the Schools of NMIMS.

13.7.1 Eligibility for admission Deferment:

Only those candidates who have paid the full fee or got an approval for part payment can apply for admission deferment.

The candidate has to submit an application for 'admission deferment' in admission department **before** commencement of that programme stating the reasons for admission deferment. Admission deferment can be approved only for one year.

13.7.2 Who can apply:

- Serious medical illness.
- Serious family related reasons.
- Candidate not able to organize funds.
- Candidate's work related commitments, overseas assignments (over 6 months)

The application needs to be submitted to admission department, along with all the supporting documents for 'Admission Deferment' consideration.

An applicant who fails to obtain confirmation from Admission office of his/her deferment of admission will be deemed to have forfeited his/her position and will be deregistered from the course admitted to.

13.7.3 Process for Admission deferment:

- 13.7.3.1 Deferred admission may only be granted to first year students who have paid the required non-refundable enrolment deposit.
- 13.7.3.2 The admission department will scrutinize all the applications and forward it with comments to concerned authorities for approval. The request to defer the offer of admission will be reviewed on case to case basis and will be granted depending on the reason stated alongwith the supporting documents. NMIMS decision with respect to this will be final and will not be challenged.
- 13.7.3.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant, if still wants to apply to NMIMS, has to undergo the admission process again as a fresh applicant.
- 13.7.3.4 The letter of deferment of admission will be issued by admission department to the applicant.
- 13.7.3.5 Students who are found to have applied to other colleges and institutes during their time away from NMIMS will have their admission revoked and fees will not be refunded.
- 13.7.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.
- 13.7.3.7 Admitted 'Transfer' students are not eligible for deferred admission.
- 13.7.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
- 13.7.3.9 Once the programme has commenced, then even though the applicant may have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

14 Dean's list / Meritorious students:

- 14.1 Dean's List (Applicable only for School of Business Management)
- 14.1.1 10 % of the batch on the basis of highest yearly CGPA will be part of the Dean's List and will be awarded with the Dean's List Certificate at the end of each year.
 - 14.1.2 Students who are participating in Student Exchange Program (for 2nd year) are also eligible for the Dean's list subject to the condition that they were also in the dean's list of 1st year. Such students will be shortlisted on the basis of the CGPA of two trimesters of 2nd year.
 - 14.1.3 Students obtaining D grades/ F grades/ appearing in the re- exams in the current academic year will be ineligible to be part of Dean's List of the current academic year as well as in the Dean's list of the next year(s). Any student having disciplinary action taken against them will be ineligible to be listed in the Dean's list for that particular academic year.
 - 14.1.4 Any breach in expected code of conduct for students (as per part II) and adverse behaviour may impact consideration for Dean's List for the current academic year.
- 14.2 Meritorious students list (applicable for all schools except School of Business Management)
- 14.2.1 10 % of the batch on the basis of highest CGPA during the entire period of programme will be under meritorious students list and will get a certificate at the time of Convocation.
 - 14.2.2 Students who are participating in Student Exchange Program are also eligible for the meritorious students list. Such students will be shortlisted on the basis of the CGPA of all semesters/trimester completed at NMIMS.
 - 14.2.3 Students obtaining F grades/ATKT/ appearing in the re- exams/ appearing in unfair means or any misconduct will be ineligible to be listed in the meritorious students list.

15 Students Portal (Learning Management System):

- 15.1 Student Portal is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.
- 15.2 URL: Access Portal through <https://portal.svkm.ac.in/usermgmt/login>
- 15.3 Login Policy: Default User ID is Student's SAP number and Password will be mailed by the Admin / Course Coordinator
- 15.4 Change Password: Students are recommended to change password after first login for safe surfing.
- 15.5 Email Update: Users need to change/update their email id & contact number for getting regular notification.
- 15.6 Course links: Your login will contain only current trimester/semester course list.
- 15.7 Announcements: Announcements related to course and other activities are published in Announcements section.
- 15.8 Library: It will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
- 15.9 Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.
- 15.10 Assignments / Assessments: Assignments can be uploaded and will be graded by faculty. Online score will be stored. All type of assessments can be conducted online.
- 15.11 Academic Content: Syllabus, SRB, Teaching Scheme, Class Time-table etc. can be uploaded.
- 15.12 Course Content: All course related reading materials (ppts/notes/videos/links) can be published.
- 15.13 Examination related content: Results and exam time table can be made available. Online examination is conducted on the portal. SAP education exam conducted online.
- 15.14 Admission Related content: Admission Notices can be published.
- 15.15 Assessment (Internal/External): Tests can be conducted on the Portal. Internal/External marks for respective courses will be published on Students Portal.
- 15.16 Faculty Feedback: Faculty Feedback is accepted online for respective trimester/semester.
- 15.17 Online Similarity index: Student / Faculty can check Similarity index through this feature.
- 15.18 Groups: Groups can be created by faculty for assessments, File Exchange, Discussion Board etc. for their Courses.
- 15.19 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.
- 15.20 Hostel Application: Students can book Hostel through the portal (where online admissions are done)
- 15.21 Mobile Application: available for student attendance, assignment, survey, Display ICA marks, notification can be viewed.
- 15.22 Student Service: Students are benefitted on students' portal for Name validations as required for mark sheet, photo upload, railway concession, bonafide certificate, Letter of recommendation (LOR), whenever required.
- 15.23 System Requirement: Works Best with Chrome. (version 64 and above)
- 15.24 Help – Assistance: mail to portal_app_team@svkm.ac.in or phone no: 022 - 42199993

16 Rules for participating in National/International Level Contests: All contests have to be routed through Faculty in charge of Student Activity/HOD.

- 16.1 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- 16.2 All student contests are classified as follows.
- GRADE A: National and International level contests of very high repute.
GRADE B: National level contests of high repute.
GRADE C: Local and National level contests
- 16.3 The respective school heads will make the classification of contest in Grade A/B/C.
- 16.4 The classification of the contest will determine the selection, reimbursement and appraisal of the students.
- 16.5 Reimbursements (Applicable only for National Contest)
- 16.5.1 Students going for GRADE A will be provided with 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from the contest destination.
- 16.5.2 Students going for GRADE B and C contests will be provided 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from contest destination, provided that they have won the contest (1st or 2nd place only).
- 16.5.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
- 16.5.4 All reimbursements will be made only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be retained and submitted.
- 16.5.5 All students claiming the reimbursement will have to submit all details to the AR / DR of the school for processing through the accounts department.
- 16.6 Contest Winners:
Any student who has won any contest is required to provide full details of the contest and award won to the faculty (video clip / photographs/reports etc.) within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.

17 Guidelines for Awards and Scholarships

- 17.1 Each year there are several student awards and scholarships announced for different schools/programs of NMIMS (as applicable school wise). For details specific to school, kindly refer Part II.
- 17.2 Students are advised to apply for awards and participate in the process enthusiastically.
- 17.3 Students are also advised to keep a good performance track record if they wish to apply for these awards. Students obtaining F in any subject or with a record of misconduct or a record of low attendance will be automatically disqualified from the awards process.
- 17.4 Certificate of merit to be given by Dean at school level.

18 Guidelines for Convocation

- 18.1 The Annual Convocation will be held for all Full Time and Part Time programs of NMIMS.
- 18.2 Only those students who have fulfilled the requirements of the program will be eligible to receive their degrees/diplomas at the Convocation. These requirements include migration certificate, attendance requirements, submission of all assignments and projects, clearance of all dues from various departments like accounts, hostel, library etc., and passing of all examinations and any other deliverables to the school/ NMIMS.
- 18.3 In case any student is found in-eligible to receive degree/diploma on any account, he/she may apply for consideration of his case at least 48 hours before the Annual Convocation. The decision of the management will be final and binding. No last minute requests for reconsideration will be entertained.
- 18.4 Students will be given a set of guidelines by school authorities and they are required to follow these guidelines for effective conduct of the event.

19 Roles and Responsibility of Class Representative and Student Council

19.1 Class Representative:

The Class Representative serves as an important link between his/her division, the faculty & administration. The CRs for each division are selected by class vote for students who wish to nominate themselves for the post. The major roles & responsibilities include:

- i. Serving as sole point of contact between faculty & students
- ii. Co-ordinating the scheduling of lectures, assignments & formation of groups
- iii. Resolving student grievances
- iv. Relationship building & co-ordinating with CRs from other divisions
- v. CR's cannot cancel / Reschedule lectures directly with Faculty
- vi. Any additional responsibility assigned by school heads.

19.2 Student Council :

NMIMS University Student Council (NUSC)

The Student Council is the apex student body of the University and has a representation from students across schools and campuses of NMIMS University. The primary objective of student council body at the University level of is to assimilate and integrate students of NMIMS from all the constituents and schools across various campuses in Mumbai and other locations and to provide the students with a platform to harness their creative activities. The NMIMS University Student Council (NUSC) promotes collective and constructive leadership within the student community.

The major roles and responsibilities of Students Council includes:

- Providing a holistic and integrative platform to encourage interaction between various streams and courses.
- Organizing a University Day, with the intent of executing and planning parallel activities and events across all schools and campuses.
- Organizing a University-level Cultural/ Sports festival, to encourage participation and assimilation for holistic development of all students.
- Promoting and publishing student success stories on social media platforms and forums to garner response for the various accolades and accomplishments.
- To organize activities which are in the larger interest of the student community.

From each school/campus two student council representatives will constitute the NMIMS University Student Council (NUSC). The names of representatives are finalized by Dean/Director/Head of respective school. The NUSC comprises of four core positions, i.e.: President, Vice President, General Secretary, and Treasurer, along with other council members representing schools and campuses across NMIMS University. The Core committee represents and coordinates with the council members for various activities and for every academic year are selected through a formal selection procedure (consisting of voting and personal interviews etc.) involving the Faculty Advisor/ faculty members & existing Council members.

19.3 Student Council (School Level)

The Student Council is the apex student body at every school and represents the full-time students. The Vice-President, General Secretary, Cultural Secretary along with a team of executive members and course representatives support the President and share responsibility for each student body & activity on campus. The Council for every academic year is selected through a formal selection procedure involving faculty /Admin heads of School & existing Council members. The major roles & responsibilities include:

- 19.3.1 To serve as a formal communication channel between the students, faculty and administration.
- 19.3.2 To navigate all student-related activities at NMIMS and facilitate a better life on campus.
- 19.3.3 To spearhead the organisation & co-ordination of the Corporate Festival, the Cultural Festival, & other Events.
- 19.3.4 To assist all public relation activities and supervise student publications & newsletters at NMIMS
- 19.3.5 All the cell activities has to be routed through President of cell, General Secretary of Council (Budget and Release of Money), HOD/Dean/Director, Accounts Department – In case of Release of Money.
- 19.3.6 Communication and Invitations of events / guest lecturers / workshops etc. conducted by cells and council has to be informed to the HOD/Dean/Director, well in advance.
- 19.3.7 For the major events prior formal invitation to be given to all the senior management
- 19.3.8 To submit a trimester/semester report at the end of every trimester/semester to faculty In-charge.

For more school specific details, kindly refer Part II of SRB.

20. Interface with Accounts:

20.1 All students who are working for placement, contests, co-curricular, extra-curricular and any other activities for and on behalf of NMIMS that need funding and accounting from NMIMS, are required to prepare budgets for all their expenses well in advance and obtain approval from the Management. Once the expenses are incurred, they must be settled within 72 hours along with the report of activities.

20.2 Re-examination Fees:

The students who have failed and wish to re-appear for an examination will be required to pay re-examination fees, which shall be determined from time to time and communicated through suitable mechanisms.

20.3 Re-Admission fees:

A person who is not allowed to progress to the next year due to rules regarding failures in multiple courses/subjects shall be required to take re-admission and attend all the classes of that academic year. He will be required to pay re-admission fees, which will include tuition fees and other fees as prescribed from time to time.

20.4 Re-Registration Fees:

A Diploma student who fails in a course/subject shall be required to re-register himself in that course for the next year by paying re-registration fees, which shall be determined from time to time and communicated through suitable mechanisms.

20.5 Hostel Deposit Refund:

Location: NMIMS Accounts Department

Procedure:

20.3.1 Please procure signature of Hostel in-charge on the receipt.

20.3.2 Submit signed Hostel Deposit Receipt to Accounts Department along with Application for Refund as per Annexure 9.

20.3.3 Please attach copy of cancelled cheque of your own account or parent's account. Same particulars of the bank account to which refund is to be sent is to be mentioned on the Application for Refund form.

20.3.4 Please allow a period of 3 weeks for issue of the Refund.

20.6 Library Deposit and Security Deposit Refund:

Location: Course Coordinator

Procedure:

20.6.1 On completion of program (course), course coordinator would co-ordinate with all students for Student Bank account details (for NEFT Transfer). The same is required for refund of Library and Security Deposit

20.6.2 Please allow a period of 3 weeks for issue of the Refund through NEFT

20.7 Duplicate Receipt:

Location: NMIMS Accounts Department

Procedure:

20.7.1 Please fill the Application for Duplicate Fee Receipt and submit Rupees 100 per receipt to Accounts Department

20.7.2 Please allow a period of a week for issue of receipt

21. Guidelines for International Student Exchange Program

21.1 Introduction

NMIMS Deemed-to-be-University has developed an extensive International Students Exchange Program in order to provide a cross cultural exposure and a global perspective to the students apart from classroom teaching. This is managed by Department of International Linkages of the University. The Exchange Program has become increasingly popular with the students and every year students get a chance to spend Semester/Trimesters at a partner Institute. With the dedicated efforts of the International Linkages department, efforts are ongoing to have larger number of students to avail of this unique opportunity in every school. Students at NMIMS also benefit from interacting with overseas students who visit us as part of NMIMS Inbound exchange program and International Immersions.

21.2 Preamble

In a world that is increasingly interdependent, it is imperative for the NMIMS Deemed-to-be-University to have an internationalization agenda. This involves creation of a multi ethnic environment in our programs on our campus. This can happen only when students from different countries and communities join NMIMS programs.

This policy on internationalization seeks to clarify the philosophy behind the NMIMS Deemed-to-be-University's Internationalization program and sets out the eligibility of students to apply for an international exchange program. It also sets out the selection criteria and guidelines for assessing applications and the expectations from the students going for the exchange program.

This policy also lays out the facilities for international students in our programs and also the expectations from them. We expect our foreign students to conduct themselves at par with other Indian students.

To aggressively pursue the internalization agenda, NMIMS has signed MOUs with leading Universities. MOUs applicable for NMIMS schools as given below:

1. The University Level:

- University of New South Wales, Australia
- Clark University, USA
- University of California, Berkeley, USA – Summer Sessions
- University of Texas at Dallas, USA
- Illinois Institute of Technology, USA
- The University of Missouri - Kansas City, USA
- Florida International University, USA
- Stony Brook University, USA
- Columbia University School of Professional Studies, USA
- St. Martin's University, Washington, USA
- Kings College London, UK
- Bristol University, UK
- University of Leeds, UK
- Abdullah Gul University, Kayseri, Turkey
- Virginia Tech. University, US
- University of Memphis, USA
- University of Guelph, CANADA
- University of Essex, UK
- University of Western Australia, Australia
- University of Chester, UK
- University of Stirling, UK
- Warwick Manufacturing Group, University of Warwick

2. School of Business Management (SBM):

- HEC Lausanne, Switzerland
- The Grenoble Ecole de Management, France
- KEDGE Business School (Previously – EUROMED Marseille) France
- NEOMA Business School (Previously ROUEN) France
- HLL Leipzig School of Management, Germany
- IESEG School of Management, Lille, Paris, France
- University of Erlangen-Nurnberg, Germany
- Europa Universitat Flensburg- EUF, Germany
- ESSCA Ecole De Management, France
- EDHEC Business School, France

- Purdue University, USA
- University of Texas at Dallas, USA
- Florida International University, USA
- University of South Florida, USA

3. School of Technology Management & Engineering (MPSTME):

- Virginia Tech, USA
- Stevens Institute of Technology, USA
- University of New South Wales, Australia
- Western Sydney University, Australia
- University of Canberra, Australia

4. School of Architecture (BSSA):

- University of Nebrija, Spain

5. School of Commerce (ASMSOC)

- University of Bristol UK
- University of South Australia, Australia
- University of Wollongong – Australia
- University of California Riverside, USA
- State University of New York at Albany, USA
- Clark University, USA
- University of Dallas – USA
- HEC Lausanne, Switzerland

6. School of Economics (SAMSOE)

- University of California Riverside, USA
- Clark University, USA
- University of Wollongong - Australia
- Dalhousie University – Canada
- University of Bristol – UK
- University of South Australia, Australia
- HEC Lausanne, Switzerland

21.3 Eligibility

Students are selected by respective Deans of Schools on a competitive basis that reflects the academic standing, motivation, seriousness of purpose, communication skills, social maturity and adaptability. International students coming to our campus are recommended by respective partner's university on merit basis and language proficiency in English.

All full time program students are eligible to apply for the exchange program if they have:

- 21.3.1 Completed the eligibility year of program as defined by respective Deans/Directors of school
- 21.3.2 Have a minimum CGPA of 2.25 and above as defined by respective Deans/ Directors of School.
- 21.3.3 Eligibility of International students coming to our campus recommended by the partner university should satisfy the eligibility criteria as per the memorandum of understanding signed between the Universities/ Schools.

21.4 Selection Criteria and Conditions

- 21.4.1 As defined by respective Deans/Directors of Schools
- 21.4.2 Defined by MoU between Partner University and NMIMS for incoming students

21.5 Cost and Expenses

Costs and expenses for participating in the exchange program are governed by the MOU signed by NMIMS and the host School.

In addition of the above, all students are required to pay for their:

- 21.5.1 Accommodation and daily living expenses including study materials
- 21.5.2 Travel Expenses
- 21.5.3 Passport and visa costs
- 21.5.4 Insurance cover
- 21.5.5 Any other incidental costs

21.6 Application procedure for students and Expectations from students

- 21.6.1 Students have to apply in specified application form as defined by respective Deans/ Directors of schools. Candidates with completed and accurate application will be interviewed by the International Linkages office. Successful candidates will then be nominated to the respective partner universities following which they have to complete the online application as instructions received from partner university via email.
- 21.6.2 The list of courses that a student intends to take up in the partner institute should be clearly mentioned. For those who wish to apply in more than one institute, the lists of the courses in each of these institutes should be mentioned.
- 21.6.3 Upon joining the partner institute, the courses the students intends to take up should be finalized and communicated for approval to the NMIMS School authorities
- 21.6.4 Students need to ensure that they do not get any fail grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.
- 21.6.5 Other criteria as defined by Deans/Directors of the Schools.

21.7 Code of Conduct

While abroad, the students are subjected to the rules and regulations of the host institution, the laws of the host country and the student code of conduct from NMIMS Deemed-to-be-University. Each student is an ambassador of NMIMS Deemed-to-be-University and should conduct in an appropriate manner at all times that is reflective of the code of conduct required by NMIMS and that of the overseas host institution.

21.8 Enclosures:

Undertaking to be given by student of NMIMS Deemed-to-be University's student going on International Immersion.

Note: Schools to ensure that copy of Application Form compulsorily reaches Director- International Linkages department for records.

22. Safety Guide for Students on Floods, Fire and Earthquakes

NMIMS gives utmost importance to safety of its students. It prepares students for natural hazards.

The safety measures for some natural disasters such as 1) Floods, 2) Earthquakes and 3) Fire are highlighted briefly.

22.1 Floods:

Precautions to be taken in case of Floods are given in Table 1 below.

Before Floods	During Floods	After Floods
<ul style="list-style-type: none"> Identify and visit elevated areas in and around the Institute as places of refuge during a flood Be aware of drainage channels, and other low-lying areas known to flood suddenly. Consult and involve local authorities in the institutes Check out for the monsoon alerts for the heavy rains declared by the Municipal Corporation of Greater Mumbai Do not travel long distances on dates indicated as 'Monsoon Alerts'. Contact the Institute if there is any pre planned activity or examination or any other important work on that day and try to adjust it on some other day Keep locally available equipment such as ropes, battery, radio, plastic bottles and cans handy during rainy season. This can help you to plan your rescue Prepare a food kit including emergency food items such as biscuits, snacks, drinking water and so on 	<ul style="list-style-type: none"> Evacuate to previously identified elevated areas Your life is most precious Avoid to save valuables at that moment. Disconnect electrical appliances. Turn off utilities at the main switches of valves if instructed to do so Don't touch electrical equipment if you are wet or standing in water Do not walk through moving water. Six inches of moving water can make you fall If you have to walk in water, walk where the water is not moving Use a stick to check the firmness of the ground in front of you Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage Water may also be electrically charged from underground or downed power lines Listen to the radio for advance information and advice. Don't spread rumors Move vehicles to the highest ground nearby Do not enter floodwaters by foot if you can avoid it Never wander around a flooded area Drink clean water 	<ul style="list-style-type: none"> Stay away from downed power lines, and report them to Security Officer Leave the Institute / home only when authorities indicate it is safe Stay out of any building if it is surrounded by floodwaters Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations Floors in the building will be slippery due to water and mud. Walk carefully on the slippery floor. Wear appropriate footwear. Do not use slippers during rainy season Watch out for loose flooring, holes and dislodged nails Clean and disinfect everything that got wet Discard any food items which may have got wet Inform about the damaged drainage and sewage systems in and around the building to the authorities as soon as possible. These can be a major health hazard First protect yourself and then help others.

22.2 Earthquake

Precautions to be taken in case of earthquakes are displayed in Table 2 below:

Before Earthquake	During Earthquake	After Earthquake
<ul style="list-style-type: none"> • In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake. • Make sure your water heater and gas cylinder is secured and intact. This will ensure that it will not fall during an earthquake and hurt someone or start a fire. • Keep a torch and a mobile handy. • Keep the corridors in the hostel/house clear of furniture and other things, making movement easier. 	<p>If you are at home or inside a building</p> <ul style="list-style-type: none"> • Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture. • Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed. <p>If you are in the street</p> <ul style="list-style-type: none"> • Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets. • Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse. <p>If you are driving</p> <ul style="list-style-type: none"> • Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle. 	<p>If you are at home or inside a building</p> <ul style="list-style-type: none"> • Expect aftershocks. Be prepared. Stay where you are and do not come out immediately. • Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out • Turn off the water, gas and electricity <ul style="list-style-type: none"> • Do not smoke and do not light matches or use a cigarette lighter. Do not turn on switches. There may be gas leaks or short-circuits. • If there is a fire, try to put it out. If you cannot, call the fire brigade. • If possible then contact fire brigade immediately. • Immediately clean up any inflammable products that may have spilled (alcohol, paint etc). • Avoid places where there are loose electric wires and do not touch any metal object in contact with them. • Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth. • Eat something. You will feel better and more capable of helping others. • If the building is badly damaged, you will have to leave it. Collect water containers, food, and ordinary and special medicines (for persons with heart complaints, diabetes, etc.). • Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger. <p>If you are outside</p> <ul style="list-style-type: none"> • If you know that people have been buried, tell the rescue teams. Do not rush and do not worsen the situation of injured persons or your own situation. • Do not re-enter badly damaged buildings and do not go near damaged structures. • Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass. • Keep away from beaches and low banks of rivers. Huge waves may sweep in. • Keep updating yourself with latest information on earthquake through radio or T. V.

22.3 Fire

Greater Mumbai is greatly diversified and practically has every type of fire risk. Precautions to be taken in case of fire are given in the Table 3 below:

Before Fire	During Fire	After Fire
<ul style="list-style-type: none"> • Identify the fire hazards and where fires might start, e.g. laboratories, storeroom, kitchen and other such places. • Identify all the exit routes of the Institute. • Check the adequacy of firefighting apparatus and its maintenance. 	<ul style="list-style-type: none"> • Do not panic. Shout loudly for help. • Do not run. • Do not waste time in collecting valuables. • Inform the fire brigade about the fire and alert neighbors. • If possible, use fire extinguisher. • Do not take shelter in toilet. • Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere. • Do not use the lift to escape. • Use nearest means of escape and the staircase available. • Make exit to ground level instead of the terrace. • Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site. <p><i>If trapped or stranded:</i></p> <ul style="list-style-type: none"> • Stay close to the floor level. • Cover the gaps of the door by any piece of cloth available. • Do not jump out of the building. • Signal or shout for help. • Stop, drop and roll on the ground and cover with blanket; pour water on the body • <i>Dial 101 or 22620 5301</i> for fire brigade • Give the fire officer detailed address, nature of the incident and the telephone number from which you are calling. Preferably, use landline. Keep down the receiver and wait at the same spot. Control Room will call back to verify the call. • Wait for the Fire Brigade to arrive and co-operate with the firefighters. 	<ul style="list-style-type: none"> • Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.

23. University level : Anti- Ragging Committee / Women Grievance Redressal Cell / Internal Complaints Committee / University Student Grievance Redressal Cell / Ombudsman.

23.1 **Ragging:** Ragging of fellow students in any form is strictly prohibited inside and outside the campus. Any student/s found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished as per the rules. Ragging often ends up in sexual or physical harassment for the victim. The institute maintains a zero tolerance policy towards ragging. All issues in this regard will be dealt with utmost urgency and stringent action will be taken against those involved. To help students, Committees have been formed at University level and School level, Please refer Part II of SRB.

Anti-Ragging Committees:

University				
	Name	Designation	E-mail ID	Contact no.
1.	Dr. Meena Chintamaneni	Chairperson	meena.chintamaneni@nmims.edu	022 42355555
2.	Mr. Paramanand Rajwar	Member	Paramanand.Rajwar@nmims.edu	022 42355558
3.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
4.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
5.	Mr. Samraj Dhasian	Member	Samraj.dhasian@nmims.edu	022 42355555
6.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
7.	Mr. Avinash Bairagi	Member (Police)	avinash1310.ab@gmail.com; juhupolicestation@gmail.com;	9967437521
8.	Dr. Christine D'Lima	Member (Lady Representative of Student Council Team)	Christine.Dlima@nmims.edu	022 42355555
9.	NGO representative will also be part of this committee.			
At Hostels, Mumbai				
	Shri Bhupesh Patel	Chairperson	bhupesh.patel@svkm.ac.in	98200 20700
	Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	98202 93814
	Prof. Seema Mahajan	Member	seemam@nmims.edu	9820341341
	Dr. Meena Chintamaneni	Member	meena.chintamaneni@nmims.edu	4235 5550
	Mr. Venugopal K	Member	Venugopal.k@nmims.edu	022 42355557

23.2 Women Grievance Redressal Cell:

	Name	Designation	E-mail ID	Contact no.
1.	Prof. Sangita Kher, I/c Dean, ASMSOC, NMIMS	Chairperson	sangita.kher@nmims.edu	022 42355555
2.	Dr. Ketan Shah, Associate Professor & HOD, MPSTME	Member	ketanshah@nmims.edu	022 42355555
3.	Ms. Karuna Bhaya, Finance Officer, NMIMS	Member	KarunaB@nmims.edu	022 42355555
4.	Dr. Meena Galliara, Director, Centre for Sustainability Management & Social Ent	Member	Meena.Galliara@sbm.nmims.edu>	022 42355555
5.	Dr. Meena Chintamaneni, Registrar, NMIMS	Member Secretary	meena.chintamaneni@nmims.edu	022 42355555
6.	NGO Representative will also be part of this committee			

23.3 **Sexual harassment:** Sexual harassment on campus or outside campus is unlawful, as well as unethical, and will not be tolerated. All issues in this regard will be dealt with utmost urgency and stringent action will be taken against those involved. As per high court order a committee has been formed to look into all such complaints.

Internal Complaints Committee:

	Name	Designation	E-mail ID	Contact no.
1.	Prof. Sangita Kher, I/c Dean, ASMSOC, NMIMS	Chairperson	sangita.kher@nmims.edu	022 42355555
2.	Dr. Ketan Shah, Associate Professor & HOD, MPSTME	Member	ketanshah@nmims.edu	022 42355555
3.	Ms. Karuna Bhaya, Finance Officer, NMIMS	Member	KarunaB@nmims.edu	022 42355555
4.	Dr. Meena Galliara, Director, Centre for Sustainability Management & Social Ent	Member	Meena.Galliara@sbm.nmims.edu>	022 42355555
5.	Dr. Meena Chintamaneni, Registrar, NMIMS	Member Secretary	meena.chintamaneni@nmims.edu	022 42355555
6.	NGO Representative will also be part of this committee			

23.4 University Student Grievance Redressal Committee :

	Name	Designation	E-mail ID	Contact no.
1.	Dr. Alka Mahajan, Dean, MPSTME	Chairperson	alka.mahajan@nmims.edu	022 42355555
2.	Dr. Alok Misra, Dean KPMSOL	Member	Alok.Misra@nmims.edu	022 42355555
3.	Dr. Sachin Mathur, Associate Professor (Finance), SBM	Member	Sachin.Mathur@sbm.nmims.edu	022 42355555
4.	Prof. Amita Vaidya, Director, SAMSOE	Member	Amita.Vaidya@nmims.edu	022 42355555
5.	Prof. Dharendra Mishra, Assistant Professor (Mechanical), MPSTME	Member	Dhirendra.Mishra2@nmims.edu	022 42355555
6.	Ms. Pallavi Rallan, Assistant Professor, ASMSOC	Member	Pallavi.Rallan@nmims.edu	022 42355555
7.	Dy. Registrars concerned	Member		
8.	Dr. Meena Chintamaneni, Registrar, NMIMS	Member Secretary	meena.chintamaneni@nmims.edu	022 42355555

23.5 **Ombudsman:** The Ombudsman shall exercise power to hear grievances of those who are not satisfied with decision of NMIMS Grievance Redressal Committee. The Ombudsman would be required to dispose cases within one month of the receipt for speedy redress of grievances. On conclusion of the proceeding, the Ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the effected party. *Justice Abhay Thipsay (Retd. Justice)* been appointed as Ombudsman at NMIMS University.

For more details, kindly refer AICTE regulations on Ombudsman.

24 The list of websites categories which are blocked for use at NMIMS and at Hostels owned by NMIMS

Sr. No.	Category
1	Potentially Liabile
2	Drug Abuse
3	Occult
4	Hacking
5	Illegal Unethical
6	Racism and Hate
7	Violence
8	Marijuana
9	Folklore
10	Proxy Avoidance
11	Web Translation
12	Phishing
13	Plagiarism
14	Child Abuse

Sr. No.	Category
15	Controversial
16	Abortion
17	Adult Materials
18	Advocacy Organizations
19	Gambling
20	extremist Groups
21	Nudity And Risqué
22	Pornography
23	Tasteless
24	Weapons
25	Sex Education
26	Alcohol
27	Tobacco
28	Lingerie and Swimsuit

Sr. No.	Category
29	Sports Hunting and war Games
30	Games
31	Peer-to-peer File Sharing
32	Multimedia Download
33	Internet Radio and TV
34	Potential Security Violating
35	Malware
36	Spyware
37	Web Hosting
38	Multimedia Search
39	Audio Search
40	Video Search
41	Spam URL

25 List of E resources subscribed by NMIMS

Sr. No.	Database	Sr. No.	Database	Sr. No.	Database
	LIBRARY SOFTWARE		RESEARCH DATABASES		MARKETING DATABASES
1.	Koha	14.	CMIE: Economic Outlook	29.	TVADINDX
	GRAMMAR/PLAGIARISM CHECK SFT.	15.	CMIE: Prowess IQ	30.	WARC
2.	Grammarly	16.	Euromonitor International: Passport		CASE STUDY DATABASE
	ELECTRONIC JOURNAL DATABASES	17.	EViews 8	31.	Harvard Business School Publishing
3.	ProQuest Central	18.	Frost & Sullivan		FINANCE LAB
4.	EBSCO	19.	ISI Emerging Markets	32.	Bloomberg
5.	Economic and Political Weekly	20.	SPSS: AMOS		SWAYAM / NDL
6.	JSTOR	21.	Statista	33.	National Digital Library
7.	Mathscient	22.	STATA	34.	SWAYAM
	ENGINEERING DATABASES	23.	Inc42		
8.	DELNET		COMPANY DATABASE	35.	Consortium for Educational Communication (CEC)
9.	IEL Online /IEEE	24.	Capitaline		
10.	NPTEL		STATISTICAL DATABASE		
	E-BOOKS DATABASES	25.	IndiaStat		
11.	E-brary	26.	EPWRF India Time Series		
12.	Pearson E-Books		LAW DATABASES		
13.	South Asia Archive	27.	Hein Online		
		28.	SCC Online		

26 LIST OF HOLIDAYS FOR THE YEAR 2021

SVKM'S NMIMS Deemed to be University

	NMIMS (Mumbai, Navi Mumbai, Shirpur & Dhule)		NMIMS (Bangalore)		NMIMS (Hyderabad)		NMIMS (Indore)		NMIMS (Chandigarh)	Calendar2021	
List of Holidays for the year 2021											
	OCCASION		OCCASION		OCCASION		OCCASION		OCCASION	DATE	DAY
1	New Year	1	New Year	1	New Year	1	New Year	1	New Year	01-Jan-21	Friday
		2	Sankranti/Pongal	2	Sankranti/ Pongal	2	Sankranti/ Pongal	2	Lohri	14-Jan-21	Thursday
2	Republic Day	3	Republic Day	3	Republic Day	3	Republic Day	3	Republic Day	26-Jan-21	Tuesday
3	Mahashivratri					4	Mahashivratri	4	Mahashivratri	11-Mar-21	Thursday
4	Holi	4	Holi	4	Holi	5	Holi	5	Holi	29-Mar-21	Monday
5	Good Friday	5	Good Friday	5	Good Friday	6	Rang Panchami			02-Apr-21	Friday
6	Gudi Padwa	6	Ugadi	6	Ugadi					13-Apr-21	Tuesday
								6	Baisakhi	14-Apr-21	Wednesday
						7	Ram Navmi			21-Apr-21	Wednesday
7	Maharashtra Day	7	Labor Day	7	Labor Day					01-May-21	Saturday
8	Ramzan-Id			8	Ramzan-Id	8	Ramzan-Id	7	Ramzan-Id	13-May-21	Thursday
				9	Telangana Day					02-Jun-21	Wednesday
		8	Bakri-ID							21-Jul-21	Wednesday
						9	Janmashthami			30-Aug-21	Monday
9	Gopal Kala							8	Gopal Kala	31-Aug-21	Tuesday
10	Ganesh Chaturthi	9	Ganesh Chaturthi	10	Ganesh Chaturthi	10	Ganesh Chaturthi	9	Ganesh Chaturthi	10-Sep-21	Friday
11	Gandhi Jayanti	10	Gandhi Jayanti	11	Gandhi Jayanti	11	Gandhi Jayanti	10	Gandhi Jayanti	02-Oct-21	Saturday
12	Dushera	11	Dushera	12	Dushera	12	Dushera	11	Dushera	15-Oct-21	Friday
		12	Kannada Rajyothsava							01-Nov-21	Monday
13	Narak Chaturdashi/ Diwali	13	Narak Chaturdashi/ Diwali	13	Narak Chaturdashi/ Diwali	13	Narak Chaturdashi/ Diwali	12	Narak Chaturdashi/ Diwali	04-Nov-21	Thursday
14	Diwali (Balipratipada)	14	Diwali (Balipratipada)	14	Diwali (Balipratipada)	14	Dwali (Balipratipada)	13	Diwali (Balipratipada)	05-Nov-21	Friday
15	Diwali (Bhaubeej)	15	Diwali (Bhaubeej)	15	Diwali (Bhaubeej)	15	Diwali (Bhaubeej)	14	Diwali (Bhaubeej)	06-Nov-21	Saturday
								15	Gurunanak Jayanti	19-Nov-21	Friday
16	Christmas	16	Christmas	16	Christmas	16	Christmas	16	Christmas	25-Dec-21	Saturday
Holidays falling on Sunday											
1	Independence Day	1	Independence Day	1	Independence Day	1	Independence Day	1	Independence Day	15-Aug-21	Sunday
2	Rakshabandhan			2	Rakshabandhan	2	Rakshabandhan			22-Aug-21	Sunday
3	Anant Chaturdasi									19-Sep-21	Sunday

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, August 15, May 01 & October 02)

Note: For Employees whose weekly off is other than Sunday.

All those employees who are having weekly off other than Sunday and if the Holiday falls on Sunday not declared by the University then their w/o will be considered as Sunday for that week.

NGASCE Centres at campuses will follow holiday list declared for campuses as above.

27 NMIMS INFOLINE (for Hyderabad Campus)

Agency	Number
Police station contact number: Sub Inspector of police: Mr. Lenin	08452 – 100 7013281142
Fire Services: On Fire emergency of any nature Government fire station to be contacted	08452 – 101
Hospital	
Vamshi CBCC Multispecialty Hospital, Jadcherla	7382448877 and 7382448866
Private Medical Practitioner: Dr. V Ram Reddy, Retd. Civil Surgeon, Jadcherla	9396332234 Available round the clock and is our panel doctor for campus visit
Ambulance Services	08452 – 108
Hostel	
Mr. Daniel Raju Karumuru	9502801169
Maintenance	
Mr. Sam Moses	8965827854
Security	
Mr. Kumara Swamy Diddi	9390332525

Part II

School of Business Management

Hyderabad Campus

(The general guidelines regarding all matters are as listed in Part-I. However, specific information with particular reference to Hyderabad Campus are given in the following pages under Part-II of SRB.)



Message from Director

Excellence is doing something extraordinarily well. We at NMIMS, strive to do the same-striving to bring excellence in the field of education.

Our vision at NMIMS, Hyderabad has been and continues to be, to provide the nation with good quality students who are industry ready and socially sensitive.

Narsee Monjee Institute of Management Studies, Hyderabad has been imbibing these human values across its various stakeholders through creation and spreading of knowledge in the field of management. Established in 2010, it is located in the most happening city of Hyderabad. The city which is known as the Education hub and the second largest city of IT exports of India, provides us a unique opportunity to understand the technical nuances of the organizations. Institute remains deeply rooted to its commitment on building a legacy of impacting quality of life in this region. Hyderabad campus started academic activities at Jadcherla Campus from AY 2018-19. It is a 90-acre (the biggest of NMIMS family) sprawling campus with fully residential world class facilities, a CBSE school & Olympic standard sports complex in 26 acres will be unique feature of the campus. The first institute in Hyderabad to promote comprehensive learning environment that will have tag line “KG-to-Doctorate” in one campus.

After successful International Student Exchange programs, National Research conclaves and AICTE approval, it received AMBA accreditation in 2016, completed second cycle of AMBA accreditation process and awarded for straight 5-year accreditation, this is because of year-on-year efforts of creating world class academic environment in the campus.

As Innovation is essential to achieve progress in the modern world, we enjoy the flexibility to quickly respond to rapidly changing global socio-economic conditions and efficiently adapt the best practices of leading business schools, as we go beyond the regular academic curricula with emphasis on practice. In NMIMS, we are doing things uniquely, continuously improving & reinventing Management program, bringing it closer to international MBAs. Electives & Specializations have been made choice based basket system, some electives are truly integrated in nature among various areas, thus, providing more choices to students to go for their interests. Students have more opportunities from action learning programs driven by case-study method, business simulation and value added workshops, live projects and certification programs etc. Value added workshops from varied areas help students to develop critical thinking, analytics, communication, project management and leadership skills.

Students have been organizing the prestigious TEDx Event, Corporate Conclaves, CEO weeks, Model UN and regular guest lectures, Spic Macay musical concerts, independence-day celebrations and Coffees with Alumni. The Student Social Responsibility committee has contributed towards Chennai Flood Relief Fund & Orphan schools out of the earnings generated by them through a unique Money Mantra events. ‘We Care’ projects (known as Winter Internships) have been regarded very highly by social sector organizations in the city. Online e-newsletter ‘iNMs’ has been news sharing platform for students group. Institute’s mega event ‘NIRVAHANA’, inter B-School festival is a premiere event in which almost all IITs, IIMs, SPJAIN, MDI, IMT, Symbiosis, BIMTECH, XLRI, XIMB etc. have been participating regularly.

Our proactive faculty have been participating in national & international conferences, workshops, training programmes, FDPs on regular basis. They are encouraging and mentoring our students to do the same.

Let’s work together to create world class institution at Jadcherla campus.

Dr Tapan K Panda
Director
NMIMS Hyderabad

SVKMs NMIMS

School Name : SBM - Campus: Bengaluru, Navi Mumbai, Indore, Hyderabad

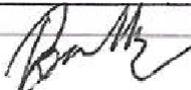
Program Name in Full: Master of Buisness Administration

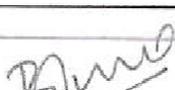
Academic Calendar – MBA Year I - Batch

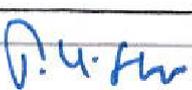
2021-23 Academic Year : 2021-22

Details	Program	Start Date	End Date	No. of Days (Excluding Sundays)
Trimester I				
Opening day/Preparation & Orientation/Foundation	MBA	Wednesday, June 09, 2021	Tuesday, June 22, 2021	12
Academic Instruction Duration (regular classes)	MBA	Wednesday, June 23, 2021	Saturday, September 04, 2021	59
Mid Term Exam	MBA	Wednesday, July 28, 2021	Saturday, July 31, 2021	4
Term End Exams	MBA	Monday, September 06, 2021	Monday, September 13, 2021	6
Re- Exam Week	MBA	Thursday, October 28, 2021	Tuesday, November 02, 2021	5
Trimester II				
Academic Instruction Duration (regular Classes)	MBA	Tuesday, September 14, 2021	Saturday, December 04, 2021	58
Mid Term Exam	MBA	Monday, October 18, 2021	Thursday, October 21, 2021	4
Vacation (Diwali)	MBA	Monday, November 01, 2021	Sunday, November 07, 2021	7
Term End Exams	MBA	Monday, December 06, 2021	Saturday, December 11, 2021	6
Re- Exam Week	MBA	Thursday, January 20, 2022	Monday, January 24, 2022	5
Trimester III				
Academic Instruction Duration (regular Classes)	MBA	Monday, December 13, 2021	Thursday, March 24, 2022	57
Vacation (Winter)	MBA	Sunday, December 26, 2021	Saturday, January 01, 2022	7
Mid Term Exam	MBA	Tuesday, January 25, 2022	Saturday, January 29, 2022	4
We Care	MBA	Monday, January 31, 2022	Sunday, February 20, 2022	21
Term End Exams	MBA	Friday, March 25, 2022	Thursday, March 31, 2022	6
Summer Internship	MBA	Friday, April 01, 2022	Thursday, May 26, 2022	8 weeks
Re- Exam Week	MBA	Wednesday, June 01, 2022	Monday, June 06, 2022	6
Summer Vacation	For Students	Friday, May 27, 2022	Tuesday, May 31, 2022	5
Summer Vacation for Faculty	Bangalore	Monday, April 25, 2022	Sunday, June 05, 2022	42 Days
	Navi Mumbai	Monday, April 18, 2022	Sunday, May 29, 2022	42 Days
	Hyderabad	Monday, April 25, 2022	Sunday, June 05, 2022	42 Days
	Indore	Monday, April 25, 2022	Sunday, June 05, 2022	42 Days
Commencement of Second Year in next Academic year (AY 2022-23)	Trim IV	Tuesday, June 07, 2022		


Director/Dean
Bangalore


Director/Dean
Navi Mumbai


Director/Dean
Hyderabad


Director/Dean
Indore

AR/DR
(School)


Vardana
(DR. Academics)
DR-Academics
(NMIMS)

Controller of Examinations
(NMIMS)

SVKMs NMIMS

School Name : SBM - Campus: Bengaluru, Navi Mumbai, Indore, Hyderabad

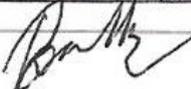
Program Name in Full: Master of Business Administration

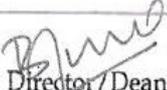
Academic Calendar – MBA Year II - Batch

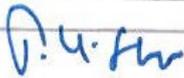
2020-22 Academic Year : 2021-2022

Details	Program/ Campus	Start Date	End Date	No. of Days (Excluding Sundays)
Trimester IV				
Academic Instruction Duration (regular classes)	MBA	Monday, June 07, 2021	Tuesday, August 17, 2021	62
Finaliation of ICA Marks & Attendance	MBA	Tuesday, August 17, 2021		
Term End Exams	MBA	Wednesday, August 18, 2021	Tuesday, August 31, 2021	12
Trimester V				
Academic Instruction Duration (regular Classes)	MBA	Wednesday, September 01, 2021	Saturday, November 27, 2021	76
Placement Week	Bangalore	September 2021		
	Navi Mumbai	September 2021		
	Hyderabad	September 2021		
	Indore	September 2021		
Vacation (Diwali)	MBA	Monday, November 01, 2021	Sunday, November 07, 2021	7
Finalisation of ICA Marks & Attendance	MBA	Monday, November 29, 2021		
Term End Exams	MBA	Monday, November 29, 2021	Saturday, December 11, 2021	13
Re- Exam Week	MBA Trim IV & V	Monday, January 24, 2022	Saturday, January 29, 2022	6
Trimester VI				
Academic Instruction Duration (regular Classes)	MBA	Monday, December 13, 2021	Sunday, February 27, 2022	66
Vacation (Winter)	MBA	Sunday, December 26, 2021	Saturday, January 01, 2022	7
Finaliation of ICA Marks & Attendance	MBA	Sunday, February 27, 2022		
Term End Exams	MBA	Monday, February 28, 2022	Saturday, March 12, 2022	12
Re- Exam Week	MBA Trim VI	Friday, April 01, 2022	Wednesday, April 06, 2022	6
Summer Vacation for Faculty	Bangalore	Monday, April 25, 2022	Sunday, June 05, 2022	42 Days
	Navi Mumbai	Monday, April 18, 2022	Sunday, May 29, 2022	42 Days
	Hyderabad	Monday, April 25, 2022	Sunday, June 05, 2022	42 Days
	Indore	Monday, April 25, 2022	Sunday, June 05, 2022	42 Days
Graduation Day 2020-22	Bangalore	Navi Mumbai	Hyderabad	Indore
	23-04-2022	16-04-2022	23-04-2022	24-04-2022
Commencement of First Year in next Academic year (AY 2022-23)	Trim I	Thursday, June 09, 2022		


Director/Dean
Bangalore


Director/Dean
Navi Mumbai


Director/Dean
Hyderabad


Director/Dean
Indore

AR/DR
(School)


VANDANA
(DR. Academics)
DR-Academics
(NMIMS)

Controller of Examinations
(NMIMS)

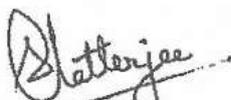
Approved by Exam Dept via email dated

SVKMs NMIMS
SBM - HYDERABAD CAMPUS
Post Graduate Diploma in Management for Executives
Academic Calendar for the Academic Year: 2020 - 2021
Batch - 19

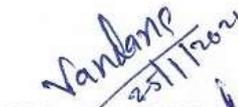
Details	Program - Sem / Trim	Start Date	End Date	No. of Days
Batch 19 Trim I (2020 - 2021)				
Orientation/Induction Program		10-01-2021	16-01-2021	7
Academic Instruction Duration (Regular Classes)	PGDM -(Executive)	23-01-2021	25-04-2021	92
Mid Term Test / Internal Continuous Assessment	No Specific Dates	During the sessions only the ICA is taken by the respective faculty member		
Term End Exam	PGDM -(Executive)	02-05-2021	09-05-2021	8 (Exams to be conducted on Saturdays & Sundays)

Details	Program - Sem / Trim	Start Date	End Date	No. of Days
Batch 19 Trim II (2020 - 2021)				
Academic Instruction Duration (Regular Classes)	PGDM -(Executive)	16-05-2021	29-08-2021	105
Mid Term Test / Internal Continuous Assessment	No Specific Dates	During the sessions only the ICA is taken by the respective faculty member		
Term End Exam	PGDM -(Executive)	05-09-2021	12-09-2021	8 (Exams to be conducted on Saturdays & Sundays)

Details	Program - Sem / Trim	Start Date	End Date	No. of Days
Batch 19 Trim III (2020 - 2021)				
Academic Instruction Duration (Regular Classes)	PGDM -(Executive)	19-09-2021	26-12-2021	98
Mid Term Test / Internal Continuous Assessment	No Specific Dates	During the sessions only the ICA is taken by the respective faculty member		
Term End Exam	PGDM -(Executive)	02-01-2022	09-01-2022	8 (Exams to be conducted on Saturdays & Sundays)
Re-Exam I, II & III		07-02-2022	14-02-2022	8 (Exams to be conducted on Saturdays & Sundays)


 ANAND of the School


 Director / Dean of the School
 16


 DR-Academic NMIMS

 COE NMIMS

1. ACADEMIC GUIDELINES:

2.1 Academic Administration:

- 2.1.1 The academic activities are based on a Trimester pattern. Trimesters are of 12 to 14 weeks duration. In the 1st year of the MBA program, classes are generally run over 6 days. However, this is not sacrosanct and classes may run on all 7 days depending on the needs and availability of faculty.
- 2.1.2 The Academic Administration headed by Asst. Registrar and supported by Program Coordinator and Course Coordinators for administration and examination, who are responsible for scheduling, study plan preparation, faculty co-ordination and conduct of examination. The Chairperson PG Programs is an overall In-charge of the department.
- 2.1.3 Every effort is made by Academic Administration team to ensure that classes are scheduled uniformly. However it may not always be possible to do so, as the schedule is dictated largely by the faculty of a particular course. The macro schedule is prepared for a trimester and the micro schedule for a week is shared with the participants on every Friday of a week for the subsequent week.
- 2.1.4 Participants are provided soft copy of study plans in student Portal for every course that encompass course objective, pedagogy, grading pattern, detailed session plan along with the collection of handouts.
- 2.1.5 Generally, the faculty for the course finalize two months before the commencement of the trimester. Faculty deployed for courses are of a high caliber, who constantly get high feedback from participants. This includes core faculty from NMIMS Bangalore, and eminent, academicians, practitioners, consultant from industry and top B Schools.

2.2 Class Room Discipline

- 2.2.1 Classes are expected to begin on time. Students are expected to assemble in the class at least 5 minutes before the class begins. Late coming is not permitted. Faculty have the authority to restrict latecomers to enter in the classrooms.
- 2.2.2 Once the faculty enters the class room, he/she will close the doors & no request will be entertained to open the doors.
- 2.2.3 Students should not leave the class room when the session is **ON**.
- 2.2.4 During the class hours, walking on the corridor is strictly prohibited.
- 2.2.5 Any electronic device (mobile, laptop, tab etc.) usage in the class room is strictly prohibited, failing which disciplinary action will be taken.
 - Particularly the use of mobile phone: Student will be held responsible even if the Mobile Phone rings & causes disturbance to the class. Strict disciplinary action will be taken against them.
- 2.2.6 Faculty member conduct a mandatory internal assessment (quiz, test or presentations) on the first day after any vacation (like Diwali break & winter break) for the absentee students on that day, no compensation or make-up assignment will be given.
- 2.2.7 **Standard Operation Procedure (SOP) for attending online classes:** Given the extraordinary situation, your sessions during the first couple of months will largely be delivered in the online mode. We would therefore like to put in place a SOP for our students based on the experience garnered after the imposition of lockdown, when NMIMS seamlessly shifted to the online mode. As we welcome the MBA cohort of 2020-2022, we would like each one of you to get acquainted with the 'new normal', while understanding that our faculty and academic staff are well equipped to embrace the new medium of instruction.

Personal Setting

- 2.2.7.1 The virtual classroom that you will be joining, is as good as sitting in a physical classroom in your B-school, hence present a professional look:
- ❖ Wear smart and smart casuals only. Pay careful attention to the colour and prints of your upper body attire and the background you will be seated against. White colour reflects light, so avoid white, and go for deep colours in plain fabrics. Avoid prints that are bold and jazzy as it may reflect glare onto the participants.
 - ❖ Pay special attention to your background. It should not distract – aspects such as a mirror, open door, window with curtains blowing, strong lighting on the background is a strict no. Lighting should always be on your face. The sessions may occur during the day or late evening, so think about the positions you want to sit in, preferably propped against a study table.
 - ❖ The camera angle is also worth paying attention to. Moving forward, in your professional work life, you will be having many meetings virtually with people across the world. Place the device-camera at

your eye level. If you are using your phone or ipad, ensure it is propped up at a ninety-degree angle. It looks very odd, to be projecting your face with the phone lying flat on the table and you peering at it from the top.

- ❖ Look at the lens while talking and look at the screen of your device while listening to the lecture. Nodding your head and showing certain non-verbal cues that you are listening is courtesy towards the faculty and to your peers.
- ❖ At NMIMS, we are proud to have a legacy of a respectful and engaging relationship between the faculty and students.
- ❖ The level of courtesy, respect and bonhomie amongst the students is also maintained at the highest echelons and we are confident that you will continue this legacy.

2.2.7.2 Learning components in a virtual classroom

- ❖ Attending online classes often involves asynchronous learning components. Rather than directly entering into the virtual classroom on time, you will have to prepare for each session individually or in assigned groups. You are advised to read through the session plan for each day beforehand and prepare in order to contribute to discussions in virtual classroom. We will be using a variety of platforms such as Zoom, MS teams, Webex and Google Meet – depending on the course and faculty's preference, and you will be receiving detailed guidelines from the concerned course instructor well in advance.
- ❖ Since there will be considerable amount of pre-session reading, it is important to learn online note taking options and keep the documents in an orderly manner.
- ❖ Download these documents well in advance before a session commences and keep them organised in folders – this will facilitate easy retrieval and an active participation in the sessions.

2.2.7.3 Technology-related situations in a virtual classroom

- ❖ Log in with your official NMIMS mail credentials.
- ❖ We will be using a choice of platforms as mentioned before for our online sessions, hence you must familiarise with these platforms, well before you join the program.
- ❖ Ensure your internet connectivity, laptop/ desktop is in good working condition and capable of withstanding 7 hours of activity in a given day, six times a week. Procure a good pair of earphones or a headset with microphone.
- ❖ Of particular importance is the interactivity in our sessions. Hence learn how to mute and unmute your audio, check with chat box options and how to switch on and off the camera.
- ❖ If audibility is an issue, use options such as raise a hand, or the chat box, there is absolutely no need to panic.
- ❖ Don't chat unnecessarily on the chat box, and completely avoid using your mobile phones to check Instagram, chat on WhatsApp, etc. We have strict rules against the use of mobile phones in our physical classrooms, and expect the same in the virtual classroom.
- ❖ You must inform your family members that they cannot disturb you or talk to you when a session is in progress. Ensure that you help your parents in finishing household chores such as using the food processor, appliances that make loud noise, well before the start of your sessions.
- ❖ With power outages likely to be prevalent in the monsoon season of June- August, it is highly recommended to keep your devices charged and ready for use for the next day's session.
- ❖ Remember discipline, determination and integrity are highly sought-after skills in the workplace and if you can put this to test in your virtual sessions, you are gearing up towards that direction

2.3 Quality of Teaching and Learning

- 2.3.1 NMIMS will strive to help the students develop their learning skills by facilitating the creation of learner centric environment conducive for quality education. The students are entitled to receiving instruction and reading material in English.
- 2.3.2 NMIMS ensures availability and presence of qualified teachers, fulfilment of the specified number of teaching per days and contact hours for each course and completion of syllabus on time.
- 2.3.3 The participants are provided reasonable access to facilities, services and resources including library (that stocks textbooks, reference books, journals, e-resources), laboratories, and ICT facilities in the English language which is the medium of instruction and for examination.
- 2.3.4 NMIMS strives to ensure fair, transparent and timely evaluation, including fair provisions for timely re-checking or re-evaluation of the scripts and redressal of any grievance related to the evaluation process.
- 2.3.5 NMIMS ensures timely conduct of examination and declaration of results as specified in the academic calendar in the Prospectus. The Graduation ceremony is held once a year generally in the last week of the April and MBA,

PGDM (Exec.) students who have been declared successful will be awarded their diplomas’.

- 2.3.6** Participants are entitled to give regular feedback on the quality of teaching, students’ services and institutional infrastructure. NMIMS has setup mechanisms for seeking this feedback regularly and taking student feedback into account for review and improvement.

2.4 Guidelines for Re-Admission

2.4.1 Re-admission rules for MBA Program: A student can seek re-admission in the next academic year, in case he/she fails to fulfill the criteria mentioned under passing standards in SRB. For this purpose, he / she has to pay 25% of the total fee prevalent at that time for that programme.

Student can take re-admission in the said year of the programme only once. He/she can take re-admission in different years as long as total period of the programme does not exceed the validity period of 4 & 2 years respectively.

If the student takes re-admission in a particular academic year and is not promoted again, either as per the passing standards of the respective programme or any other reason as per academic rules, then the student will not be given second chance for re-admission.

2.4.2 Readmission and Batch transfer for PGDM Ex. Program: Participants of the Executive program are working executives (with over 3 years of experience). Many of the participants are working with reputed companies and are subject to the demands of a high pressure professional life involving heavy work load, frequent travel within and outside the country. While they take up the Executive program to upgrade their skills and advance their careers, they have to contend with the challenges of not being able to complete it at one go. Sometimes, there are other personal and excruciating family circumstances that come on the way.

In view of the above, participants are often forced to temporarily take a break from studies. Many such participants would like to continue their studies and rejoin the Executive program after their transfer / stint abroad or other exigency is complete. As an institute interested in promoting Executive Education, NMIMS needs to look into this aspect and make a customer policy friendly so that the basic objective of advancement of learning of executives is achieved.

This policy note covers, the circumstances under which Executive program participants who leave the program midway will be allowed to rejoin in another batch and the administrative rules that would encompass their rejoining and continuance.

The two basic aspects of the policy are:

- Granting long leave of absence from the program
- Re-admission from long leave

Circumstances under which participants can be granted long leave of absence:

- ✓ Executive participants will be granted long leave of absence under one of the following circumstances:
- ✓ When a participant has to go on a project assignment in India (outside Bangalore) OR deputation abroad for a length of time, exceeding one month
- ✓ When a participant has been transferred to another city
- ✓ When a participant has to attend / tend over critically ill family members
- ✓ When a participant suffers an accident, has serious medical ailments
- ✓ When a female participant is in the ‘Family way’ and has to take maternity leave.

The participant shall provide relevant proof to substantiate one of the cases as may be applicable.

- Long leave of absence is granted on application by the concerned participant and shall be duly approved by the program Chairperson and Director. Thus, if a participant takes a break without applying for leave of absence, he/she will have to take fresh admission and start from Trimester-1.
- Rules for Readmission/ Batch Transfer:
 - At NMIMS, Bangalore at least 2 batches per year are launched and during a year, batches are in various stages of the academic cycle right from Trimester-1 to Trimester-5.
 - Participants who have been granted long leave of absence can get re-admitted to the program later, subject to the following conditions:
 - In case the participant takes leave from the program after having completed a particular trimester, he/she will be allowed to rejoin the next trimester with a batch that will be available in the immediate future for the particular trimester.
 - In case the participant leaves a trimester midway, he/she has to repeat the trimester on rejoining with a batch that is undergoing the particular trimester.

- Rejoining will be only allowed subject to the participant completing the program in 42 months from the date of original joining. Thus, if a participant has completed 2 trimesters and quits midway through the 3rd trimester, he/she has completed 10 months. On rejoining, the participant will have to start with the 3rd trimester and complete Trimesters 3, 4 and 5 (over another 12 months) that is within a period of 32 months (cap of 42 months minus 10 months) from the original joining date in Trimester 1. In other words, he can be granted leave of absence only for a maximum of 20 months (32-12).
- While taking a decision on re-admission, NMIMS will take into consideration, the participant's track record including attendance as well as academic performance.

Sr No.	Name of the programme	Duration of the programme(in years)	Maximum duration permissible for completion the programme (in years)
1	MBA	2	4
2	PGDM (Executive)	20 months	42 months

2.4.3 Re-Admission fees: Fees/instalments paid are not refundable. In case a participant leaves the program midway and re-joins later, while taking re-admission to the program, the participant shall pay:

1. A basic re-admission of fee of Rs. 10,000/- towards administration costs, plus
2. An amount calculated as "Total fee as per the prevailing fee structure at the time of re-admission minus fees already paid." In case the participant has left a trimester midway, the cost of the tuition fees plus food expenses incurred for the sessions attended in the Trimester shall be proportionally recovered while calculating the above amount.

2.5

Discipline Norms and Penalty:

In continuation to the Discipline Norms and Penalty explained in Part I of this SRB, the names of committee members are as follows:

2.5.1 Anti-Ragging Committee:

Name	Designation	Email ID	Contact No.
Dr. Silla Ramsundar	Chairperson	Silla.ramsundar@nmims.edu	8473805758
Dr. RadhaKrishna	Member Secretary	G.RadhaKrishna@nmims.edu	9848575808
Dr. Santosh Yele	Member	Santosh.Yele@nmims.edu	9066110642
Mr. Sourav Chatterjee	Member	Sourav.Chatterjee@nmims.edu	9760239658
Mr. Chandrahas Kumar	Student Council member	chandrahas.kumar069@nmims.edu.in	7838079478
Mr. A Ramesh Babu	Inspector	cipjdl@mbnr.tspolice.gov.in	9440795710
Mr. Vivek Dhote	Parent	v_dhote@yahoo.com	7674822627
Ms. Farida Tampal	NGO member	ftampal@wwfindia.net	9550751037

2.5.2 Disciplinary Committee

- Dr. G. Radhakrishna – Chairperson
- Dr. Santosh Yele – Member
- Dr. Prakash Chandra Jha – Member
- Prof. Dileep Menon – Member

2.5.3 Woman Grievance Redressal Committee

- Ms. Padmashree Radhaswamy - Chairperson
- Dr. Sasmita Misra – Member
- Ms. Vani Bobba – Member
- Ms. Kabita Bora Sharma – Member

2.5.4 Collegiate Student Grievance Redressal Committee:

- Dr. Narendra Vunyale – Chairperson
- Dr. Rahul Maheshwari – Member
- Prof. Dileep Menon – Member
- Prof. Sridip Nambiar – Member
- Ms. Usha Soma – Member

2.5.5 Departmental Student Grievance Redressal Committee:

- Dr. Y L N Kumar – Chairperson
- Dr. Abhilash Ponnamp – Member
- Dr. Anup Raj – Member
- Dr. Kottala Sri Yogi – Member
- Ms. Smita Rao – Member

2.5.6 Institutional Student Grievance Redressal Committee :

- Dr. Karunakar B – Chairperson
- Dr. Silla Ramsundar – Member
- Mr. Sourav Chatterjee – Member

3.0 EXAMINATION GUIDELINES (MBA Program)

3.1 EVALUATION & GRADING

The respective subject faculty would evaluate the performance of the students during the examination of the respective subject. A student would undergo continuous assessment for each course/subject in all the trimesters. Various components of such continuous assessment would be as decided by the respective course/ subject teacher/ faculty and approved by Dean /Director of the school/ campus concerned.

Break up of continuous evaluation of each course will be as under:

Program	Component	Marks	Total
MBA	Unit Test / Project/ Assignment/ Presentation/ Weekly Tests / Case Study/ Quizzes / any other (School)	60	100
	Final term/ Trimester End Examination (University)	40	

3.2 PASSING STANDARDS FOR EACH SUBJECT:

Trimester-end-exam Passing Criteria for each Course:

- To pass in a particular subject in any of the trimester end examination or trimester end re-examination, student must secure a minimum of one-third marks of the total maximum marks of that subject, in the trimester end examination.
- “F” Grade would be awarded, where marks obtained are less than 40 (39.00 and below) in aggregate or where the marks obtained in the trimester end examination are less than one-third of the total maximum marks of the respective course.
- Students who fail to fulfil above passing criteria would be awarded ‘F’ grade.
- Students who obtain marks between 40 and 49.99 would be awarded ‘D’ grade (low pass). Please refer ‘Grading’ scheme given below.
- For subjects, which have only Internal Continuous Assessment component, minimum passing requirement will be 40%.

3.3 GRADING SYSTEM

3.3.1 The following would be the letter grading system leading to the award of a four-point Grade Point Average (GPA) for each term and Cumulative Grade Point Average (CGPA) for all the terms until date.

‘Letter grades’ and corresponding ‘grade points’ are as under:

Grade	Points	Class interval of marks		Grade	Points	Class interval of marks	
A+	4	100	85	C+	2.5	64.99	61
A	3.75	84.99	81	C	2.25	60.99	57
A-	3.5	80.99	77	C-	2	56.99	50
B+	3.25	76.99	73	D	1.5	49.99	40
B	3	72.99	69	F	0	39	0
B-	2.75	68.99	65				

3.3.2 **Method of Calculation of GPA:** Grade Point Average for a term will be computed by dividing, the sum of product of grade point of each course / module and credit value assigned, to each respective course by the sum of credits assigned to all the courses/ modules for the related term.

$$GPA = \frac{\sum CG}{\sum C}$$

3.3.3 **Method of Calculation of CGPA:** Cumulative Grade Point Average upto and including a term will be computed by dividing the sum of product of grade point of each course/ module and credit value assigned to each respective course



by the sum of credits assigned to all the courses/ modules upto and including the related term.

Here:

C = Credit value assigned to a course/ module

G = Grade point value assigned to a student for course/ module corresponding to the letter grade (refer table given)

GPA: Grade Point Average shall be calculated for Individual term.

CGPA: Cumulative Grade Point Average shall be calculated upto and including each term till date.

3.4 RE – EXAMINATIONS

- 3.4.1 Re-Examination will be conducted immediately after declaration of results of trimester end exam for the students, who may have obtained 'F' and/ or 'D' grade, immediately after Term End Exam.
- 3.4.2 The maximum grade that a student, in such a case, can obtain for such course will be C +.
- 3.4.3 Eligibility of a candidate to apply and appear for re-examination will be as under.
- Criteria 1): 0 F and 4 D (Accumulated across three trimesters in a year) OR
 - Criteria 2): 1 F and 3 D (Accumulated across three trimesters in a year) OR
 - Criteria 3): 2 F and 1 D (Accumulated across three trimesters in a year)
- 3.4.4 The candidates who resort to unfair means and who are required to appear at re-examination due to involvement in adoption of unfair means (as penalty) will get C+ or actual grade whichever is lower in the re-examination.
- 3.4.5 Improvement in the internal continuous assessments will not be allowed for re-examination purpose.
- 3.4.6 If a student fails in project, one attempt will be allowed to re- submit the project. However the re-submission should happen prior to re- examination scheduled for the academic year.
- 3.4.7 A student who does not fill in online re-examination form will be denied permission to appear at the examination.
- 3.4.8 Students submitting re-examination form will be awarded 'AB/ 'F grade if he/ she remains absent.

3.5 RE – EXAMINATIONS/ EXEMPTION / EXCEPTIONAL CASES

- 3.5.1 Exceptional cases, approved by Dean /Associate Dean SBM (Self marriage/ long illness – Medical cases/ maternity/ Death in immediate family) will be eligible to appear in re-examination (and for award of regular grade).
- 3.5.2 For medical cases, he/she will have to necessarily produce a certificate from a Medical Practitioner along with required pathological reports and prescriptions before the commencement of the re-examination.
- 3.5.3 For exceptional cases, all necessary relevant documents to be submitted before the commencement of the re-examination.
- A letter from Senior officer of the company
 - Copy of Air – Ticket, Boarding Pass, Passport Stamping Death Certificate of family member
 - Marriage Certificate / Wedding Card etc.
- 3.5.4 In case a student fails to fulfil passing/ progression conditions, after the re-examination/s, he/she is expected to take re-admission as per the rules of SBM, NMIMS.
- 3.5.5 No further re-examination chance will be given to above mentioned exceptional cases.

3.6 NON-FULFILMENT OF THE ABOVE REQUIREMENT RELATING TO D AND F GRADES:

- 3.6.1 The written re-examination for all the students of first year who have obtained 'D' and /or 'F' grade (as per rules of passing standards) will take place immediately after declaration of result of final trimester end examination. The grade that a student can get in such a case, for such course will be C + or actual whichever is lower. The result of the re-examination will be treated as final and binding on the students.
- 3.6.2 Any student who has been awarded maximum up to 4 "D"s has an option to remove all the "D"s in case he wishes so. The norms of removing the same will be as given above. The grade that a student can get in such a case, for such course will be C + or actual whichever is lower.
- 3.6.3 A student will have to remove "F" grade/s in the non-credit courses. The formalities of removing the same will be as given above. The grade that a student, in such a case, can obtain for such course will be C+ or actual whichever is lower.
- 3.6.4 A student obtaining upto two "F" grades in credit courses must necessarily pass/ clear the "F" grade by appearing at the re-examination. If the student is not able to clear "F" grade/s even after this chance, he/ she is expected to take re-admission as per the rules of SBM, NMIMS.
- 3.6.5 Students appearing for the re-exams (as per the rules of passing standards) will be given provisional admission to the next trimester of the program. His/ her admission will be confirmed only after declaration of the results of the re-exams.
- 3.6.6 The provision of re-examination is not available if a student has accumulated more than two "F" grades in a year (credit courses) (even though the candidate might have cleared the 2 'F' grades in the re-examination). Student who obtains more than two "F" in aggregate of trimesters **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.
- 3.6.7 The provision of re-examination is not available when a student obtains third 'F' grade, despite having cleared previous 2 'F' grades in re-exam attempts. Such a student who obtains more than two "F" in aggregate of trimesters **at any time during the academic year, will have to** take re-admission as per the rules of SBM, NMIMS.

- 3.6.8 Student obtaining more than 4 “D”s in aggregate of trimesters in a year (even though the he/ she might have cleared the D grades in the re-examination) **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.
- 3.6.9 Student obtaining 4D and 1F in aggregate of trimesters** in a year (even though the candidate might have cleared the F/D grades in the re-examination) **at any time during the academic year will have to take re-admission as per the rules of SBM, NMIMS.**
- 3.6.10 Student obtaining **more than 0 (zero) “F” & 4 “D”s OR 1 “F” & 3 “D”s OR 2 “F”s & 1 “D”** in aggregate of trimesters in a year (even though he / she might have cleared the F and/or D grades in the re-examination) **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.

3.7 PROGRESSION TO NEXT ACADEMIC YEAR AND COMPLETION OF THE PROGRAMME

The following will be qualification criteria for the successful completion of the First year and also program by the student concerned:

- He/ she should have no “F” grade in any of the first / second year courses after re-examination and not more than 2 Ds at the end of each academic year.
- His/ her total cumulative grade should not be less than 2.25 at the end of the first year and also at the end of program (to be calculated after re-examination)

3.8 GENERAL RULES

- 3.8.1 A student who remains absent from term/ semester examination/s due to any reason in any subject shall be marked as 'AB' in the result/ grade sheet/ transcript for the subject/s in which he/ she has remained absent. All such students will be allowed to appear at re-examination in the said subject. The said re-examination will be conducted immediately after the declaration of the respective term examination. A student who remains absent in the re-examination would not be able to avail any further re-examination chance.
- 3.8.2 In order to receive the degree, diploma, certificate, the student will have to clear in all the examinations of all the years. Student should ensure that he/she has cleared his/her all dues from the respective departments like Accounts, Library, Hostel, etc
- 3.8.3 Grievance Redressal: In case a student is not satisfied with the result/ grade received by him in a particular subject, he/ she may follow the 'Grievance Redressal Procedure' in case he/ she desires.
- 3.8.4 The fees for re-examinations and re-admission will be decided by the University from time to time.
- 3.8.5 In case of any disputes/differences, decision of the University shall be final and binding on the students. If a student desires to institute any legal proceedings against the University, such legal proceedings shall be instituted only in court at Mumbai in whose jurisdiction the application is submitted by the student and not in any other court.
- 3.8.6 Modification in criteria/rules: On the recommendation of the Board of Studies of the School of Business Management and the Board of Examinations, the Academic Council shall have the sole discretionary right to modify all or any of the above criteria at any time without prior notice.

3.9 PROJECT GUIDELINES

- 3.9.1 Participants are requested to do a project in experiential courses like: a) Industry Analysis b) Marketing in Practice c) Business Research & d) Entrepreneurship. Besides from time to time Faculty may assign projects to Participants in their course
- 3.9.2 Summer Internship applies only to Full time MBA Participants. Final Projects and Class Projects and Class Projects apply to all course/s programmes and faculty concerned can assign project work to be undertaken.
- 3.9.3 Summer Internship:
- Participants are compulsorily required to take 8 weeks of summer internship training in any company as per dates announced on the notice board
 - Participants are advised not to rely on NMIMS placement process entirely for provision of summer internship activities, but to look for such assignments on their own initiative. NMIMS placement cell makes all the efforts possible to provide Summer Internship opportunities to as many participants as possible.
 - The Summer Internship is expected to culminate in the submission of a Summer Project Report to NMIMS within deadlines as indicted. This submission is a compulsory part to the course requirements.
 - This project is subject to a review by the company guide assigned. It is the participant’s role to ensure that the guide sends this review to the Course Coordinator within the deadline given. The participant has to waive the rights to see the review.

- **Summer Internship is a non-credit compulsory course. However, the participant needs to satisfactorily complete the project as an essential partial fulfilment of the requirements for award of MBA**

3.10 For all submissions participants have to submit the soft copy of their reports and assignments. The hard copies also have to be submitted wherever asked by the faculty. You are expected to follow project guidelines for proper referencing system

3.11 NMIMS reserve the right to carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc., Plagiarism is a serious offence, which is unethical and illegal. If a participant is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS. Faculty have the right to allot zero marks for internal submission to those students guilty of plagiarism.

4.0 EXAMINATION GUIDELINES (PGDM Executive Program)

4.1 Internal Continuous Assessment

4.1.1 Courses are generally of 30 hours' duration having 3 credits or of 15 hours' duration with 1.5 credits. Three (3)-credit courses would have at least 4 evaluation components including 'Trimester-end Examination'. The 1.5 credit courses will have at least 3 evaluation components including 'Trimester-end Examination'.

4.1.2 The internal components of evaluation for any course would be as follows:

- Class-participation/individual presentation in class
- Quizzes (announced/unannounced)
- Individual assignment/Group assignments/ presentations/decision sheets
- Term papers and project reports
- Mid-term examination
- Projects / Research / Field work
- End-term examination (This is a compulsory component)

4.1.3 The total points for each course (with maximum what can be assigned) will be divided in various components which may include the following:

Internal Continuous Assessment (weightage)	Trimester end examination (weightage)	Aggregate
60%	40%	100%

4.2 Passing Standards:

The following will be qualification criteria for the successful completion of the programme by the Participant concerned:

4.2.1 His/ her total cumulative grade should not be less than 2.25 and

4.2.2 He/she should have no "F" grade in any of the first / second year courses and not more than 2 Ds in the first/ second year courses each.

4.2.3 End term exam marks for every individual course should be minimum 1/3 of total marks.

4.2.4 For subjects, which have only Internal Continuous Assessment component, minimum passing requirement will be 40%.

4.2.5 First Year of the programme:

- To be eligible to be promoted to the second/ third year (as the case may be):
- A Participant should obtain CGPA of ≥ 2.25 at the end of the first / second year of the programme and
- He should clear all first year credit courses
- End term exam marks for every individual course should be minimum 1/3 of total marks.
- **Non-fulfilment of the above requirement relating to D and F Grades:**
 - a) The written re-examination for all the Participants of first year who have obtained 'D' or 'F' grade (as per rules of passing standards) will take place after the related academic year ends but before the commencement of the next academic year. The maximum grade that a Participant can get in such a case will be C +.
 - b) Any Participant who has been awarded maximum up to 4 "D"s has an option to remove all the "D"s in case he wishes so. The norms of removing the same will be as given in (a) above. The maximum grade that a Participant can get in such a case will be C +.
 - c) If the Participant is not able to improve the extra "D"s even after re-examination, he /she will not

be eligible for promotion to second/ third year and is expected to take re-admission as per the rules of NMIMS.

- d) A Participant also will have to mandatorily remove “F”s in the non-credit courses. The formalities of removing the same will be as given in (a) above. The maximum grade that a Participant can get in such a case will be C +.
- e) A Participant obtaining one “F” grade in first year credit courses must necessarily eliminate the “F” grade by appearing at a written re-examination. If the Participant is not able to clear “F” even after this chance, he/ she is expected to take re-admission as per the rules of SBM, NMIMS.
- f) Participants appearing for the re-exams (as per the rules of passing standards) will be given provisional admission to the next year of the programme. His/ her admission will be confirmed only after declaration of the results of the re-exams.
- g) Participant who obtains more than one “F” in aggregate of trimesters at any time during the academic year should take re-admission as per the rules of NMIMS.
- h) Participant obtaining more than 4 “D”s in aggregate of trimesters at any time during the academic year should take re-admission as per the rules of NMIMS.
- i) The Participants obtaining 4D and 1F in aggregate of trimester at any time during the academic year, will be required to seek re-admission afresh in the next academic year, as a regular Participant for the concerned program for that year of the programme in which he/ she has been declared failed. He/ she shall also be required to pay all the necessary prescribed fees/charges at the time of seeking re-admission in the concerned program as per the rules prescribed by the University for the same from time to time.
- j) Any Participant who has been awarded 1 D or 2 D’s (not more than 2 D’s) has an option to improve the said D by appearing in the re-examinations. The maximum grade that a Participant can get in such a case will be C+.

4.2.6 Second Year of the Programme (As the case may be):

- To be eligible for award of the degree:
- A Participant should obtain CGPA of ≥ 2.25 at the end of the second year of the programme and pass all second year credit courses.
- End term exam marks on individual paper should be minimum 1/3 of total marks.
- **Non-fulfilment of the above requirement relating to D and F Grades:**
 - a) The written re-examination for all the Participants of second/third year (as the case may be) who have obtained ‘D’ or ‘F’ grade (as per the rules of passing standards) will take place before the convocation. The maximum grade that a Participant can get in such a case will be C +.
 - b) Any Participant who has been awarded maximum up to 4 “D”s has an option to remove all the “D”s in case he wishes so. The norms of removing the same will be as given in (a) above. The maximum grade that a Participant can get in such a case will be C +.
 - c) If the Participant is not able to remove the extra “D”s even after re-examination, he /she will not be eligible for award of degree and is expected to take re-admission as per the rules of SBM, NMIMS.
 - d) A Participant also will have to mandatorily remove “F”s in the non-credit courses. The formalities of removing the same will be as given in (a) above. The maximum grade that a Participant can get in such a case will be C +.
 - e) A Participant obtaining only one “F” grade in final year credit courses must necessarily pass the “F” grade by appearing at a re-examination. If the Participant is not able to clear “F” even after this chance, he/ she is expected to take re-admission as per the rules of SBM, NMIMS.
 - f) Participants appearing for the re-exams (as per rules of passing standards) will be given provisional admission to the next year of the programme (as the case may be). His/ her admission will be confirmed only after declaration of the results of the re-exams.
 - g) Participant who obtains more than one “F” in aggregate of trimesters at any time during the academic year should take re-admission as per the rules of SBM, NMIMS.
 - h) Participant obtaining more than 4 “D”s in aggregate of trimesters at any time during the academic year should take re-admission as per the rules of SBM, NMIMS.
 - i) The Participants falling in category above, will be required to seek re-admission afresh in the next academic year, as a regular Participant for the concerned program for that year of the programme in which he/ she has been declared failed. He/ she shall also be required to pay all the necessary prescribed fees/charges at the time of seeking re-admission in the concerned program as per the rules prescribed by the University for the same from time to time.

- j) Any Participant who has been awarded 1 D or 2 D's (not more than 2 D's) has an option to improve the said D by appearing in the re-examinations. The maximum grade that a Participant can get in such a case will be C+. The Participants falling in category above, will be required to seek re-admission afresh in the next academic year, as a regular participant for the concerned program for that year of the program in which he/ she has been declared failed. He/ she shall also be required to pay all the necessary prescribed fees/charges at the time of seeking re-admission in the concerned program as per the rules prescribed by the University for the same from time to time.

4.3 Grading System & Method of calculation of GPA & CGPA

- 4.3.1 **Method of Calculation of GPA:** Grade Point Average for a term will be computed by dividing, the sum of product of grade point of each course / module and credit value assigned, to each respective course by the sum of credits assigned to all the courses/ modules for the related term.

$$GPA = \frac{\sum CG}{\sum C}$$

- 4.3.2 **Method of Calculation of CGPA:** Cumulative Grade Point Average upto and including a term will be computed by dividing the sum of product of grade point of each course/ module and credit value assigned to each respective course by the sum of credits assigned to all the courses/ modules upto and including the related term.

Here:

C = Credit value assigned to a course/ module

G = Grade point value assigned to a student for course/ module corresponding to the letter grade (refer table given)

GPA: Grade Point Average shall be calculated for Individual term.

CGPA: Cumulative Grade Point Average shall be calculated upto and including each term till date.

4.3.3 Method of calculation of letter grades and GPA/ CGPA for batch size of 25 and above

- The Average of marks in a course for a batch would be calculated for each faculty.
- Grand Average of marks for each course of the batch would be calculated.
- 'Factor Score' of individual faculty would be calculated as – grand average divided by average of the faculty
- The marks assigned by each faculty to the individual student would be factorized by multiplying the marks assigned by the faculty to each student by the factor score for the course for respective division.
- Combining all factorized marks of the entire batch for the course sharing would be fitted in normal distribution. For the purpose of assigning grades, the following table would be used.

Letter Grade	% of class
Grade A	15 percent of batch excluding Grades D & F
Grade B	50 percent of batch excluding Grades D & F
Grade C	35 percent of batch excluding Grades D & F
Grade D	Where factorized marks obtained are between 40 and 49
Grade F	Where factorized marks obtained are less than 40 (39 and below)

4.3.4 Method of calculation of letter grades and GPA/ CGPA for class size of less than 25

- Maximum marks assigned by the faculty concerned for a course will be taken into account for the batch/ group.
- Difference between maximum marks and 50 marks would be calculated.
- The said difference will be equally divided into slabs of nine letter grades (i.e. A+, A, and A-, B+, B and B- and C+, C and C-).
- 'D' grade will be assigned to students, who have obtained marks between 40 and 49.
- 'F' grade will be assigned to students who have obtained marks less than 40
- Grading will be done on the basis of marks obtained by a student in each course which will be fitted into the above slabs of letter grades

4.4 Different grade points corresponding to the grades awarded are as follows:

4.4.1 School of Business Management would have the following 'letter grades' and corresponding 'grade points' system:

Grade	Grade Points
A+	4.00
A	3.75
A-	3.50
B+	3.25
B	3.00
B-	2.75
C+	2.50
C	2.25
C-	2.00
D	1.50
F	0.00

4.4.2 The objective system of assigning the Grades would be based on relative performance of participants in the batch. **The relative grading system will be followed for the same.** The distribution of grades based on relative system ensures that not all participants are placed under one grade. The letter grades for a course would be calculated by software/ computer system on the basis of the following principle mention under heading – “Method of calculation of letter grades and GPA/CGPA for batch size of 25 and above/less”.

4.5 Re - Examinations:

- 4.5.1 The written re-examination for all the participants of first year who have obtained 'D' or 'F' grade (as per rules of passing standards) will take place after the specific academic year ends but before the commencement of the next academic year. The maximum grade that a Participant, in such a case, can obtain for such course will be C +.
- 4.5.2 The written re-examination for all the participants of final years of all the programmes of SBM who have obtained 'D' or 'F' grade (as per rules of passing standards) will take place before convocation. The maximum grade that a participant, in such a case, can obtain for such course will be C +.
- 4.5.3 Improvement in the internal assessment will not be allowed for re-examination purpose.
- 4.5.4 If a student fails in project, one attempt is allowed to re-submit the project. However the re- submission should happen prior to re-examination scheduled for academic year.
- 4.5.5 Students submitting re-examination form will be awarded 'F' grade if he/she remains absent without prior approval of Director of the campus.
- 4.5.6 There will be only one re-examination for the candidates who wish to clear their 'F' or 'D' grades.
- 4.5.7 In case a student has to take re-exam at the end of 1st year courses pertaining to Trimester 1 to 3 and his/her promotion is subject to the results of the re-examination, the student may attend classes in the 2nd year subject to a written signed undertaken to be given as per the University norms.

4.6 General Rules:

- 4.6.1 Exceptional cases, approved by Director/ Chairperson PGP / Asst. Registrar (Academic)/ Examinations/ Program Coordinator in charge: (Self marriage/ long illness – Medical cases/ maternity/ out station or out of country posting (only in case of participant of PT Programmes), Death in immediate family) will be eligible to appear in re-examination (and for award of regular grade).
- For medical cases, he/she will have to necessarily produce a certificate from a Medical Practitioner along with required pathological reports and prescriptions before the commencement of the re-examination.
 - For exceptional cases all necessary relevant documents (mention below) to be submitted before the commencement of the re-examination.
 - A letter from Senior officer of the company
 - Copy of Air – Ticket, Boarding Pass, Passport Stamping
 - Death Certificate of family member

- Marriage Certificate / Wedding Card etc
- In case a Participant fails to fulfil conditions given above even after the re-examination/s he/she is expected to take re-admission as per the rules of SBM, NMIMS.
- In case a Participant fails to fulfil conditions given above even after the re-examination/s he/she is expected to take re-admission as per the rules of SBM, NMIMS.
- No further re-examination chance will be given to above mentioned exceptional cases.
- In order to receive the degree, diploma, certificate, the participant will have to clear in all the examinations of all the years. Participants should submit the completely filled in Clearance form (format enclosed).
- The fees for re-examinations and re-admission will be decided by NMIMS from time to time.

In case of any disputes/differences, decision of NMIMS shall be final and binding on the participants. If a participant desire to institute any legal proceedings against NMIMS, such legal proceedings shall be instituted only in courts at Mumbai in whose jurisdiction the application is submitted by the Participant and not in any other court.

4.7 Project Guidelines:

- 4.7.1 Participants are requested to do a project in Expected course like: a) Industry Analysis b) Marketing in Practice c) Business Research & d) Entrepreneurship. Besides from time to time Faculty may assign projects to Participants in their course
- 4.7.2 For all submissions participants have to submit the soft copy of their reports and assignments. The hard copies also have to be submitted wherever asked by the faculty. You are expected to follow project guidelines for proper referencing system.
- 4.7.3 NMIMS reserve the right to carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc., Plagiarism is a serious offence, which is unethical and illegal. If a participant is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS. Faculty have the right to allot zero marks for internal submission those students guilty in plagiarism.

5. COURSE STRUCTURES OF ALL PROGRAMMES

Master of Business Administration (MBA) SVKM'S NMIMS – School of Business Management First Year (2021 – 2022)			
Orientation (5 Days)	Trim I*	Trim II*	Trim III*
<ul style="list-style-type: none"> • Basic Mathematics and Statistics (15hrs) • Financial Accounting (15hrs) • Communication Skills (written, spoken) (9hrs) • Power of Excel (9hrs) • Case Method Learning (3hrs) 	<ul style="list-style-type: none"> • Business Communication – I (3 credit) • Micro Economics (3 credit) • Financial Accounting (3 credit) • Marketing Management - I (3 credit) • Organizational Behaviour (3 credit) • Quantitative Methods –I (3 credit) • Information Systems for Management (3 credit) 	<ul style="list-style-type: none"> • Business Communication – II (1.5 Credits) • Cost and Management Accounting (3 credit) • Macro Economics (3 credit) • Operations and Supply Chain Management (3 credit) • Marketing Management – II (3 credit) • Quantitative Methods –II (1.5 Credits) • Indian Ethos and Business Ethics (3 credit) 	<ul style="list-style-type: none"> • Business Communication – III (1.5 Credits) • Legal Aspects of Business (3 credit) • Corporate Finance (3 credit) • Business Analytics (3 credit) • Human Resource Management (3 credit) • Strategic Management (3 credit) • Research Methodology (1.5 Credits) <p style="text-align: center;">WE CARE (3 WEEKS)</p>
Orientation: 36 Sessions of 90 minutes each	Credits: 21 Courses: 7	Credits: 18 Courses: 7	Credits: 18 Courses: 7
* All courses except mentioned otherwise are of 3 credits.			
Compulsory Workshops on topics of contemporary interest (students can choose at least two): <ol style="list-style-type: none"> i. Business etiquette ii. At least one from following: <ul style="list-style-type: none"> • Creative/Design Thinking • Innovation • Learning through Films, Theatre & Literature • Indian Values in Management • One Foreign Language: French, Spanish Mandarin • Extended practical workshop on Yoga (30 hours) 			
Value Added Certifications (any one): <ul style="list-style-type: none"> • SAS • SAP R3 • Six Sigma • Advanced Financial Modelling • Project Management • Suitable certification from Marketing/HR domain 			
Internships: <ul style="list-style-type: none"> • We Care: Non-credit Rural Immersion/NGO project (3 weeks) • Summer Internship (8 Weeks) 			

Master of Business Administration (MBA) SVKM'S NMIMS – School of Business Management Second Year (2021 – 2022)		
Trimester IV	Trimester V	Trimester VI
i. Core: Industry Analysis ii. Elective 1 iii. Elective 2 iv. Elective 3 v. Elective 4 vi. Elective 5	i. Core: Business Simulation ii. Elective 1 iii. Elective 2 iv. Elective 3 v. Elective 4	i. Elective 1 ii. Elective 2 iii. Elective 3 iv. Elective 4 v. Elective 5: Entrepreneurship and Innovation
Core: 3 Credit Elective : 5*3 credit = 15 credit	Core: 3 Credit Elective : 4*3 credit = 12 Credit	Elective Core: 3 Credit Elective : 4*3 credit = 12 Credit

Serial No	Trimester	Subject Name	Credits	Specialization
1	Trim IV	Advanced Multivariate Techniques for Analytics	3	Analytics
2	Trim IV	Big Data Analytics and Its Applications	3	Analytics
3	Trim IV	Business Forecasting	3	Analytics
4	Trim IV	Data Analytics Tools and Techniques	3	Analytics
5	Trim IV	Visual Analytics Tools & Techniques	3	Analytics
6	Trim IV	Advanced Financial Reporting & Analysis	3	Finance
7	Trim IV	Business Forecasting	3	Finance
8	Trim IV	Business Valuation	3	Finance
9	Trim IV	Commercial Bank Management	3	Finance
10	Trim IV	Financial Derivatives	3	Finance
11	Trim IV	Financial Statement Analysis	3	Finance
12	Trim IV	Investment Analysis & Portfolio Management	3	Finance
13	Trim IV	Project Appraisal and Financing	3	Finance
14	Trim IV	Industry Analysis (<i>Compulsory Course</i>)	3	General Management
15	Trim IV	Learning & Development	3	Human Resources
16	Trim IV	Legal Framework of Industrial Relations	3	Human Resources
17	Trim IV	Selection and Recruitment	3	Human Resources
18	Trim IV	Strategic Human Resource Management	3	Human Resources
19	Trim IV	Big Data Analytics and Its Applications	3	IT
20	Trim IV	Business Intelligence and Decision Support Systems	3	IT
21	Trim IV	Business Process Modelling & Management	3	IT
22	Trim IV	Knowledge Management	3	IT
23	Trim IV	Business Marketing	3	Marketing
24	Trim IV	Consumer Behaviour	3	Marketing
25	Trim IV	Integrated Marketing Communication	3	Marketing
26	Trim IV	Retail Management	3	Marketing
27	Trim IV	Sales and Distribution Management	3	Marketing

Serial No	Trimester	Subject Name	Credits	Specialization
28	Trim IV	Logistics Management	3	Operations
29	Trim IV	Operations Strategy	3	Operations
30	Trim IV	Project Management	3	Operations
31	Trim IV	Supply Chain Management	3	Operations
32	Trim IV	Total Quality Management	3	Operations
33	Trim IV	Corporate Sustainability	3	Strategy & GM
34	Trim IV	Corporate Turnaround	3	Strategy & GM
35	Trim IV	Econometrics	3	Strategy & GM
36	Trim IV	International Business	3	Strategy & GM
37	Trim IV	Management Consulting	3	Strategy & GM
38	Trim V	Artificial Intelligence	3	Analytics
39	Trim V	Machine Learning Theory & Applications	3	Analytics
40	Trim V	Marketing Analytics	3	Analytics
41	Trim V	Behavioral Finance	3	Finance
42	Trim V	Financial Risk Management	3	Finance
43	Trim V	Fixed Income Securities & Debt Markets	3	Finance
44	Trim V	International Finance	3	Finance
45	Trim V	Investment Banking	3	Finance
46	Trim V	Strategic Cost Management	3	Finance
47	Trim V	Compensation and Benefits	3	Human Resources
48	Trim V	HRM in Service Sector	3	Human Resources
49	Trim V	Organization Development & Change	3	Human Resources
50	Trim V	Performance Management	3	Human Resources
51	Trim V	Social Security Legislations	3	Human Resources
52	Trim V	Artificial Intelligence	3	IT
53	Trim V	Cloud Computing	1.5	IT
54	Trim V	Digital Transformation	3	IT
55	Trim V	Internet of Things Applications	3	IT
56	Trim V	IT Strategy	3	IT
57	Trim V	Brand Management	3	Marketing
58	Trim V	Marketing Analytics	3	Marketing
59	Trim V	Marketing Implementation	3	Marketing
60	Trim V	Product Strategy	3	Marketing
61	Trim V	Services Marketing	3	Marketing
62	Trim V	Advanced Supply Chain Management	3	Operations
63	Trim V	Lean Enterprise	3	Operations
64	Trim V	Service Operations	3	Operations
65	Trim V	Strategic Sourcing & E-Procurement	3	Operations
66	Trim V	Advance Strategy	1.5	Strategy & GM
67	Trim V	Enterprise Risk Management	3	Strategy & GM

Serial No	Trimester	Subject Name	Credits	Specialization
68	Trim V	Mergers, Acquisitions & Corporate Restructuring	3	Strategy & GM
69	Trim V	Business Simulation (<i>Compulsory Course</i>)	3	General Management
70	Trim VI	Analytics for Pharma & Healthcare	3	Analytics
71	Trim VI	Financial Analytics	3	Analytics
72	Trim VI	HR Technology and Analytics	3	Analytics
73	Trim VI	Operations & Supply Chain Analytics	3	Analytics
74	Trim VI	Retail Analytics	3	Analytics
75	Trim VI	Alternative Investment Markets	3	Finance
76	Trim VI	Corporate Tax Planning	3	Finance
77	Trim VI	Financial Analytics	3	Finance
78	Trim VI	Insurance Management	3	Finance
79	Trim VI	Private Equity	3	Finance
80	Trim VI	Wealth Management	3	Finance
81	Trim VI	Emotional Intelligence and Developing Competencies for Organizational Performance	3	Human Resources
82	Trim VI	HR Technology and Analytics	3	Human Resources
83	Trim VI	Social Psychology and Organizational Effectiveness	3	Human Resources
84	Trim VI	Talent Management	3	Human Resources
85	Trim VI	New Models for Enterprise Architecture	3	IT
86	Trim VI	Systems for Social Enterprises	3	IT
87	Trim VI	Customer Relationship Management	3	Marketing
88	Trim VI	Digital Marketing	3	Marketing
89	Trim VI	Green Marketing	1.5	Marketing
90	Trim VI	Marketing Strategy	3	Marketing
91	Trim VI	Pricing Strategies	2	Marketing
92	Trim VI	Rural Marketing	3	Marketing
93	Trim VI	Green Supply Chain Management	3	Operations
94	Trim VI	Operations & Supply Chain Analytics	3	Operations
95	Trim VI	Operations Consulting	3	Operations
96	Trim VI	Technology Management	3	Operations
97	Trim VI	Innovation & Entrepreneurship (<i>Compulsory Course</i>)	3	Strategy & GM
98	Trim VI	Management Control Systems	3	Strategy & GM
99	Trim VI	Management of Family Business	1.5	Strategy & GM
100	Trim VI	Management of Public and Private Partnership	1.5	Strategy & GM
101	Trim VI	Managing Growth	3	Strategy & GM
102	Trim VI	Personal Mastery and Leadership	3	Strategy & GM

Guidelines for Selection of Elective Courses

- I. In the Second year students can choose elective courses from the list of electives offered (trimester wise) and on the basis of their selection of courses, student will be placed in one of the following categories:
 1. MBA General Management
 2. MBA with specialization in any one particular area – from Marketing, Finance, Analytics, Operations, IT, Strategy & GM and Human Recourse Management.
- II. The diploma awarded will be MBA, however, the specialization if any, will be reflected only on the grade sheet/ transcript. Students must adhere to the nomenclature given and use the same in all the communications with the outside world.
- III. For **MBA General Management**, a student shall choose minimum 2 electives (6 credits) from at least 3 different areas out of five areas mentioned above in point no. I. (over Trim IV, V and VI)
- IV. For **MBA with specialization in any one particular area** a student shall choose **minimum 6** courses to qualify for concentration/specialization from any one particular area out of the five areas mentioned above in point no. I. (over Trim IV, V and VI). If he/she so desires more electives up to max of 12 can be selected.
- V. A student must take a total of Seventeen Courses (51 Credits) (including 3 Compulsory Course) in trim IV, V, and VI in the 2nd year.
 - Trim IV: 1 Compulsory Course + 5 elective Courses (Total 6 Courses; 1 x 3 + 5 x 3)
 - Trim V: 1 Compulsory Course + 4 elective Courses (Total 5 Courses; 1 x 3 + 4 x 3)
 - Trim VI: 1 Compulsory Elective Course + 4 elective Courses (Total 5 Courses; 5 x 3)
- VI. The summer internship will be treated as a as a non-credit compulsory course. However, the candidate needs to **satisfactorily** complete the project including Viva as an essential partial fulfilment of the requirements for award of MBA. If the internship/viva performance is unsatisfactory, the students shall be asked to resubmit the project report and repeat viva.
- VII. The minimum enrolment for an elective is 10 and the maximum enrolment for an elective is 60.
- VIII. In case the number of students opt for a particular elective course exceed 60, the final selection will be based on prescribed conditions given by the academic administration.
- IX. The student will have to fill his elective choice for all the Trimester (IV, V & VI) together. The selection need to be complete by 20th March 2021.
- X. Students are allowed to make only 3 changes to their initial elective selections in a year, maximum two at a time (over Trim IV, V & VI) as per the dates specified in the table below:

Trimester	Dates for change of electives
IV	25 th April 2022
V	2 nd & 3 rd July 2022
VI	2 nd & 3 rd October 2022

A student will not be allowed to move out of the course if the registration is only 10.

- XI. Since possible combinations of courses are numerous, institute may not be able to schedule classes for certain course combinations with few students given the limited time slots. In such situations the few students may be asked to opt for other course combinations.

5.2 PGDM (Exec.) – Post Graduate Diploma in Business Management (Executive)

(20 Months - 5 trimester - including Live Project) Program hours: 750 approx.

Orientation		01 Day
Trim I		(13.5 Credits)
S. No.	Subjects	Credits
1	Microeconomics	3.0
2	Quantitative Techniques	3.0
3	Financial Accounting	3.0
4	Marketing Management 1	3.0
5	Organizational Behavior	1.5
Trim II		(15 Credits)
S. No.	Subjects	Credits
1	Business Environment	1.5
2	Operations Management	3.0
3	Business Strategy Formulation	3.0
4	Managerial Accounting	1.5
5	Marketing Management 2	3.0
6	Human Resource Management	3.0
Trim III		(15 Credits)
S. No.	Subjects	Credits
1	Financial Management	3.0
2	Project Management	3.0
3	Industry Analysis*	3.0*
4	Business Strategy Implementation	1.5
5	Business Research Methods	3.0
6	Digital Technologies for Managers	1.5
Trim IV		(13.5 Credits)
S. No.	Subjects	Credits
1	Business Analytics	3.0
2	Negotiation Skills (Workshop)	1.5
3	Consulting Skills (Workshop)	1.5
4	Business Simulation	3.0
5	Ethics & Corporate Governance	1.5
6	Leadership & Change Management	3.0
7	Business Laws (Compulsory, Non Credit Course)	0.0

Trim V (Electives)		(15 Credits)
S. No.	Subjects	Credits
Electives (Choose any 4)		
Marketing:		
1	Customer Relationship Management	3.0
2	Brand Management	3.0
3	E-Business & Digital Marketing	3.0
4	Business Marketing	3.0
5	Sales and Distribution Management	3.0
6	Marketing Communication Strategy	3.0
Finance:		
1	Strategic Cost Management	3.0
2	International Finance	3.0
3	Investment Banking and Mergers & Acquisitions	3.0
4	Investment Analysis and Portfolio Management	3.0
5	Financial Derivatives & Risk Management	3.0
Operations:		3.0
1	Advanced Supply Chain Management	3.0
2	Operations Analytics	3.0
3	Lean Management & Six Sigma	3.0
4	Strategic Sourcing & E-procurement	3.0
HR:		
1	High Performance Organization (HPO)	3.0
2	Talent Management	3.0
3	HR Laws - ER & Compliance	3.0
4	Strategic HRM	3.0
Analytics:		
1	Applied Multivariate Techniques for Analytics	3.0
2	Visual Analytics	3.0
3	Big Data and its Applications	3.0
4	Marketing Analytics	3.0
5	Financial Analytics	3.0
Project Work*		3.0
Project Based* (IA)		

6. PLACEMENT GUIDELINES

6.1 Placement Norms

The Placement Office of NMIMS, Hyderabad facilitates the process of final placements by creating an interface between the recruiters and the students of the MBA Program. Student must honor the commitment made by NMIMS, Hyderabad on their behalf. In the event of non-conformance to the placement rules and procedures, NMIMS, Hyderabad reserves the right to initiate corrective action. Efforts to market the MBA program with its merit, is made by the Placement Office with the endeavor to get companies to recruit across specializations. However, the final call rests with the companies regarding candidates' eligibility criteria and the decision is honored by NMIMS, Hyderabad. Therefore, the selection process specified by the company will be followed.

The Final Placements are conducted on a rolling basis. Companies/recruiters are invited to the campus to participate in the process. This process of sending out invitations to the companies continues up until March, 2022 or until the entire batch (excluding opt outs) are successfully placed, whichever is early. This year is throwing up unprecedented challenges in terms of the Covid-19 situation across the globe and more specifically with respect to our Country. The Placement office has been agile enough to gear upto the new challenges and is pooling up all resources to face the new normal. We have seen a great cooperation from our Corporate Partners even in this situation and are well prepared to tide over the situation.

6.1.1 Placement Guidelines

- Please read these along with Placement guidelines - point # 9 of Part 1 of SRB for SBM
- NMIMS follows a '**1 student 1 offer**' policy. Each student is entitled to only one offer.
- A student can sit for a maximum of 10 companies pertaining to his/her Major specialization and Cross specialization. The debar rule is still applicable.
- A student must attend Placement Compulsory Sessions/ Pre-Placement Talks (PPTs)/ Placement led Guest Lectures.
- If the company wants students to sit for Pre-placement talk irrespective of the domain, it is mandatory for the students to attend the same to put up the desired strength of applicants. By failing to do so, the student will be debarred from the campus placement process
- Students are expected to attend all the training programs, interview preparatory sessions, guest lectures and any mock assessments conducted by the Placement Office without fail. Strict disciplinary action will be taken against defaulters as decided by the Management.
- Students who have prior work experience need to submit the Form16 or last pay slip of their organization.
- It is mandatory for the students to remain in the company they join from college for at least 12 months. Non- adherence to this would affect the student's degree.
- Students are allowed to apply to companies only if their CGPA is 2.75 and above before the application.
- Non-adherence to following timelines given by the Placement Committee for submission of documents will lead to debarment from placements.
- Students have to be open and willing to work across India.

6.1.2 Placement Process

- The Placement process typically involves –
- Batch Preparation
- Industry Talks / Guest Speaker Sessions : It is mandatory for all the MBA Students to take active part in the Industry Talks and make use of the sessions for knowledge enhancement from time to time. Attendance in this regard would accounted through programme office / Placement office
- Live Projects: SBM encourages students to take active part in Live Projects without deviating from the academic / exam schedules of the school under any circumstances
- Applications are invited based on the eligibility criteria regarding programs, academic qualifications, work experience etc. indicated by the company for the students to register for the placement drive.
- After registration the list of interested students will be shared with the companies.
- Depending on the convenience companies will either call students to their premises or come down to our city/ Jadcherla campus. The selection process will be held on campus or in some cases the student may have to go to the Company's office for the same. The student will not be able to back out on this account.
- Companies generally share details of the job offering beforehand while many give a general idea about the opportunity or Pre-placement talk on the day of the campus. Students must be aware of the organization and the role being offered before applying.
- All the students are supposed to plan for their interview. They should prepare for selection process, besides read the instructions and Job Description (JD) carefully. Students should not go with any confusion on JD's and should not

debate with Placement team and argue with the Recruiter. If they have any specific queries it can be routed through Placement Dept., and can be clarified appropriately during the Pre-Placement Talk by the said Recruiter.

- Students participating in Campus recruitment process initiated by the Institute, should not convey any comments on the Company and the profile offered. If they do not like any profile or any other role offered they should politely ask for some time to think and first discuss with the Placement Dept., instead of expressing it directly with the Company HR/Official taking the Interview that, Company profile is not good and nobody is interested in your Company, the role offered is not good etc. The Director of the institute is free to initiate disciplinary action against such students, including debarring from Placement process.
- Students are expected to be mobile, and have the capability to adjust and respond to emergent situations successfully. Sometimes companies might add/remove/modify the selection process. Students must always be ready to face challenges in such scenario.
- Companies would be encouraged to give spot offers. Once a student is offered a job he/she would be out of the placement process and will not be eligible to apply for further drives and take up any subsequent job offers.
- Offers made by the companies during the placement process cannot be rejected. Thus, students are expected to make informed decisions about applying to a company.
- In extremely rare cases if a student gets multiple job offers 'simultaneously', the placement office will take a call and the student will have to accept one offer and reject the other on the spot.
- Students have to participate in all selection process for which they have been shortlisted. In stray cases if a student fails to attend any selection process, he must submit an application regarding the same. Only if the reason is found valid and approved by the competent authority, the student will be given further chance to appear for other processes.
- In case the student deliberately creates problems at a later stage (Deliberate attempt to ruin the interview, applying and not attending the company interview, negotiating packages/location), he/she will be liable for disciplinary action. This could include levy of a monetary fine and even debarment from placements.
- It is mandatory to submit photocopy of Offer letter to Placement Office. Students must also inform their Joining status to the Placement Office.

6.1.3 Opting out from Placements

- In case a student wishes to opt out of the placement process, he/she must submit a letter to the placement office and must officially sign out of the placement process.
- A candidate has to withdraw from the final placement process if he/she is keen to seek an opportunity on his/her own. The student needs to seek the approval of the Placement Office i.e. submit the Opted Out Form duly completed with the names of such companies and other details where he/she is trying. The reason being to iron out any hitches that may crop up later. The Placement Office approaches many companies and would like to continue the cordial relationship with them. Thus if one wants to opt out, he should do so before the process begins. However, if one has already applied to companies and awaiting further course of action, then the student will have to participate in the selection process.
- If one wants to opt out, he/she will be allowed to opt out only subject to the following conditions:
 - a. He/she is not already placed in any other company through campus.
 - b. He/she is not part of any company's recruiting process (on campus) at any point in time.
 - c. If one has already applied to companies outside campus, then he/she needs to inform the placement office and will be out of Placements. Failure to meet these requirements may result in a disciplinary action against the candidate (may be even withholding the degree of the candidate).
- After opting out, the student will not be allowed to re-enter the placement process at a later stage.

6.1.4 Pre Placement Offers (PPOs)

- As a policy, NMIMS Hyderabad encourages candidates to work towards PPO's in order to strengthen the executive placements.
- Pre-placement offers made by the companies have to be routed through the Placement Office.

- If the candidate accepts the offer made, he/she has to sign out of the placement process and will not be eligible to apply during final placements.
- It is the Student's choice whether he/she wishes to accept or reject the PPO offer. However, the student has to decide on acceptance or rejection on within 24 hours or a company specified earlier date.
- Students getting PPO/PPI offer directly from the companies are required to convey the same to the Placement office via a formal letter or a mail. Student found to be deliberately **withholding such PPO/PPI offer, will be subject to disciplinary action.**
- In case a student fails to inform the Placement office before the appointed date he/she would be considered to have accepted the PPO.
- Placement Team will try to ensure that all companies desiring to make a PPO offer do the same before the deadline; however, any PPO offer made after the deadline will result in automatic rejection if the student is already placed by the time the offer is made.
- If the company makes an offer after the deadline and the student is still not placed, he/she will have to decide whether to accept or reject the PPO within 24 hours of being informed.
- In case of acceptance of the PPO, the student would not be eligible to participate further in the campus Placement Process.
- For a Pre Placement Interview (PPI), the student MUST sit for the same. Student rejecting a PPI will not be allowed to appear for any further placement process. In case of a conversion to a PPO, the PPO policy would be applicable.
- PPO's / PPI's which are officially communicated to the Placement Committee by the company will be considered for the records. Only those students would be eligible to mention the same on their resumes. No other student can mention PPO/PPI of his or her own accord.
- In case a candidate rejects a PPO, the following future course of action would be applicable to the candidate:
 - i. The candidate must give a reason for rejecting the PPO (salary/profile).
 - ii. A candidate can reject a PPO based on salary if the offered salary is less than campus norms.
 - iii. In case the candidate refuses the PPO on the basis of salary, the candidate will only will be allowed to sit for further company processes where the company offers a higher salary than that being offered by the PPO company.
 - iv. In cases where the candidate refuses the PPO on the basis of profile (e.g. Marketing, finance, HR etc.), the candidate will not be allowed to take part in any further processes of companies offering the same profile.
 - v. No cases of location preferences will be entertained. If a candidate rejects a PPO based on location preferences, he/she will be considered opted out of the placement process and not be eligible to sit for any further processes on campus.
 - vi. Any other extremely rare cases where reasons apart from the above are given, the final authority will rest with the Director, NMIMS, Hyderabad or some other competent authority after hearing the case plea.
 - vii. Any other cases not covered in the above will not be entertained and the student will be required to either accept the PPO or opt out of the placement process.

6.1.5 Post Selection

- A student getting interviewed and receiving an offer will be precluded from attending any further interviews.
- All students are obliged to adhere to the recruiter's timeline to accept a job offer and submit their acceptances ONLY through the Placement Team.

6.1.6 Code of Conduct during the placements process

- Respect the rights and obligations of fellow students.
- Misrepresentation or fabrication of any facts about his/her candidature to any recruiter will result in the students' expulsion from the placement process.
- No student is allowed to communicate in any mode— oral or written with any recruiter , at any point of time during Placement season, without the consent of the corporate relations team.

- No student is allowed to pass on any information relating to placements through written, oral or postings on any of the social media platform.
- Students should carry their latest (updated) resume, Institute ID card, passport photograph and Identity proof (In case of Pool campus drive or interview is schedule at Company office) in every interview.
- Students have to report 30 minutes before the scheduled commencement of placement proceedings. Latecomers will not be allowed to appear for the process.
- The dress code for student attending a Guest Lecture, Pre-placement talk and Interviews is strictly Business Formals.
- The student is expected not to seek, receive or obtain any unfair advantage over other students.
- The student is expected not to renege on an 'accepted' job offer.
- In case of a dispute on any of the above, the Placements Office reserves the right to take appropriate action as deemed fit in the best interest of the institute.

6.1.7 Placement Compulsory Sessions/ Pre Placement Talks (PPTs)/ Placement led Guest Lectures

These are important part of the entire placement exercise and will be held at regular intervals. In the case of no attendance in the same, the Director of the institute is free to initiate disciplinary action against such student, on the recommendation of Placement Office, including debarring from placements.

7. VALUE ADDED COMPULSORY WORKSHOPS/ACTIVITIES (MBA PROGRAM):

7.1 Outbound Training (OBT):

Extensively used by the Corporate and Academic World in India and overseas, the Outbound Training Method enables learning and experiencing challenges in an unfamiliar terrain. Creative activities, nature trails, interactive exercises are woven together to enhance team building, inculcate leadership and delegation abilities as well as learn about the latent facets of one's own personality. The Outbound Training Program works on the principles of experiential learning, and challenges one to take risks and operate out of one's comfort zone, thereby providing enough data for self as well as group development and leadership. The debrief sessions are included to provide feedback to the Participants by the facilitators and complete the learning experience.

7.2 We Care

7.2.1 *We Care* can be a unique, participant-motivated initiative which aspires to heighten and implement the societal values of the participants enrolled in the FT-MBA programme, NMIMS. Through **partnering with local non-for-profit organizations** and engaging in meaningful group volunteer projects, *We Care* will provide opportunities for Participants to gain both knowledge and management tools relevant to corporate citizenship and community engagement, preparing Participants for the modern challenges in the global business environment. Most importantly, *We Care* will provide access for participant involvement and social action.

Objective *We Care* are as follows

- Engage participants in activities for the benefit of the community.
- Cultivate civic virtue and social responsibility among young Participants

7.2.2 *We Care* Internship/Program is a value-added **Compulsory course**. It is linked to the 1.5 credit course on '**Community Awareness & Responsibility as an Executive (CARE)**' in Trim 3, and the output from the 'We Care' program in the form of a report will be seen/discussed by the faculty taking up the course.

7.2.3 Participants will not be promoted to the second year, if:

- They fail to do this internship of complete 21 days, for any reason
- The completion of the project is marked as incomplete / unsatisfactory from the NGO's end

7.3 Industry Visits

Participants may be taken to different companies manufacturing and Service sector companies in and around Bangalore. The objective is to make them aware of the different processes used and obtain a better insight into the workings of different sectors.

7.4 Guest Lectures

Speakers from Industry / Alumni are called to deliver guest lectures to full time participants. It is mandatory for each participant to attend all sessions.

Value Added Compulsory Workshops/ Activities are an integral part of the curriculum and to be eligible for qualifying for MBA, it is mandatory for full time participants to attend all Value Added Compulsory Workshops/ Activities. This will be in addition to performance in credit courses.

08. STUDENT COUNCIL

"Student Council provides an excellent opportunity for the school to be a laboratory of practice in democracy in which the school is the community of operation. It must be an essential part of the overall school program." – NASC (National Association of Student Councils, USA)

Article 1 – Title

1.1 Short Title and Commencement

These Bye-laws shall be called the NMIMS Hyderabad Students Council Bye-Laws 2021.

They shall come into force from the date of approval by the Director, NMIMS Hyderabad Campus.

1.2 Applicability

These bye-laws shall apply to every student pursuing full-time programmes at NMIMS Hyderabad Campus.

1.3 Objectives of the Student Council

- To work for student welfare.
- To promote student participation within the campus and its community.
- To co-ordinate and facilitate all committees in becoming more effective within their own purview of operations.
- To encourage and support healthy practices within each of the committees and between them.
- To play a vital role in preserving knowledge of and practice in the democratic process.
- To organize mega events of the campus, viz., Nirvahana, TEDx.

1.4 Tenure of Student Council

A Student Council shall be installed after the admission process of all the school gets over for an Academic Year or by 16th August of that year, whichever is later.

The tenure of the council will be from the time it is constituted up to the end of that given Academic Year, subject to the condition that the same is not dissolved before completion of its tenure.

The Director has the right to dissolve the whole of student council or dismiss any member including the President in the following cases:

Non-Adherence to these Bye-Laws.

In case of non-performance or indiscipline.

If the member is absent for more than two consecutive meetings of the council.

Article 2 – Structure

2.1 Hierarchy of Student Council

2.2 Director

The Director is the head of the campus and is the highest decision making authority related to student affairs of the campus.

2.3 Academic Council

The Academic Council comprises of all Program Heads, Dy. Director (External Engagement), Dy. Director (Placements) and Dy. Registrar. All the activities of Student Council will be supervised by the Academic Council.

2.4 Committees

The focus and objective of having committees is to work for the development of the institute and the campus at the corporate, student community and alumni level and is to embrace the student skills, explore their talent and make them socially responsible

PlaceCom - The Placement Committee

Acadmium - The Academic Committee

Nthuz - The Sports Committee

Nexus - The Cultural Committee

- PR - The Public Relations & Social Media Committee
 Ngage - The Alumni Committee

2.5 Clubs

The objective of the clubs is to have ice-breaking activities and engage the students to show their creativity.

Domain Specific Clubs

- | | | |
|-----------|---|-----------------------------------|
| Mark8inc | – | The Marketing Club |
| Finnacle | – | The Finance Club |
| Horizon | – | The HR Club |
| Operencia | – | The Operations Club |
| 0 | – | The Future of Technology |
| PharmaKon | – | The Pharma Connection Club (SPTM) |
| PSA | – | The Pharma Student Club (SPTM) |
| Legai | – | The Legal Aid Club (SOL) |
| Moote | – | The Moot Court Club (SOL) |

Interest Specific Clubs

- | | | |
|----------|---|---------------------------------------|
| The8tric | – | The Creative and Performing Arts Club |
| Spartans | – | The Fitness Club |

2.6 Centers of Excellence

- | | | |
|---------|---|--|
| Nischay | – | Social Enterprise Centre of Excellence (COE) |
| E-Cell | – | T-Hub Centre of Excellence (COE) |

2.7 Structure of the Student Council

The structure of the student council consists of the following

- | | | |
|-----------------|----|--|
| President | – | 01 Post |
| Vice Presidents | – | 05 Posts (01 each from SBM, SOL, SPTM, SOC and SOS) |
| Nominated CRs | -- | 01 member per division per programme from 1st Year Students of all Schools |

2.8 Responsibilities of Student Council

- To act as an interface between the institute and the student committees.
- The Student Council will be subjected to review by Academic Council once in a month between 27th and 30th of the month.
- The Student Council will put student views, proposals and present progress report for previous month's activities to Academic Council
- The next month's activity calendar shall be only functional when the report of the previous month were presented to bring in discipline and accountability through Academic Council.
- The Council has to provide assistance to the Faculty Mentor in conducting the review meetings. The Mentors have the right to ask for a report on the working of committee/club.
- Every Faculty Mentor can seek clarification/details on any matter from the Executive Committee of the respective Clubs/Committees.
- A monthly report has to be submitted to the Faculty Mentor regarding the progress of the Clubs and Committees. The report has to be in "Times New Roman" with Font size of 12.
- While preparing the monthly report, the Student Council can present attendance report of each club/committee member. The executive committee members of Clubs/ Committees should have 100% attendance in meetings and events and the general members should have at least 80% attendance on the clubs/committees meeting/ event, failing which for absence in two consecutive months, they will automatically disqualify.
- To act as a single point of contact between the students and the institute in the following manner:
- The committees have to go through the student council in order to present and get the approval for the new events planned.

- The students have to go through the student council in order to address the issues.
- To act as a grievance addressing unit for the students and to put up the cases, if any, in front of the Academic Council for redressal of the grievance.
- The student council should also meet Director at least once in every three months.
- The following needs to be kept while planning events:
- SBM/SOC: The guests invited for the talks HAS to be at least VP level person (25%); 50% of the speakers should be CXO level; 25% people should be authors/writers and thinkers with proven abilities.
- SOL: The law school should bring in 25% of Retired / Senior Judges from High Court and Supreme Court; 25% of the Legal Counsel from High Court and Supreme Court with minimum 15 years of Floor Experience, and 25% of the speakers from National Level institutions. The remaining people shall be from Institutions better or equal to NMIMS or from reputed Law Firms.
- SPTM: 25% of speakers of SPTM should be CXOs of Pharma companies; 25% of them should be Senior Scientists in the Pharma domain with National Laboratories; 25% of them should be of VP or higher level from R&D, Production, Marketing, Sales, Quality Assurance, IPR Drug Regulatory, Pharmacovigilance, Data Analytics, Medical Writing, Clinical Trials, New Technology or any other relevant field where as the people from Food & Drug Administration department can be on the level of Assistant Drug Commissioner. The remaining people should be from National level Pharma Institutions or Faculty members from NMIMS Pharma schools can be invited but these events will not be counted for the committee and schools.
- SOS: 50% people should be above the level of VP in IT/ ITES/ Analytics companies/ 25% should be from national level institutions/ 25% speakers should be from thinkers/ writers and bloggers with a proven track.
- The Student Council should work with Academic Council to reach these targets. The events can be virtual/ on campus.

Role of President

- Create Agendas
- Call and Run meetings
- Serve as a liaison to the Faculty Mentor and Director
- Maintain Memberships
- Delegate committee and club responsibilities
- Be responsible for overall organization
- Sign off the budget, events and resolution on checking it thoroughly

2.8.2 Role of Vice Presidents

- Works directly with the President to manage the activities of respective Schools.
- Collect monthly reports from committees and clubs and submit to the Academic office.
- Single point of contact for the club and committees to get the event data and time slot approval from the Academics office.
- Sign off for hanging posters, flyers and other publications.
- In the event of completion of the programme/ impeachment of the President/ expulsion from institution, one of the VP from student council will take over. The student council members can elect President among the VPs. The academic council shall have the power to veto the elected VP to the post of President.

2.8.3 Role of Nominated CRs

Works directly with the Vice President of the School to manage the activities.

To circulate the information to students of their divisions related to activities planned.

File all changes/updates in bye-laws.

Article 3: Selection

3.1 Selection Rules and Regulations

- The Eligibility Condition for the position of any Leadership Position is as follows:
- No Disciplinary proceedings
- No previous case of Crime/ Police Complain prior to joining the program
- The following students can file their nominations for the Post of President:
- 2nd Year Student of MBA & PGDM (Executive) programmes

- 3rd Year Students from BBA, B.Com (Hons.) and B.Sc (ASA) programmes
- 3rd, 4th and 5th Year Students from BBA LLB (Hons.), BA LLB (Hons.) and B.Pharm+MBA programmes
- The following students can file their nomination for Post of Vice President of School:
- 1st Year Student of MBA programme and is reserved for female candidate.
- 2nd and 3rd Year Students from BBA, B.Com (Hons.) and B.Sc (ASA) programmes.
- 2nd, 3rd, 4th and 5th Year Students from BBA LLB (Hons.), BA LLB (Hons.) and B.Pharm+MBA programmes.
- The following students can file their nomination for the Post of CR:
- 1st Year Students from BBA, B.Com (Hons.), B.Sc (ASA), BBA LLB (Hons.), BA LLB (Hons.) and B.Pharm+MBA programmes.
- There should be complete transparency and neutrality in the selection process. To facilitate this the nomination process is to be managed by Academic Council in a common session.
- The Academic Coordinators and Library staffs are not being involved in the selection process.
- Except SOL & SPTM, the Executive Committee of every Club and Committee will have one (1) member from each School to have a strength of five (5) Executive Committee members.
- The Executive Committee for SOL & SPTM specific Clubs and Committees will have one (1) member from all divisions of every year of the respective programmes. The Head of the Clubs and Committees cannot be from 1st
- The Executive Committee of each Clubs and Committees will invite student nominations. The membership is open to all and there is no ceiling on number of members.
- The students should be selected based on merit in the committees and clubs.
- The members will neither be a part of executive decision making nor will they have any voting rights.

3.2 Reshuffling and Removal of members of Clubs and Committees

- There is no inter committee or inter club reshuffling of members.
- If a student is not part of any club or committee, and in case of any removal of member of any particular committee or club, then the General members of the club/committee will elect a replacement of executive committee member(s) removed for whatsoever reason.
- Such reshuffling or members should be notified to the student council.
- In case of removal of any members from a particular club or committee. There should be approval of the Faculty Mentor for the same. An official email should be sent to the Faculty Mentor, Deputy Registrar and Director.
- A Club or a Committee can be dissolved by Director on the recommendations of Academic Council.
- Article 4: Events

4.1 Event Guidelines

- Events should be conducted with the approval of Director, Deputy Registrar, Faculty Mentor and Student Council.
- There has to be a gap between two guest lectures and it should be limited to two (02) guest lectures per week per School. If any special case arises, a notification and approval from student council should be passed by proposing a special resolution.
- Clubs should focus on ice breaking activities and skill building activities, if any club wants to go for any formal conclave for specific domain it should collaborate with institution building committees to do the same.
- There should be 80% attendance of a student throughout the year for the events as audience in the events conducted on campus.
- The attendance should be submitted to the Academics Office through Student Council.
- There should be thorough due diligence for the following activities:
- Guests invited on campus for guest talk or as judges
- Event posters and promotions
- Event execution or any activity pertaining to a particular event
- Content posted on any platform (print or digital)
- If there are any discrepancy on above activities, it should be brought to the notice of the student council. The President of the Student Council should take it up and strict actions would be taken against the club or

committee.

4.2 Nirvahana – The Annual Management Fest

- The student council should coordinate to form the core committee of Nirvahana.
- The core committee nominations should be from the student council firstly and then it should be kept open for other students if there are positions in the core committee.
- The core committee will have the head and co-head for Nirvahana along with three more members.
- The core committee should regularly update the student council about the fest work.
- Core committee will be responsible for the smooth conduct of Nirvahana.
- The core committee will be responsible for the formation of the functional committee.
- The budgeting team of Nirvahana should propose the budget to the student council for review and sign off.
- The fest dates need to be approved by the Director.

4.3 TEDx NMIMS Hyderabad

- The student council should coordinate to form core committee of TEDx NMIMS Hyderabad.
- The core committee nominations should be from the student council first and then it should be kept open for other students if there are positions in the core committee.
- The core committee will have the head and co-head for Nirvahana along with three more members.
- The core committee should regularly update the student council about the progress of the work.
- Core committee will be responsible for the smooth conduct of TEDx NMIMS Hyderabad.
- The core committee will be responsible for the formation of the functional committee.
- The budgeting team of TEDx NMIMS Hyderabad should propose the budget to the student council for review and sign off.
- Licensing and Renewal of License should be carried out by the Head and Co head of TEDx NMIMS Hyderabad.

Article 5: Clubs and Committees

- The Committees and Clubs will remain as one unit but activities and budget will be spread across both Tarnaka and Jadcherla campuses in proportionate manner (unique to Tarnaka / unique to Jadcherla / Joint events).
- All joint events shall be conducted on a Non-Teaching day/ date.
- The Clubs and Committees will prepare the following:
 - Annual Calendar for the activities of clubs and committees.
 - Preparing number and type of events.
 - Preparing budgets for each event.
- Each club and committee will have a sign up on their Calendar and Budget at the beginning of the Academic Year.
- The process flow of budget approval for conducting events is as follows:
 - Budget Presentation à Recommendation of Academic Council à Director
- The Event calendar and budget should be prepared once in a month after the Final Presentation is made to the Academic Council.

11.0 PEOPLE YOU SHOULD KNOW:

University Administration

Name	Designation
Dr. Ramesh Bhat	Vice Chancellor
Dr. Sharad Mhaiskar	Pro Vice Chancellor
Dr. Meena Chintamaneni	Registrar
Ms. Shobha Pai	Director (Placements)
Mr. Manish Dalmia	Director (Marketing)
Ms. Khyati Bhatt	Jt. Registrar (HR & Personnel)
Ms. Jayanti Ramesh	Jt. Registrar (Admission)
Ms. Vandana Kushte	Deputy Registrar (Academics)
Mr. Paramanand Rajwar	Deputy Registrar, Administration
Mr. Shivanand Sadlapur	Librarian
Mr. Samir Singh	Software Architect, IT – Students Portal
Mr. Joel Gibbs & Ms. Nazneen Raimalwala	Sr. Psychologist (Clinical), Counselling Psychologist & Clinical Psychologist
Finance & Accounts	
Ms. Karuna Bhaya	Finance Controller
Ms. Varsha Oak	Addl. Finance Controller
Ms. Ermegilda Goes	Chief Accountant
Examinations	
Mr. Ashish Apte	Controller of Examinations
Ms. Shilpa Patil	Deputy Controller of Examinations
International Linkage	
Ms. Meena Saxena	Director, International Linkage

School Administration

Name	Designation
Director's Office	
Dr. Tapan K Panda	Professor & Director
Ms. Kabita Sharma	Coordinator cum Secretary (Director's Office)
Mr. Sourav Chatterjee	Deputy Registrar
PG Program Office	
Mr. K Raja Govinda Achary	Computer cum Admin Assistant
Mr. Sreevatsava Sunkara	Coordinator
Examination Department	
Mr. P Srinivasa Rao	Coordinator
Mr. Banoth Venkanna	Coordinator
Admissions, Corporate Relations and Placement Department	
Dr. Ravi Kiran	Deputy Director (Executive Education)
Ms. Vani Bobba	Placement Executive
Ms. Usha Soma	Placement Assistant
Mr. Jayavardhan Kumar Boini	Marketing Executive
Ms. Soujanya Thumiki	Receptionist cum Counsellor
Ms. Navya Nirudi	Junior Assistant
Knowledge Resource Centre and Library	
Ms. Smita Rao	Assistant Librarian
Mr. K Vasanta Rao	Library Assistant

Mr. Satishkumar Naikar	Library Assistant
IT and Systems Department	
Mr. Annaji Rao	Technical Support Executive
Mr. Santhosh Basude	Computer Lab Assistant
Mr. Jayaprakash Torivemala	Desktop Support Engineer
Finance and Accounts Department	
Mr. V M Kumar Bandi	Accountant
Ms. Rabiya Sultana	Account Assistant
Maintenance Department	
Mr. Sam Moses	Maintenance Engineer
Mr. Anil Kumar Behuria	Technician (Electrical)
Mr. Mohd. Hasham	Technician (Carpenter-cum-Plumber)
Mr. Mohd. Yusuf Shareef	Technician (HVAC)
Residence and Security Department	
Mr. Daniel Raju K	Warden
Mr. Kumaraswamy D	Security Officer

Part III

ANNEXURES

**APPLICATION OF LEAVE OF ABSENCE
School of Business Management**

NAME: _____ Date: _____

Email ID: _____ Mobile No. _____

Programme: _____ Trimester _____ Roll No. : _____ SAP No: _____

Leave Period: From: _____ to _____ No. of Days missed: _____

Reason: -

I have missed more than 20 % sessions for the reasons as mentioned below and request you to consider this application for my attendance purposes on a special case basis (As per SRB). I understand that 20 % absence is permitted which includes sessions missed for all reasons (Personal, Medical etc.)

I also confirm that I have not missed any sessions for any other reasons. (If missed more than below mentioned sessions, student should specify the reason _____ and if application with relevant documents have been submitted to Academic office (YES/NO)

Student's Signature: _____ **Enclosures:** _____

To be filled by Students
(For Office use)

Course(s) To be Filled by Students	No. of Class held during leave period	Class attended during said period	Exemption (s)	Attendance as on date:

Checked by Course Coordinator (Signature)

Verified by AR / DR (signature)

Approved by: _____
Program Chairperson

Dean -SBM



**SVKM's NMIMS DEEMED-TO-BE-UNIVERSITY
APPLICATION FORM FOR NMIMS STUDENTS FOR APPLYING FOR
STUDENT EXCHANGE PROGRAM**

Name of School: _____

Name of the Student: _____

Name of the Program: _____

CGPA in the last trimester/semester attended at NMIMS _____.

Roll No. _____ Contact No. _____ Email ID _____

Passport No. _____ Issued at (place) _____ Date of Expiry _____

Parents Name & Address:

Father's Name _____ Mother's Name _____

Address _____

Phone No. (R) _____ Mobile No. _____

Name of the place you are interested to go for student exchange program. Kindly give the priority by writing number 1,2,3,4 as per your choice. All places, seats are limited and will be offered subject to your performance in the selection process and the availability.

1. _____

2. _____

3. _____

4. _____

5. Any other University as Mentioned in the Mail: _____

Name of the Foreign Language you are acquainted with _____

If selected, I undertake to apply for Visa on my own initiative. I am also liable not to back out of the process.

Signature of the Student _____ Date _____

Enclosure: A hard copy of your C.V needs to be attached along with the application form.

4. Program for which enrolled at home institution

Level: Bachelor Master Diploma Any other (Specify name)

Name of the Program _____ Duration _____

Year : First year Second year Third Year Fourth year Fifth Year

Sr. No.	Name of the subjects already cleared	Grades Obtained	Sr. No.	Name of the subjects already cleared	Grades Obtained
1			8		
2			9		
3			10		
4			11		
5			12		
6			13		
7			14		

5. NMIMS Course Choice (Final)

Exchange program at NMIMS for your: Trimester/Semester _____ Month _____ to _____ Year

Courses for Tri/Semester	Courses for Tri/Semester	Courses for Tri/Semester

6. Declaration

I _____ declare that all information filled by me in this form is correct and I will complete (First name Middle name Last name) all the requirements, with full engagements in the academic matters, like all other student in the NMIMS Deemed-to-be-University.

I undertake to keep the School informed about details of my all travels outside Mumbai and will abide by prescribed code of conduct by the NMIMS Deemed-to-be-University.

Signature of the Student: _____ Date _____

(Signature of Dean/Director/HOD)
CC. Director – International Linkages

2. School, Place & Duration for which selected from NMIMS Deemed-to-be University:

Semester/ Trimester _____

Sr. No.	Name of the subjects opted for Exchange Program	Sr. No.	Name of the subjects opted for Exchange Program
1		6	
2		7	
3		8	
4		9	
5		10	

3. Declaration

I, _____ student of Full Time _____ (Program Name) from batch of year _____ and Roll No. _____ is going for International Student Exchange program in the Semester/Trimester _____.

I have gone through the Student Exchange Policy document and Student Resource Book and have volunteered to join the exchange program of my own will and with the consent of my parents/ guardian. I will adhere to the rules and regulations of the host university. My parents/guardian are informed of the details of the program, the schedule and the code of conduct expected during the stay at the foreign institute and they are in full agreement with the terms of this exchange program. I undertake to keep my School /parents/guardian/family informed about details of my travel, my stay and my whereabouts and well-being during my stay.

I promise to uphold the values and honour of the NMIMS Deemed-to-be-University and fulfil my responsibilities as a student and treat everyone with dignity and respect. I hereby declare that I have clearly understood & will follow the instructions given from time to time and in case of a violation, not adhering to the expected code, I will be liable to suitable action as per SVKM'S NMIMS Deemed-to-be-University rules.

I declare that all information filled by me in this form are correct and will complete all the requirements, with full engagements in the academic matters, like all other student in the college campus.

I hereby agree to abide by the rules and regulations expected during the entire program.

Name & Signature of the student _____ Date

Mobile Phone Number: _____ (Self) _____ (Parents/Guardian)

(Signature of Dean/Director/HOD)

CC. Director – International Linkages with Enclosures

Enclosures:

1. Photocopy of Passport
2. Photocopy of Visa
3. Photocopy of medical insurance
4. Ticket details – Photocopy of Ticket



UNDERTAKING
(Applicable for Student Exchange)

To
SVKM'S NMIMS Deemed-to-be-University
School of _____
Mumbai

Sub: Travelling to a Foreign University as part of Foreign exchange program

I, _____ student of Full Time _____ (Course Name) from batch of year _____ and Roll No. _____ is going for foreign exchange program in the semester _____.

I have gone through the Student Exchange Policy document and Student Resource Book and have volunteered to join the exchange program of my own will and with the consent of my parents/ guardian. I will adhere to all rules and regulations of the host university. My parents/guardian are informed about details of the program, the schedule and the code of conduct expected during the stay at foreign institute and they are in full agreement with the terms of this exchange program. I undertake to keep my institute /parents/guardian/family informed about details of my travel, my stay and my whereabouts and well-being during my stay.

I promise to uphold the values and honour of the NMIMS Deemed-to-be-University and fulfil my responsibilities as a student and treat everyone with dignity and respect. I hereby declare that I have clearly understood & will follow the instructions given from time to time and in case of a violation, not adhering to the expected code, I will be liable to suitable action as per SVKM'S NMIMS Deemed-to-be-University rules.

I hereby agree to abide by the rules and regulations expected during the entire programme.

Name & Signature of the student

Date

Name & Signature of the Parent

Date

Mobile Phone Number: _____ (Self) _____ (Parents/Guardian)



Student Exchange Programme (for Visa Office)

(School Letter Head)

Dated _____.

To:
The Visa Section
The Indian High Commission
_____(City)
_____(Country)

Dear Sir/Madam,

This is to certify that Mr/Ms. _____, Student of _____ (Intl School) has been accepted as an exchange student into Semester/Trimester _____ of our prestigious full-time program, _____ (Program Name).

The teaching program for Semester/ Trimesters will be held from _____ (Date) to _____ (Date). The student will be attending classes with other full time students enrolled in the program and may also undertake some field projects in local companies on a non-remunerative basis.

We would request you to grant _____ (Name) the necessary student's visa.

Thanking you,

Yours sincerely,

Dean
(School Name & Address)
(Phone no & email)



Student Exchange Programme (for Visa Application)

(School Letter Head)

Dated _____

To:
The Consul General of _____
_____ Consulate/ Embassy
Mumbai, India

Dear Sir/Madam,

This is to certify that Mr/Ms _____ is a _____ year student of our _____ program. She/He has been selected to visit _____ (Institute name) at _____ (City), _____ (Country) campus as an exchange student during the spring/fall semester from _____ (date) to _____ (date).

We have no objection to Ms/Mr. _____ visiting _____ (Country) and other states/countries in USA/Europe (PI strike). We request you to provide him with the required assistance and process his/her papers at your earliest convenience.

Thanking you,

Yours faithfully,

DEAN
(School Name & Address)
(Phone no & email)



Application for availing the facility of a Scribe/Writer during Examinations
(To be submitted 7 days prior to the commencement of Examination)

For Office use:

To,
The Controller of Examination
SVKM's NMIMS (Deemed-to-be University)
Vile Parle (W), Mumbai 400056

Approved by (Exam. Dept)

Date:

Dear Sir,

I wish to avail the facility of a Scribe/Writer during the Examination as per the below mentioned details:

Name of the Student: _____ Mobile No.: _____

Name of the School: _____

Name of Program: _____ Roll No. _____ Student No.: _____

Academic Year: _____ Trimester. /Semester: _____

Type of Permanent /Temporary Physical Disability / Learning Disability: _____

Permanent /Temporary Physical Disability / Learning Disability

Details of Scribe being arranged by the undersigned

Name of the scribe: _____

Educational Qualification (with proof - Identity card of the current academic year): _____

Address and Contact No.: _____

Yours faithfully,

Signature of the Student

Date

Enclosed: Medical Certificate from a Registered Medical Practitioner with rubber stamp



Application for Duplicate Fee Receipt

Sir/Madam,

Kindly issue me Duplicate Fee receipt, since I have lost my Original Fee receipt.
Please find the particulars as under:

Fee Receipt: Year: _____ Hostel Fee Receipt: Year: _____

Name: _____
(Surname) (Name) (Middle Name)

Course: _____ Academic Year: _____

Student Number _____ Roll No. _____

Thanking You,

Yours Faithfully,

(Student's Signature)

DUPLICATE FEE RECEIPTS WILL BE ISSUED AFTER 7 DAYS ON:

Office Remarks:

Receipt No: _____ Date: _____ for Rs.100/-

(Receiver's Signature)

APPLICATION FOR REFUND

Date: _____

<ul style="list-style-type: none"> • Excess Fees • Hostel Deposit (Please indicate as applicable) 	
<ul style="list-style-type: none"> • Student Number 	
<ul style="list-style-type: none"> • Student Name 	
<ul style="list-style-type: none"> • Student Address 	
<ul style="list-style-type: none"> • Student Mobile contact number 	
<ul style="list-style-type: none"> • School Name and Course (Program) 	
<ul style="list-style-type: none"> • Student Bank account details <ul style="list-style-type: none"> ○ Type of account(Savings/Current) ○ Bank account number ○ IFSC code (Please attach a cancelled cheque)	
<ul style="list-style-type: none"> • Email ID of the student 	

(Signature of Student)

Attachments Required

- Excess Fees Refund
 - Excess Fees, Receipt of Excess Fees along with photocopy of Fees Receipt/Deposit Receipt
- Hostel Deposit Refund
 - Original Hostel Deposit Receipt signed by Hostel-in-charge &DR Administration.

Acknowledgement

Received Refund application from _____ (Student name) towards
 _____ (Specify type of Refund) on _____ (Date)

Signature of Counter Staff, Stamp and Date

SVKM'S NARSEE MONJEE INSTITUTE OF MANAGEMENT STUDIES

APPLICATION FOR MIGRATION CERTIFICATE

1. Name: _____
2. Address for Correspondence: _____

3. Permanent address: _____

4. Contact No. :(M) _____ (R) _____ Email Id: _____
5. Birth Date: _____
6. Date of leaving: _____
7. Details of the Examination passed from this university

Examinations	Year of passing	Roll no	Results

8. Name of the University where the student Proposes to register his / her name and the Name of the course. _____
9. Name of the Institution where the Student proposes to join _____

DECLARATION BY THE STUDENT

I hereby declare that I have not applied before for the Migration Certificate.

I further declare that I have not registered myself for any course in any other University other than the one which I am now interested in to register myself as stated in column 7 above.

Date: _____

Mumbai 400056

(Signature of the student)

Note :- Please attach the Photocopy of Final Year Mark sheet & Degree Certificate along with the application.

P.T.O.

FOR OFFICE USE

1. Whether the Migration Certificate was _____
Issued to him / her before?
If so, State the purpose for which it was obtained.
2. If the Migration Certificate was not utilized _____
State the approximate date and the year when
It was returned to the Institute for Cancellation.
3. Date on which Migration Certificate was issued _____
By the Institution last attended by the applicant.
4. Other Particulars if necessary: _____

The applicant has not been rusticated or debarred by the Institute, and I have no objection to a Migration Certificate being granted to him / her by the Institute.

He / She has been a student of _____ since, _____, 20
And left in _____ 20 .

I have ascertained and satisfied from the records that no application for a Migration Certificate on behalf of this candidate was made previous to this date.

(Signature of Head of the Dept) _____

Place : _____

Date : _____

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: _____

Date: _____

(Signature of the Person of In – Charge)

INSTRUCTION TO THE STUDENT

* The Prescribed fee of Rs. 300/- for Migration Certificate should invariably be sent along with application for Migration Certificate by Demand Draft drawn in favour of the SVKM's N.M.I.M.S. payable at Mumbai. The fees may be paid by cash in the Accounts Office along with the application.

* Fee for the Migration Certificate is accepted between 10.00 am to 5.00 pm on weekdays except on Sundays, Bank Holidays.

Clearance Certificate

Date: _____

Name: _____ Contact No. _____

Student SAP No. _____ Roll No. _____

Programme: _____ Semester / Trimester _____

Department	Name of the Concerned Person	Signature
	Head of the Dept / Program Chairperson / Program co-ordinator	
Library (Books)	Librarian / Person In-charge	
Hostel <i>Applicable only for Hostellers</i>	Dy. Registrar (Admn) / Person In-charge	
IT / Computer Centre	Director (IT) / Person In-charge	
Admissions	Deputy Registrar (Admission) / or Person In-charge	
Examinations	COE / Deputy COE / Person In-charge	
Accounts	Finance Controller / Additional Finance Controller / Person In-charge	

Course Coordinator

Deputy Registrar / Assistant Registrar

Dean / Director



Undertaking by Students (HBS Cases/ Articles)

“To make the students aware about use of Harvard Cases and Articles (water marked copy on Students Portal) and be aware of the **SVKM’S NMIMS regulations**, the following Undertaking Form is introduced which should be signed by **students**. The same should be submitted to the concerned **Department** on the day of starting of classes.”

I, Mr / Miss _____ bearing login ID _____ joining for ----- trimester/semester for the academic year ----- in NMIMS School of -----do hereby undertake and abide by the following terms, and I will bring the **ACKNOWLEDGEMENT** duly signed by me on the re-opening day,..... at the College.

- I will never Remove or alter or tamper with the authors' names, watermarks or HBP copyright notices or other means of identification or disclaimers as they appear in the Content digitally or otherwise.
- I will never Upload or distribute any part of the Content on any electronic network, including the Internet and the World Wide Web, other than as specified in the user agreement.
- I will not Make the Content available in any other form or medium or create derivative works without the written permission of **NMIMS/ HBP**.
- I will not be cause or involve to Publishing, distributing or making available the Content, works based on the Content or works which combine the Content with any other content, other than as permitted in the User Agreement

ACKNOWLEDGEMENT

I have gone through carefully the terms of the above undertaking and understand that following these are for own benefit and improvement. I also understand that if I fail to comply with these terms; will be liable to suitable action as per SVKM’S NMIMS rules and law. I undertake that I will strictly follow the above terms.

Signature: _____

Name: _____
(First Name) (Middle Name) (Last Name)

Programme:.....

Roll Number: _____ Email ID: _____

<i>For Office Use:</i>
Date of Receipt: _____
Signature of Course Coordinator: _____

OFFICE COPY

Student Undertaking with respect to the Student Guidelines

(Submit this form to your Course Coordinator within 7 days from receipt of Student Resource Book)

I, _____ have read the Student Guidelines of SVKM'S NMIMS, School of ----- enclosed carefully and have understood its contents and their ramifications. I will always uphold the values and honour of the school of-----, NMIMS. I promise to fulfil my responsibilities as a student and a human being and treat my colleagues, Staff and Faculty with dignity and respect. I hereby declare that I will follow the Student Guidelines and in case of a violation, consent to action, in accordance with the Management's decision.

I hereby agree to abide by the rules and regulations of SVKM'S NMIMS in my role as a participant of this program. I agree that NMIMS has the right to make any changes as it may deem fit in terms of the program content, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. I also agree that in case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants. These changes would be made if UGC / Statutory bodies make changes from time to time.

I understand that if I adopt any unfair means in admission process and during program, then my admission will be cancelled and all fees paid will be forfeited.

Signature: _____

Name: _____
 (First Name) (Middle Name) (Last Name)

Date of Birth: (dd/mm/yy) _____ Student SAP No. _____

Roll Number: _____ Programme: _____

Email ID: _____ Contact Nos. _____ / _____

Address for Correspondence:

Name of the parent _____ Contact Nos: _____ / _____

Office No: _____ Residence No.: _____ Mobile: _____
 Parent's email ID _____

For Office Use :

Date of Receipt: _____ Signature of Course Coordinator _____

EVENT PROPOSAL FORM

1. Event Name: _____

2. Committee/Club Name: _____

3. Objective: _____

4. Involved parties: _____

5. Date, Time and Venue: _____

6. Proposed Itinerary

	rary
	al of guests
	t starts
	giving ceremony
	t ends

7. Total Budget

Prepared By

Primary Approval By,

Checked By,

Final Approval By,

President
Committee/Club

Mentor
Committee/Club

Dy. Registrar

Director

EVENT BOOKING FORM

Event Name: _____

Committee/Club Name: _____

Event Type: _____

Venue: _____

Date of Event: _____ Start Time: _____ End Time: _____

VIP List: _____

Equipment Requested

Location		
Items Available	Quantity (Max)	Quantity required
Table		
Chair		
Plastic Chair		
Round Table		
Others		

Name of the Committee/Club President:

Signature: -----

Date: -----

Deputy Registrar (Administration) Approval: -----

CLUBS/COMMITTEES SPONSERSHIP ACKNOWLEDGEMENT FORM

Club/Committee:
Event Title:
Event Date:

Submitted By:
Designation:
Contact No:

Sl.No	Cheque Reference No	Received From	Amount
1			
2			
TOTAL			

Cheque to be made payable to:

For Accounts department processing

Received and Processed By	
Date	

Remarks:

EVENT REVIEW REPORT

Event Name	
Committee/Club Name	
Event Date	
Event Venue	
Event time	To

Event Details	
1	Please summarize the event's activities
2	How many students participated in the event?
3	Was this open to general public?
4	Have Purpose and objectives of the event met?
5	What are the problems faced while organising the event?
6	Was the event conducted within the approved budget? Excess/Deficient, if any
7	Was there revenue generated by the event? Yes/No. If yes, how much?
8	Give suggestions to improve the event, if it needs to be organised in the future
9.	If any

Committee/Club
President Signature with Date

Committee/Club
Mentor Signature with Date

NMIMS Anthem

We do what's right and not what's easy

We give our best shot each and every time We set the standard

We are the future

We are a part of this institute so fine

NMIMS NMIMS

NMIMS NMIMS

Respect the past

Create the future

Transcend horizons however far

We have what it takes

We make a great team

At NMIMS each one is a star

NMIMS NMIMS

NMIMS NMIMS